



CONSENT AGENDA ITEMS JUNE 2016

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 June 2016 Report

- **Progress Reports**
 - ▶ HS/EHS Monthly Attendance
 - ▶ HS/EHS Enrollment Report
 - ▶ HS/EHS Statistical Report
 - ▶ Non-Federal Share (HS/EHS)
 - ▶ Child Care Food Inspection Report
 - ▶ Saint Lucie County Fire Inspection
 - ▶ Child Care Facility Licenses (GWT, CDFSC, F.Duval)
 - ▶ VPK Monitoring
 - ▶ Child Care Facility Report
- **Reimbursement Reports**
 - ▶ DOH Child Care Food Reports
 - ▶ ELC Reimbursement Report
 - ▶ LIHEAP Financial Status Report
 - ▶ Florida Non-Profit Housing
 - ▶ EHEAP Financial Status Report
 - ▶ CSBG Financial Status Reports
 - ▶ DOE Financial Report (EA)
 - ▶ Housing Counseling Quarterly Report
- **Other Reports**
 - ▶ Advisory Councils' 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)
 - ▶ Bureau of Labor Statistics Report (BLS)
 - ▶ Occupational Employee Report

B. Other Information (SEE TAB 5)

- **CORRESPONDENCE**
 - ▶ Approved Organizational Standards (Field Assessment Guide)
 - ▶ DEO CSBG/LIHEAP Monitoring Report
 - ▶ ACF/Overview Findings (Comprehensive Services/School Readiness Review)
 - ▶ ACF/Results from CLASS Observation
 - ▶ HUD Counseling Final Report
 - ▶ Letter to Regional Office re: Disposal of Modular
 - ▶ PCSB Approval Letter (Summer Feeding Program)
 - ▶ Duke Community Agency Agreement
 - ▶ 2016-17 SLC Collaborative Agreement
 - ▶ Board Meeting Attendance Correspondence & Response (1)
 - ▶ Senior Connection (2015 Contract & Quality Assurance Monitoring)
 - ▶ VPK Good Cause Exemption
 - ▶ HS/EHS Class Tracking Improvement
 - ▶ DHHS/HS Supplemental Funds
 - ▶ DHHS/HS Funding Increase
 - ▶ NCAF Correspondence (Josephine Howard)
 - ▶ Working w/Personnel Policies for CAA's (Exempt Employees)
 - ▶ Guidance for Nonprofits Organizations (Paying Overtime)
 - ▶ CAA Proclamations
 - ▶ **BOARD & ADMINISTRATOR NEWSLETTER**
 - ▶ **COMMITTEE REPORTING FORM**

**CHIEF EXECUTIVE OFFICER'S
MONTHLY REPORT**



June 2016

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

STRATEGIC PLAN PERFORMANCE INDICATORS
<ul style="list-style-type: none"> • Conducted Senior Management Staff Meeting • Attended the FACA AND NHSA Annual Training Conferences and the DEO Statewide Training Event. • Facilitated Senior Management Level Professional training opportunities via the DEO Statewide Training Event, FACA and the NHSA Training Conference. <p>Goal 1- Create Additional Educational Experiences and Opportunities for Staff</p> <ul style="list-style-type: none"> • Facilitated the completion and submission of the Head Start/Early Head Start Increase funding Application. • Facilitated the completion and submission of the Summer Feeding program application for St. Lucie Co. CAT program. <p>Goal 5 - Enhance program development for and service delivery to children and families</p>
BOARD/MANAGEMENT TASKS & TIMELINES
<ul style="list-style-type: none"> • Facilitated the completion of the following Board Management Tasks and Professional Development Opportunities. • Reimbursement Reports (DEO/LIHEAP, DEO/CSBG, CSC, Child Care Food, Non-Profit Housing, ELC/VPK, EHEAP, HUD, USAC E-Rate and DEO EA). • Board member(s) training opportunities via the FACA Conference, RIV Head Start Association Board Meeting and NHSA Annual Training Conference. • Finalized replacement to fill private sector Vacant Board Seat. • Facilitated the completion and submission of the Head Start/early Head Start Increased COLA funding application, the LIHEAP Closeout report and the DCF Partnership Emergency Solution application. • Facilitated the completion and submission of the 2016-2017 ELC School Readiness and VPK Contracts, DEO/CSBG Budget Mod and DOE Budget Amendment. • Facilitated the Negotiation of Blue Cross Health Benefit and Dental Renewal package for 2016-2017. • Facilitated the completion and submission of the 2015 IRS 990 for ALPI and AHDC.

