

CONSENT AGENDA ITEMS January 2018

Purpose:

The consent agenda is intended to streamline the process for approval of regular, routine issues that comes before the Board of Directors, based on the assumption that they have been dealt with by the appropriate committee in a thorough fashion. Such reliance upon the work of the Board committees is provided for in the governance policies. There is a presumption that many committee actions will be placed on the consent agenda unless the leadership determines that the matter should be reviewed in detail by the full Board of Directors. The following items will be included as part of the consent agenda.

Note:

Any Board member may request that any of the following items be removed from this consent agenda and moved to the regular agenda. Also note that Board members are expected to thoroughly review the consent agenda items and other pre-mailing materials prior to the meeting and anticipate that no verbal report will be presented.

A. CEO January 2018 Report

• Progress Reports

- ▶ HS/EHS Enrollment Report
- ▶ HS/EHS Attendance Report
- ▶ HS/EHS Statistical Report
- ▶ Non-Federal Share (HS/EHS)
- ▶ DCF Facility Inspection Reports
- ▶ St. Lucie County Fire Inspections (Lincoln Park & GWT)
- ▶ Child Care Facility License (Queen Townsend II)
- ▶ Cluster Disability Report

• Reimbursement Reports

- ▶ DOH Child Care Food Reports
- ▶ ELC Reimbursement Report
- ▶ Florida Non-Profit Housing
- ▶ EHEAP Financial Status Report
- ▶ LIHEAP Financial Status Report
- ▶ CSBG Financial Status Report
- ▶ DOE Financial Report (EA)

• Other Reports

- ▶ HS/EHS Policy Council Report
- ▶ Board Annual Fundraising Report
(Please check names on the following reports to identify persons, business, church, organization, etc., who contributed as a result of their solicitation)
- ▶ Multiple Worksite Report

B. Other Information (SEE TAB 5)

▶ CORRESPONDENCE

- 2017-2018 E-Rate Approval
- Electronic Wage Report
- CSBG Program Updates
- 2018 Danya Monitoring Update
- ACF Reporting Reminders (Standards 1320.102 & 1320.90)
- NHTSA Proposed Rule Change/CLASS...Designation Renewal System
- HS/EHS Class Observations Results
- School Readiness (2017 Birth to Five Outcomes Baseline Report)
- Family Outcomes Report
- Letter of Intent to Serve (Samuel Thomas)

▶ UPCOMING MEETINGS/CONFERENCES

▶ BOARD & ADMINISTRATOR NEWSLETTER

**CHIEF EXECUTIVE OFFICER'S
MONTHLY REPORT**



JANUARY 2018

A. During this period, overall program operations, administration and management challenges and opportunities included the following:

STRATEGIC PLAN PERFORMANCE INDICATORS
<ol style="list-style-type: none"> 1. Conducted Senior Management Staff Meeting. 2. Facilitated the completion of the Staff Annual Training Agenda. 3. Facilitated training opportunities for staff to attend the CAP Leadership Training and SHAN Software CAA Meeting, NHTSA Annual Parent Conference, FACA Board Meeting, Head Start/Early Head Start Mega Training Session and Region IV Board Meeting. <i>Goal 1- Create Additional Educational Experiences and Opportunities for Staff</i> 4. Facilitated the completion and submission of the 2017-2018 CSC Application; Facilitated Head Start/Early Head Start staff participation in the national FACES 2018 Survey; <i>Goal 3 – Partner With Other Entities For More Efficient Service Delivery</i> <i>Goal 4 – Target New Areas of Expansion</i> <i>Goal 5 - Enhance program development for and service delivery to children and families</i>
BOARD/MANAGEMENT TASKS & TIMELINES
<p>Facilitated the completion of the following Board Management Tasks and Professional Development Opportunities.</p> <ul style="list-style-type: none"> • Reimbursement Reports including the DEO/LIHEAP, DEO/CSBG, CSC, Child Care Food, Non-Profit Housing, ELC/VPK, EHEAP, HUD, USAC E-Rate and DEO EA were submitted for payment (See Board package for complete listing of reports). • Board member(s) training and community engagement opportunities provided via the, NHTSA Annual Parent Training Conference, Head Start Policy Council Meeting and RIV Board meeting. • Completed the distribution of the 2017 Audit to funding sources and secured IRS compliance confirmation. • Retained Line of Credit (\$250,000) Renewal paperwork. • Board Annual Meeting Agenda and related corporate meeting information for distribution. • Secured CEO recruitment Statute Report Update from Succession Planning Consultant. • Completed 990 Tax Return 2017 Filing. • 2017 Indirect Cost Proposal submission in accordance with federal funding source requirements. • Completion of the ATEC annual Commission for Independent Education (CIE) license renewal application.

B. Efforts continued to establish and maintain meaningful working relationships between the CEO’s office, program staff, clients, other organizations and funding sources, included the following:

STRATEGIC PLAN PERFORMANCE INDICATORS
<ul style="list-style-type: none"> • FACA Government Shutdown Network Call • NCBW Board Meeting, Winter Haven <p><i>Goal 3 - Partner With Other Entities For More Efficient Service Delivery</i></p>

C. Other significant program accomplishments during this reporting period included the following:

PERFORMANCE INDICATOR(S)
<ol style="list-style-type: none"> 1. 2017-2018 Head Start/Early Head Start Refunding Notification. 2. DHHS Head Start/Early Head Start 2018 Monitoring Update 3. Submission of CAT Grant Application inclusive of a 26% increase. 4. Notification of E-Rate Funding Renewal for 2017-2018 5. Notification of ALPI inclusion in the National Early Head Start Family and Child Experiences Survey (Baby FACES 2018).

Please review the attached Management Reports for additional program services delivery activities.

D. Concerns under review during this reporting period included the following:

1. Completion of LIHEAP Outreach Service Performance improvement Plan
2. Delay in the completion of Capital Improvement Activities (Lakeview Park Common Area)
3. Timely distribution of the 2017 Audit Reports to funding sources
4. Continuation of IT and computer equipment support services cost analysis follow-up
5. Completion of Interview process to fill vacant Deputy Director's Position
6. Deposition of depreciated transportation equipment
7. POLK County Staff Grievance (Frostproof CDC)
8. Child Accident report.
9. Completion of the Hurricane Disaster Claims Report
10. Completion of the 2017 Annual Retirement Audit
11. Completion of the 990 Reports
12. ESG program timely reimbursement
13. Completion of the 2017 Indirect Cost Proposal
14. Risk Insurance Assessment Onsite visit

E. FUTURE MEETINGS/CONFERENCES

February

- 5-8 REGION IV HEAD START ANNUAL TRAINING CONFERENCE
ATLANTA, GA
- 8 SENIOR DIRECTORS' MEETING
LAKE ALFRED, FL
- 24 ANNUAL SHARED GOVERNANCE ORIENTATION
WINTER HAVEN, FL

March

- 13 SENIOR DIRECTORS' MEETING
LAKE ALFRED, FL
- 3/20-23 NCAF LEGISLATIVE CONFERENCE
WASHINGTON, DC

April

- 10 SENIOR DIRECTORS' MEETING
LAKE ALFRED, FL
- 4/23-27 NHTSA ANNUAL CONFERENCE
ANAHEIM, CA

May

- 5/15-18 FACA ANNUAL CONFERENCE
TAMPA, FL



THE AGRICULTURAL AND LABOR PROGRAM, INC. MANAGEMENT REPORTS January 2018

DEPARTMENTS ACTIVITIES SUMMARY

Outlined below is a summary from ALPI's department directors of major activities (e.g. Partnerships, Community Involvement, Advocacy, Public Relations, Funding Sources, etc.) participated in through the month of December 2017.

CHILD DEVELOPMENT & FAMILY SERVICES DIVISION

HEAD START/EHS – St. Lucie County

Planning/Communication/Internal Reporting/ Governance

➤ Planning/Communication/Internal Reporting:

- Participated in the monthly Early Learning Coalition Board of Directors Meeting on December 6, 2017. Discussion items included: financial reports, progress reports, etc.
- Continued to work with the education team in the planning for the implementation of the Creative Curriculum new edition in order to align Teaching Strategies GOLD with the curriculum. The Creative Curriculum that aligns with the online ongoing assessment is used by the program to track children learning progress.
- Participated in the monthly VPK Conference on December 6, 2017. The discussion points included: regulatory changes, family engagement activities, children's week, VPK Providers School Readiness Rate, etc.
- Participated in the Monthly Senior Staff Meeting facilitated by Deloris Johnson, Chief Executive Officer on December 12, 2017. Program reporting items included: 90 day screenings, follow-up/treatment; number of children with disabilities; Creative Curriculum; 2018-2019 Recruitment; Credit Union Holiday's Gifts; Child Development and Family Services Annual Report; submission of invoices to the insurance due to Hurricane IRMA; etc.
- Coordinated the completion and submission of the 2018-2019 Computer Assisted Tutorial (CAT) Program Grant Application to the Children Services Council of St. Lucie County. The application was submitted on December 17, 2017. The CAT program is proposing to serve 130 students during the upcoming school year.
- Participated in the Management Staff Meeting facilitated by the Service Area Managers on December 19, 2017. The items of discussion included but were not limited to: Notification of the ACF Monitoring review, winter break/vacation, CLASS Results, etc.
- Coordinated and submitted the second batch of invoices due to Hurricane IRMA to the Insurance Claim Adjuster. The report included copies of invoices and estimates of work that has been completed and of work that is pending and/or in progress.
- Coordinated the completion of the Child Outcomes Baseline Report for the 2017-2018 school year. This report represents birth to five assessments of children data based on the program Teaching Strategic GOLD online ongoing assessment. In addition, this report includes the VPK Assessment Period 1 that is administered to all 4 year old children participating in VPK Services.
- Coordinated the completion of the 2017-2018 Family Outcomes Report. This report represents services that were provided to the families enrolled in the Head Start and Early Head Start Programs; services were rendered through the Family Partnership Agreement process as well as other family needs.

➤ Community Relations/Collaborations:

- Program Staff participated in several Community Relations/Collaboration activities to address various topics that impact the community as a whole. Agencies collaborated with included:
 - ✓ St. Lucie County School Board
 - ✓ Early Learning Coalition of St. Lucie County
 - ✓ HANDS Dental Coalition
 - ✓ Keiser University

- ✓ Indian River State College
- ✓ Help Me Grow/211 Help Line
- ✓ SafeSpace
- ✓ Big Brother Big Sisters, Inc.

➤ **Human Resources:**

Continued to work closely with the Human Resources Department to fill vacancies. On December 20, 2017 the Human Resources of new hires was submitted to the Policy Council for review and approval.

➤ **Computer Assisted Tutorial Program (CAT):**

- The Computer Assisted Tutorial Program has served 150 students year-to-date which include students served under the Summer Expansion Funding.
- We have completed and submitted the 2018-2019 CAT Program Grant Application to serve 130 students from elementary and middle school in the Green School Zone area.

➤ **Program Governance:**

- The Policy Council Monthly Meeting was held on December 20, 2017. Nine members participated in the meeting. The items for review and approval included but were not limited to:
 - ✓ Program Progress Reports
 - ✓ Program Financial Reports
 - ✓ Parent Committee Reports
 - ✓ Human Resources Report
 - ✓ Minutes
- Two of the Policy Council Community Representatives have resigned; one is due to school schedule and the other is due to the relocation of work place. However, two new members are being submitting to the Board of Directors for approval.

GOAL 1: Create additional educational experiences and opportunities for staff – Objective 1.1-1.5.

Transportation Coordinator and a Bus Driver completed the Transportation Safety webinar. The training was presented by the Department of Children and Families. Staff received 2 training hours.

- Transportation Coordinator completed the Behavioral Observation and Screening webinar. The training was presented by the Department of Children and Families. Staff received 6 training hours.
- A Bus Driver completed the Challenging Behaviors Awareness and Prevention webinar. The training was presented by the Department of Children and Families. Staff received 5 training hours.
- Teacher Assistants continued to complete the Fire Extinguisher Training. The training was presented by the Fire Extinguisher and Awareness Program. Staff received 1 training hour.
- Caregivers and Teacher Assistants continued to complete the Serving Safe Food in Child Care Training. The training was presented by the Institute of Child Nutrition. Staff received 4 training hours.
- A Family Services Worker completed the Basic CPR and First Aid certification. The training was presented by the American Heart Association. Staff received 8 training hours.

➤ **Facilities:**

- Facilities Specialist worked closely with the Maintenance Staff as well as the Child Development Services Managers in maintaining all facilities/offices clean and free of debris; in order to maintain a healthy and safe environment for the children, families and staff.
- Facilities Specialist completed several projects generated by Work Requests such as: replacing light bulbs and cots and repairing children's housekeeping furniture.
- Facilities Specialist coordinated with Crown Commercial Refrigeration to repair a refrigerator on December 1, 2017 at the Queen Townsend Head Start Center II.
- Facilities Specialist coordinated with Artic Air Conditioning and Heat to replace an Air Conditioning unit on December 2, 2017 at the Lincoln Park Head Start Center.
- Facilities Specialist installed Red Wood Mulch on December 5, 2017 at the Administrative Office, Francina Duval and Garden Terrace Head Start Centers.
- Facilities Specialist coordinated with Milton Mayberry Enterprise to conduct the Semi Annual Hood Cleaning on December 8, 2017 at the George W. Truitt Family Services Center.

- Facilities Specialist coordinated with Fire Equipment Services of St. Lucie, Inc. to conduct the Semi Annual Kitchen Inspections on December 12, 2017 at the Lincoln Park and George W. Truitt Family Services Centers.
 - Facilities Specialist installed two Wireless Motion Lights on December 20, 2017 at the Administrative Office.
 - Facilities Specialist conducted the Semi Annual Facilities Inspections at all the Head Start/Early Head Start Centers in St. Lucie County.
 - Received license renewal from the Florida Department of Children and Families Licensing Unit for the ALPI Queen Townsend Head Start Center II.
- **Health and Safety:**
- Facilities Specialist as part of the weekly/monthly site visits/informal monitoring to all centers continues to ensure that all centers have the necessary cleaning supplies to perform daily sanitation activities as per the Daily Facility Checklist.
 - Facility Specialist distributed cleaning supplies to all the centers; supplies included: Garbage Bags, Paper Towels, Rinse Free, Bleach, Teachers Cleaning Towels, Cleaning Cloths, Toilet Paper, Disinfectant Spray, Kleenex, Gloves, Soap, Shoe Covers and other items as needed.
- **Monitoring:**
- Florida Department of Children and Families inspected/monitored the Garden Terrace Head Start Center. The center was found in 100% compliance.
 - Food Service Inspection Report noted a non-compliance regarding a refrigerator not working; however, this has been corrected. The refrigerator is working properly.
- **Fiscal:**
- The program generated non-federal (In-Kind) during this reporting period from activities such as: Parents Volunteering, Professionals, and Donations from all the St. Lucie County Head Start/Early Head Start Centers.
 - Processed fiscal related activities such as requisitions, purchase orders, invoices, and payroll.
 - Submitted the 2018-2019 Computer Assisted Tutorial (CAT) Program Grant Application. This application is proposing to serve 130 students from elementary and middle schools located in the Green Public School Zone; which is the area with the highest poverty levels. The grant application is for \$114,870.00.
- **IT Support Services:**
- Continued to work closely with the agency's IT support staff in all IT related concerns and/or problems.
- **Family and Community Partnerships:**
- Family Support Services Coordinators continued to complete intake applications, verify applications, place families on the Head Start/Early Head Start waitlist and complete enrollment applications. Information was also provided to families about services provided in the local community.
 - Family Support Services Coordinators continued to provide technical assistance to the Child Development Services Managers and the Family Services Workers with the verification of Intakes and any issues or concerns with PROMIS or the enrollment process.
 - Family Support Services Coordinators attended and participated in the Family Services Staff Meeting facilitated by the Family and Community Partnerships Manager on December 1, 2017. The staff meeting was to review and discuss the Performance Standards and the Aligned Monitoring System 2.0 Monitoring Protocols. The Aligned Monitoring System 2.0 webinar was also viewed.
 - Family Support Services Coordinators mailed letters to families who will need to be re-certified for the Federal Head Start/Early Head Start Program for the upcoming 2018-2019 school year. Families are responding by submitting their updated income status for review of eligibility.
 - Family Support Services Coordinators have begun recruiting in the community by visiting the local health departments, churches, and county service departments such as:
 - ✓ St. Lucie County Health Department, Women, Infant, and Children Office, Care Network of the Treasure Coast, Florida Community Health Center, Children's Medical Services, St. Lucie Pediatrics
 - ✓ First Bethel Baptist Missionary, St. Vincent De Paul Society, Grace Way Villages
 - ✓ School Board Office, Early Learning Coalition, St. Lucie County Community Service Office, Boys and Girls Club of St. Lucie County, Frontline for Kids, Learn To Read of St. Lucie County
 - Funded enrollment for the month of December for St. Lucie County consisted of 755. The breakdown included: 691 preschool children; 56 infants/toddlers; and 8 pregnant women for a total of 755. There were nine (9) drops and

twelve (12) new enrollments in the Head Start Program. There was one (1) drop and one (1) new enrollment in the Early Head Start Program.

- **Early Childhood and Health Services:**

- The Parent-Child Engagement to Promote School Readiness Folders (PCEPSR) for December was provided. An activities packet was created based on the Head Start Child Development and Early Learning Framework (3-5 year olds) and the Florida Early Learning and Developmental Standards for Four Year Olds. The activities encourage parents/guardians to work with their children for 10-15 minutes each day through hands-on learning experiences that require minimal materials. A literacy activity along with a reading log is included to promote literacy growth in the home. Items included in the folders were as follows:
 - ✓ Nightly Reading Record
 - ✓ Calendars
 - ✓ Various Games
 - ✓ Sight Words
- Health Services Manager received an up-date from the Dental Coalition Meeting held on December 8, 2017. Dental services are working on scheduling services for un-insured clients and to include more child care facilities in the program.
- Health Services Manager worked with the Kimberly Rogers, Nutrition Consultant on December 8, 2017 to schedule center visits and follow-up on all children that were determined to be overweight based on the Growth Chart results and classroom observations. Mrs. Rogers will provide parents with an introductory letter, information on healthy eating habits and suggestions on maintaining a healthy weight. Contact information will also be provided in case additional information is needed or counseling is requested.
- Health Services Manager and Mental Health Disabilities Specialist participated in the 2017 M.E.G.A. Region IV Conference in Fort Lauderdale on December 11-14, 2017. Mental Health Services for children and families was the main focus.
- Health Services Manager facilitated the Health Services Advisory Committee Meeting on December 19, 2017. Topics discussed included but were not limited to the following:
 - ✓ Health Services
 - ✓ Mental Health/Disabilities
 - ✓ Child Care Food Program
 - ✓ Education Services
 - ✓ Family and Community Services
 - ✓ Community News
- Health Services Manager provided letters, referrals, and information to the parents of children with low hemoglobin readings. Asthma/Allergy and Health Alerts were also provided for children with health concerns. Updates were additionally provided for children with expired alerts. The Health Services Manager followed up on health concerns for new enrollees too.
- Mental Health and Disabilities Specialist coordinated five evaluations and attended one eligibility staffing with Early Steps/Florida Diagnostic Learning Resources System (FDLRS) for a child that was referred for services and an Individual Education Plan was developed.
- Mental Health and Disabilities Specialist submitted one referral for Mental Health Services.
- As of December the following table represents the total number of children that have been determined as children with disabilities:

FUNDED ENROLLMENT		HEAD START		691	
		EARLY HEAD START (St. Lucie 64)		64	
Total 10%= 75 children					
1	Health Impairments	0	13	How many age 0?	0
2	Emotional/Behavior Disorders	0	14	How many age 1?	0
3	Speech/Language Impairments	49	15	How many age 2?	3
4	Mental Retardation	0	16	How many age 3?	19
5	Hearing Impairments/Deafness	0	17	How many age 4?	32
6	Orthopedic Impairments	0	18	How many age 5?	0
7	Visual Impairments/Blind	0	19	How many over income?	0
8	Learning Disabilities	0	20	How many pre-diagnosed?	42
9	Autism	0	21	How many dropped to date?	0
10	Traumatic Brain Injury	0	22	How many IEP's/IFSP current	54
11	Other Impairments	5	23	How many evaluated and found not eligible?	4
12	Total With Disabilities	54	24	How many suspected?	39

- **TRANSPORTATION:**

- Transportation services were provided to 92 children to and from the centers for the month of December.
- Transportation Coordinator assisted with having repairs that included but were not limited to the following: replacing two safety crossing arms and a power steering hose; repairs were also completed on an engine serpentine belt and a front stop sign arm.
- Transportation Coordinator coordinated with Transportation Staff and Center Staff to complete the Evacuation Drills at all Head Start/Early Head Start Centers in St. Lucie on December 6-8, 2017.