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

STRATEGIC PLAN PERFORMANCE INDICATORS
<ul style="list-style-type: none"> • FACA Annual Training Conference - Orlando, FL • NHSA Annual Training Conference - Nashville, TN • NHSA Board Meeting - Nashville, TN • RIV Head Start Association Board Meeting - Orlando, FL • NCBW Board Meeting - Winter Haven, FL • FMBC Scholarship & Appreciation Banquet - Winter Haven, FL • ALPI Annual Staff Appreciation Luncheon - Ft. Pierce, FL • DEO Statewide Training Event - Tampa, FL • NCBW Mind Body and Wealth Seminar, Polk State College - Winter Haven, FL • FMBC Scholarship Banquet, Polk State College - Winter Haven, FL • NCBW GOURMET GENTS Annual Scholarship Event - Haines City, FL <p>Goal 3 - Partner With Other Entities For More Efficient Service Delivery</p>

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

PERFORMANCE INDICATOR(S)

- FLORIDA DEPARTMENT OF EDUCATION PROJECT AMENDMENT offer to increase current DOE funding level by \$4,000.00.
- Notification of E-Rate eligibility approval for 2016-2017.
- ACF-PI-HS-16-03 FY 2016 Head Start/Early Head Start COLA funding increased FY 2015 base funding at 1.8 percent.
- Approval of Summer Feeding program for St. Lucie Co. CAT Program.
- ALPI 2016-2017 Florida Blue Health Insurance Renewal Package negotiated at an overall 2.5% increase.
- Emergency Solutions Grant (ESG) partnership grant opportunity with DCF for 2016-2017
- Notification of 100% organizational standards rating in recent DEO LIHEAP/CSBG monitoring review.
- Head Start positive external CLASS monitoring verbal and written reports.
- No findings as a result of DOE program monitoring review.

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

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

- CSBG Organizational Standards monitoring review report change to 100% compliance.
- Health Insurance proposed increase rates for 2016-2017
- Disposition Project: Modular Unit Disposition
- LIHEAP Closeout Report
- Head Start Classroom Staff CLASS Performance rating.
- DEO CSBG/LIHEAP Monitoring Review Close out
- Head Start Grant Renewal
- CSC Summer Feeding Program Startup
- Frostproof Summer Feeding Program Startup
- Retirement Audit Management Letter
- OCS Client Follow-up Response
- 2015 IRS 990 Tax Return ALPI and ALHDC
- Lakeview Park Housing Renovation Status
- Exempt vs. Non-Exempt Federal Regulation (changes effective Dec. 15, 2016)
- HUD Monitoring

E. FUTURE MEETINGS/CONFERENCES

JULY

4-5 4TH of July Holiday (Agency Closed)

7-12 Annual Leave

14-18 Annual Leave

18- 19 SEACAA Board Meeting
Savannah, GA

August

10 Senior Directors Meeting
Lake Alfred, FL

30 – 9/2 Community Action Partnership Conference
Austin, TX

September

13 – 16 SEACAA Annual Conference
Myrtle Beach, SC



THE AGRICULTURAL AND LABOR PROGRAM, INC. MANAGEMENT REPORTS JUNE 2016

DEPARTMENTS ACTIVITIES SUMMARY

Outline below is a summary from ALPI's Department Directors of major activities (i.e. Partnerships, Community Involvement, Advocacy, Public Relations, Funding Sources, etc.) participated in through the month of May 2016.