DEFICIENT AREA(S): None

PROPOSED STRATEGY TO CORRECT DEFICIENCY (IES): None

SPECIAL ACCOMPLISHMENTS: None

BOARD RELATED ACTIVITIES: None

CRITICAL CONCERNS / CHALLENGES: None

WORKSHOPS / TRAINING / CONFERENCES, ETC.: None

UPCOMING EVENTS:

- Early Learning Coalition Board Meeting – January 3, 2018
- St. Lucie In-Service Training – January 5, 2018
- Senior Management Meeting – January 9, 2018
- Dental Coalition Meeting – January 12, 2018

- Policy Council Meeting – January 17, 2018
- Pregnant Mom Meeting/Training (Benefits of Breastfeeding) – January 17, 2018
- Agency Annual Training Conference & Annual Meeting/Luncheon – January 26-27, 2018
- Program Director’s Meeting – January 29, 2018
- Management Planning Meeting – January 30, 2018

HEAD START/EHS – Polk County

- Planning/Communication/Internal Reporting/ Governance:
 - Participated in Region IV M.E.G.A. Training, Dec. 11-14 in Ft. Lauderdale.
 - Participated in the Policy Council meeting December 20, 2017
 - Frostproof 54 (2) Pregnant Moms & JumpStart with 17 and (3) Pregnant Moms are both fully enrolled Enrollment is 54 with 2 Pregnant Mom openings; JumpStart 18 with 2 Pregnant Mom openings.
 - School Readiness children (10) & VPK (7) make-up classroom of 17 children with 2 teachers; and one substitute.
 - Polk County Management team participated in St. Lucie County training included: Teachers Strategies Gold; Family Partnership Agreements and Eligibility, PROMIS; Physical Environments and Menu Planning and Meal Pattern Requirements.
 - Hurricane Irma estimates for damaged fence is still pending waiting for contractor to come out delay due to backed up; estimates for play ground shade, cameras was received and forwarded to HR for insurance purposes.
 - Food Services Coordinator provided Nutrition Training 12/8 Parent Meeting
 - Health Screenings and IFSP referrals were generated based on mental health evaluations and Service Delivery Team meetings.
 - Monthly fire-drill were conducted December 19, 2017
 - Faded Fresh Barber Shop provided free hair cuts Dec. 07 for all parents and children
 - Teddy Bear Studios provided photo opportunities for parents Dec. 12, 2017
 - Preparing Hanging of the Hands to ECEC by 12/21/17
 - DCF Inspection 11/30/17 non-compliances addressed besides fence and shade (Hurricane Irma damages) are in process
- **Facilitated Program Directors Management meeting December 4, 2017 discussion topics:**
 - ✓ Child & Family Services Division Quality Assurance Schedule
 - ✓ Reviewed Revised Child Care Standards
- **Parent Meeting Chair conducted parent meeting November 9 2017 discussions will include:**
 - ✓ Safe Toys and Gift Awareness Information
 - ✓ Attendance was 82% for the month of November we must a minimum maintain a daily average attendance of 85%/; unless they are sick children need to attend school unless they are sick
- **Record Keeping & Reporting**
 - ✓ Statistical reports attached for review
 - ✓ Disability reports Polk County has 3 suspected children with disabilities and received (2) IFSP’s through Early Steps; 5 children previously referred have since dropped for various reasons.
- **Human Resources**
 - FCDC has zero vacancies
- **Facilities**
 - ✓ Grounds & Pest Control were maintained through December
 - ✓ Had one of (1) of (2) trees trimmed in December the other to be trimmed January
 - ✓ The electrical issue was repaired to building 5 was repaired
 - ✓ Staff received all necessary supplies ie. diapers, wipes and cleaning supplies in order to ensure a healthy and safe learning environment.
- **Monitoring**
 - There were no monitorings the month of December

- **Fiscal**
 - ✓ The program generated non-federal (in-kind) during the month of December that included volunteering from parents and professionals
 - ✓ All financial invoices, requisitions, and payroll were submitted timely
- **IT Support Services**
Operations Director had zero IT concerns for the month of December
- **Family and Community Partnerships**
 - ✓ Book Mobile came to the facility and provided children with free books
 - ✓ CSBG provided education & training information
- **Nurturing Fatherhood Program**
Fatherhood Program did not meet the month of December
- **Community Relations/Collaborations:**
 - ✓ Faded Fresh Barber Shop provided free hair cuts Dec. 07 for all parents and children
 - ✓ Joined ELC with their efforts of Hanging of the Handprints" project to Tallahassee
 - ✓ ELC provided onsite TTA to staff with the PFP Requirements
- **Early Childhood & Health Services**
First aid kits, cleaning & sanitation supplies were provided to all classrooms
- **Proposed Strategy to Correct Deficiency/ (ies):** N/A
- **Special Accomplishments:** N/A
- **Board Related Activities:** No Board Activities for the Month of December
- **Special Projects:** N/A
- **UPCOMING EVENTS**
 - ✓ Parent Meeting Friday, January 11, 2018
 - ✓ Senior Meeting January 9, 2018
 - ✓ Polk County In-Service January 12, 2018
 - ✓ Policy Council January 18, 2018
 - ✓ Center Closed January 15, 2018 MLK Holiday
 - ✓ Children's Literacy Week January 22-25, 2018
 - ✓ Polk County In-Service January 26, 2018
 - ✓ Agency Annual Training Conference January 27, 2018
 - ✓ Region IV Atlanta Conference Feb 2-5, 2018

COMMUNITY & ECONOMIC DEVELOPMENT SERVICES DIVISION

- **ACTIVITIES SUMMARY**
 - Periodically met with Division Department Directors and Division Support Staff re: program status updates.
 - Periodically reviewed Grants.gov for grant and funding announcements. **(Goal 3 Objective: Apply for grants in a timely manner when money is available.)**
 - Prepared and submitted monthly division-wide report.
 - Revised and submitted ATEC Annual License Renewal Application for 2018 per requeste from the Commission for Independent Education (CIE). **(Goal 5 Objective – Create new training and/or educational programs based on market trends and the needs of the community.)**
 - Reviewed Budget/Expenditures and discussed with Directors.
 - Finalized and submitted 2017 IS Survey to Florida Department of Economic Opportunity (DEO).
 - Prepared HUD Housing Counseling Invoices for payment.
 - Prepared initial draft of CSBG Modification. **(Goal 3 Objective: Apply for grants in a timely manner when money is available.)**
 - Prepared and submitted, to DEO, LIHEAP Modification Agreement. **(Goal 3 Objective: Apply for grants in a timely manner when money is available.)**

- Prepared and submitted to Senior Connection Center (EHEAP) Annual renewal agreement.
 - Provided updated performance levels for 2016-2017. **(Goal 3 Objective: Apply for grants in a timely manner when money is available.)**
 - Reviewed and/or signed off on \$353,617 in Voucher/Check Requests including: \$151,867 in LIHEAP Crisis Energy payments and \$161,950 in LIHEAP Home Energy payments and \$12,699 in CSBG Direct Services.
- **LIHEAP/Community Services Department Director**
 - Reviewed and signed (621) LIHEAP applications and check requests. Totaling: \$249,080.72.
 - Reviewed and signed (18) EHEAP applications and check requests. Totaling: \$5,870.09
 - Reviewed and signed (20) FNPH applications and check requests. Totaling: \$5,000.00
 - Conducted Job interviews on December 5, 2017 for the Client Services Specialist III position.
 - Met with Jeff Bagwell (Keystone Challenge Fund) on December 5, 2017 at the Corporate Office. **(Goal 3 Objective: Partner on collaborative projects with other entities.)**
 - Polk County ENERGY FAIR in Haines City on December 11, 2017 at the Oakland Community Center. **(Goal 5 Objective – Create more assistance for parents)**
 - Attended Senior Directors Meeting on December 12, 2017 at the Corporate Office.
 - Prepared and submitted the following Financial Reports for the month of *November, 2017*:
 - ✓ EHEAP (Elderly Home Energy Assistance Program)
 - ✓ LIHEAP (Low Income Home Energy Assistance Program)
 - ✓ FNPH (Florida Non-Profit Housing)
- **CSBG/Economic Development Department Director**
 - Signed off 52 check requests for CSBG
 - Signed off 18 check requests for ESG
 - Completed monthly FSR for submittal to DEO
 - Completed and submitted monthly ESG invoice to Heartland Coalition for the Homeless, Inc.
 - Prepared and submitted monthly report to Deputy Director.
 - Prepared and submitted monthly minutes to Executive office.
 - Worked with FACA board committee on developing a new Strategic plan for FACA. **(Goal 3 Objective: Partner on collaborative projects with other entities.)**
 - Held monthly team meeting and training at New Horizon on Monday December 18, 2017. **(Goal 1 Objective – Provide professional development activities for staff.)**
 - Met with new a partner in Clewiston, FL to go over CSBG FSSP program. **(Goal 3 Objective: Partner on collaborative projects with other entities.)**
 - Met with partner in Lakeland to go over their responsibilities and review their current budget. **(Goal 3 Objective: Partner on collaborative projects with other entities.)**
 - Director met with IMMCAA in Collier county with FACA ED to see what FACA can do to assists IMMCAA. **(Goal 3 Objective: Partner on collaborative projects with other entities.)**
 - Director met with partners and clients in LaBelle and Moore Haven to go over programs
 - Director attended HUD Training in Washington D.C. along Client Services Specialist to prepare for the delivery of HUD Housing Counseling services. **(Goal 1 Objective – Provide professional development activities for staff.)**
 - Director attended FACA's Board meeting in Tampa, FL.
 - Director attended Mrs. Young's retirement luncheon in Orlando, FL
 - One of CSBG staff attended a Careersource Polk's training session in Bartow, FL on leadership and management. **(Goal 1 Objective – Provide professional development activities for staff.)**
- **COLLABORATIONS**
 - **Deputy Director: Nothing to report at this time.**
 - **LIHEAP/Community Services Department Director**
 - ✓ Gertrude Walden Care Center - Martin County. **(Goal 3 Objective: Partner on collaborative projects.)**
 - ✓ COFFO - Collier County. **(Goal 3 Objective: Partner on collaborative projects.)**
 - ✓ Goodwill of SW FL - (Collier County. **(Goal 3 Objective: Partner on collaborative projects.)**
 - ✓ Macedonia Baptist Church - Collier County. **(Goal 3 Objective: Partner on collaborative projects.)**
 - ✓ Oakland Community Center - Polk County. **(Goal 3 Objective: Partner on collaborative projects.)**

- **CSBG/Economic Development Department Director**
 - ✓ Working with FACA's board to complete Strategic Planning for FACA.
 - ✓ Working with new and old partners to continue partnerships and build a new partnership down in Hendry and Glades counties in regards to programmatic. (**Goal 3 Objective: Partner on collaborative projects with other entities.**)
 - ✓ Working together with staff to understand and work together in understanding different programs and what to expect the upcoming new year. (**Goal 3 Objective: Partner on collaborative projects with other entities.**)
 - ✓ Working with CareerSources in Polk, Highlands, and other counties that ALPI is a designated CAA in getting the MOUs ready for the new year. (**Goal 3 Objective: Partner on collaborative projects with other entities.**)
- **CONCERNS/CHALLENGES AND RESPONSE**
 - **Deputy Director:** Nothing to report at this time.
 - **LIHEAP/Community Services Department Director:** Nothing to report at this time.
 - **CSBG/Economic Development Director**
 - ✓ **Concern #1:** Heartland Coalition of the Homeless, Inc. (ESG Grantor) is asking ALPI to break down staff hourly wages on its invoices in a manner that is not easily done.
 - ✓ **Response #1:** Director will work with staff to identify requested breakdown for Dec. 2017 invoice to Heartland.
- **DEFICIENT AREA(S) AND STRATEGIES TO CORRECT**
 - **Deputy Director:** Nothing to report at this time.
 - **LIHEAP/Community Services Department Director:** Nothing to report at this time.
 - **CSBG/Economic Development Director:** Nothing to report at this time.
- **SPECIAL ACCOMPLISHMENTS (Success beyond designated job duties)**
 - **Deputy Director:** Nothing to report at this time.
 - **LIHEAP/Community Services Department Director:** Nothing to report at this time.
 - **CSBG/Economic Development Director**
 - ✓ Director will be working with other staff to develop and/or revise forms for HUD and ESG as to intake process
- **BOARD RELATED ACTIVITIES**
 - **Deputy Director:** Nothing to report at this time.
 - **LIHEAP/Community Services Department Director:** Nothing to report at this time.
 - **CSBG/Economic Development Director:** Nothing to report at this time.
- **SPECIAL PROJECTS**
 - **Deputy Director**
 - ✓ Continued working on Voucher/Check Request preparation program through Access 2010. (**Goal 4 Objective – Continue to upgrade new technology.**)
 - **LIHEAP/Community Services Department Director:** Nothing to report at this time.
 - **CSBG/Economic Development Director:** Nothing to report at this time.
- **MEETINGS/WORKSHOPS/TRAINING/CONFERENCES, ETC. ATTENDED during reporting period (all staff)**
 - **Deputy Director**
 - ✓ Attended monthly Staff meeting on 12/11/17.
 - ✓ Attended City of Auburndale City Council Meeting to receive Proclamation on 12/18/17.
 - ✓ Attended Polk County Commission meeting to receiving Proclamation on 12/19/17.
 - ✓ Met with Jeff Bagwell, Keystone Challenge on 12/05/17 to discuss Housing Counseling program and potential partnership between ALPI and Keystone Challenge.
 - **LIHEAP/Community Services Department Director**
 - ✓ Meeting with Jeff Bagwell (Keystone Challenge Fund) on *December 5, 2017* at Corporate Office.
 - ✓ LIHEAP/Community Services Department Staff Meeting on *December 7, 2017* at the Corporate Office.
 - ✓ LIHEAP/ENERGY FAIR on *December 11, 2017* in Haines City at the Oakland Community Center.
 - ✓ Senior Directors Meeting on *December 12, 2017* at the Corporate Office.
 - ✓ LIHEAP Service Delivery in Collier County (Naples) on *December 14, 2017* at Macedonia Baptist Church.
 - ✓ LIHEAP Service Delivery in Collier County (Immokalee) on *December 14, 2017* at COFFO.

- ✓ LIHEAP Service Delivery in Martin County (Stuart) on *December 16, 2017* at Gertrude Walden Child Care Center.
- ✓ LIHEAP Service Delivery in Collier County (Naples) on *December 28, 2017* at Goodwill of SW FL.
- **CSBG/Economic Development Department Director**
 - ✓ Attended monthly Staff meeting on 12/11/17.
 - ✓ Attended meeting with Jeff Bagwell (Keystone Challenge Fund) on *December 5, 2017* at Corporate Office.
 - ✓ Conducted monthly staff meeting at New Horizon.
 - ✓ Attended HUD Housing Counseling Training in Washington, DC with Client Services Specialist.
- **WORKSHOPS/TRAINING/CONFERENCES, ETC. SCHEDULED for month following reporting period (all staff)**
 - **Deputy Director**
 - ✓ Senior Director's Meeting on January 9th at Lake Alfred .
 - ✓ Joint Management II Training in Orlando on January 25th and 26th.
 - ✓ Board of Director's Annual meeting in Orlando on January 26th and 27th.
 - **LIHEAP/Community Services Department Director**
 - ✓ Senior Directors Meeting on *January 9, 2018* at Corporate Office.
 - ✓ LIHEAP ENERGY FAIR on *January 17, 2018* in Clewiston at the Harlem Civic Center.
 - ✓ Joint Management II Training on *January 25, 2018* in Orlando at the Rosen Centre Hotel.
 - ✓ Joint Management II Training in Orlando on January 25th and 26th.
 - ✓ Board of Director's Annual meeting in Orlando on January 26th and 27th.
 - **CSBG/Economic Development Department Director**
 - ✓ Senior Directors Meeting on *January 9, 2018* at Corporate Office.
 - ✓ HUD On-Line Certification Training.
 - ✓ Keystone Challenge's Home Ownership workshop on Saturday Jan. 6, 2018
 - ✓ Management and Leadership Conference by CAP in Houston, TX Jan. 9 through Jan. 12, 2018
 - ✓ Visiting SHAH CAA Fort Worth, TX Jan. 16 through Jan. 19, 2018
 - ✓ Joint Management II Training in Orlando on January 25th and 26th.
 - ✓ Board of Director's Annual meeting in Orlando on January 26th and 27th.
- **OTHER**
 - **Deputy Director:** Nothing to report at this time.
 - **LIHEAP/Community Services Department Director:** Nothing to report at this time.
 - **CSBG/Economic Development Department Director:** Nothing to report at this time.
- **MAJOR GRANT SUMMARIES**
 - Low Income Home Energy Assistance Program (04/01/17 thru 03/31/18)
 - Total Funding = \$4,537,519
 - Pro-Rated Funding (thru 12/31/17) = \$3,403,139 (75.0%)
 - Expended (as of 12/31/17) = \$3,175,328 (70.0% of Total Funding)
 - Crisis Energy = \$1,191,588 out of \$1,584,153 (75.2% of total "Crisis" allocation.)
 - Home Energy = \$1,241,701 out of \$1,854,200 (67.0% of total "Home Energy" allocation)
 - Performance = Staff continue to work up allocations, by County, and subrecipient funding is being increased". It is anticipated that spending will demonstrate a steady increase to acceptable levels over the last three (3) months of the grant.
 - Emergency Home Energy Assistance Program (04/01/17 thru 03/31/18)
 - Total Funding = \$110,874
 - Pro-Rated Funding (thru 12/31/17) = \$83,156 (75.0%)
 - Expended (as of 12/31/17) = \$92,061 (84.0% of Total Funding)
 - Crisis Energy = \$81,463 out of \$90,119 (88.5% of total "Crisis" allocation.)
 - Performance: Expenditures are nine (9) percentage points ahead of where they should be at this time indicating that all funds will be expended prior to the end of the grant.

Community Services Block Grant (10/01/16 thru 03/31/18)

Total Funding = \$1,772,883.

Pro-Rated Funding (as of 12/31/17) = \$1,477,403 (83.3 % of Total Funding)

Expended (as of 12/31/17) = \$1,463,429 (82.5% of Total Funding)

Performance: Expenditures are mainly "on target". It is expected that contract will be expensed out by the end of the grant.

Emergency Assistance to Farmworkers through Florida DOE (10/01/16 thru 03/31/18)

Total Funding = \$50,000.

Pro-Rated Funding (as of 12/31/17) = \$25,000 (50.0 % of Total Funding)

Expended (as of 12/31/17) = \$14,461 (28.9% of Total Funding)

Performance: Contract was late in startup. Service levels and expenditures are picking up. It is expected to be completely spent out at the end of the grant.

Florida Non-Profit Housing (10/01/16 thru 03/31/18)

Total Funding = \$26,400.

Pro-Rated Funding (as of 12/31/17) = \$13,200 (50.0 % of Total Funding)

MAJOR OUTCOMES – Division Programs Only ROMA Family Goals 1 and 6 (07/01/17 through 12/31/17)					
NPI	Description	CSBG/LIHEAP/EHEAP Clients		DOE/FNPH Clients Through 12/31/17	
		Seeking	Completing	Plan	Actual
1.1	Unemployed and obtained a job	13	8	n/a	n/a
	Employed and maintained a job for at least 90 days	9	7	n/a	n/a
	Employed and obtained an increase in employment income and/or benefits	5	4	n/a	n/a
1.2	Obtained skills/competencies required for employment	22	7	n/a	n/a
	Completed ABE/GED and received certificate	1	0	n/a	n/a
	Completed post-secondary education program and obtained certificate or diploma	12	0	n/a	n/a
	Enrolled children in before or after school programs	1	1	n/a	n/a
	Obtained access to reliable transportation and/or driver's license	1	0	n/a	n/a
	Obtained safe and affordable housing	3	3	n/a	n/a
	Obtained food assistance	2	1	n/a	n/a
	Obtained independent living for senior citizens (55 or older)	13	13	n/a	n/a
6.1	Independent Living for Senior Citizens (55 or older)	13	13	n/a	n/a
	Independent Living for Individuals with Disabilities	5	5	n/a	n/a
6.2	Received Emergency fuel or utility payments (inc. fuel and utility payments)	85	85	58	58
	Received rental assistance	40	40	21	21
	Emergency transportation	49	49	13	13
	Received LIHEAP/EHEAP Crisis	2,727	2,727	n/a	n/a
	Received Emergency Food Assistance	n/a	n/a	7	7
	Received Emergency Legal Assistance	2	2	n/a	n/a
	Received Water Bill/Utilities Assistance	0	0	2	2

Expended (as of 12/31/17) = \$18,571 (70.3% of Total Funding)

Performance: Expenditures are ahead of plan. It is expected to be completely spent out prior to the end of the grant.

SERVICE DELIVERY BY COUNTY – Division Programs

Units of Service, By County
(07/01/17 through 12/31/17)

County	LIHEAP/EHEAP Only*		CSBG Only*		DOE/FNPH Only (thru 07/31/16 only)		Totals	
	Units of Service	Total Expended*	Units of Service	Total Expended*	Units of Service	Total Expended	Units of Service	Total Expended
Collier	645	\$278,120.47			22	\$4,975.00	667	\$283,095.47
DeSoto					6	\$525.00	6	\$525.00
Glades	33	\$13,898.32	6	\$4,009.00	0	\$0.00	39	\$17,906.32
Hardee					1	\$75.00	1	\$75.00
Hendry	233	\$80,397.15	21	\$25,093.69	0	\$0.00	254	\$105,490.84
Highlands	495	\$192,490.78	133	\$39,283.11	5	\$425.00	633	\$232,198.89
Lake					1	\$250.00	1	\$250.00
Martin	249	\$86,770.72			0	\$0.00	249	\$75,270.51
Orange					2	\$32325.00	2	\$325.00
Palm Beach					1	\$75.00	1	\$75.00
Polk	2,388	\$1,065,947.24	371	\$106,003.35	6	\$860.16	2,765	\$1,172,810.75
Putnam					5	\$605.00	5	\$605.00
St. Lucie	1,166	\$441,883.53			0	\$0.00	1,166	\$441,883.53
Volusia					54	\$11,452.70	54	\$11,452.70
TOTAL	5,209	\$2,159,508.21	531	\$174,389.15	103	\$19,612.86	5,843	\$2,353,510.22

* = Includes payments to Subrecipients performing direct case management services.

HUMAN RESOURCES

➤ ACTIVITIES SUMMARY

Goal 1 – Create Additional Training Experiences and Opportunities for Staff (Objective 1.1 – 1.5)

- The Human Resources Department continues to regularly interact and partner with Division Directors every day in order to identify training experiences and opportunities that will mutually benefit both our staff and the organization as a whole:
- Training Opportunities and Potential Experiences in Action:
 - Human Resources Director attended two important workshops during the month: The city of Winter Haven Police Department Strategic Plan presented by Chief of Police and the city of Winter Haven Strategic plan presented by City Manager and management team. Excellent plans!

Goal 2 – Devise a Plan of Upward Mobility within the Agency (Objective 2.1 & 2.2)

2.1 Provide individual opportunities for creativity –

- The CEO, Senior Directors and Training Planning Team have made final recommendations for ALPI's 50th year anniversary celebration to be held in Orlando on January 25th – January 27, 2018

2.2 Allow opportunity for advancement within the Agency

- The Human Resources Department continues to support employees being temporarily promoted to acting status while a higher level position is on leave or when a position is vacant. This gives the employee an opportunity to gain on-the-job experience.
 - Yaritza Diaz was promoted to Client Services Support

Goal 3 – Partner with other entities for more service Delivery (Objective 3.1)

- 3.1 Each member of the Senior Management Team will maintain active membership in at least one community service organization, attend meetings regularly, and use available opportunities to market ALPI's programs and seek support for the same
- Attended the Police Department Strategic Planning workshop on December 5th and the City of Winter haven Strategic Planning workshop on December 15th. Commissioner meeting on December 11th.

- Attended Polk State College Alumni Board Meeting on December 6th and Graduation on December 14th to congratulate graduates. Awesome experience!
- Scheduled interviews for the CDFS Deputy Director's position. The interview will be conducted the week of January 8, 2018.