CHILDREN AND FAMILY SERVICES DIVISION

DIVISION ACTIVITY SUMMARY

Program Design and Management, Materials, Facilities, Equipment and Supplies

- **Planning Communication and Reporting: Areas of focus include the following:**
 - ✓ Monthly calls with Regional Office Program Specialist. The calls focus on the Federal Review update regarding program operations.
 - ✓ Follow-up with Program Operations Directors regarding personnel issues and reporting status to Human Resources.
 - Employee absences
 - Attendance policy
 - Center safety issues
 - ✓ Federal Review continues. May 9th began the CLASS Review.
 - Measurement of the interactions/tone in the classroom that promote productive learning.
 - ✓ Submitted Continuation Grant for 2016-2017 for Head Start/Early Head Start to the Office of Head Start. Under review by Regional office.
 - ✓ Summer Feeding Program application is approved for operation. The program will provide services to the Frostproof community and is located in Lakeview Park community. The Summer Feeding Program supports the Summer Enrichment Program for youth. Additionally, the Summer Enrichment CAT Program (Computer Assistant Tutorial Program) funded by Children Services Council of St. Lucie County will also participate in the Summer Feeding Program. Children enrolled will receive free meals.

- **Participated/Facilitated Division Team meeting updates included:**
 - ✓ Program Operation and Management procedures
 - ✓ Education Services
 - ✓ Family and Community Partnership
 - ✓ Quality Assurance Management
 - ✓ Focus Topics
 - Monitoring
 - CLASS protocol updates
 - Division Calendar
 - PROMIS data collection update/training schedule
 - Policy updates
 - ✓ Program Operation Directors continued to explore Early Head Start Child Care Partnership Grant for additional funding for Early Head Start.
 - ✓ Attended/Participated in Policy council meeting. Recruitment and end of this year activities were discussed.

- **EARLY CHILDHOOD EDUCATION SERVICES**
 - ✓ Conducted a one cycle CLASS observation on two classrooms at Lincoln Park Head Start. Conducted a CLASS observation on two classrooms to see what type of activities to plan for the classroom prior to the CLASS Federal Review. It was decided that Math/Science activities will be conducted and modeled for the classrooms.

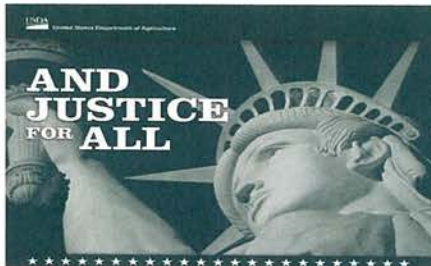
- ✓ Provided School Readiness Goals and additional information for the upcoming grant narrative. The School Readiness Goals were revised to include the word “ school readiness” throughout and to show child outcome reports are shared with parents and community at least three times a year.
 - ✓ Conducted visits to all Ft. Pierce centers to thank staff during the Teacher Appreciation Week and to empower the staff prior to the Federal Review week.
 - ✓ Participated in the CLASS Federal Review. Visited all centers to show support and answer questions if needed by reviewers or staff.
 - ✓ Received the Good Cause Exemption School Year approval letter from the Office of Early Learning for Lincoln Park Head Start. The letter approved the Lincoln Park Head Start center to conduct VPK services for the 2016-17 school year, while they are still considered a Provider on Probation.
 - ✓ Participated in the Staff Appreciation committee meeting. During the meeting all logistics of the event were discussed and finalized.
 - ✓ Completed NAEYC for Lincoln Park Head Start. A renewal packet which updated the services of the program was submitted to renew accreditation status.
 - ✓ Completed the VPK Improvement Plan for Lincoln Park. The improvement plan was completed to keep up to date on trainings and assessments used in the program for Provider on Probation. The plan was updated to remove the staff development plan and replace it with the newly approved Splash into pre-k curriculum. The plan was approved by the local Early Learning Coalition for the 2016-2017 School year.
 - ✓ Participated and assisted in facilitating the staff appreciation activities.
- **FAMILY & COMMUNITY PARTNERSHIP AND FAMILY ENGAGEMENT**
 - ✓ Worked on the upgraded PROMIS system to get familiar and teamed up with the Family Services Coordinators and met with the Administrative Assistants at all the centers to provide an overview and technical assistance. Traveled to Queen Townsend and Frostproof to assist the AA’s with the system and input data.
 - ✓ Available for support during the Federal CLASS Review. Traveled to Frostproof to meet with the Family Services staff to review the current plan for recruitment, process student drops, and student enrollments. Also, met with the administrative assistant’s during these visits for PROMIS review, pulled waiting list, and brought the updated PROMIS forms for review/discussion.
 - ✓ Mailed out the minutes for the Division Team Meetings last held for feedback and follow up.
 - ✓ Attended and participated in the Policy Council meeting on the 18TH and assisted with the meal preparation and cleanup.
 - ✓ Worked with the Family Services staff at the Queen Townsend center during the month on the enrolling children for the upcoming program year. Sat with the Center managers to review the classroom set up at the request of the Program Operation Director of St. Lucie County. Completed some intakes of families and scheduled enrollments for the staff to complete at the centers.
 - ✓ Traveled to Frostproof to review the current waitlist and make a selection for the 2016-2017 school year. Contacted parents and followed up on pending applications. Completed and mailed out letters of acceptance to new families. Also, attended the Parent Committee meeting on the 17th. Reviewed the intake files and ensured all info was in the PROMIS system.
 - ✓ Attended and participated in the quarterly meeting with the Statewide Family Outcome Workgroup. The meeting was held on the 25th of the month of May and hosted by Pasco County Head Start in Land O’Lakes, Fl. The team reviewed the tool that was developed to capture family outcomes data based on the Parent Family Community Engagement (PFCE) Framework. Discussed having a researcher to review document for validity and to ensure we captured all that we wanted based on the framework and get accurate data back to show the Federal requirements how we are monitoring and adhering to the framework and the families are making progress.
 - ✓ Attended and participated in the staff Annual Appreciation day on the 27th and participated in the activities held.
 - ✓ Monitored and tracked the monthly attendance through PROMIS and generated reports.
 - ✓ Assisted with the process of drops/enrollments for Polk County.
 - ✓ Reported the enrollment data report online to the HSES system based on the data in PROMIS.
 - **CHILD CARE FOOD PROGRAM (CCFP)**
 - ✓ The Food Services Coordinator (FSC) completed the monthly narrative, the monthly food report, and submitted to Deputy Director for approval & Finance Director for reimbursement. Food Service Coordinator reviewed the St. Lucie County monthly meal delivery tickets ensuring meals for breakfast & lunch are correct according to Child

Care Food Program Monthly Meal Count Record. All Meals match per the CCFP meal count work sheet and delivery tickets. Reconciled agency Child Care Food vendor(s) statement, Publix, Borden Dairy, McArthur's Dairy, Sysco Food Service, & Vero Chemical. Reviewed CCFP Personnel Activity Report bi-weekly. This process is conducted each pay period.

- ✓ The month of May 2016, had several monthly observance. National Physical Fitness and Sports Month, USDA ChooseMyPlate.gov and our initiative on Health and Nutrition Promoting Healthy Eating and Physical Activity the 5210 way. National Strawberry Month and Hand Hygiene Day, which was observed May 5, 2016. Downloaded the four (4) core messages of Clean, * Separate * Cook * Chill. This information is from our Partnership for Food Safety Education, 2016 Promoting to reduce food-borne illness. For national Physical Fitness and Sports information regarding physical activities for age 0 to 5 years were emailed to all directly operated centers. Information regarding the health benefits and tips to care for berries were emailed to all directly operated centers. Information on Hand Hygiene day was also emailed to our directly operated centers on the purpose of hand washing, how long and why hand hygiene is important was emailed to all directly operated centers. Our monthly Mealtime Memo for Child Care information on herbs and spices a how to guide for seasoning and preparing food to savor the flavor without adding salt and other sodium content when preparing meals. This information was downloaded from the Institute of Child Nutrition/ The University of Mississippi partnering for a better, healthy tomorrow & building for our future. All information was shared with our contracted center Jumpstart. End results were to ensure a healthy today & tomorrow for well-being in nutrition education.
- ✓ Coordinator on May 11, 2016, downloaded and reviewed information from the USDA /Food and Nutrition Service News Release report. This report confirms a significant reduction in food insecurity among participating families. On May 18, 2016, the USDA Food and Nutrition Service announced the Reauthorize Child Nutrition Programs to Benefit Children.
This implementation of the Healthy, Hunger-Free Kids Act (HHFKA), shows that schools are meeting the healthier meal standards. Children are eating more fruits and vegetables. More low-income children are eating nutritious breakfast and lunches and the obesity rates for some children are leveling off. This is the final rule: CACFP Meal Pattern Revisions Related to the Healthy, Hunger-Free Kids Act of 2010. The new standards are achievable, cost neutral, and will help you provide healthy meals to children in care and give them the best start possible. End results to ensure the nutritional needs and feeding requirements of all children are met and ensuring compliance in the Child Care Food Program.
- ✓ Coordinator reviewed the webinar New Healthier CACFP Meal Standards effective May 9, 2016. On May 18, 2016, downloaded information from Food Research and Action Center on Hunger Doesn't Take a Vacation: Summer Nutrition Status Report. The coordinator participated in the agency annual Staff Appreciation on May 27, 2016. End result was ensuring nutritional needs and feeding requirements of all children are met in the Child Care Food Program in designed and management, and ensuring staff are recognition for their outstanding achievement.