- **RECRUITING:**

- The Human Resources Department advertised the following positions by utilizing in house posting, Employ Florida, area colleges, universities, churches, phone book, newspapers, Teacher-teach site and other internal as well as external partners:

Grantee Administration Support Services: None

Community & Economic Development: Work Experience – on-going

Child Development & Family Services Division

- (1) CDFS Deputy Director – Corporate Office
 - (2) Early Child Education Coor. – St. Lucie
 - (2) Teacher Assistant – St. Lucie
 - (1) Teacher – St. Lucie
 - (1) Caregivers – St. Lucie
 - (1) CDSC – St. Lucie
 - (2) Admin. Asst. – St. Lucie
 - Sub Teacher, TA & Caregiver – on-going
- The Human Resources Department advertised, scheduled interviews for and filled the following positions by utilizing in house posting, Employ Florida, area colleges, universities, newspapers and other internal as well as external partner

- **DAILY ACTIVITIES:**

- Staff incident/accident – (0) employee accident(s) – (3) student accident(s)
- Revised Job descriptions are ready to be placed on the H-drive once Mrs. Johnson gives approval.
- The eligible employer have received their 403b allocation.
- Revisions made to the policies and procedures have been typed and submitted to CEO for final approval and implementation.
- Established new process for HR tracking of the grants ending dates
- 2018 Holiday Schedule and Payroll Schedule were presented
- HR timeline schedule was developed and presented which includes meeting with Finance Department
- Renewal of the Workers Compensation Insurance completed
- Attended City Commissioner meeting
- Attended City of Winter Haven Strategic Planning workshop
- Attended City of Winter haven Police Department strategic workshop
- During the two workshops, I was able to network with lots of businesses of Polk County. These workshops were coordinated through the Chamber of Commerce in Winter Haven
- Employee Handbook – ongoing (answering of questions)
- VOYA processing request– on-going
- Interpret ALPI Policies and Procedures –Ongoing
- Recruitment, Selection and Retention-Ongoing
- New Staff Orientations-Ongoing
- Staff Verifications of Employment – Ongoing
- Workers Compensation Claims and Appeals – (0)
- EEOC Claim – (1) The claim has been assigned an investigator – still pending
- FMLA – processing request – Ongoing
- Unemployment Compensation Claims - (0)
- Grievances and employee concerns – (1) grievance – pending
- Liability Insurance and Loss Control – Ongoing – Irma damages have been reported to the insurance company
- Benefits Administration – Ongoing
- Retirement 403(b) Plan Request – on-going
- Monitoring and processing of bills – on going

- Review and processing of Timesheets – on- going
- Review of job descriptions – on going

- **STATISTICS:**

Employee Accidents	0
Child Accidents	3
Resignations	0
Involuntary Terminations	0
Lay-offs	0
New Hires	0
Transfers/Promotions	1
Temps & Substitutes	0
Unemployment	0
Unemployment Hearings	0
Family Medical Leave	4
Disability Claims	0
Worker Compensation	0
Equal Opportunity Claims	(1) investigator has been assigned- still pending
Child incident case	(1) w/ attorney – still pending

- **CHALLENGE**

- Employee improvement plans: Status (2) on plan
- Bi-Annual Driving Record: Status– 100% complete
- Timely submission of paperwork– PCNs, Hiring Requisitions, Resignation/Termination notices, FMLA request - on-going – Status: 80% Improved
- Ensuring all human resources issues are addressed and are in compliance based on the requirements of the grants/programs – Directors are doing a better job of sharing changes in the grant or laws that affects their grant Status: Improved - on going
- Supervisors/Directors addressing employee issues/concerns in a timely manner – Status: improved -80 %
- Directors ensuring staffing request and funding codes are correct and timely submitted – Status: 80% Improved – on going
- Directors and Managers monitor their Centers and become proactive in the prevention of accidents. Status: poor – (3) child accident -(0) staff accident this month

- **PROPOSED STRATEGY TO PREVENT POSSIBLE DEFICIENCY (IES):**

- Consistently working with Division Directors and Organizational Partners on all fronts in order to be pro-active and not re-active with respect to all obligations HR has to ALPI and the clients we serve. – on-going
- Attended City Commissioners meeting
- Attended City of Winter Haven Police and City Strategic Plans workshop
- Attended the wake and funeral of Commissioner Birdsong’s 100 year old mother

- **SPECIAL ACCOMPLISHMENTS:**

- Signed Job descriptions Status: 100% completed
- Revised P&P Policy: reviewed and approved by BOD -11-29-17 –pending implementation – waiting CEO’s final review
- Scheduled interviewers for CDFS Deputy Director’s position
- All eligible employees received the agency portion of retirement

OPERATIONS & QUALITY CONTROL

DEPARTMENT ACTIVITIES SUMMARY

- **GOVERNANCE**

- Facilitated registration & travel arrangements for Board and/or Council participation @ the following meetings/conferences: RIVHS & SEACAA (*Goal 3 – Partner w/other Entities for more efficient service delivery*)
- Facilitated and coordinated 2017 Closeout Board of Directors Meeting.

- Secured meeting venue, hotel accommodations, and meals; distributed board packets.
- Facilitated and coordinated 2018 Board of Directors' Awards Reception
- Secured and coordinated plaques and programs
- Facilitated the logistics for 50th Anniversary Annual Corporate Meeting and Luncheon
- Secured Proclamations and/or Letter of Greetings from government officials for program booklet
- Confirmed participation for program participants and honored guests

- **CORPORATE OFFICE**

- Continued ongoing support to all divisions/departments via meetings, correspondence, purchasing, signatures and maintenance.
- Coordinated the attendance of CEO at FHSA, RIVHS, NCAF, FACA, CBE. (*Goal 3 – Partner w/other Entities for more efficient service delivery*)
- Coordinated the completion of reimbursement reports (LIHEAP, CSBG, CSC, Child Care Food, Non-Profit Housing, & DOE).
- Facilitated training opportunities for staff to receive professional development requisite. (*Goal 1: Create Additional Training Experiences and Opportunities for Staff*)
- Facilitated and coordinated the 2018 Staff Annual Training Conference
 - ✓ Confirmed participation for workshop presenters and keynote speaker via contracts.
 - ✓ Secured overnight accommodations and transportation for staff and/or presenters
 - ✓ Facilitated and coordinated management assignments

- **WORKSHOPS/MEETINGS ATTENDED**

Senior Directors' Meeting	December 12, 2017
Jamestown Concerned Citizens Meeting	December 15 & 17, 2017

- **UPCOMING EVENTS:**

Davenport City Council Meeting	January 8, 2018
Annual Staff Training Conference	January 26-27, 2018
2017 Board Closeout Meeting	January 27, 2018
50 th Anniversary Annual Corporate Meeting & Luncheon	January 27, 2018

PROGRESS REPORTS

HS/EHS ENROLLMENT REPORT



04CH4739 - AGRICULTURAL & LABOR PROGRAM INC, THE

End-Of-Month Enrollment - December 2017

Total

<i>Total Reported Enrollment</i>	<i>Total Funded Enrollment</i>
831	831

Head Start

	<i>Operated this month</i>	<i>Last day of services provided</i>	<i>All clases/options in session</i>	<i>Reported Enrollment</i>	<i>Funded Enrollment</i>	<i>Status</i>
	Yes	Dec 22, 2017	Yes	691	691	Reported
Initially Reported:	On 01/08/2018 by Donita Brunson					
Last Updated:	On 01/08/2018 09:30:32 AM, EST by Donita Brunson					
Grantee Comments:	Winter Break started on December 25th-31st					

Early Head Start

	<i>Operated this month</i>	<i>Last day of services provided</i>	<i>All clases/options in session</i>	<i>Reported Enrollment</i>	<i>Funded Enrollment</i>	<i>Status</i>
	Yes	Dec 22, 2017	Yes	140	140	Reported
Initially Reported:	On 01/08/2018 by Donita Brunson					
Last Updated:	On 01/08/2018 09:30:32 AM, EST by Donita Brunson					
Grantee Comments:	Winter Break began on December 25th-31st					



Certification of Meal Count and Enrollment FY Oct. 2017 - Sept. 2018

Month: December 2017

Center Name	Funded Enrollment	Current Enrollment	Number of Meals Served	New Children
VPK & School Readiness Frostproof CDC EHS **	56	EHS/ VPK/SR 55/17	2893	2
George W. Truitt FSC HS/EHS **	HS / EHS 50 / 40	HS / EHS 54 / 48	3777	3
Francina Duvall HS	40	174 38	1503	2
Garden Terrace HS	88	92	3774	3
Lincoln Park HS	100	107	4299	2
Queen Townsend HS II	242	236 HS / EHS	9441	4
ALPI Child Dev&Fam.Serv.Cntr. HS	159	146/8	6537	1
Enrollment	775	801		
Total Served		801	32224	17
Total Number of Meals				
** Pregnant Women				
Total Number of New Children	17			
Year to Date Children	2404			
Year to Date Meals Served	112331			
Total Enrollment	801			
* Contracted Slots (Private Providers)	56			
Total	857			
Not Counted in ALPI CCFP		Jump Start	20	
		Learning Tree	20	
		Sunrise	8	
		Loving Care	8	
Revised 09/23/2014	Total		56	



CCFP MONTHLY STATISTICS FY Oct. 2017 - Sept. 2018

CENTER NAME	Funded Enrollment	FREE	REDUCED	NON NEEDY	MONTH: December					# of working days 17		
					TOTAL CHILDREN	TOTAL ADULTS	NEW PARTICIPATES	BREAKFAST	LUNCH	SNACK	TOTAL MEALS	
** ALPI Child Dev. & Fam. Ser.	154 EHS	146 8			146 8	18	1	2179	2179	2179	2179	6537
Frostproof CDC *	56	55			55	16	2	974	974	945		2893
** VPK & S Readiness		17			17	4	2	501	501	501		1503
Francina Duval HS	38 HS/EHS	38			38	18	3	1259	1259	1259		3777
George W. Truitt FSC *	53/40 EHS	54 48			54 48	10	3	1258	1258	1258		3774
Garden Terrace HS	91	92			92							
Lincoln Park HS	105	107			107	12	2	1433	1433	1433		4299
Queen Townsend HS	238	236			236	28	4	3147	3147	3147		9441
Totals	775	801	2404		801	106	17	10751	10751	10722	112,331	32224

Revised 09/23/2014

** Frostproof & GWT Enrollment for Pregnant Moms vary for participation in CCFP - Enrollment include HS & EHS

ATTENDANCE REPORT

AGRICULTURAL AND LABOR PROGRAM, INC.
 FAMILY & COMMUNITY PARTNERSHIPS
 ST. LUCIE COUNTY
 2017-2018

MONTHLY ATTENDANCE REPORT

HEAD START- DECEMBER 2017 (16 DAYS)

CENTERS	FUNDED ENROLLMENT	ACTUAL ENROLLMENT	CHILDREN PRESENT	ADA FOR MONTH
Queen Townsend II	238	238	3147	83%
ACDFSC	146	146	2058	88%
Lincoln Park	105	105	1433	85%
Garden Terrace	91	91	1258	86%
George W. Truitt	53	53	702	83%
Francina Duval	38	38	501	82%
Learning Tree	20	20	295	92%
TOTALS	691	691	9,394	86%

EARLY HEAD START-DECEMBER 2017 (16 DAYS)

CENTERS	FUNDED ENROLLMENT	ACTUAL ENROLLMENT	CHILDREN PRESENT	ADA FOR MONTH
George W. Truitt	48	48	556	87%
ACDFSC	8	8	121	95%
Loving Care	8	8	104	81%
TOTALS	64	64	781	88%

Family & Community Partnerships Manager

Donita Brunson

AGRICULTURAL AND LABOR PROGRAM, INC.
 FAMILY & COMMUNITY PARTNERSHIPS
 POLK COUNTY
 2017-2018

MONTHLY ATTENDANCE REPORT

EARLY HEAD START: AUGUST 2017 (15 DAYS)

CENTERS	FUNDED ENROLLMENT	ACTUAL ENROLLMENT	CHILDREN PRESENT	ADA FOR MONTH
FROSTPROOF	56	56	665	85%
JUMPSTART	20	20	213	89%
TOTALS	76	76	878	87%

EARLY HEAD START: SEPTEMBER 2017 (12 DAYS)

CENTERS	FUNDED ENROLLMENT	ACTUAL ENROLLMENT	CHILDREN PRESENT	ADA FOR MONTH
FROSTPROOF	56	56	519	83%
JUMPSTART	20	20	167	87%
TOTALS	76	76	686	85%

EARLY HEAD START: OCTOBER 2017 (21 DAYS)

CENTERS	FUNDED ENROLLMENT	ACTUAL ENROLLMENT	CHILDREN PRESENT	ADA FOR MONTH
FROSTPROOF	56	56	1030	93%
JUMPSTART	20	20	280	74%
TOTALS	76	76	1,310	84%

EARLY HEAD START: NOVEMBER 2017 (19 DAYS)

CENTERS	FUNDED ENROLLMENT	ACTUAL ENROLLMENT	CHILDREN PRESENT	ADA FOR MONTH
FROSTPROOF	56	56	825	82%
JUMPSTART	20	20	215	67%
TOTALS	76	76	1,040	75%

EARLY HEAD START: DECEMBER 2017 (16 DAYS)

CENTERS	FUNDED ENROLLMENT	ACTUAL ENROLLMENT	CHILDREN PRESENT	ADA FOR MONTH
FROSTPROOF	56	56	737	85%
JUMPSTART	20	20	197	68%
TOTALS	76	76	934	77%

Family & Community Partnerships Manager

Donita Brunson

HS/EHS STATISTICAL REPORT

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

REPORT FOR THE MONTH OF: December, 2017		DATE: 1/3/2018	
CENTER: All centers combined - St. Lucie		THIS MONTH TO DATE	
ERSEA			
1. Enrollment			
a.	The number of EHS and HS Children served (As of 9/1).	EHS	4 YEARS
		1	7
b.	Of the number of HS children in A1, the number in the VPK program.		
		0	7
c.	Of the number of EHS and HS Children in A1, the number enrolled for a second year.		
		0	0
2. Of the number of HS Children eligible for kindergarten			
3. Dropouts			
a.	Number of EHS and HS children who have dropped		
		1	4
b.	Of the number in B1, the number who dropped prior to 45 days of attendance.		
		0	0
4. Attendance/ADA			
SERVICE DELIVERY			
A. Family and Community Engagement			
1. Total number of Head Start Families			
a.	Of these, the number of two parent families		
		1	11
b.	Of these, the number of single parent families		
		0	1
c.	Of these, the number of families receiving assistance under TANF Program		
		1	10
d.	Of these, the number of families receiving Supplemental Security Income (SSI)		
		0	0
e.	Of these, the number of families over income		
		0	0
2. Total number of families identified as needing services or identified an interest in the following areas:			
a.	Emergency Crisis intervention/Assistance (food, clothing, shelter, etc.)		
		0	0
b.	Housing assistance such as subsidies, utilities, repairs, etc.		
		1	6
c.	Counseling or mental health services		
		1	4
d.	Education/Literacy/English as a Second Language		
		3	6
e.	Adult education such as GED program and college education		
		5	10
f.	Job Training		
		1	3
g.	Substance abuse prevention or treatment		
		0	0
h.	Child Abuse and Neglect Services/Training		
		0	0
i.	Domestic violence services		
		1	1
j.	Child support assistance		
		0	0
k.	Health education		
		2	21
l.	Assistance to families of incarcerated individuals		
		0	1
m.	Parent Education		
		4	155
n.	Marriage education		
		0	0
o.	Asset building services (such as financial education, opening savings and checking account etc.)		
		4	2
		EHS	HS
		THIS MONTH	TO DATE
		12	753
		1	141
		11	613
		0	22
		3	89
		0	31
		0	46
		7	51
		5	53
		9	114
		15	358
		4	150
		0	2
		0	0
		2	4
		0	16
		23	115
		1	9
		159	407
		0	6
		6	12
		EHS	HS
		THIS MONTH	TO DATE

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

SERVICE DELIVERY cont'd						
B. Early Childhood Development and Health Services						
1. Number of EHS and HS Children who have completed the following screenings:						
a. Height		1	12	13	757	
b. Weight		1	12	13	757	
c. Vision		0	12	12	749	
d. Hearing		1	12	13	750	
e. Speech/Language		0	6	6	407	
f. Behavioral		1	11	12	736	
g. Developmental		1	5	6	363	
h. Blood Pressure		0	12	12	660	
i. Hemoglobin		0	12	12	658	
j. Lead		0	12	12	654	
2. Of the number in B1, the number referred for follow up or diagnosed as needing treatment						
3. Of the number referred in B2, the number who have completed follow up or received treatment						
4. The number of EHS and HS children receiving or received treatment for the following:						
a. Anemia		0	42	42	61	
b. Asthma		0	7	7	81	
c. Hearing Difficulties		0	0	0	0	
d. Overweight		0	7	7	7	
e. Vision Problems		0	0	0	4	
5. Number of EHS and HS children enrolled in Medicaid		1	7	8	594	
6. Number of EHS and HS children with private insurance		0	0	0	23	
7. Number of EHS and HS children with "Medical Home"		1	12	13	771	
8. Number of EHS and HS children who have completed a professional dental examination		0	5	5	705	
9. Of the children in B8, the number of children diagnosed as needing treatment		0	0	0	6	
10. Of the children diagnosed in B9, the number of children who received or are receiving treatment		0	0	0	3	
11. Of the children examined in B8, the number of children who received or are receiving preventive (care X-ray Cleaning Only)		0	6	6	37	
12. Number of EHS and HS children with up-to-date immunizations		0	6	6	389	
13. Number of EHS and HS children with complete immunizations		1	2	3	313	
14. Number of EHS and HS children with current physicals		1	12	13	705	
15. Number of EHS and HS children receiving WIC services		1	6	7	394	
16. Number of EHS and HS children receiving meals via Child Care Food Program		1	0	0	0	
17. Number of teacher and caregivers home visits completed (1 st)		0	0	0	633	
18. Number of teacher and caregivers home visits completed (2 nd)		0	0	0	0	
19. Number of parent/teacher/ caregivers conferences completed		0	0	0	0	
20. Number of EHS/HS with baseline assessments completed		0	0	0	343	
21. Number of EHS/HS with mid-year assessments completed		0	0	0	0	
22. Number of EHS/HS with final assessments completed		0	0	0	0	

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

FATHER ENGAGEMENT	EHS	HS	THIS MONTH	TO DATE
Number of father/father figures who were engaged in the following activities during this program:				
a) Family assessment	0	2	2	64
b) Family goal setting	0	1	1	33
c) Involvement in child's Head Start child development experiences (e.g. home visits, parent/teacher conf.)	0	6	6	40
d) Head Start program governance, such as participation in the Policy Council	0	0	0	9
e) Parenting education workshops	0	32	32	118
SERVICE DELIVERY cont'd				
C. Mental Health and Disabilities				
1. Number of EHS and HS children with a diagnosed disability	0	2	2	54
2. Of the EHS and HS children in E1 with a diagnosed disability, the number with an IEP or IFSP	0	2	2	54
3. Of the EHS and HS children in E1 with a diagnosed disability, the number determined by LEA or Part C	0	2	2	54
4. Number of referred EHS and HS children with suspected disabilities	0	0	0	39
5. Number of referred EHS and HS children awaiting testing or staffing	0	0	0	39
6. Number of EHS and HS children referred for mental health services outside of the program	0	1	1	8
7. Number of EHS and HS children the MH Professional Consultant with staff about child's behavior/mental health	0	0	0	3
8. Of the children in E7, the number the MH Professional Consultant provided three or more consultations.	0	0	0	0
9. Number of children the MH Professional consulted with the parent about their child's behavior/mental health.	0	0	0	9
10. Number of children the MH Professional provided an individual mental health assessment	0	0	0	3
11. Number of children the MH Professional facilitated a referral for mental health services	0	0	0	6
12. Number of MDT's meetings	0	0	0	0
13. Of the number of MDT meetings, the number of children the team determined to have a disability	0	0	0	0
D. Pregnant Women Services				
1. Indicate the number of pregnant women who received the following services while enrolled in EHS				
a. Prenatal and postpartum health care			0	8
b. Mental health intervention and follow up			8	8
c. Substance abuse prevention			0	8
d. Substance abuse treatment			0	8
e. Prenatal education on fetal development			0	8
f. Information on the benefits of breastfeeding			0	8
E. Transportation				
1. Number of children receiving transportation services			13	159
2. Number of field trips taken			0	1
Comments:				
SIGNATURE: <i>Lisandra Concepcion</i>		JOB TITLE: Family Support Services Coordinator		DATE: 1/3/2018

NON-FEDERAL SHARE
(HS/EHS)

MONTHLY NON-FEDERAL SHARE REPORT SUMMARY
(Due by the 7th of each month)

MONTH REPORTING: DECEMBER 2017			
PROGRAM TYPE	HEAD START/EARLY HEAD START		
GRANT #	04CH4739		
FAA PERIOD	Beginning	7/1/2017	Ending 6/30/2018

FAA TYPE	REFUNDING	TOTAL
80% Federal Share	\$ 7,487,138.00	\$ 7,487,138.00
20% Non-Federal	\$ 1,871,785.00	\$ 1,871,785.00

MONTH TYPE	BLANK	July	August	September	October	November	December	January	February	March	April	May	June	YTD	BALANCE	%
VOLUNTEERS	\$ 572,388.00	\$ -	\$ 14,843.25	\$ 18,231.10	\$ 29,141.44	\$ 25,736.46	\$ 27,330.82								\$ 572,388.00	0%
SPACE COST	\$ 603,150.00	\$ 45,764.91	\$ 45,764.91	\$ 45,761.91	\$ 45,761.91	\$ 45,761.91	\$ 45,761.91								\$ 603,150.00	0%
OTHER	\$ 696,247.00	\$ -	\$ 57,294.52	\$ 78,446.95	\$ 97,484.95	\$ 81,914.60	\$ 70,613.30								\$ 696,247.00	0%
CASH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -								\$ -	0%
TOTAL	\$ 1,871,785.00	\$ 45,764.91	\$ 117,902.68	\$ 142,441.96	\$ 172,388.30	\$ 153,412.97	\$ 143,708.13							\$ 775,016.95	\$ 1,096,188.05	41%

CERTIFICATION
 PROGRAM OPERATIONS DIRECTORS: Myrna Rodriguez
 CERTIFIED BY: Myrna Rodriguez
 DATE: 1/3/2018
 DATE: 1/3/2018

Comments: Under "OTHER" Category of this report includes a projected reimbursement for VPK of \$67,562.88 for the month of December 2017.

ESTIMATED VOLUNTEER PARTICIPANTS YEAR-TO-DATE

VOLUNTEERS	July	August	September	October	November	December	YTD
Parents	831	495	730	935	605	899	4175.00
Professionals	50	18	6	23	16	21	136.00
Hours		1,439.44	1,953.39	2,165.53	2,251.49	2,105.25	9,915.09

Definitions:
 Parents i.e., biological parent, legal guardian (to include grandparent)
 Professional i.e., Physician, Dentist, Nurse, Therapist, etc.

DCF FACILITY INSPECTION REPORT



Child Care Facility Information

Name: A L P I Garden Terrace Head Start Center **ID Number:** C19SL0051
Address: 1110 N 32nd St **City:** Fort Pierce **State:** FL
Zip Code: 34947-2435
Phone Number: (772) 468-0300 **Capacity:** 94
Owner/Director/Staff Responsible: Sandra Monroe

Inspection Information

Type: Renewal **Date:** 12/01/2017 **Arrival/Departure Time:** 09:30 AM to 11:00 AM
Staff Present: 14 **Children Present:** 75

INSPECTION CHECKLIST

GENERAL REQUIREMENTS

- | | |
|---|---------------|
| 01. License Displayed/Citation Posted/Advertising ss. 402.3125, 402.318, F.S. | Compliance |
| 02. Licensed Capacity ss. 402.305(6), rule 65C-22.002(3), F.A.C. | Compliance |
| 03. Minimum Age Requirements ss. 402.305(2), F.S. && rule 65C-22.001(3), F.A.C. | Compliance |
| 04. Ratio Sufficient ss. 402.305(4), F.S. && rule 65C-22.001(4), F.A.C.
<u>Compliance Comments</u>
Threes 2:15, 2:14
Fours 2:12, 2:16, 2:18 | Compliance |
| 05. Supervision rule 65C-22.001(5), 65C-22.001(6), 65C-22.002(4) && 65C-22.007 (2), F.A.C. | Compliance |
| 06. Driver's License, Physician Certification && First Aid/CPR Training rule 65C-22.001(6), 65C-22.006(4), F.A.C.