- **SPECIAL PROJECTS:**

The Food Service Coordinator is in the process of reviewing Menu Planning and Meal Preparation for next school year 2016 -2017, according to the new meal pattern standard updated effective October 1, 2017. This is on-going to maintain a healthy and nutritional environment for the children and families we serve. On May 12, 2016 FSC received CCFP Nutrition Update from Brenda Crosby of the USDA Food and Nutrition Service alerting sponsoring and providers of the upcoming CCFP Nutrition Team developing a training plan to ensure compliance with the new meal patterns by October 1, 2017. During CCFP Management Planning staff training, will set aside time for developing menus. FSC received the new AND JUSTICE FOR ALL posters, from the Florida Department of Health Bureau of Child Care Food Program. (see below)



The Institute of Child Nutrition (ICN) / formally known as National Food Service Management Institute/ University of Mississippi online training is reviewed & applied as it pertain to Child Care Food Program.

- **QUALITY ASSURANCE CONTRACT COMPLIANCE MONITORING**

May was National Mental Health Month and Teacher Appreciation.

- ✓ Attended various workshops and meetings related to the Head Start program at the Florida Association Community Action conference in Orlando, FL, including Changing Financial Behaviors and Improving Self-Sufficiency, Duke Energy's workshop on teaching you how to save energy and money, Time management, a personal commitment for taking control of life through time management.
- ✓ Attended Early Learning Coalition Meeting. Rodney MacKinnon, Executive Director of Office Early Learning was presented at the meeting and talked about new VPK changes and encouraged all Coalition to pursue grant opportunity with Head Start and all programs relating to young children.
- ✓ Recent changes in VPK eligibility: a new law extends VPK eligibility for 4 year olds with birthdays from Feb. 2 through Sept. 1 in a calendar year. Parents can enroll their child in state's free voluntary PRE-K, education program that year or wait until the following year when their child is 5. This allows parents of younger 4 year olds to postpone the year their child begins VPK, enabling the child to begin kindergarten and start first grade as a slightly older, more mature student. This new law takes effect July 1st. Four year old children with birthdays after February 1 through September 1, will be eligible to enroll in VPK that year or postpone it to the next year. Four year olds with birthdays from September 2 through February 1 are eligible to enroll in VPK the following year. Additional information is available at www.floridaearlylearning.com
- ✓ Attended STEPS Early Childhood Community meeting. Child Find is in need of help and the community and agency support, has screened 830 children so far this year. There are plans to continue the "Community Screenings" and confirmed dates and sites will be coming soon. The next screening date is June 24, 2016 at Palmetto Elementary School.
- ✓ Bright Expectations website was shared: Bright Expectations is Department of Health's website to provide resources and information on developmental disabilities for pregnant women, health care providers, parents and families. The website is a portal to provide information on evaluation and intervention services, support programs for families, resources for health care providers and serves as a clearinghouse of information on development disabilities

- **Monitoring Data Weekly and Daily Attendance**

- ✓ Monitoring is ongoing weekly to ensure programs remain in compliance.
- ✓ Reviewed menu planning and meal preparation for next school year. Received new AND JUSTICE FOR ALL posters and sent them out to all centers to be posted.
- ✓ Presently, working on updating quality assurance monitoring plan for upcoming school year.

- **IT/Data Management Activities/Monitoring**

PROMIS reports were used to monitor, analyze, and verify system/program information for the following areas: Enrollment, Attendance, Drops/Wait List, Income Eligibility, Family Demographics, Immunizations/Physicals, 45/90-Day Required Screenings, Children with Disabilities.