<u>Not Monitored Comments</u>
Transportation information is under A.L.P.I. Queen Townsend II. | Not Monitored |
| 07. Vehicle Insurance and Inspection ss. 402.305(10), F.S. && rule 65C-22.001(6) F.A.C. | Not Monitored |
| 08. Seat Belts/Child Restraints ss. 402.305(10), F.S. && rule 65C-22.001(6), F.A.C. | Not Monitored |
| 09. Transportation rule 65C-22.001(6), F.A.C. | Not Monitored |
| 10. Planned Activities ss. 402.305(13), F.S. && rule 65C-22.001(7), F.A.C. | Compliance |



Name: A L P I Garden Terrace Head Start Center License #: C19SL0051
 Address: 1110 N 32nd St City: Fort Pierce State: FL Zip Code: 34947--2435
 Type: Renewal Date: 12/01/2017

11. Field Trip Permission rule 65C-22.001(7), 65C-22.001(6), F.A.C. Compliance

12. Child Discipline ss. 402.305(12), F.S. && rule 65C-22.001(8), F.A.C. Compliance

13. Discipline Policy rule 65C-22.001(8), F.A.C. Compliance

PHYSICAL ENVIRONMENT

14. Facility Environment rule 65C-22.002(1), 65C-22.002(7) - (9), F.A.C. Compliance

15. Toxic Substances and Hazardous Materials rule 65C-22.002(1), F.A.C. Compliance

16. Supplies Labeled/Stored rule 65C-22.002(1), F.A.C. Compliance

17. Lighting rule 65C-22.002(2), F.A.C. Compliance

18. Temperature and Ventilation rule 65C-22.002(2), F.A.C. Compliance

19. Indoor Floor Space ss. 402.305(6)F.S., rule 65C-22.002(3), 65C-22.007(3)(a), 65C-22.008(3), F.A.C. Compliance

20. Outdoor Area/Square Footage ss. 402.305(6), F.S. && rule 65C-22.002(4), F.A.C. Compliance

21. Outdoor Play Area rule 65C-22.002(4), F.A.C. Compliance

22. Fencing rule 65C-22.002(4), F.A.C. Compliance

23. Individual Bedding rule 65C-22.002(5), 65C-22.002(5), 65C-22.002(10), 65C-22.008(3), F.A.C. Compliance



Name: A L P I Garden Terrace Head Start Center License #: C19SL0051
 Address: 1110 N 32nd St City: Fort Pierce State: FL Zip Code: 34947-2435
 Type: Renewal Date: 12/01/2017

24. Bedding and Linens rule 65C-22.002(10), F.A.C.	Compliance
25. Nap/Sleep Space Requirements rule 65C-22.002(5), F.A.C. <u>Not Monitored Comments</u> The children were not napping at the time of this inspection.	Not Monitored
26. Exit Area Clear rule 65C-22.002(5) and (7), F.A.C.	Compliance
27. Crib Requirements rule 65C-22.002(5), F.A.C. <u>Not Applicable Comments</u> There are no infants enrolled.	Not Applicable
28. Toilets and Sinks rule 65C-22.002(6), F.A.C.	Compliance
29. Potty Chairs rule 65C-22.002(6), F.A.C. <u>Not Applicable Comments</u> There are no potty chairs.	Not Applicable
30. Bath Facilities and Supervision rule 65C-22.002(6), F.A.C.	Compliance
31. Bathroom Supplies and Equipment rule 65C-22.002(6), F.A.C.	Compliance
32. Operable Phone rule 65C-22.002(7), F.A.C.	Compliance
33. Fire Drills & Emergency Preparedness rule 65C-22.002(7) F.A.C. <u>Compliance Comments</u> A fire drill was conducted today during this inspection. There were 14 adults and 75 children present. The staff and children evacuated in an organized and timely manner.	Compliance
34. Food Preparation Area 65C-22.002(8), F.A.C.	Compliance
35. Health and Sanitation rule 65C-22.002(10), F.A.C.	Compliance
36. Drinking Water Available rule 65C-22.002(10), F.A.C.	Compliance
37. Sanitary Diapering rule 65C-22.002(10), F.A.C. <u>Not Applicable Comments</u> There are no children in diapers enrolled.	Not Applicable



Name: A L P I Garden Terrace Head Start Center License #: C195L0051
 Address: 1110 N 32nd St City: Fort Pierce State: FL Zip Code: 34947-2435
 Type: Renewal Date: 12/01/2017

38. Diaper Disposal rule 65C-22.002(10), F.A.C.	Not Applicable
39. Indoor Equipment rule 65C-22.002(11), F.A.C.	Compliance
40. Outdoor Equipment rule 65C-22.002(11), F.A.C.	Compliance
TRAINING	
41. Training Requirements ss. 402.305(2) - (3), F.S. && rule 65C-22.003(2) – (3), F.A.C.	Compliance
42. 10-Hour In-Service rule 65C-22.003(6), F.A.C.	Compliance
43. Credentialed Staff ss.402.305(3), F.S. && rule 65C-22.003(7)-(8), F.A.C.	Compliance
HEALTH REQUIREMENTS	
44. Communicable Disease Control rule 65C-22.004(1), F.A.C.	Compliance
45. First Aid Requirements rule 65C-22.004(2), F.A.C.	Compliance
46. CPR Requirements rule 65C-22.004(2), F.A.C.	Compliance
47. Emergency Telephone Numbers rule 65C-22.004(2), F.A.C.	Compliance
48. Accident/ Incident Notification and Documentation rule 65C-22.004(2), F.A.C.	Compliance
49. Medication rule 65C-22.004(3),F.A.C.	Compliance



Name: A L P I Garden Terrace Head Start Center License #: C195L0051
 Address: 1110 N 32nd St City: Fort Pierce State: FL Zip Code: 34947-2435
 Type: Renewal Date: 12/01/2017

FOOD AND NUTRITION

50. Meals and Snacks rule 65C-22.005(1), F.A.C.	Compliance
51. Meal and Snack Menus rule 65C-22.005(1), F.A.C.	Compliance
52. Food Service rule 65C-22.005(3), F.A.C.	Compliance
53. Bottles Sanitary and Labeled rule 65C-22.005(2), F.A.C. <u>Not Applicable Comments</u> There are no infants enrolled.	Not Applicable
54. Catered Food and Food Provided by Parents 65C-22.005(1), F.A.C.	Compliance
55. Single Service Items rule 65C-22.0011(8), 65C-22.002(10), F.A.C.	Compliance

RECORD KEEPING

56. Records ss. 402.3054(2), F.S., rule 65C-22.006(3)(c)5., F.A.C.	Compliance
57. Children's Health/Immunization and Records ss. 402.305(9), F.S.&& rule 65C-22.006(2) - (3), F.A.C. <u>Compliance Comments</u> Forty-eight children's files were reviewed.	Compliance
58. Enrollment Information on File/Current ss. 402.3125(5), 402.305(12), F.S. && rule 65C-22.006(3), F.A.C.	Compliance
59. Personnel Records ss. 402.3055(1), F.S., rule 65C-22.003(4), && rule 65C-22.006(4) - (5), F.A.C.	Compliance
60. Background Screening Documents ss. 402.3054, F.S. && rule 65C-22.006(4), F.A.C.	Compliance
61. Daily Attendance rule 65C-22.001(10) && rule 65C-22.006(5), F.A.C.	Compliance



Name: A L P I Garden Terrace Head Start Center License #: C195L0051
 Address: 1110 N 32nd St City: Fort Pierce State: FL Zip Code: 34947-2435
 Type: Renewal Date: 12/01/2017

62. Emergency Plan/Posted rule 65C-22.002(7), F.A.C.

Compliance

ENFORCEMENT

63. Access/Child Abuse or Neglect/Misrepresentation ss. 402.311, 402.319, F.S. && rule 65C-22.001(9),(11), F.A.C.

Compliance

Counselor Comments

Child Care Facilities Standards -

Chapter 65C-22, F.A.C. has been revised and became effective October 25, 2017. The revisions to the Chapter of Administrative Code repealed sections of rule and moved those standards within an incorporated document - Child Care Facility Handbook. The Department is working on creating new inspection templates to update the rule references for each standard to correspond with the handbook. The standards remain the same, but were relocated to the handbook along with a few new standards. Your licensing counselor is providing today a copy of a reconciliation document and the new classification summary for your program type. An electronic copy of these documents may also be accessed via the following link: <http://www.myflfamilies.com/service-programs/child-care/laws-and-requirements> under the Classification Summaries Section. The reconciliation document, CF-FSP Form 5420, corresponds with the current inspection template and identifies the new location of each standard on the new classification summary, CF-FSP Form 5316. The new classification summary document identifies the new handbook reference for each standard. If you have any questions concerning the location of the standard reference, please ask your licensing counselor or contact the Department's Child Care Regulation office at (850) 488-4900 and ask to speak with a policy team member.

An electronic copy was emailed to the director at the time of this inspection.

Received by: Sandra Monroe
 Date: 12/01/2017

Inspected by: Kathleen Walters
 Date: 12/01/2017



Child Care Facility Information

Name: ALPI Frostproof Child Development Center
 ID Number: C10PO0002
 Address: 701 Hopson Rd, Frostproof FL 33843-9222
 Phone Number: (863) 635-3396 Capacity: 140
 Owner/Director/Staff Responsible: Christine Wilson

DCF Standards
 DCF & SR Standards
 SR Standards

Inspection Information

Type: Reinspection Date: 01/05/2018 Arrival/Departure Time: 09:23 AM to 10:45 AM
 Staff Present: 16 Children Present: 49 Onsite Visit: Yes

INSPECTION CHECKLIST

GENERAL REQUIREMENTS

- | | |
|---|---------------|
| 01. License Displayed/Citation Posted/Advertising s.402.3125(1)(a), F.S. | Not Monitored |
| 02. Minimum Age Requirements CCF Handbook, Section 2.2 | Not Monitored |
| 03. Ratio Sufficient CCF Handbook, Section 2.3
<u>Compliance Comments</u>
• Staff/Children/Age Group:

1/3/2 & 3 year olds
1/3/2 & 3 year olds
2/7/1 & 2 year olds
2/6/infants and 1 year olds
1/4/infants & 1 year olds
1/4/2 year olds
1/4/2 & 3 year olds
2/7/2 & 3 year olds
2/10/3,4 & 5 year olds | Compliance |
| 04. Supervision CCF Handbook, Section 2.4 | Not Monitored |
| 05. Transportation CCF Handbook, Section 2.5 | Not Monitored |
| 06. Driver's License, Physician Certification & First Aid/CPR Training
CCF Handbook, Section 2.5 and CCF Handbook, Section 7.4 | Not Monitored |
| 07. Vehicle Insurance and Inspection CCF Handbook, Section 2.5.4 | Not Monitored |
| 08. Seat Belts/Child Restraints CCF Handbook, Section 2.5.4 and CCF Handbook, Section 2.5.5 | Not Monitored |
| 09. Planned Activities CCF Handbook, Section 2.6 | Not Monitored |
| 10. Field Trip Permission CCF Handbook, Section 2.7 | Not Monitored |
| 11. Child Discipline CCF Handbook, Section 2.8
<u>Compliance Comments</u>
At the time of inspection, the Child Care Regulations Counselor observed a signed child discipline policy and expulsion policy for the children whose names are noted on the supplemental page of this inspection. The provider is now in compliance for this standard. | Compliance |



Name: ALPI Frostproof Child Development Center License #: C10P00002
 Address: 701 Hopson Rd, Frostproof FL 33843-9222
 Type: Reinspection Date: 01/05/2018

PHYSICAL ENVIRONMENT

12. Facility Environment CCF Handbook, Section 3.1	Compliance
<u>Compliance Comments</u> At the time of inspection, while conducting the walk through, the Child Care Regulations Counselor observed that the areas of peeling paint have been repainted, the light switch in the VPK classroom now has a cover and the sink knob has been tightened. The provider is now in compliance for this standard.	
13. Toxic Substances, Hazardous Materials and Weapons CCF Handbook, Section 3.2	Not Monitored
14. Lighting, Temperature, and Ventilation CCF Handbook, Section 3.3	Not Monitored
15. Licensed Capacity CCF Handbook, Section 3.4	Not Monitored
16. Indoor Floor Space CCF Handbook, Section 3.4	Not Monitored
17. Outdoor Play Area/Fencing CCF Handbook, Section 3.5	Compliance
<u>Compliance Comments</u> At the time of inspection, the Child Care Regulations Counselor observed that the fence in the outdoor play area has been repaired and there are no gaps. The provider is now in compliance for this standard. The shaded area in the outdoor play area has been repaired as well.	
18. Bedding and Linens CCF Handbook, Section 3.6	Not Monitored
19. Nap/Sleep Space Requirements CCF Handbook, Section 3.6.2	Not Monitored
20. Crib Requirements CCF Handbook, Section 3.6	Not Monitored
21. Restrooms and Bath Facilities CCF Handbook, Section 3.7	Not Monitored
22. Operable Phone CCF Handbook, Section 3.8.1	Not Monitored
23. Fire Drills & Emergency Preparedness CCF Handbook, Section 3.8	Not Monitored
FOOD AND NUTRITION	
24. Food Preparation Area CCF Handbook, Section 3.9	Not Monitored
25. Meals and Snacks CCF Handbook, Section 3.9	Not Monitored
26. Meal and Snack Menus CCF Handbook, Section 3.9.3 & Section 7	Not Monitored
27. Catered Food and Food Provided by Outside Sources CCF Handbook, Section 7 & Section 3.9.3	Not Monitored



Name: ALPI Frostproof Child Development Center License #: C10P00062
 Address: 701 Hopson Rd, Frostproof FL 33843-9222
 Type: Reinspection Date: 01/05/2018

28. Bottles, Breastmilk, Formula and Infant Food CCF Handbook, Section 3.9 Not Monitored

29. Health and Sanitation CCF Handbook, Section 3.6, 3.9, and 3.10 Not Monitored

30. Diapering CCF Handbook, Section 3.10 Not Monitored

31. Indoor Equipment CCF Handbook, Section 3.11 Not Monitored

32. Outdoor Equipment CCF Handbook, Section 3.12 Not Monitored

TRAINING

33. Training Requirements CCF Handbook, Section 4 Not Monitored

34. Credentialed Staff CCF Handbook, Section 4.6 & 4.7 Not Monitored

HEALTH REQUIREMENTS

35. Communicable Disease Control CCF Handbook, Section 6.1 Not Monitored

36. CPR Requirements CCF Handbook, Section 4.2.4 Not Monitored

37. First Aid Requirements CCF Handbook, Section 4.2.4 and 6.2 Not Monitored

38. Emergency Telephone Numbers CCF Handbook, Section 6.3 Not Monitored

39. Accident/ Incident Notification and Documentation CCF Handbook, Section 6.3 & 6.4 Not Monitored

40. Medication CCF Handbook, Section 6.5 Not Monitored

RECORD KEEPING

41. Immunization Records CCF Handbook, Section 7.1 Not Monitored

42. Student Health and Records CCF Handbook, Section 7.2 Not Monitored

43. Enrollment Information CCF Handbook, Section 7.3 & s. 402.3054(2), F.S. Compliance

Compliance Comments

At the time of inspection, the Child Care Regulations Counselor observed that the children whose names are noted on the supplemental page of this inspection now have an Influenza brochure on file and the Knowing Your Child Care Facility Brochure as well. The provider is now in compliance for this standard.



Name: ALPI Frostproof Child Development Center License #: C10P00002
Address: 701 Hopson Rd, Frostproof FL 33843-9222
Type: Reinspection Date: 01/05/2018

- 44. **Personal Records CCF Handbook, Section 7.4** **Compliance**
Compliance Comments
 At the time of inspection, the Child Care Regulations Counselor observed that the staff members names who are noted on the supplemental page of this inspection now have an employee supplemental page on file. The provider is now in compliance for this standard.
- 45. **Background Screening Documents CCF Handbook, Section 7.4.1** **Compliance**
Compliance Comments
 At the time of inspection, the Child Care Regulations Counselor observed that the staff members whose names are noted on the supplemental page of this inspection now have a verified 5 year employment history check on file. The provider is now in compliance for this standard.
- 46. **Daily Attendance CCF Handbook, Section 7.5** **Not Monitored**

ENFORCEMENT

- 47. **Access/Child Safety CCF Handbook, Section 8** **Not Monitored**

Received by: Christine Wilson
Date: Friday, January 05, 2018

Inspected by: Demetria Nail
Date: Friday, January 05, 2018



Name: ALPI Frostproof Child Development Center License #: C10P00002
 Address: 701 Hopson Rd, Frostproof FL 33843-9222
 Type: Reinspection Date: 01/05/2018

SUPPLEMENTAL INSPECTION SHEET

Comments:

At the time of inspection, all rooms in the child care facility were checked.

Michelle Marcial now has an employee supplemental page.
 Lillie Williams now has a verified 5 year work history is not verified.
 Theron Rix now has an employee supplemental page.
 Tenecia Pough now has in-service hours.

Logan Williams DOB 11/27/2015 now has an expulsion policy on file.
 Santana Arzola DOB 11/14/2016 now has an influenza brochure.
 Janiya Sloan DOB 5/22/2016 now has an enrollment application.
 Mialuna Garcia DOB 8/9/13 now has a child discipline policy, an influenza brochure, knowing your child care facility brochure and an expulsion policy.
 Damien Garcia DOB 10/24/13 now has a child discipline policy, an influenza brochure, knowing your child care facility brochure and an expulsion policy.
 Anyla Marston DOB 7/31/13 now has a child discipline policy, an influenza brochure, knowing your child care facility brochure and an expulsion policy.
 Jacob Jones DOB 9/14/13 now has a child discipline policy, an influenza brochure, knowing your child care facility brochure and an expulsion policy.
 Christopher Martinez DOB 3/4/13 now has a child discipline policy, an influenza brochure, knowing your child care facility brochure and an expulsion policy.
 Katherine Munoz DOB 8/23/13 now has a child discipline policy, an influenza brochure, knowing your child care facility brochure and an expulsion policy.
 Gerardo Navarro DOB 1/8/14 now has a child discipline policy, an influenza brochure, knowing your child care facility brochure and an expulsion policy.
 Alexander Nunez DOB 6/12/13 now has a child discipline policy, an influenza brochure, knowing your child care facility brochure and an expulsion policy.
 Angel Perez DOB 4/9/14 now has a child discipline policy, an influenza brochure, knowing your child care facility brochure and an expulsion policy.
 Giselle Ream DOB 12/24/12 now has a child discipline policy, an influenza brochure, knowing your child care facility brochure and an expulsion policy.
 Belinda Salgado DOB 9/22/13 now has a child discipline policy, an influenza brochure, knowing your child care facility brochure and an expulsion policy.
 Esmeralda Salgado DOB 9/4/12 now has a child discipline policy, an influenza brochure, knowing your child care facility brochure and an expulsion policy.
 Yanelly Sanchez DOB 3/10/14 now has a child discipline policy, an influenza brochure, knowing your child care facility brochure and an expulsion policy.
 RoseMarie Simental DOB 1/18/14 now has a child discipline policy, an influenza brochure, knowing your child care facility brochure and an expulsion policy.
 Shanell Smith DOB 3/10/14 now has a child discipline policy, an influenza brochure, knowing your child care facility brochure and an expulsion policy.
 Zarion Sutton DOB 8/10/14 now has a child discipline policy, an influenza brochure, knowing your child care facility brochure and an expulsion policy.
 Landon Vargas DOB 4/9/14 now has a child discipline policy, an influenza brochure, knowing your child care facility brochure and an expulsion policy.

At the time of inspection, the child care regulations counselor and the provider reviewed the inspection report together. Any questions that the provider had were answered by the child care counselor. The provider is reminded that if she has any further questions or concerns, a member of child care can be reached Monday through Friday from 8:00 am until 5:00 pm at 863-499-2222 ext 4.



Name: ALPI Frostproof Child Development Center License #: C10P00002
Address: 701 Hopson Rd, Frostproof FL 33843-9222
Type: Reinspection Date: 01/05/2018

Christine Wilson

Received by: Christine Wilson
Date: Friday, January 05, 2018

Demetria Nail

Inspected by: Demetria Nail
Date: Friday, January 05, 2018

ST. LUCIE COUNTY
FIRE INSPECTION
(Lincoln Park & GWT)

RECEIVED



- CCRF
- Discrepancy
- Scanned

(772) 461-6845 • (772) 562-6846 • (772) 283-6366
 (888) 817-8330 • Fax (772) 468-0204

Florida State License Numbers
 F/E 23863100012003
 System 23863100032003

434 North 7th Street • Fort Pierce, FL 34950

70TH
ANNIVERSARY



INDUSTRIAL / RANGE HOOD SYSTEMS SERVICE REPORT

INSP. DATE
12/21/17
SEMI-ANNUAL
INSPECTION

NAME ALPI Lincoln Park Area ^{Street} ADDRESS 1400 Ave M St. Pierce, FL 34950
 MANAGER/OWNER Anna PHONE 464-6061
 LOCAL AUTHORITY FILING DEST. Fire Prevention ADDRESS St Lucie Co.
 COOKING LOCATIONS 10 Buses
 SYSTEM MFG/MODEL/SN Range Guard 2-Tpl # TCA 090104

COVERAGE	HOOD & DUCT	FRYERS	BROILERS	CHARBROILERS	RANGES	OTHER	UNIV	A+	MECH
HOOD LENGTH	DUCT SIZE	ADEQUATE GAUGE <input type="checkbox"/> Y <input type="checkbox"/> N	ALL WELDED EXT. SEAMS <input type="checkbox"/> Y <input type="checkbox"/> N		PROPER FILTERS <input type="checkbox"/> Y <input type="checkbox"/> N	FUEL SHUT-OFF	GAS	ELECTRIC	

- | | | | |
|---|---|---|---|
| 1. ALL APPLIANCES PROPERLY COVERED w/CORRECT NOZZLES | <input checked="" type="checkbox"/> | 22. CHECK OPERATION OF MICROSWITCH | <input checked="" type="checkbox"/> |
| 2. CHECK FOR CORRECT DUCT & PLENUM NOZZLES | <input checked="" type="checkbox"/> | 23. MICROSWITCH ACTUATES BLDG. ALARM | <input checked="" type="checkbox"/> YES |
| 3. CHECK POSITIONING OF ALL NOZZLES | <input checked="" type="checkbox"/> | 24. CHECK OPERATION OF GAS VALVE | <input checked="" type="checkbox"/> |
| 4. HOOD/DUCT PENETRATIONS SEALED w/WELD OR UL DEVICE | <input checked="" type="checkbox"/> | 25. CLEAN NOZZLES | <input checked="" type="checkbox"/> |
| 5. PIPING & CONDUIT SECURELY BRACKETED | <input checked="" type="checkbox"/> | 26. PROPER NOZZLE COVERS IN PLACE | <input checked="" type="checkbox"/> |
| 6. PROPER SEPARATION BETWEEN FRYERS & FLAME | <input checked="" type="checkbox"/> N/A | 27. ALL FILTERS REPLACED | <input checked="" type="checkbox"/> |
| 7. PROPER CLEARANCE FLAME TO FILTERS | <input checked="" type="checkbox"/> | 28. FUEL SHUT-OFF IN ON POSITION | <input checked="" type="checkbox"/> |
| 8. CHECK IF SEALS INTACT, EVIDENCE OF TAMPERING | <input checked="" type="checkbox"/> | 29. CLEAN CYLINDER & MOUNT | <input checked="" type="checkbox"/> |
| 9. IF SYSTEM HAS BEEN DISCHARGED, REPORT SAME | <input checked="" type="checkbox"/> | 30. RANGE GUARD STYLE | <input type="checkbox"/> New <input type="checkbox"/> Old |
| 10. PRESSURE GAUGE IN PROPER RANGE (IF GAUGED) | <input checked="" type="checkbox"/> | 31. REPLACE SYSTEM COVERS | <input checked="" type="checkbox"/> |
| 11. CHECK CARTRIDGE (IF APPLICABLE) | <input checked="" type="checkbox"/> | 32. CHECK EXHAUST FAN IN OPERATING ORDER | <input checked="" type="checkbox"/> |
| 12. HYDROSTATIC TEST DATE | <input checked="" type="checkbox"/> 16 | 33. SYSTEM OPERATIONAL & SEALS IN PLACE | <input checked="" type="checkbox"/> |
| 13. 6 YEAR MAINTENANCE DATE | <input checked="" type="checkbox"/> N/A | 34. SLAVE SYSTEMS OPERATIONAL | <input checked="" type="checkbox"/> N/A |
| 14. INSPECT CYLINDER & MOUNT | <input checked="" type="checkbox"/> | 35. MANUAL & REMOTE SET SEALS IN PLACE | <input checked="" type="checkbox"/> |
| 15. CHECK FUSE LINKS | <input checked="" type="checkbox"/> | 36. FAN WARNING SIGN ON HOOD | <input checked="" type="checkbox"/> |
| 16. REPLACE FUSE LINKS <u>360</u> ^{017 (2)} CODE (DATE ON LINKS) | <input checked="" type="checkbox"/> | 37. PERSONNEL INSTRUCTED IN MANUAL OPER. OF SYS | <input checked="" type="checkbox"/> |
| 17. CLEAR PIPING | <input checked="" type="checkbox"/> | 38. PROPER HAND PORTABLE EXTINGUISHERS | <input checked="" type="checkbox"/> |
| 18. OPERATE SYSTEM FROM TERMINAL LINK | <input checked="" type="checkbox"/> | 39. PORTABLE EXTINGUISHERS PROPERLY SERVICED | <input checked="" type="checkbox"/> |
| 19. SYSTEM INSTALLED IN ACCORDANCE w/MFG. U.L. LISTING | <input checked="" type="checkbox"/> | 40. SERVICE & CERTIFICATION TAG ON SYSTEM | <input checked="" type="checkbox"/> |
| 20. SYSTEM INSTALLED IN ACCORDANCE w/UL300 | <input checked="" type="checkbox"/> | 41. CLASS K FIRE EXTINGUISHERS | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 21. TEST FOR PROPER OPERATION FROM REMOTE | <input checked="" type="checkbox"/> | 42. SIGN FOR CLASS K | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

NOTE DISCREPANCIES OR DEFICIENCIES BELOW

COMMENTS:

J. Keith Dean 26511500062003 12/21/17 3:00 AM Karen Jeff PM CUSTOMERS AUTHORIZED AGENT



- CCRF
- Discrepancy
- Scanned

(772) 461-6845 • (772) 562-6846 • (772) 283-6366
 (888) 817-8330 • Fax (772) 468-0204

Florida State License Numbers
 F/E 23863100012003
 System 23863100032003

434 North 7th Street • Fort Pierce, FL 34950

70TH
ANNIVERSARY



INDUSTRIAL / RANGE HOOD SYSTEMS SERVICE REPORT

INSP. DATE
12/12/17
SEMI-ANNUAL
INSPECTION

NAME APT George Train Center ADDRESS 1814 N 13th Street Ft. Pierce, FL 34950
 MANAGER/OWNER AAA PHONE 465-3121
 LOCAL AUTHORITY FILING DEST. Fire Prevention ADDRESS St. Lucie Co.
 COOKING LOCATIONS 10 Dishes
 SYSTEM MFG/MODEL/SN Aucal R102 Spal # R 424775

COVERAGE	HOOD & DUCT	FRYERS	BROILERS	CHARBROILERS	RANGES	OTHER	UNIV	A+	MECH
	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>				
HOOD LENGTH	DUCT SIZE	ADEQUATE GAUGE	ALL WELDED EXT. SEAMS		PROPER FILTERS	FUEL SHUT-OFF	GAS	ELECTRIC	
		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N		<input checked="" type="checkbox"/>		

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. ALL APPLIANCES PROPERLY COVERED w/CORRECT NOZZLES <u>✓</u> 2. CHECK FOR CORRECT DUCT & PLENUM NOZZLES <u>✓</u> 3. CHECK POSITIONING OF ALL NOZZLES <u>✓</u> 4. HOOD/DUCT PENETRATIONS SEALED w/WELD OR UL DEVICE <u>✓</u> 5. PIPING & CONDUIT SECURELY BRACKETED <u>✓</u> 6. PROPER SEPARATION BETWEEN FRYERS & FLAME <u>N/A</u> 7. PROPER CLEARANCE FLAME TO FILTERS <u>✓</u> 8. CHECK IF SEALS INTACT, EVIDENCE OF TAMPERING <u>✓</u> 9. IF SYSTEM HAS BEEN DISCHARGED, REPORT SAME <u>✓</u> 10. PRESSURE GAUGE IN PROPER RANGE (IF GAUGED) <u>N/A</u> 11. CHECK CARTRIDGE (IF APPLICABLE) <u>✓</u> 12. HYDROSTATIC TEST DATE <u>10</u> 13. 6 YEAR MAINTENANCE DATE <u>N/A</u> 14. INSPECT CYLINDER & MOUNT <u>✓</u> 15. CHECK FUSE LINKS <u>✓</u> 16. REPLACE FUSE LINKS <u>360</u> CODE (DATE ON LINKS) <u>018 (2)</u> 17. CLEAR PIPING <u>✓</u> 18. OPERATE SYSTEM FROM TERMINAL LINK <u>✓</u> 19. SYSTEM INSTALLED IN ACCORDANCE w/MFG. U.L. LISTING <u>✓</u> 20. SYSTEM INSTALLED IN ACCORDANCE w/UL300 <u>✓</u> 21. TEST FOR PROPER OPERATION FROM REMOTE <u>✓</u> | <ol style="list-style-type: none"> 22. CHECK OPERATION OF MICROSWITCH <u>✓</u> 23. MICROSWITCH ACTUATES BLDG. ALARM <u>45</u> 24. CHECK OPERATION OF GAS VALVE <u>✓</u> 25. CLEAN NOZZLES <u>✓</u> 26. PROPER NOZZLE COVERS IN PLACE <u>✓</u> 27. ALL FILTERS REPLACED <u>✓</u> 28. FUEL SHUT-OFF IN ON POSITION <u>✓</u> 29. CLEAN CYLINDER & MOUNT <u>✓</u> 30. RANGE GUARD STYLE <input type="checkbox"/> New <input type="checkbox"/> Old 31. REPLACE SYSTEM COVERS <u>✓</u> 32. CHECK EXHAUST FAN IN OPERATING ORDER <u>✓</u> 33. SYSTEM OPERATIONAL & SEALS IN PLACE <u>✓</u> 34. SLAVE SYSTEMS OPERATIONAL <u>N/A</u> 35. MANUAL & REMOTE SET SEALS IN PLACE <u>✓</u> 36. FAN WARNING SIGN ON HOOD <u>✓</u> 37. PERSONNEL INSTRUCTED IN MANUAL OPER. OF SYS. <u>✓</u> 38. PROPER HAND PORTABLE EXTINGUISHERS <u>✓</u> 39. PORTABLE EXTINGUISHERS PROPERLY SERVICED <u>✓</u> 40. SERVICE & CERTIFICATION TAG ON SYSTEM <u>✓</u> 41. CLASS K FIRE EXTINGUISHERS <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 42. SIGN FOR CLASS K <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
|---|--|

NOTE DISCREPANCIES OR DEFICIENCIES BELOW

COMMENTS: _____

J. Keith Dean 26511100062003 12/12/17 2:05 AM PM
 SERVICEMAN PERMIT NO. DATE TIME CUSTOMERS AUTHORIZED AGENT

CHILD CARE FACILITY LICENSE
(Queen Townsend II)



Annual



State of Florida

Licensing Agency:
Department of Children and Families, Child Care Regulation & Background Screening

337 North US Highway 1
Fort Pierce, Florida 34950
(772) 467-3180

Child Care Facility Certificate of License

Certificate Number: C195L0161

Name of Facility: ALPI Queen Townsend Head Start II

Address: 2202 Avenue Q

County: Saint Lucie

City: Fort Pierce

Zip: 34950

Owner: Agricultural and Labor Programs Inc

The Department of Children and Families being satisfied that this child care facility or child care program has complied with Chapter 65C-22, Florida Administrative Code, Child Care Standards, adopted by the Department and Authorized in sections 402.301-402.319, Florida statutes, approves an annual license to operate this facility or program.

This certificate is effective

December 23, 2017 Through December 22, 2018

This license may be revoked or suspended for cause.

Maximum Licensed Capacity: 325

Hours of Operation:

Mon	Tue	Wed	Thu	Fri	Sat	Sun
07:00AM 05:30PM	07:00AM 05:30PM	07:00AM 05:30PM	07:00AM 05:30PM	07:00AM 05:30PM	07:00AM 05:30PM	

Region Administrator or Designee



State of Florida
Department of Children and Families

Rick Scott
Governor

William S. D'Aiuto
Regional Managing Director

December 06, 2017

Ellen Bradley
ALPI Queen Townsend Head Start Center II
2202 Avenue Q
Fort Pierce, FL 34950

Dear Ellen Bradley:

Please find enclosed an annual license from the Department to operate a child care facility at the new address. The license is only valid until December 22, 2018, unless you apply for and/or receive a change in the license, or if the license is suspended or revoked by this Department. This license is not transferrable to another owner or any other location. If at some point in the future you discontinue your service, then you must notify our office and return the license.

Please display the certificate in a *conspicuous location* in your facility and *be certain to include your license number in all applicable advertising as stated in Section 402.318, Florida Statutes. This includes signage and school vehicles.* Violation of this section is a misdemeanor of the first degree. The issuance of this license represents a joint effort on the part of you and the Department of Children and Families in fulfilling "the legislative intent to protect the health, safety and well-being of the children of the state and to promote their emotional and intellectual development and care", as stated in Chapter 402.305 of the Florida Statutes.

Although the Department stands as the regulatory authority, we are here to provide any technical assistance you would like, and to assist you in understanding the rules and regulations that affect the child care industry. Please feel free to contact either myself or another unit member if you have problems or questions where we can help.

Sincerely,

Kathleen Walters

Family Services Counselor
772 577-0639
Enclosure

Child Care Regulation • 337 N. U.S. Highway 1 • Fort Pierce • Florida 34950

Mission: Work in Partnership with Local Communities to Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

CLUSTER MONTHLY DISABILITY REPORT

CLUSTER MONTHLY DISABILITY REPORT
Local Program Information
2017

CLUSTER CODE:

Agency Name: ALPI FROSTPROOF

Date Form Completed: 12/31/2017

TONI JONES
 Person Completing This Form

JAN FEB MAR APR MAY JUNE
 JULY AUG SEPT OCT NOV DEC

Information from all Delegates included YES NO N/A

SECTION A: DISABILITY CHILD INFORMATION									
		HS	EHS	DELEGATE			HS	EHS	DELEGATE
	Funded Enrollment		76						
	Actual Enrollment		76						
CHILDREN WITH DISABILITIES					TOTAL NUMBER WITH DISABILITIES				
1	Health Impairments		0		13	How many age 0?		1	
2	Emotional/Behavior Disorders		0		14	How many age 1?		4	
3	Speech/Language Impairments		0		15	How many age 2?		5	
4	Mental Retardation		0		16	How many age 3?		0	
5	Hearing Impairments/Deafness		0		17	How many age 4?		0	
6	Orthopedic Impairments		0		18	How many age 5?		0	
7	Visual Impairments/Blind		0		19	How many over income?		0	
8	Learning Disabilities		0		20	How many pre-diagnosed?		1	
9	Autism		0		21	How many dropped to date?		5	
10	Traumatic Brain Injury		0		22	How many IEP's/FSP current		3	
11	Other Impairments		3		23	How many evaluated and Found not eligible?		0	
12	Total With Disabilities		0		24	How many suspected?		2	

SECTION B: QUESTIONNAIRE
1. Any specific request for training and technical assistance? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, please explain.
2. Any specific problems with coordination of disability services? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
3. Other Comments: Adriana Gallegos returning child IFSP. Ta'Caree Mathis (Drop), Marcus Purnell (Drop), Amelia Bermudez, and Bryce Gray (JS) were referred on 8-28-17 to Early Steps. Noah Bermudez (JS) was referred to Child Find due to age on 8-29-17. Andre Decosey was referred to Early Steps- IFSP received 11-27-17. Sebastian Najera referred to ES on 9-21-17- IFSP received on 10-13-17. Jadiel Mendoza referred to ES on 9-21-17. Jazzlynn Hernandez referred to ES on 11-20-17. Bermudez children dropped from the program 12-18-17-(Relocated).

REIMBURSEMENT REPORTS

DOH CHILD CARE FOOD

Florida Department of Health

12/1/2017 083
9:09AM

Child Care Food Program

Child Care Center Claim

S - 501 Region: C RPS: 6 Fiscal Year: 2018 Termination Date: _____

Add'l Doc Required: _____ ADR Reason: _____ Meal Disallowance(s): _____

Legal Name: AGRICULTURAL LABOR PROG. INC. FEIN: 591634148001

D/B/A: AGRICULTURAL LABOR PROG. INC.

Mailing Address: P.O. BOX 3126 WINTER HAVEN, FL 33885

Program Manager: YOUNG, ELIZABETH Phone: (863) 956-3491 Ext: 231

Email: eyoung@alpi.org

Claim Information

Status: Submitted Entered By: 0501

Claim Month/Year: 10/2017 Date Received: 12/01/2017

Revision #: 0

Operating Days: 21 Average Daily Participation: 689

Sites Operated:

PNP: 0 OSHCC: 0 For-Profit: 0 HS: 7 Church: 0 Public: 0 Total: 7

Children Enrolled by Category:

Free 809 Reduced 0 Non-needy 0 Total 809

Meals Claimed:

Breakfast	Morning Snack	Lunch	Afternoon Snack	Supper	Evening Snack
<u>14,438</u>	<u>0</u>	<u>14,438</u>	<u>14,402</u>	<u>0</u>	<u>0</u>

Operating Expenditures	\$62,144.00	Meal Earnings:	\$84,575.00
Administrative Expenditures	\$6,075.00	Cash-In-Lieu:	\$3,356.84
Total Expenditures	\$68,219.00	Total Earnings:	\$87,931.84
Income	\$0.00	Adjustments:	\$0.00
		Total Reimbursement:	\$87,931.84

Florida Department of Health

084
12/1/2017
9:09AM

Child Care Food Program

Child Care Center Claim

AN: 501 Fiscal Year: 2018 Claim Month/Year: 10/2017 Revision #: 0

Site Num/ Center Num	Site Name	Address	Meal Earnings	Cash-In-Lieu	Total Earnings
23901/23901	ALPI CHILD DEVELOPME	198 NW MARION AVENUE	\$16,349.40	\$648.68	\$16,998.08
23889/23889	ALPI FRANCINA C DUVA	1035 S. 27TH CIRCLE	\$4,078.56	\$161.82	\$4,240.38
23890/23890	ALPI FROSTPROOF CHIL	701 HOPSON RD.	\$7,797.28	\$310.62	\$8,107.90
23899/23899	ALPI GARDEN TERRACE	1110 32ND STREET	\$9,991.30	\$396.41	\$10,387.71
23898/23898	ALPI GEORGE W. TRUIT	1814 NORTH 13TH STREET	\$9,915.12	\$393.39	\$10,308.51
23892/23892	ALPI LINCOLN PARK HE	1400 AVENUE M	\$11,268.78	\$447.10	\$11,715.88
23902/23902	ALPI QUEEN TOWNSEND	2202 AVENUE Q	\$25,174.56	\$998.82	\$26,173.38
			\$84,575.00	\$3,356.84	\$87,931.84

ELC REIMBURSEMENT REPORT

EARLY LEARNING COALITION OF ST. LUCIE
 4472 OKEECHOBEE RD.
 FORT PIERCE, FL 34947
 Final Provider Reimbursement Report

Report Date: 12/15/2017 03:14:04

Vendor #: 4154
 ALPILINCOLN PARK HEADSTART (XXXXXXXX4148 5)
 2202 AVENUE Q
 FORT PIERCE, FL 34950
 (772)464-6061

** GS CENTER NON-SUB ** VOLUNTARY PRE-K (VPK)

Reporting Period: 11/01/2017 - 11/30/2017

Class ID	Child	Eligibility Activity	Care Level	Days Absent	Days Reimbursed	Provider Rate	Gold Seal Rate	Parent Fee	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
=> Adjustments For Period: 11/01/2017 - 11/30/2017												
B17 XXXX-XX-8958		VOLUNTARY PRE-K	PR4	0	HR Days	.00	.00	.00	0.00	0.00	0.00	0.00
	FLEURIVAL, DREVILLIN J	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT		-5.25	Hours	4.48	.00	.00	-23.52	0.00		-23.52
A17 XXXX-XX-1972		VOLUNTARY PRE-K	PR4	0	HR Days	.00	.00	.00	0.00	0.00	0.00	0.00
	MCDONALD JR, JAMIE J	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT		-1.5	Hours	4.48	.00	.00	-6.72	0.00		-6.72
B17 XXXX-XX-3059		VOLUNTARY PRE-K	PR4	0	HR Days	.00	.00	.00	0.00	0.00	0.00	0.00
	YOUNG, DAVON J	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT		-1.5	Hours	4.48	.00	.00	-6.72	0.00		-6.72
48 TO <60 MTH TOTALS:												
				0	HR Days	.00	.00	.00	0.00	0.00	0.00	0.00
				-8.25	HR Hours				-36.96	0.00		-36.96
A17 XXXX-XX-5513		VOLUNTARY PRE-K	PR5	0	HR Days	.00	.00	.00	0.00	0.00	0.00	0.00
	ADAMS, CAMILLE	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT		-1.5	Hours	4.48	.00	.00	-6.72	0.00		-6.72
C17 XXXX-XX-8077		VOLUNTARY PRE-K	PR5	0	HR Days	.00	.00	.00	0.00	0.00	0.00	0.00
	CLARK, XZAVIER	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT		-5.25	Hours	4.48	.00	.00	-23.52	0.00		-23.52
B17 XXXX-XX-0072		VOLUNTARY PRE-K	PR5	0	HR Days	.00	.00	.00	0.00	0.00	0.00	0.00
	HAIR, ZYNTIAH J	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT		-5.25	Hours	4.48	.00	.00	-23.52	0.00		-23.52

EARLY LEARNING COALITION OF ST. LUCIE
 4472 OKEECHOBEE RD.
 FORT PIERCE, FL 34947
 Final Provider Reimbursement Report

Report Date: 12/15/2017 03:14:04

Vendor #: 4154
 ALPI LINCOLN PARK HEADSTART (XXXXXX4148 5)
 2202 AVENUE Q
 FORT PIERCE, FL 34950
 (772)64-6061

** GS CENTER NON-SUB ** VOLUNTARY PRE-K (VPK)

Reporting Period: 11/01/2017 - 11/30/2017

Class ID	Child	Eligibility Activity	Care Level	Days Absent	Days Reimbursed	Provider Rate	Gold Seal Rate	Parent Fee	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
60 TO <72 MTH TOTALS: 0 0 HR Days 0.00 0.00 0.00 0.00 -12 IIR Hours -53.76 TOTALS FOR PERIOD: 0 0 Days -90.72 0.00 0.00 -90.72 -20.25 Hours ALL PERIODS: 67 970 Days 12946.08 0.00 0.00 12946.08 2889.75 Hours												

Adjustments For Period: 11/01/2017 - 11/30/2017 <=>

EARLY LEARNING COALITION OF ST. LUCIE
 4472 OKEECHOBEE RD.
 FORT PIERCE, FL 34947
 Final Provider Reimbursement Report

Report Date: 12/15/2017 03:14:04

Reporting Period: 11/01/2017 - 11/30/2017

	Days Absent	Days Reimbursed	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
VOLUNTARY PRE-K	67	970 Days	12946.08	0.00	0.00	12946.08
VPK REPORT TOTALS:						

EARLY LEARNING COALITION OF ST. LUCIE
 4472 OKEECHOBEE RD.
 FORT PIERCE, FL 34947
 Final Provider Reimbursement Report

Report Date: 12/15/2017 03:11:37

Vendor #: 4150
 ALPI GEORGE W TRUITT HEADSTART (XXXXXXXX4148 3)
 2202 AVENUE Q
 FORT PIERCE, FL 34950
 (772)464-4452

** GS CENTER SUB ** VOLUNTARY PRE-K (VPK)

Reporting Period: 11/01/2017 - 11/30/2017

Class ID	Child	Eligibility Activity	Care Level	Days Absent	Reimbursed	Days Provider Reimbursed	Rate	Gold Seal Rate	Parent Fee	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
=> Adjustments For Period: 11/01/2017 - 11/30/2017 <====													
B17	XXX-XX-9505	VOLUNTARY PRE-K											
	BOLES, ROG'KIRA U	Adjustment Reason	PR4	0	HIR Days	.00	.00	.00	.00	0.00	0.00	0.00	0.00
		MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT			Hours	4.48	.00	.00	.00	-73.92	0.00	0.00	-73.92
A17	XXX-XX-9596	VOLUNTARY PRE-K											
	CHILDS, KAHARI C	Adjustment Reason	PR4	0	HIR Days	.00	.00	.00	.00	0.00	0.00	0.00	0.00
		MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT			Hours	4.48	.00	.00	.00	-107.52	0.00	0.00	-107.52
A17	XXX-XX-9967	VOLUNTARY PRE-K											
	GONZALEZ, EMALIJ	Adjustment Reason	PR4	0	HIR Days	.00	.00	.00	.00	0.00	0.00	0.00	0.00
		MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT			Hours	4.48	.00	.00	.00	-40.32	0.00	0.00	-40.32
B17	XXX-XX-0427	VOLUNTARY PRE-K											
	HARRIS, JA'QUON	Adjustment Reason	PR4	0	HIR Days	.00	.00	.00	.00	0.00	0.00	0.00	0.00
		MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT			Hours	4.48	.00	.00	.00	-23.52	0.00	0.00	-23.52
B17	XXX-XX-5424	VOLUNTARY PRE-K											
	PAUL, ARIYUANA R	Adjustment Reason	PR4	0	HIR Days	.00	.00	.00	.00	0.00	0.00	0.00	0.00
		MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT			Hours	4.48	.00	.00	.00	-6.72	0.00	0.00	-6.72
A17	XXX-XX-6273	VOLUNTARY PRE-K											
	WHITAKER, ANTWAN M	Adjustment Reason	PR4	0	HIR Days	.00	.00	.00	.00	0.00	0.00	0.00	0.00
		MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT			Hours	4.48	.00	.00	.00	-57.12	0.00	0.00	-57.12
48 TO <60 MTII TOTALS:										0.00	0.00	0.00	0.00
										-309.12	0.00		-309.12

EARLY LEARNING COALITION OF ST. LUCIE
 4472 OKEECHOBEE RD.
 FORT PIERCE, FL 34947
 Final Provider Reimbursement Report

Report Date: 12/15/2017 03:11:37

Vendor #: 4150
 ALPI GEORGE W TRUITT HEADSTART (XXXXXX4148 3)
 2202 AVENUE Q
 FORT PIERCE, FL 34950
 (772)464-4452

** GS CENTER SUB ** VOLUNTARY PRE-K (VPK)

Reporting Period: 11/01/2017 - 11/30/2017

Class ID	Child	Eligibility Activity	Care Level	Days Absent	Days Reimbursed	Provider Rate	Gold Seal Rate	Parent Fee	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
A17	XXX-XX-0605	VOLUNTARY PRE-K	PR5	0	HR Days	.00	.00	.00	0.00	0.00	0.00	0.00
	COOPER, MARIAHL	Adjustment Reason			Hours	4.48	.00		-23.52	0.00		-23.52
		MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT		-5.25								
60 TO <72 MTH TOTALS:						0	0	0	0.00	0.00	0.00	0.00
TOTALS FOR PERIOD:						0	-5.25	0	-23.52	0.00	0.00	-23.52
-74.25 Hours						0	0	0	-332.64	0.00	0.00	-332.64
ALL PERIODS:						74	432	Days	5473.44	0.00	0.00	5473.44
1221.75 Hours												

==> Adjustments For Period: 11/01/2017 - 11/30/2017 <==

EARLY LEARNING COALITION OF ST. LUCIE
 4472 OKEECHIBEE RD.
 FORT PIERCE, FL 34947
 Final Provider Reimbursement Report

Report Date: 12/15/2017 03:11:37

Reporting Period: 11/01/2017 - 11/30/2017

	Days Absent	Days Reimbursed	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
VOLUNTARY PRE-K VPK REPORT TOTALS:	74	432 Days	5473.44	0.00	0.00	5473.44

EARLY LEARNING COALITION OF ST. LUCIE
 4472 OKEECHOBEE RD.
 FORT PIERCE, FL 34947
 Final Provider Reimbursement Report

Report Date: 12/15/2017 02:43:05

Vendor #: 4181
 ALPI CHILD DEV FAMILY SVCS CTR (XXXXXXXX4148 16)
 2202 AVENUE Q
 FORT PIERCE, FL 34950
 (772)879-4944

** LICENSED CENTER SUB ** VOLUNTARY PRE-K (VPK)

Reporting Period: 11/01/2017 - 11/30/2017

Class ID	Child	Eligibility Activity	Care Level	Days Absent	Reimbursed	Days Provider Reimbursed	Rate	Gold Seal Rate	Parent Fee	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
=> Adjustments For Period: 11/01/2017 - 11/30/2017 <==													
B17	XXX-XX-9843	VOLUNTARY PRE-K	PR4	0	HR Days	.00	.00	.00	.00	0.00	0.00	0.00	0.00
	PICKENS, HENDRIX A	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT		-1.5	Hours	4.48	.00	.00	.00	-6.72	0.00	0.00	-6.72
A17	XXX-XX-7297	VOLUNTARY PRE-K	PR4	0	HR Days	.00	.00	.00	.00	0.00	0.00	0.00	0.00
	SUAREZ, DIEGO	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT		-16.5	Hours	4.48	.00	.00	.00	-73.92	0.00	0.00	-73.92
48 TO <60 MTH TOTALS:										0.00	0.00	0.00	0.00
										-84.75	0.00	0.00	-379.68
D17	XXX-XX-4106	VOLUNTARY PRE-K	PR5	0	HR Days	.00	.00	.00	.00	0.00	0.00	0.00	0.00
	MUNETT, SAJEEDAH A	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT		-9	Hours	4.48	.00	.00	.00	-40.32	0.00	0.00	-40.32
60 TO <72 MTH TOTALS:										0.00	0.00	0.00	0.00
										-1.5	0.00	0.00	-6.72
D17	XXX-XX-6249	VOLUNTARY PRE-K	PR5	0	HR Days	.00	.00	.00	.00	0.00	0.00	0.00	0.00
	PIERCE, ISIAHIN	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT		-10.5	Hours	4.48	.00	.00	.00	-47.04	0.00	0.00	-47.04
TOTALS FOR PERIOD:										0	0	0.00	0.00
										-95.25	0.00	0.00	-426.72

EARLY LEARNING COALITION OF ST. LUCIE
 4472 OKEECHOBEE RD.
 FORT PIERCE, FL 34947
 Final Provider Reimbursement Report

Report Date: 12/15/2017 02:43:05

Vendor #: 4181
 ALPI CHILD DEV FAMILY SVCS CTR (XXXXXX4148 16)
 2202 AVENUE Q
 FORT PIERCE, FL 34950
 (772)879-4944

VOLUNTARY PRE-K (VPK)

** LICENSED CENTER SUB **

Reporting Period: 11/01/2017 - 11/30/2017

Class ID	Child	Eligibility Activity	Care Level	Days Absent	Days Reimbursed	Provider Rate	Gold Seal Rate	Parent Fee	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
ALL PERIODS:												
				132	1508 Days				19840.80	0.00	0.00	19840.80
					4428.75 Hours							

EARLY LEARNING COALITION OF ST. LUCIE
 4472 OKEECHOBEE RD.
 FORT PIERCE, FL 34947
 Final Provider Reimbursement Report

Report Date: 12/15/2017 02:43:05

Reporting Period: 11/01/2017 - 11/30/2017

	Days Absent	Days Reimbursed	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
VOLUNTARY PRE-K VPK REPORT TOTALS:	132	1508 Days	19840.80	0.00	0.00	19840.80

Vendor #: 4161
 ALPI QUEEN TOWNSEND HEAD START CENTER II (XXXXXX4148 17)
 2202 AVENUE Q
 FORT PIERCE, FL 34950
 (772)429-8889

** LICENSED CENTER SUB ** VOLUNTARY PRE-K (VPK)

Reporting Period: 11/01/2017 - 11/30/2017

Class ID	Child	Eligibility Activity	Care Level	Days Absent	Days Reimbursed	Provider Rate	Gold Seal Rate	Parent Fee	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
=> Adjustments For Period: 11/01/2017 - 11/30/2017 <==												
H17	XXX-XX-0010	VOLUNTARY PRE-K	PR4	0	HR Days	.00	.00	.00	0.00	0.00	0.00	0.00
	SMITH, GE'NIYA I	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT			Hours	4.48	.00	.00	-90.72	0.00	0.00	-90.72
D17	XXX-XX-5760	VOLUNTARY PRE-K	PR4	0	HR Days	.00	.00	.00	0.00	0.00	0.00	0.00
	TOWNSEND, DANTRELLIS L	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT			Hours	4.48	.00	.00	-73.92	0.00	0.00	-73.92
A17	XXX-XX-5660	VOLUNTARY PRE-K	PR4	0	HR Days	.00	.00	.00	0.00	0.00	0.00	0.00
	VILLARREAL JR, ITAI	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT			Hours	4.48	.00	.00	-23.52	0.00	0.00	-23.52
E17	XXX-XX-8896	VOLUNTARY PRE-K	PR4	0	HR Days	.00	.00	.00	0.00	0.00	0.00	0.00
	WILLIAMS, MAR KAYLA N	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT			Hours	4.48	.00	.00	-23.52	0.00	0.00	-23.52
G17	XXX-XX-6952	VOLUNTARY PRE-K	PR4	0	HR Days	.00	.00	.00	0.00	0.00	0.00	0.00
	WILLIAMS, ZY'ION D	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT			Hours	4.48	.00	.00	-40.32	0.00	0.00	-40.32
				48 TO <60 MTH TOTALS:		0	0	HR Days	0.00	0.00	0.00	0.00
				HR Hours		-279			-1249.92	0.00		-1249.92
C17	XXX-XX-2527	VOLUNTARY PRE-K	PR5	0	HR Days	.00	.00	.00	0.00	0.00	0.00	0.00
	CLAUDE, JAYDA ANN M	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT			Hours	4.48	.00	.00	-40.32	0.00	0.00	-40.32

EARLY LEARNING COALITION OF ST. LUCIE
 4472 OKEECHOBEE RD.
 FORT PIERCE, FL 34947
 Final Provider Reimbursement Report

Report Date: 12/20/2017 11:35:55

Vendor # : 4161
 ALPI QUEEN TOWNSEND HEAD START CENTER II (XXXXXXXX4148 17)
 2202 AVENUE Q
 FORT PIERCE, FL 34950
 (772)429-8889

** LICENSED CENTER SUB ** VOLUNTARY PRE-K (VPK)

Reporting Period: 11/01/2017 - 11/30/2017

Class ID	Child	Eligibility Activity	Care Level	Days Absent	Reimbursed	Days Provider Reimbursed	Rate	Gold Seal Rate	Parent Fee	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
=> Adjustments For Period: 11/01/2017 - 11/30/2017 <=>													
B17	XXX-XX-5585	VOLUNTARY PRE-K											
	FUENTES-JIMENEZ, DAYSI	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR5	0	HIR Days	.00	.00	.00	.00	0.00	0.00	0.00	0.00
				-1.5	Hours	4.48	.00	.00	.00	-6.72	0.00	0.00	-6.72
G17	XXX-XX-6428	VOLUNTARY PRE-K											
	LEE, RAMIR J	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR5	0	HIR Days	.00	.00	.00	.00	0.00	0.00	0.00	0.00
				-5.25	Hours	4.48	.00	.00	.00	-23.52	0.00	0.00	-23.52
D17	XXX-XX-0503	VOLUNTARY PRE-K											
	SACKEY, ELISHA	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR5	0	HIR Days	.00	.00	.00	.00	0.00	0.00	0.00	0.00
				-5.25	Hours	4.48	.00	.00	.00	-23.52	0.00	0.00	-23.52
C17	XXX-XX-5615	VOLUNTARY PRE-K											
	SANCHEZ, AALIYAH	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR5	0	HIR Days	.00	.00	.00	.00	0.00	0.00	0.00	0.00
				-5.25	Hours	4.48	.00	.00	.00	-23.52	0.00	0.00	-23.52
60 TO <72 MTH TOTALS:										0.00	0.00	0.00	0.00
TOTALS FOR PERIOD:										-117.60	0.00	0.00	-117.60
										-1367.52	0.00	0.00	-1367.52
ALL PERIODS:										27273.12	0.00	0.00	27273.12
										6087.75	0.00	0.00	6087.75

EARLY LEARNING COALITION OF ST. LUCIE
 4472 OKEECHOBEE RD.
 FORT PIERCE, FL 34947
 Final Provider Reimbursement Report

Report Date: 12/20/2017 11:35:55

Reporting Period: 11/01/2017 - 11/30/2017

	Days Absent	Days Reimbursed	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
VOLUNTARY PRE-K	287	2131 Days	27273.12	0.00	0.00	27273.12
VPK REPORT TOTALS:			27273.12	0.00	0.00	27273.12

EARLY LEARNING COALITION OF ST. LUCIE
 4472 OKEECHOBEE RD.
 FORT PIERCE, FL 34947
 Final Provider Reimbursement Report

Report Date: 12/15/2017 03:02:33

Vendor # : 4149
 ALPI GARDEN TERRACE HEADSTART (XXXXXXXX4148 2)
 2202 AVENUE Q
 FORT PIERCE, FL 34950
 (772)468-0300

** GS CENTER NON-SUB ** VOLUNTARY PRE-K (VPK)

Reporting Period: 11/01/2017 - 11/30/2017

Class ID	Child	Eligibility Activity	Care Level	Days Absent	Days Reimbursed	Provider Rate	Gold Seal Rate	Parent Fee	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
==> Adjustments For Period: 11/01/2017 - 11/30/2017 <==												
A17 XXX-XX-5268	BARRIOS, PATRICIA	VOLUNTARY PRE-K Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR4	0	HIR Days Hours	.00 4.48	.00 .00	.00 .00	0.00 -57.12	0.00 0.00	0.00	0.00 -57.12
B17 XXX-XX-5738	HUNT, LASHON M	VOLUNTARY PRE-K Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR4	0	HIR Days Hours	.00 4.48	.00 .00	.00 .00	0.00 -6.72	0.00 0.00	0.00	0.00 -6.72
B17 XXX-XX-9665	KIMMONS, NIGERIA	VOLUNTARY PRE-K Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR4	0	HIR Days Hours	.00 4.48	.00 .00	.00 .00	0.00 -57.12	0.00 0.00	0.00	0.00 -57.12
A17 XXX-XX-8027	MILLER, CALVIN J	VOLUNTARY PRE-K Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR4	0	HIR Days Hours	.00 4.48	.00 .00	.00 .00	0.00 -6.72	0.00 0.00	0.00	0.00 -6.72
B17 XXX-XX-5203	PATTERSON, GAGE B	VOLUNTARY PRE-K Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR4	0	HIR Days Hours	.00 4.48	.00 .00	.00 .00	0.00 -23.52	0.00 0.00	0.00	0.00 -23.52
C17 XXX-XX-2420	POLYCARPE JR, COURTNEY	VOLUNTARY PRE-K Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR4	0	HIR Days Hours	.00 4.48	.00 .00	.00 .00	0.00 -90.72	0.00 0.00	0.00	0.00 -90.72
A17 XXX-XX-4406	REYNOLDS EL JR., ROCQUIN S	VOLUNTARY PRE-K Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR4	0	HIR Days Hours	.00 4.48	.00 .00	.00 .00	0.00 -23.52	0.00 0.00	0.00	0.00 -23.52

EARLY LEARNING COALITION OF ST. LUCIE
 4472 OKEECHOBEE RD.
 FORT PIERCE, FL 34947
 Final Provider Reimbursement Report

Report Date: 12/15/2017 03:02:33

Vendor #: 4149
 ALPI GARDEN TERRACE HEADSTART (XXXXXX4148 2)
 2202 AVENUE Q
 FORT PIERCE, FL 34950
 (772)668-0300

** GS CENTER NON-SUB ** VOLUNTARY PRE-K (VPK)

Reporting Period: 11/01/2017 - 11/30/2017

Class ID	Child	Eligibility Activity	Care Level	Days Absent	Reimbursed	Days	Provider Rate	Gold Seal Rate	Parent Fee	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
=> Adjustments For Period: 11/01/2017 - 11/30/2017 <==													
A17	XXX-XX-9329	VOLUNTARY PRE-K											
	WILLIAMS, MICAH M	Adjustment Reason	PR4	0	HR Days	.00	.00	.00	.00	0.00	0.00	0.00	0.00
		MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT		-27.75	Hours	4.48	.00	.00	.00	-124.32	0.00	0.00	-124.32
		48 TO <60 MTH TOTALS:		0	HR Days					0.00	0.00	0.00	0.00
				-87	HR Hours					-389.76	0.00	0.00	-389.76
C17	XXX-XX-5951	VOLUNTARY PRE-K											
	BENJAMIN, CHIN'YA-STAR A	Adjustment Reason	PR5	0	HR Days	.00	.00	.00	.00	0.00	0.00	0.00	0.00
		MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT		-1.5	Hours	4.48	.00	.00	.00	-6.72	0.00	0.00	-6.72
		60 TO <72 MTH TOTALS:		0	HR Days					0.00	0.00	0.00	0.00
				-3	HR Hours					-13.44	0.00	0.00	-13.44
		TOTALS FOR PERIOD:		0	0 Days					-403.20	0.00	0.00	-403.20
				-90	Hours								
		ALL PERIODS:		105	1009 Days					13157.76	0.00	0.00	13157.76
					2937 Hours								

EARLY LEARNING COALITION OF ST. LUCIE
 4472 OKEECHOBEE RD.
 FORT PIERCE, FL 34947
 Final Provider Reimbursement Report

Report Date: 12/15/2017 03:02:33

Reporting Period: 11/01/2017 - 11/30/2017

	Days Absent	Days Reimbursed	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
VOLUNTARY PRE-K	105	1009 Days	13157.76	0.00	0.00	13157.76
VPK REPORT TOTALS:						
			13157.76	0.00	0.00	13157.76

EARLY LEARNING COALITION OF ST. LUCIE
 4472 OKEECHOBEE RD.
 FORT PIERCE, FL 34947
 Final Provider Reimbursement Report

Report Date: 12/15/2017 02:55:44

Vendor # : 4158
 ALPI FRANCINA DUVAL HEAD START (XXXXXXXX4148 7)
 2202 AVENUE Q
 FT. PIERCE, FL 34950
 (772)461-0398

** GS CENTER NON-SUB ** VOLUNTARY PRE-K (VPK)

Reporting Period: 11/01/2017 - 11/30/2017

Class ID	Child	Eligibility Activity	Care Level	Days Absent	Days Reimbursed	Provider Rate	Gold Seal Rate	Parent Fee	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
=> Child Care For Period: 11/01/2017 - 11/30/2017 <==												
A17	XXX-XX-5267	VOLUNTARY PRE-K	PR5	2	18	HR Days 54 FEE Hours	.00 4.48	.00 0.00	0.00 241.92	0.00 0.00	0.00	0.00 241.92
A17	XXX-XX-4308	VOLUNTARY PRE-K	PR5	1	15	HR Days 45 FEE Hours	.00 4.48	.00 0.00	0.00 201.60	0.00 0.00	0.00	0.00 201.60
				60 TO <72 MTH	TOTALS:	3	94	HR Days	0.00	0.00	0.00	0.00
				TOTALS FOR PERIOD:	42	282	HR Hours	394 Days 1182 Hours	1263.36	0.00	0.00	1263.36

EARLY LEARNING COALITION OF ST. LUCIE
 4472 OKEECHOBEE RD.
 FORT PIERCE, FL 34947
 Final Provider Reimbursement Report

Vendor # : 4158
 ALPI FRANCINA DUVAL HEAD START (XXXXXXXX4148 7)
 2202 AVENUE Q
 FT. PIERCE, FL 34950
 (772)461-0398

** GS CENTER NON-SUB ** VOLUNTARY PRE-K (VPK)

Reporting Period: 11/01/2017 - 11/30/2017

Class ID	Child	Eligibility Activity	Care Level	Days Absent	Reimbursed	Days Provider Reimbursed	Rate	Gold Seal Rate	Parent Fee	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
=> Adjustments For Period: 11/01/2017 - 11/30/2017 <==													
B17	XXX-XX-3645	VOLUNTARY PRE-K											
	ORAM THERRIEN, MYLES A	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR4	0	HIR Days Hours	.00 4.48	.00 .00	.00 .00	.00	0.00 -90.72	0.00 0.00	0.00	0.00 -90.72
		48 TO <60 MTH TOTALS:		0	HIR Days HIR Hours					0.00 -90.72	0.00 0.00	0.00	0.00 -90.72
A17	XXX-XX-7347	VOLUNTARY PRE-K											
	HERNANDEZ, RAQUEL	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR5	0	HIR Days Hours	.00 4.48	.00 .00	.00 .00	.00	0.00 -57.12	0.00 0.00	0.00	0.00 -57.12
		60 TO <72 MTH TOTALS:		0	HIR Days HIR Hours					0.00 -57.12	0.00 0.00	0.00	0.00 -57.12
		TOTALS FOR PERIOD:		0	0 Days -33 Hours					-147.84	0.00	0.00	-147.84
		ALL PERIODS:		42	394 Days 1149 Hours					5147.52	0.00	0.00	5147.52

EARLY LEARNING COALITION OF ST. LUCIE
 4472 OKEECHOBEE RD.
 FORT PIERCE, FL 34947
 Final Provider Reimbursement Report

Report Date: 12/15/2017 02:55:44

Reporting Period: 11/01/2017 - 11/30/2017

	Days Absent	Days Reimbursed	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
VOLUNTARY PRE-K	42	394 Days	5147.52	0.00	0.00	5147.52
VPK REPORT TOTALS:						

EARLY LEARNING COALITION OF ST. LUCIE
 4472 OKEECHOBEE RD.
 FORT PIERCE, FL 34947
 Final Provider Reimbursement Report

Report Date: 12/14/2017 11:48:35

Vendor #: 4150
 ALPI GEORGE W TRUITT HEADSTART (XXXXXX4148 3)
 2202 AVENUE Q
 FORT PIERCE, FL 34950
 (772)464-4452

** GS CENTER SUB ** BILLING GROUP 8 (BG8)

Reporting Period: 11/01/2017 - 11/30/2017

Class ID	Child	Eligibility Activity	Care Level	Days Reimbursed	Provider Rate	Gold Seal Rate	Parent Fee	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
=> Child Care For Period: 11/01/2017 - 11/30/2017 <==											
XXX-XX-2755 ECONOMICALLY DISADVANTAGE											
BRITT, JERMIAIR			2YR	7 PT Days	13.85	.00	1.65	96.95	0.00	11.55	85.40
		Fee Change	2YR	1 FT Days	21.00	3.15	3.30	21.00	3.15	3.30	20.85
		Fee Change	2YR	7 PT Days	13.85	.00	1.65	96.95	0.00	11.55	85.40
		Fee Change	2YR	2 FT Days	21.00	3.15	3.30	42.00	6.30	6.60	41.70
		Fee Change	2YR	4 PT Days	13.85	.00	1.65	55.40	0.00	6.60	48.80
24 TO <36 MTH TOTALS:								63.00	9.45	9.90	62.55
TOTALS FOR PERIOD:								249.30	0.00	29.70	219.60
								312.30	9.45	39.60	282.15

FLORIDA NON-PROFIT HOUSING

**THE AGRICULTURAL AND LABOR PROGRAM, INC.
EXPENSE REPORT TO FLORIDA NON-PROFIT HOUSING**

MONTHLY REQUEST

DATE SUBMITTED: 14-Dec-17
FOR THE MONTH OF: November, 2017 Rev.1

AMOUNT OF THIS REQUEST \$ \$1,480.74

	BUDGET LINE ITEM	APPROVED BUDGET	CUM. COST PRIOR PERIOD	ACTUAL COST THIS PERIOD	CUM. COST TO DATE	BAL. OF BUDGET
500	Salaries	\$1,563.00	\$303.33	\$177.09	\$480.42	\$1,082.58
505	Fringes	\$391.42	\$85.10	\$38.09	\$123.19	\$268.23
52000	Workmen's Comp.	\$29.70	\$6.01	\$3.47	\$9.48	\$20.22
57810	Housing Assist. Payment	\$24,000.00	\$11,642.62	\$1,228.71	\$12,871.33	\$11,128.67
52300	Travel	\$157.98	\$0.00	\$0.00	\$0.00	\$157.98
990	Sub-Total	\$26,142.10	\$12,037.06	\$1,447.36	\$13,484.42	\$12,657.68
597	Indirect	\$257.90	\$58.44	\$33.38	\$91.82	\$166.08
	Total Cost	\$26,400.00	\$12,095.50	\$1,480.74	\$13,576.24	\$12,823.76


SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

14-Dec-17
DATE

Deloris Johnson, Chief Executive Officer
TYPED OR PRINTED NAME & TITLE

**THE AGRICULTURAL AND LABOR PROGRAM, INC.
EXPENSE REPORT TO FLORIDA NON-PROFIT HOUSING**

MONTHLY REQUEST

DATE SUBMITTED: 15-Nov-17
FOR THE MONTH OF: October, 2017 Rev.1

AMOUNT OF THIS REQUEST \$ \$6,679.34

	BUDGET LINE ITEM	APPROVED BUDGET	CUM. COST PRIOR PERIOD	ACTUAL COST THIS PERIOD	CUM. COST TO DATE	BAL. OF BUDGET
500	Salaries	\$1,563.00	\$191.52	\$111.81	\$303.33	\$1,259.67
505	Fringes	\$391.42	\$50.08	\$35.02	\$85.10	\$306.32
52000	Workmen's Comp.	\$29.70	\$3.83	\$2.18	\$6.01	\$23.69
57810	Housing Assist. Payment	\$24,000.00	\$5,130.54	\$6,512.08	\$11,642.62	\$12,357.38
52300	Travel	\$157.98	\$0.00	\$0.00	\$0.00	\$157.98
990	Sub-Total	\$26,142.10	\$5,375.97	\$6,661.09	\$12,037.06	\$14,105.04
597	Indirect	\$257.90	\$40.19	\$18.25	\$58.44	\$199.46
	Total Cost	\$26,400.00	\$5,416.16	\$6,679.34	\$12,095.50	\$14,304.50


SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

15-Nov-17
DATE

Deloris Johnson, Chief Executive Officer
TYPED OR PRINTED NAME & TITLE

EHEAP FINANCIAL STATUS REPORT

**RECEIPTS AND EXPENDITURE REPORT
EMERGENCY HOME ENERGY ASSISTANCE PROGRAM**

PROVIDER NAME, ADDRESS, PHONE# AND FEID# THE AGRICULTURAL AND LABOR PROGRAM, INC 300 LYNCHBURG ROAD LAKE ALFRED, FL 33850-2576 (863) 956-3491 FEID # 59-1634148	Program Funding Source : EHEAP (Emergency Home Energy Assistance for the Elderly Program)	THIS REPORT PERIOD FROM: 10/01/2017 TO: 10/31/2017 CONTRACT PERIOD: 4/1/2017 3/31/2018 CONTRACT # EH-17/18-ALPI REPORT # 6 PSA# 6
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CERTIFICATION: I certify to the best of my knowledge and belief that this report is complete and all outlays herein are for purposes set forth in the contract.

Prepared by: *[Signature]* Date: 11/21/17 Approved by: *[Signature]* Date: 11/7/17

PART A : BUDGETED INCOME/ RECEIPTS	1. Approved Budget	2. Actual Receipts For This Report	3. Total Receipts Year to Date	4. Percent of Approved Budget
1. Agreement Amount	\$110,874.00	\$24,263.00	\$24,263.00	21.88%
2. Interest on Agreement Funds	\$0.00	\$0.00	\$0.00	0.00%
3. TOTAL AGREEMENT AMOUNT	\$110,874.00	\$24,263.00	\$24,263.00	21.88%

PART B : EXPENDITURES	1. Approved Budget	2. Expenditures For This Report	3. Expenditures Year to Date	4. Percent of Approved Budget
1. Administration	\$1,378.00	\$0.00	\$1,354.32	98.28%
2. Outreach	\$16,877.00	\$1,312.67	\$8,447.65	50.05%
3. Crisis Services	\$90,119.00	\$26,902.50	\$64,679.89	71.77%
4. Weather Related Services	\$2,500.00	\$0.00	\$0.00	0.00%
5. Weather Related Administration	\$0.00	\$0.00	\$0.00	0.00%
6. TOTAL EXPENDITURES	\$110,874.00	\$28,215.17	\$74,481.86	67.18%

EHEAP EXPENDITURE SUMMARY

Provider: ALPI

Report Period: 10/1/2017 - 10/31/2017

Budget Category	Line Item	Description	Ck #, D.D., EFT	Amount
Administration	50000	SALARIES		\$ -
	50500	FRINGE BENEFITS		\$ -
	52000	DIRECT FRINGE W/C		\$ -
	52300	TRAVEL		\$ -
	53000	OFFICE SUPPLIES		\$ -
	53600	TELEPHONE		\$ -
	53800	POSTAGE		\$ -
	59700	INDIRECT		\$ -
		TOTAL ADMINISTRATION		\$ -
Outreach	50000	SALARIES		\$ 452.20
	50500	FRINGE BENEFITS		\$ 133.41
	52000	DIRECT FRINGE W/C		\$ -
	52300	TRAVEL		\$ -
	52900	PRINTING		\$ 45.28
	53000	OFFICE SUPPLIES		\$ 35.74
	53500	UTILITIES		\$ 13.73
	53600	TELEPHONE		\$ 488.58
	53700	DATA COMMUNICATIONS		\$ 76.39
	53800	POSTAGE		\$ 11.30
	59700	INDIRECT		\$ 56.06
		TOTAL OUTREACH		\$ 1,312.67

**REQUEST FOR PAYMENT
EMERGENCY HOME ENERGY ASSISTANCE PROGRAM**

PROVIDER NAME, ADDRESS, PHONE# and FEID# THE AGRICULTURAL AND LABOR PROGRAM, INC 30 LYNCHBURG ROAD LAKE ALFRED, FL 33850-2576 (863) 956-3491 FEID # 59-1634148	TYPE OF REPORT : Advance Request _____ Reimbursement Request <input checked="" type="checkbox"/>	CONTRACT # <u>EH-17/18 - ALPI</u> Contract Period <u>04/01/2017 - 03/31/2018</u> REQUEST PERIOD <u>11/1/2017-11/30/17</u> Report # <u>7</u> PSA # <u>6</u> 6 INVOICE #
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CERTIFICATION: I hereby certify that this request to the best of my knowledge to be complete and correct and conforms with the terms of the above contract.

Prepared by: *[Signature]* Date: 12/7/17 Approved by: *[Signature]* Date: 12/9/17

ART A: BUDGET SUMMARY	Administration Services	Outreach Services	Crisis Services	Weather Related	Administration Weather Related	TOTAL
Approved Contract Amount	\$1,378.00	\$16,877.00	\$90,119.00	\$2,500.00	\$0.00	\$110,874.00
Previous Funds Received for Contract Period	\$1,258.27	\$5,871.36	\$45,348.54	\$0.00	\$0.00	\$52,478.17
Contract Balance (line 1 minus line 2)	\$119.73	\$11,005.64	\$44,770.46	\$2,500.00	\$0.00	\$58,395.83
Previous Funds Requested but Not Received for Contract Period	\$96.05	\$0.00	\$0.00	\$0.00	\$0.00	\$96.05
Contract Balance (line 3 minus line 4)	\$23.68	\$11,005.64	\$44,770.46	\$2,500.00	\$0.00	\$58,299.78
ART B: CONTRACT FUNDS REQUEST						
Anticipated Cash Needs (1st - 2nd month, Attach Justification)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Expenditures For Month (DOEA Form 105P, Part B, Line 6)	\$0.00	\$1,510.16	\$10,912.82	\$0.00	\$0.00	\$12,422.98
TOTAL	\$0.00	\$1,510.16	\$10,912.82	\$0.00	\$0.00	\$12,422.98
ART C: NET FUNDS REQUESTED						
Less Advance Applied	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL FUNDS REQUESTED (Part B, Line 3 minus Part C, Line 1)	\$0.00	\$1,510.16	\$10,912.82	\$0.00	\$0.00	\$12,422.98

ART D: SERVICE INFORMATION	\$0.00
Number of individuals served with crisis assistance during the report month:	<u>29</u>
Number of individuals ineligible or denied assistance during the report month:	<u>0</u>
Number of individuals served by referral to other community resources for energy assistance during the report month:	<u>0</u>

Certification statement: Contractor hereby certifies that it has been open and operating during its normal business hours or the reporting month, as described in the Statement of Work section, of the EHEAP contract.

**RECEIPTS AND EXPENDITURE REPORT
EMERGENCY HOME ENERGY ASSISTANCE PROGRAM**

PROVIDER NAME, ADDRESS, PHONE# AND FEID# THE AGRICULTURAL AND LABOR PROGRAM, INC 300 LYNCHBURG ROAD LAKE ALFRED, FL 33850-2576 (863) 956-3491 FEID # 59-1634148	Program Funding Source : EHEAP (Emergency Home Energy Assistance for the Elderly Program)	THIS REPORT PERIOD FROM: 11/01/2017 TO: 11/30/2017 CONTRACT PERIOD: 4/1/2017 3/31/2018 CONTRACT # EH-17/18-ALPI REPORT # 7 PSA# 6
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CERTIFICATION : I certify to the best of my knowledge and belief that this report is complete and all outlays herein are for purposes set forth in the contract.

Prepared by:  Date: 12/7/17 Approved by:  Date: 12/7/17

PART A : BUDGETED INCOME/ RECEIPTS	1. Approved Budget	2. Actual Receipts For This Report	3. Total Receipts Year to Date	4. Percent of Approved Budget
1. Agreement Amount	\$110,874.00	\$52,478.17	\$52,478.17	47.33%
2. Interest on Agreement Funds	\$0.00	\$0.00	\$0.00	0.00%
3. TOTAL AGREEMENT AMOUNT	\$110,874.00	\$52,478.17	\$52,478.17	47.33%

PART B : EXPENDITURES	1. Approved Budget	2. Expenditures For This Report	3. Expenditures Year to Date	4. Percent of Approved Budget
1. Administration	\$1,378.00	\$0.00	\$1,354.32	98.28%
2. Outreach	\$16,877.00	\$1,510.16	\$9,957.81	59.00%
3. Crisis Services	\$90,119.00	\$10,912.82	\$75,592.79	83.88%
4. Weather Related Services	\$2,500.00	\$0.00	\$0.00	0.00%
5. Weather Related Administration	\$0.00	\$0.00	\$0.00	0.00%
6. TOTAL EXPENDITURES	\$110,874.00	\$12,422.98	\$86,904.92	78.38%

EHEAP EXPENDITURE SUMMARY

Provider: ALPI

Report Period: 11/1/2017 - 11/30/2017

Budget Category	Line Item	Description	Ck #, D.D., EFT	Amount
Administration	50000	SALARIES		\$ -
	50500	FRINGE BENEFITS		\$ -
	52000	DIRECT FRINGE W/C		\$ -
	52300	TRAVEL		\$ -
	53000	OFFICE SUPPLIES		\$ -
	53600	TELEPHONE		\$ -
	53800	POSTAGE		\$ -
	59700	INDIRECT		\$ -
TOTAL ADMINISTRATION				\$ -
Outreach	50000	SALARIES		\$ 507.30
	50500	FRINGE BENEFITS		\$ 105.44
	52000	DIRECT FRINGE W/C		\$ 19.37
	52300	TRAVEL		\$ -
	52900	PRINTING		\$ 245.01
	53000	OFFICE SUPPLIES		\$ 19.08
	53500	UTILITIES		\$ 27.57
	53600	TELEPHONE		\$ 454.26
	53700	DATA COMMUNICATIONS		\$ 31.60
	53800	POSTAGE		\$ -
59700	INDIRECT		\$ 100.53	
TOTAL OUTREACH				\$ 1,510.16

RECEIPTS AND EXPENDITURE REPORT EMERGENCY HOME ENERGY ASSISTANCE PROGRAM

PROVIDER NAME, ADDRESS, PHONE# AND FEID# THE AGRICULTURAL AND LABOR PROGRAM, INC 300 LYNCHBURG ROAD LAKE ALFRED, FL 33850-2576 (863) 956-3491 FEID # 59-1634148	Program Funding Source : EHEAP (Emergency Home Energy Assistance for the Elderly Program)	THIS REPORT PERIOD FROM: 12/01/2017 TO: 12/31/2017 CONTRACT PERIOD: 4/1/2017 3/31/2018 CONTRACT # EH-17/18-ALPI REPORT # 8 PSA# 6
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CERTIFICATION : I certify to the best of my knowledge and belief that this report is complete and all outlays herein are for purposes set forth in the contract.

Prepared by :  Date : 1/5/18 Approved by :  Date : 1/5/18

PART A : BUDGETED INCOME/ RECEIPTS	1. Approved Budget	2. Actual Receipts For This Report	3. Total Receipts Year to Date	4. Percent of Approved Budget
1. Agreement Amount	\$110,874.00	\$52,478.17	\$52,478.17	47.33%
2. Interest on Agreement Funds	\$0.00	\$0.00	\$0.00	0.00%
3. TOTAL AGREEMENT AMOUNT	\$110,874.00	\$52,478.17	\$52,478.17	47.33%
PART B : EXPENDITURES	1. Approved Budget	2. Expenditures For This Report	3. Expenditures Year to Date	4. Percent of Approved Budget
1. Administration	\$1,378.00	\$3.60	\$1,357.92	98.54%
2. Outreach	\$16,877.00	\$783.46	\$10,741.27	63.64%
3. Crisis Services	\$90,119.00	\$5,870.09	\$81,462.80	90.39%
4. Weather Related Services	\$2,500.00	\$0.00	\$0.00	0.00%
5. Weather Related Administration	\$0.00	\$0.00	\$0.00	0.00%
6. TOTAL EXPENDITURES	\$110,874.00	\$6,657.15	\$93,561.99	84.39%

EHEAP EXPENDITURE SUMMARY

Provider: ALPI

Report Period: 12/1/2017 - 12/31/2017

Budget Category	Line Item	Description	Ck #, D.D., EFT	Amount	
Administration	50000	SALARIES		\$ 0.78	
	50500	FRINGE BENEFITS		\$ -	
	52000	DIRECT FRINGE W/C		\$ -	
	52300	TRAVEL		\$ -	
	53000	OFFICE SUPPLIES		\$ -	
	53600	TELEPHONE		\$ 2.82	
	53800	POSTAGE		\$ -	
	59700	INDIRECT		\$ -	
	TOTAL ADMINISTRATION				\$ 3.60
	Outreach	50000	SALARIES		\$ 429.87
50500		FRINGE BENEFITS		\$ 90.75	
52000		DIRECT FRINGE W/C		\$ 8.43	
52300		TRAVEL		\$ -	
52900		PRINTING		\$ 74.00	
53000		OFFICE SUPPLIES		\$ 75.70	
53500		UTILITIES		\$ 7.85	
53600		TELEPHONE		\$ -	
53700		DATA COMMUNICATIONS		\$ 28.38	
53800		POSTAGE		\$ -	
59700	INDIRECT		\$ 68.48		
TOTAL OUTREACH				\$ 783.46	

LIHEAP FINANCIAL STATUS REPORT

Agency : Agricultural and Labor Program, Inc.
 Program : Low Income Home Energy Assistance Program (LIHEAP)
 Contract # : 17EA-0F-07-63-08-001

**Low Income Home Energy Assistance Program (LIHEAP)
 FINANCIAL STATUS REPORT**

Reporting Period:	10 2017-10 2017	Invoice #:	17EA0017
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BUDGET CATEGORIES	LIHEAP FUNDS			
	Budget Allocation (A)	Current Month (B)	Total To Date (C)	Unexpended Balance (D) (A-C)
REVENUE AND FUNDING				
1. LIHEAP FUNDS (No Leveraging Funds)	\$4,537,519.00	\$507,641.50	\$2,511,689.75	\$2,025,829.25
GRANTEE ADMINISTRATIVE EXPENSE				
2. Salaries including Fringe, Rent, Utilities, Travel, Other (Total cannot exceed 8% of Line 1)	\$385,632.00	\$34,656.41	\$217,742.57	\$167,889.43
GRANTEE OUTREACH EXPENSE				
3. Salaries including Fringe, Rent, Utilities, Travel, Other (Cannot Exceed 15% of Line 1 minus Line 2)	\$622,774.00	\$53,541.13	\$344,148.19	\$278,625.81
DIRECT CLIENT ASSISTANCE				
4. Home Energy Assistance Payments (Must be at least 25% of Line 1)	\$1,854,200.00	\$181,323.34	\$995,545.03	\$858,654.97
5. Crisis Benefits Payments	\$1,584,153.00	\$238,120.62	\$954,253.96	\$629,899.04
6. Weather Related/Supply Shortage (Must be at least 2% of Line 1)	\$90,760.00	\$0.00	\$0.00	\$90,760.00
7. SUBTOTAL (Lines 4-6)	\$3,529,113.00	\$419,443.96	\$1,949,798.99	\$1,579,314.01
GRANTEE LEVERAGING EXPENSE				
8. Home Energy Assistance	\$0.00	\$0.00	\$0.00	\$0.00
9. Crisis Assistance	\$0.00	\$0.00	\$0.00	\$0.00
10. SUBTOTAL (Line 8 + 9)	\$0.00	\$0.00	\$0.00	\$0.00
11. GRAND TOTAL ALL EXPENSES (Line 2 + 3 + 7 + 10)	\$4,537,519.00	\$507,641.50	\$2,511,689.75	\$2,025,829.25

CASH POSITION	
1. Total grant funds received from DEO Y-T-D	\$2,322,915.56
2. Interest Income Received to Date	\$0.00
3. Program Income Received to Date	\$0.00
4. Amount of Reimbursement Requested (not to exceed undisbursed balance)	\$507,641.50

I certify that I am authorized to sign financial reports and the information provided herein is true and accurate to the best of my knowledge.

Name (Please Type):	Deloris Johnson	Title:	Chief Executive Offi	Signature		Date:	11/15/2017
Current Authority	\$4,537,519.00	Type of Assistance		NUMBER OF HOUSEHOLDS			
Year-to-Date Disbursed	\$2,322,915.56			Approved Workplan	Served with these Funds	Served to Date	
Available Authority	\$2,214,603.44	Summer Home Energy	2963	0	2624		
Payment Number		Winter Home Energy	2961	579	579		
Payment Amount		Summer Crisis	2309	0	1624		
Approved		Winter Crisis	2309	694	1281		
Date		Weather Related	275	0	0		
		TOTALS:	10817	1273	6108		

Recipient hereby certifies that it has been open and operating during its normal business hours for the month of October, as described in Attachment F, Warranties and Representations, of the FY2017 LIHEAP Agreement.

Deloris Johnson
Printed Name

Signature

11/15/2017
Date

Agency : Agricultural and Labor Program, Inc.

Low Income Home Energy Assistance Program (LIHEAP)

Program : Low Income Home Energy Assistance Program (LIHEAP)

FINANCIAL STATUS REPORT


Contract #: 17EA-0F-07-63-08-001

Reporting Period:	11 2017-11 2017	Invoice #:	17EA0018	
LIHEAP FUNDS				
BUDGET CATEGORIES	Budget Allocation (A)	Current Month (B)	Total To Date (C)	Unexpended Balance (D) (A-C)
REVENUE AND FUNDING				
1. LIHEAP FUNDS (No Leveraging Funds)	\$4,537,519.00	\$439,288.59	\$2,950,978.34	\$1,586,540.66
GRANTEE ADMINISTRATIVE EXPENSE				
2. Salaries including Fringe, Rent, Utilities, Travel, Other (Total cannot exceed 8% of Line 1)	\$385,632.00	\$40,644.58	\$258,387.15	\$127,244.85
GRANTEE OUTREACH EXPENSE				
3. Salaries including Fringe, Rent, Utilities, Travel, Other (Cannot Exceed 15% of Line 1 minus Line 2)	\$622,774.00	\$57,294.18	\$401,442.37	\$221,331.63
DIRECT CLIENT ASSISTANCE				
4. Home Energy Assistance Payments (Must be at least 25% of Line 1)	\$1,854,200.00	\$159,226.92	\$1,154,771.95	\$699,428.05
5. Crisis Benefits Payments	\$1,584,153.00	\$182,122.91	\$1,136,376.87	\$447,776.13
6. Weather Related/Supply Shortage (Must be at least 2% of Line 1)	\$90,760.00	\$0.00	\$0.00	\$90,760.00
7. SUBTOTAL (Lines 4-6)	\$3,529,113.00	\$341,349.83	\$2,291,148.82	\$1,237,964.18
GRANTEE LEVERAGING EXPENSE				
8. Home Energy Assistance	\$0.00	\$0.00	\$0.00	\$0.00
9. Crisis Assistance	\$0.00	\$0.00	\$0.00	\$0.00
10. SUBTOTAL (Line 8 + 9)	\$0.00	\$0.00	\$0.00	\$0.00
11. GRAND TOTAL ALL EXPENSES (Line 2 + 3 + 7 + 10)	\$4,537,519.00	\$439,288.59	\$2,950,978.34	\$1,586,540.66

CASH POSITION

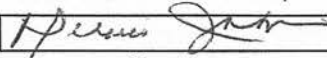
1. Total grant funds received from DEO Y-T-D	\$2,830,557.06
2. Interest Income Received to Date	\$0.00
3. Program Income Received to Date	\$0.00
4. Amount of Reimbursement Requested (not to exceed undisbursed balance)	\$439,288.59

I certify that I am authorized to sign financial reports and the information provided herein is true and accurate to the best of my knowledge.

Name (Please Type):	Deloris Johnson	Title:	Chief Executive Off	* Signature		Date:	12/14/2017
Current Authority	\$4,537,519.00	Type of Assistance		NUMBER OF HOUSEHOLDS			
Year-to-Date Disbursed	\$2,830,557.06			Approved Workplan	Served with these Funds	Served to Date	
Available Authority	\$1,706,961.94	Summer Home Energy	2963	0	2624		
Payment Number		Winter Home Energy	2961	509	1088		
Payment Amount		Summer Crisis	2309	0	1624		
Approved		Winter Crisis	2309	433	1714		
Date		Weather Related	275	0	0		
		TOTALS:	10817	942	7050		

Recipient hereby certifies that it has been open and operating during its normal business hours for the month of November, as described in Attachment F, Warranties and Representations, of the FY2017 LIHEAP Agreement.

Deloris Johnson
Printed Name


Signature

12/14/2017
Date

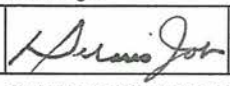
Agency : Agricultural and Labor Program, Inc.

Low Income Home Energy Assistance Program (LIHEAP)

Program : Low Income Home Energy Assistance Program (LIHEAP)

FINANCIAL STATUS REPORT


Contract #: 17EA-0F-07-63-08-001

Reporting Period:	12 2017-12 2017	Invoice #:	17EA0019				
LIHEAP FUNDS							
BUDGET CATEGORIES	Budget Allocation (A)	Current Month (B)	Total To Date (C)	Unexpended Balance (D) (A-C)			
REVENUE AND FUNDING							
1. LIHEAP FUNDS (No Leveraging Funds)	\$4,537,519.00	\$290,084.23	\$3,241,062.57	\$1,296,456.43			
GRANTEE ADMINISTRATIVE EXPENSE							
2. Salaries including Fringe, Rent, Utilities, Travel, Other (Total cannot exceed 8% of Line 1)	\$385,632.00	\$38,497.69	\$296,884.84	\$88,747.16			
GRANTEE OUTREACH EXPENSE							
3. Salaries including Fringe, Rent, Utilities, Travel, Other (Cannot Exceed 15% of Line 1 minus Line 2)	\$622,774.00	\$49,292.32	\$450,734.69	\$172,039.31			
DIRECT CLIENT ASSISTANCE							
4. Home Energy Assistance Payments (Must be at least 25% of Line 1)	\$1,854,200.00	\$125,328.81	\$1,280,100.76	\$574,099.24			
5. Crisis Benefits Payments	\$1,584,153.00	\$76,965.41	\$1,213,342.28	\$370,810.72			
6. Weather Related/Supply Shortage (Must be at least 2% of Line 1)	\$90,760.00	\$0.00	\$0.00	\$90,760.00			
7. SUBTOTAL (Lines 4-6)	\$3,529,113.00	\$202,294.22	\$2,493,443.04	\$1,035,669.96			
GRANTEE LEVERAGING EXPENSE							
8. Home Energy Assistance	\$0.00	\$0.00	\$0.00	\$0.00			
9. Crisis Assistance	\$0.00	\$0.00	\$0.00	\$0.00			
10. SUBTOTAL (Line 8 + 9)	\$0.00	\$0.00	\$0.00	\$0.00			
11. GRAND TOTAL ALL EXPENSES (Line 2 + 3 + 7 + 10)	\$4,537,519.00	\$290,084.23	\$3,241,062.57	\$1,296,456.43			
CASH POSITION							
1. Total grant funds received from DEO Y-T-D				\$3,269,845.65			
2. Interest Income Received to Date				\$0.00			
3. Program Income Received to Date				\$0.00			
4. Amount of Reimbursement Requested (not to exceed undisbursed balance)				\$290,084.23			
I certify that I am authorized to sign financial reports and the information provided herein is true and accurate to the best of my knowledge.							
Name (Please Type):	Deloris Johnson	Title:	Chief Executive Offi	* Signature		Date:	1/10/2018
Current Authority	\$4,537,519.00	Type of Assistance		NUMBER OF HOUSEHOLDS			
Year-to-Date Disbursed	\$3,269,845.65			Approved Workplan	Served with these Funds	Served to Date	
Available Authority	\$1,267,673.35	Summer Home Energy	2963	0	2624		
Payment Number		Winter Home Energy	2961	394	1482		
Payment Amount		Summer Crisis	2309	0	1624		
Approved		Winter Crisis	2309	227	1941		
Date		Weather Related	275	0	0		
		TOTALS :	10817	621	7671		

Recipient hereby certifies that it has been open and operating during its normal business hours for the month of

December

, as described in Attachment F, Warranties and Representations, of the FY2017 LIHEAP Agreement.

Deloris Johnson
Printed Name
Signature1/10/2018
Date

CSBG FINANCIAL STATUS REPORT

Agency : Agricultural and Labor Program, Inc.

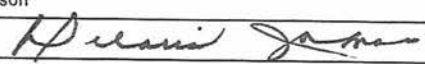
Ver 4.0

Program : Community Services Block Grant Program (CSBG)

Community Services Block Grant Program (CSBG)

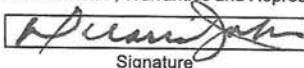
Contract #: 17SB-0D-07-63-08-101

MONTHLY FINANCIAL STATUS REPORT

Reporting Period:	December 2017-December 2017	Invoice #:	17SB10115	
TOTAL EXPENDITURES				
BUDGET CATEGORIES	Budget Allocation (A)	Current Month (B)	Total To Date (C)	Unexpended Balance (D) (A-C)
1. CSBG Grant Funds	\$1,665,391.69	\$95,632.80	\$1,363,716.11	\$301,675.58
2. Cash Match	\$0.00	\$0.00	\$0.00	\$0.00
3. In-Kind Match	\$0.00	\$0.00	\$0.00	\$0.00
4. Total Match (Line 2 + Line 3)	\$0.00	\$0.00	\$0.00	\$0.00
5. Total Funds (Line 1 + Line 4)	\$1,665,391.69	\$95,632.80	\$1,363,716.11	\$301,675.58
CSBG FUNDS ONLY BELOW THIS LINE (No Match Funds)				
ADMINISTRATIVE EXPENSES				
6. Recipient Administrative Expenses (Salaries, Rent, Utilities, Travel, Other)	\$248,844.49	(\$6,246.89)	\$241,275.79	\$7,568.70
7. Sub-Recipient Administrative Expenses (Salaries, Rent, Utilities, Travel, Other)	\$0.00	\$0.00	\$0.00	\$0.00
8. Total Administrative Expenses (Line 6 + Line 7)	\$248,844.49	(\$6,246.89)	\$241,275.79	\$7,568.70
9. Administrative Expense Percentage (Line 8 divided by Line 1)	14.94	Cannot Exceed 15% of CSBG Allocation		
Program Expenses				
10. Recipient Direct Client Assistance Expenses	\$786,827.72	\$65,931.70	\$580,895.78	\$205,931.94
11. Recipient Other Program Expenses (Salaries, Rent Utilities, Travel, Other)	\$584,719.48	\$35,947.99	\$501,344.54	\$83,374.94
12. Subtotal Recipient Program Expenses (Line 10 + Line 11)	\$1,371,547.20	\$101,879.69	\$1,082,240.32	\$289,306.88
13. Sub-Recipient Direct Client Assistance Expense	\$45,000.00	\$0.00	\$40,200.00	\$4,800.00
14. Sub-Recipient Other Program Expenses (Salaries, Rent, Utilities, Travel, Other)	\$0.00	\$0.00	\$0.00	\$0.00
15. Subtotal Sub-Recipient Program Expenses (Line 13 + Line 14)	\$45,000.00	\$0.00	\$40,200.00	\$4,800.00
16. Total Program Expense (Line 12 + Line 15)	\$1,416,547.20	\$101,879.69	\$1,122,440.32	\$294,106.88
17. Secondary Admin. Expense	\$0.00	\$0.00	\$0.00	\$0.00
18. Grand Total Expense (Line 8 + Line 16 + Line 17)	\$1,665,391.69	\$95,632.80	\$1,363,716.11	\$301,675.58
CASH POSITION				
1. Total grant funds received from DEO Y-T-D				\$1,441,861.30
2. Interest Income Received to Date				\$0.00
3. Program Income Received to Date				\$0.00
4. Amount of Reimbursement Requested (not to exceed undisbursed balance)				\$95,632.80
I certify that I am authorized to sign financial reports and the information provided herein is true and accurate to the best of my knowledge.				
Name (Please Type):	Title:	Date:		
Deloris Johnson	Chief Executive Officer	1/9/2018		
Signature 				
Current Authority	\$1,665,391.69	Totals	Achieved This Month	Total Year to Date
Year-to-Date Disbursed	\$1,441,861.30	CSBG Dollars Expended This Month	\$95,632.80	\$1,363,716.11
Available Authority	\$223,530.39	# of Individuals Assisted with CSBG Dollars this Month	156	1555
Payment Number		# of Individuals Achieving Outcome in NPI 1.1 A-D	1	40
Payment Amount				
Approved				
Date				

Recipient hereby certifies that it has been open and operating during its normal business hours for the month of December, as described in Attachment F, Warranties and Representations, of the FY2017 CSBG Agreement.

Deloris Johnson
Printed Name


Signature

1/9/2018
Date

DOE FINANCIAL REPORT (EA)

Monthly Cost Summary

The Agricultural And Labor Program, Inc.

Run Date: 01/16/2018
 Run Time: 7:10:24 pm
 Page 1 of 1

Project 36318 17/18 DOE Emergency Assistance
 Project Period: 7/1/2017 - 6/30/2018
 Ending Period: 12/31/17

507218 17/18 DOE Emergency Assistance		Hours	Amount
Code	Employee Name		
1396	Diaz, Yaritza	14.40	286.28
1272	Gaytan, Robert	44.80	784.45
Direct Labor			1,070.73

Expenses

Date	Ty	Bat	Vendor	Doc#	GL	Description	Amount	Additional Information
12/31/2017	GJ	3318	WC Distribution	15619	52000	Direct Fringe - Workers C	25.18	
						Subtotal	25.18	
12/8/2017	VR	9491	PHOENIX GRAPHIC	203310	52900	Printing	35.24	2018 Annual Mtg
12/11/2017	VR	9498	CROWN PRINTING	203381	52900	Printing	4.19	2018 Annual Corp. Mtg RSV
12/11/2017	VR	9498	CROWN PRINTING	203382	52900	Printing	4.02	2018 Annual Corp. Mtg A-2 E
12/11/2017	VR	9498	CROWN PRINTING	203383	52900	Printing	4.12	2018 Annual Corp. Mtg Circ
12/11/2017	VR	9498	CROWN PRINTING	203379	52900	Printing	14.34	2018 Annual Corp. Mtg Invi
12/11/2017	VR	9498	CROWN PRINTING	203384	52900	Printing	12.54	2018 Annual Corp. Mtg Save
12/11/2017	VR	9498	CROWN PRINTING	203385	52900	Printing	6.99	2018 Annual Corp. Mtg Tick
12/11/2017	VR	9498	CROWN PRINTING	203380	52900	Printing	7.74	2018 Annual Corp. Mtg Enve
12/15/2017	VR	9509	PHOENIX GRAPHIC	203604	52900	Printing	11.56	E. Young Retirement Graphic
12/22/2017	VR	9545	Xerox Corporation	204281	52900	Printing	12.12	X700D/Ser#MAV-773588/C
12/23/2017	VR	9556	Xerox Financial Servic	204371	52900	Printing	2.51	WC7220PT/Ser#LX5-69798
						Subtotal	115.37	
12/6/2017	VR	9471	Shutterstock, Inc.	202723	53000	Office Supplies	16.25	Annual Renewal of Graphic L
						Subtotal	16.25	
12/5/2017	VR	9499	Purchase Power	203413	53800	Postage	14.13	Corp
						Subtotal	14.13	
12/5/2017	VR	9492	Duke Energy	203326	57810	Emergency Assistance	75.00	DOE/Maria Caro ino: Salv
12/5/2017	VR	9492	Duke Energy	203327	57810	Emergency Assistance	75.00	DOE/Blanca Hernandez
						Subtotal	150.00	
Direct Costs							320.93	
Allocated Costs								
		50000	Leave Allocation				207.77	
		50500	Fringe Benefits				327.41	
Total Allocation							535.18	
Element Revenues							0.00	
Element Expenses							1,926.84	
Element Balance							-1,926.84	
Project Revenues							0.00	
Project Expenses							1,926.84	
Project Balance							-1,926.84	

OTHER REPORTS

HS/EHS POLICY COUNCIL REPORT



COUNCIL/COMMITTEE MEETING REPORT FORM

INSTRUCTIONS: Complete and submit to the Board Secretary after reporting to the full Board.

Policy Council
COUNCIL/COMMITTEE

January 3, 2018
DATE

Members Present/Absent: Attach Meeting Attendance Roster

Type of Report

- Reporting/Updating
 Recommending Board Action
 Recommending Policy Changes

Brief Statement of Committee's Issue/Area Reporting:

- The Policy Council Monthly Meeting was held on December 20, 2017. The items for review and approval included:
 - Program Progress Reports
 - Program Financial Reports
 - Parent Committee Reports
 - Policy Council Minutes
 - Human Resources New Hires
 - Child and Family 2017-2018 Baseline Reports
 - Impasse Procedure
 - Community Complaint Procedure
 - Personnel and Fiscal Management Policies and Procedures to include the Standards of Conducts

Brief Background information and possible impact of issue/area (i.e.: Why is it an issue? Will funding, staff utilization, services and/or facility changes are necessary?)
 Not at this time.

Recommendation for Board Action, if any (State in the form of a motion(s) to be acted upon by the full Board). Attach brief summary of request.
 Not at this time.

Agricultural and Labor Program, Inc.
Head Start/Early Head Start Policy Council Meeting
ALPI Administrative Office
2202 Avenue Q, Fort Pierce, FL 34950
December 20, 2017

MINUTES

1. CALL TO ORDER

Shannyn Serrano, Policy Council Vice-Chairperson called the meeting to order at 12:47 p.m.

2. ROLL CALL

Richauna Williams, Policy Council Secretary conducted the roll call. Members present: Zynia Swoope, Jackie Castaneda, Shannyn Serrano, Lonnie Melvin, Shaquita Wilcox, Richauna Williams and Keonia Shaquina Coats.

Community Representatives present: Josephine Howard and Donna Gibson.

Member excused: Tammy Rovito

A quorum was established.

Staff present: Myrna Rodriguez and Aletta Stroder.

3. MISSION STATEMENT

Policy Council Members read the Mission Statement.

4. SECRETARY'S REPORT

Shannyn Serrano asked members if there were any questions to the minutes from November 15, 2017. No questions or corrections were made.

Josephine Howard made a motion to approve the Secretary's Report as presented. Donna Gibson seconded. Motion carried.

5. POLICY COUNCIL COMMITTEES

Personnel/Grievance Committee: Aletta Stroder presented and distributed the Human Resources list of new hires dated December 20, 2017 for review and approval. The Human Resources listing of new hires included: 1 Caregiver.

Grants/Fiscal Committee: Myrna Rodriguez presented the Financial Reports and provided an overview of the reports to include: Program Financial Report, Sunshine Account, Food Program Reimbursement, and the Non-Federal Share.

Lonnie Melvin made a motion to approve the Policy Council Human Resources Listing and the Financial Reports as presented. Zynia Swoope seconded. Motion carried. (The original Human Resources Listings are on file with the minutes).

6. REPORTS

Head Start/Early Head Start of St. Lucie County: Myrna Rodriguez reported. Ms. Rodriguez asked if there were any questions regarding the enclosed Head Start/Early Head Start reports. No questions were asked.

Early Head Start of Polk County: Aletta Stroder reported. Ms. Stroder asked if there were any questions regarding the enclosed Early Head Start reports. No questions were asked.

Board of Directors: Shannyn Serrano reported. Ms. Serrano provided an overview of the activities she was involved at the Board of Director's Annual Retreat in Orlando, FL, on November 17-19, 2017. Additional members who also participated in the retreat provided feedback of the activities they were involved with.

Shaquita Wilcox made a motion to approve the reports as presented. Lonnie Melvin seconded. Motion carried.

7. PARENT COMMITTEE REPORTS

Shannyn Serrano asked if there were any questions regarding the enclosed Parent Committee Reports. Reports were enclosed as part of the monthly package. No questions were asked. However, Donna Gibson added to the George W. Truitt Family Services Center regarding the Parent Training that they facilitated. A brief overview of the training was provided. In addition, Policy Council Members suggested that perhaps the same training can be provided at the other sites. Myrna Rodriguez explained that Parent Trainings are based on the Parent Interest Surveys. Ms. Rodriguez asked members to take to the information back to the center staff as a suggestion for future training topic.

Zynia Swoope made a motion to approve the reports as presented. Jackie Castaneda seconded. Motion carried.

8. OLD BUSINESS

Myrna Rodriguez provided a brief overview for the approval of the following documents: 1) Personnel Policies and Procedures to include the Standards of Conduct; 2) Fiscal Management Policies and Procedures; 3) Internal Dispute Resolution/Impasse Policy and Procedure; 4) Community Compliant Policy and Procedure; and 5) Child and Family Outcomes Final Report for 2016-2017.

Josephine Howard made a motion to approve the following: 1) Personnel Policies and Procedures to include the Standards of Conduct; 2) Fiscal Management Policies and Procedures; 3) Internal Dispute Resolution/Impasse Policy and Procedure; 4) Community Compliant Policy and Procedure; and 5) Child and Family Outcomes Final Report for 2016-2017 year, as presented. Donna Gibson seconded. Motion carried.

9. NEW BUSINESS

SCHOOL READINESS: Myrna Rodriguez presented for review and approval the Child Outcomes Baseline Report and the CLASS Observations Baseline Report for the 2017-2018 year.

Shaquita Wilcox made a motion to approve the reports as presented. Lonnie Melvin seconded. Motion carried.

ANNUAL MEETING: Myrna Rodriguez presented for approval to reserve a table for 10 for the upcoming ALPI Corporate Luncheon scheduled for January 27, 2018 in Orlando, Florida for Policy Council participation. Ms. Rodriguez informed the members that ALPI will be celebrating 50 years of services and the invitation will be mailed to all members. Josephine Howard and Aletta Stroder provided a brief overview of the event and encouraged members to participate. The cost for the table of 10 will be \$350.00 of which the cost will come out of the Sunshine Account.

Shaquita Wilcox made a motion to approve to serve a table of 10 for the Policy Council to participate in the ALPI Corporate 50 Years Celebration of which the cost will come out of the Sunshine Account. Jackie Castaneda seconded. Motion carried.

CONSENT AGENDA: Myrna Rodriguez presented for approval to have a Consent Agenda activity as part of the full Policy Council agenda. Ms. Rodriguez explained that the Monthly Policy Council Agenda format should be similar to the Board of Directors. Ms. Rodriguez explained that this approach will provide a more efficient way to conduct the meeting within the allotted time frame and will assist those members who have limited time. Ms. Rodriguez indicated that the Consent Agenda will include the: monthly program progress reports, statistical reports and the parent committee reports. Ms. Rodriguez also stated that if a member feels that an item on the consent agenda needs to be further discussed; the member can request for that particular item be pulled out of the consent agenda for discussion.

Lonnie Melvin made a motion to approve the Consent Agenda approach as presented. Shaquita Wilcox seconded. Motion carried.

OHS FY 2018 MONITORING TOOLS: Myrna Rodriguez introduced the OHS FY 2018 Focus Area One and Two Monitoring Protocol followed by a brief presentation on the tools.

10. ADJOURNMENT

The meeting was adjourned at 2:00 p.m.

Policy Council Chairperson

**AGRICULTURAL AND LABOR PROGRAM, INC.
2017-2018 POLICY COUNCIL MONTHLY MEETING ATTENDANCE**

CENTER	NAME	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
Lincoln Park Head Start	Tammy Ravito	P	P	E									
Lincoln Park Head Start	Zynia Swoope	P	P	P									
Garden Terrace Head Start	Keonia Shaquina Coats			P									
Garden Terrace Head Start	Clavin Jamal Miller Sr.	E	P	A									
Queen Townsend HSC II	Lonnie Melvin	P	P	P									
Queen Townsend HSC II	Elizabeth Carrillo		P	A									
Child Development & Family Services	Shannyn Serrano	P	P	P									
Child Development & Family Services	Jackie Castaneda	P	P	P									
Francina Duval Head Start	Catelin Ann Bock	P	P	A									
George W. Truitt Family Services	Shaquita Wilcox	P	P	P									
George W. Truitt Family Services	Raquell Bizzell	P	P	A									
Frostproof Child Development	Richauna Williams	P	E	P									
EHS Contracted Site St. Lucie	Karoline Soto	P	A	A									
HS Contracted Site St. Lucie	Kerrian Jacobs	A	A	A									
Community Representative	Vacant												
Community Representative	Vacant												
Community Representative	Donna Gibson	P	P	P									
Community Representative	Dr. Patricia Smith	A	P	A									
Board Representative	Josephine Howard	P	P	P									

Total Representatives Present: 13 13 9

CENTER	NAME	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
ALTERNATES													
Lincoln Park Head Start	Sierra Baker												
Lincoln Park Head Start	Clemeshia Thomas												
Garden Terrace Head Start	Johnnetha Moody												
Garden Terrace Head Start	Jennifer Ford												
Queen Townsend HSC II	Elizabeth Carrillo												
Queen Townsend HSC II	Shandria William												
Child Development & Family Services	Johanna Collazos												
Child Development & Family Services	Josefina Cordova Perez												
Francina Duval Head Start	George Prince												
George W. Truitt Family Services	Tychus Doe												
George W. Truitt Family Services	Elizabeth Granados												
Frostproof Child Development	Tanakia Malcolm-Word		P										
EHS Contracted Site St. Lucie	TBA												
HS Contracted Site St. Lucie	Arnicia Isaac												

P - PRESENT

E - EXCUSE A - ABSENT

 **NO MEETING**

BOARD ANNUAL FUNDRAISING REPORT

(To be distributed)

MULTIPLE WORKSITE REPORT

Multiple Worksite Report

Summary of your account on the web - Jan 19, 2018

UI Account Number: 0020435850

State: Florida

Legal Name: THE AGRICULTURAL AND LABOR PROGRAM

Quarter ending: Quarter ending December 31, 2017

Worksite		Description	Oct	Nov	Dec	Quarterly Wages
THE AGRICULTURAL AND LABOR PROGRAM	1814 N 13TH ST FORT PIERCE 34950	GEORGE W. TRUITT FAMILY SERVICES	22	22	22	134,148
THE AGRICULTURAL AND LABOR PROGRAM	701 HOPSON ROAD FROSTPROOF 33843	FROSTPROOF CDC	26	26	27	205,152
THE AGRICULTURAL AND LABOR PROGRAM	300 LYNCHBURG RD LAKE ALFRED 33850	ALPI CORPORATE OFFICE	32	30	29	407,139
THE AGRICULTURAL AND LABOR PROGRAM	1110 N 32ND STREET FORT PIERCE 34947	GARDEN TERRACE HEAD START	15	15	15	95,167
THE AGRICULTURAL AND LABOR PROGRAM	1400 AVENUE M FORT PIERCE 34950	LINCOLN PARK HEAD START	18	17	16	109,753
THE AGRICULTURAL AND LABOR PROGRAM	1035 S 27TH CIRCLE FORT PIERCE 34950	FRANCINA DUVAL HEAD START	7	7	7	49,172
THE AGRICULTURAL AND LABOR PROGRAM	1031 S DELANEY AVE AVON PARK 33825	AVON PARK	2	2	2	18,356
THE AGRICULTURAL AND LABOR PROGRAM	1326 E INTL SPEEDWAY BLVD #6 DELAND 32724	PROJECT ACHIEVE	2	2	2	12,569
THE AGRICULTURAL AND LABOR PROGRAM	198 MARION AVE NW PORT SAINT LUCIE 34983	MS CHILD DEV/ FAM SVCS CENTER	35	35	35	181,961
THE AGRICULTURAL AND LABOR PROGRAM	2202 AVENUE Q FORT PIERCE 34947	QUEEN TOWNSEND II	60	60	58	438,318
Total of all worksites			219	216	213	1,651,735

Multiple Worksite Report - BLS 3020

Year: 2017 Quarter#: 4

The Agricultural & Labor Program, Inc.	U.I. NUMBER:	0020435850
P O Box 3126	QUARTER ENDING:	12/31/2017
Winter Haven, FL 33885-3126	DUE DATE:	1/31/2018

BUSINESS NAME

STREET ADDRESS

CITY, STATE, AND ZIP CODE

Number of Employees

SITE NUMBER	Oct	Nov	Dec	Qtrly Wages
--------------------	-----	-----	-----	-------------

CENTRAL OFFICE	32	30	29	407,139
300 Lynchburg Rd.				
Lake Alfred, FL 33850				

PROJECT ACHIEVE	2	2	2	12,569
1326 E International Speedway #6				
Deland, FL 32724				

FROSTPROOF - CDC	26	26	27	205,152
701 Hopson Rd				
Frostproof, FL 33843				

Avon Park	2	2	2	18,356
1031 S Delaney Ave				
Avon Park, FL 33825				

GW TRUITT	22	22	22	134,148
1814 N. 13th Street				
Fort Pierce, FL 34950				

HEADSTART, ADMIN				
2202 Avenue Q				
Fort Pierce, FL 34950				

Site Move to QT II effective 1/1/14

HEADSTART, GARDEN TERRACE	15	15	15	95,167
1110 N 32nd Street				
Fort Pierce, FL 34947				

HEADSTART, LINCOLN PARK	18	17	16	109,753
1400 Avenue M				
Fort Pierce, FL 34950				

Multiple Worksite Report - BLS 3020

Year: 2017 Quarter#: 4

The Agricultural & Labor Program, Inc.	U.I. NUMBER:	0020435850
P O Box 3126	QUARTER ENDING:	12/31/2017
Winter Haven, FL 33885-3126	DUE DATE:	1/31/2018

BUSINESS NAME

STREET ADDRESS

CITY, STATE, AND ZIP CODE

Number of Employees

SITE NUMBER

Oct

Nov

Dec

Qtrly Wages

HEADSTART, HILL HAVEN

505 N. 7th Street

Fort Pierce, FL 34950

Site Move to QT II effective 1/1/14

HEADSTART, VILLAGE GREEN

1702 SE Lennard Rd

Port St. Lucie, FL 34952

Closed

HEADSTART, CHILD DEVELOPMENT & FAM

35

35

35

181,961

198 Marion Ave NW

Port Saint Lucie, FL 34983

HEADSTART, MORNINGSIDE

1420 SE Westmoreland Blvd.

Port St. Lucie, FL 34952

Site Move to QT II effective 1/1/14

HEADSTART, DUVAL

7

7

7

49,172

1035 S 27th Circle

Fort Pierce, FL 34950

QUEEN TOWNSEND

3950 Juanita Ave

Fort Pierce, FL 34947

Site Move to QT II effective 1/1/14

QUEEN TOWNSEND II

60

60

58

438,318

2202 Avenue Q

Fort Pierce, FL 34947

Computer Assisted Tutorial

Ave L & 10th

Fort Pierce, FL

Site Move to QT II effective 9/30/15

Total

219

216

213

1,651,735