- ✓ Enrollment
The total funded enrollment for both programs is 831. As of May 31, 2016, below is the total actual enrollment for each program:
 - Polk County (EHS) - 71
 - St. Lucie County (EHS) - 64
 - St. Lucie County (HS) - 677The total enrollment for both counties was 812. There were fourteen (14) vacancies in St. Lucie County and five (5) vacancies in Polk County. These vacancies are not replaced due to the program year end.
- ✓ Attendance
There were 20 school days for St. Lucie County Head Start and Polk County Early Head Start in the month of May. There were 21 school days for St. Lucie County Early Head Start in the month of May. The following did not meet the monthly 85% average daily attendance (ADA): Note: Experiencing low attendance due to the end of the program year.
 - Child Development & Family Services (HS)

- Child Development & Family Services (EHS)
 - Francina Duval
 - Garden Terrace
 - George W. Truitt (HS)
 - George W. Truitt (EHS)
 - Lincoln Park
 - Loving Care
 - Queen Townsend HS Center II
 - Sunrise Country Preschool
- All other centers met the monthly 85% ADA requirement.

✓ Drops/Wait List

For the month of May, below is the number of children dropped in each program:

- Polk County (EHS) - 5
- St. Lucie County (EHS) - 0
- St. Lucie County (HS) - 7

Family Demographics

Race	Single Parent (father only)	Single Parent (mother only)	Two Parents	Guardian
Black/African American	12	472	93	27
Hispanic	4	41	58	1
White	3	42	28	1
American Indian/Alaska Native	0	0	1	0
Native Hawaiian/Pacific Islander	0	1	0	0
Bi-Racial/Multi-Racial	0	12	3	0
Unknown	0	7	6	0
Total	19	575	189	29

Children with Disabilities

As of May 31, 2016, below is the number of children with disabilities enrolled in each program per data base PROMIS:

- Polk County (EHS)
- St. Lucie County (EHS)
- St. Lucie County (HS)

• **Deficient Areas:**

None

• **Proposed Strategy to correct Deficiency:**

None

• **Workshops / Trainings / Webinars / Conferences Attended**

- ✓ EHS/HS Program Meeting
- ✓ CCFP Training
- ✓ Joint Management Meeting
- ✓ EHS/HS Management Meeting
- ✓ FDRLS Screening

• **Special accomplishments:**

No non-compliances noted during the CLASS Federal Review.

Attended Policy council meeting. Focused on end of the year close-out. Update of returning children. The Policy council will continue through August until the new Policy Council is installed.

- **Upcoming Meetings/Trainings/Monitoring**
 - ✓ Early Learning Coalition Meeting
 - ✓ Child Services Division Managers Meeting

HEAD START/EHS – St. Lucie

Program Design and Management, Facilities, Materials, and Equipment

Planning/Communication/Internal Reporting:

- Participated in the Senior Management meeting facilitated by Deloris Johnson, CEO following the Joint Management Training on May 3, 2016. The meeting was to provide a status report on meeting program timelines, benchmarks, etc. The program report included but were not limited to:
 - ✓ Head Start enrollments started on April 25, 2016, expected to go thru to the summer due to the upgrade of PROMIS 2012. Expect 100% completion of enrollments by July 31, 2016.
 - ✓ Early Head Start enrollments will commence on June 1, 2016. Approximately 35 open slots.
 - ✓ 218 children have been enrolled in the VPK program for the upcoming year. 300 is the targeted minimum.
 - ✓ CAT program has served Y-T-D 95 students.
 - ✓ Completed and submitted the CAT second quarterly report.
 - ✓ Submitted and received approval for the 2016-2017 CAT Program.
 - ✓ Preparing for Teacher Appreciation week. We will distribute cupcakes to all staff.
 - ✓ Renewal of the Lease agreement for the CDFS Center with the school board
- Participated in the monthly Early Learning Coalition of St. Lucie County meeting on May 4, 2016.
- Participated in the CLASS Observation Federal Review process on May 9-15, 2016. Daily debriefings were conducted with Pamela Evans, CLASS Content Area Lead, Danya International, Inc., regarding the daily activities results of the review in progress.
- Coordinated and facilitated a meeting with Sarah Whitaker, from Indian River State College Early Childhood Education Faculty on May 16, 2016 to explore the possibility of a collaboration agreement to expand the formal education opportunities for staff.
- Participated in the monthly Region IV Office of Head Start conference call on May 20, 2016 to discuss program progress as part of their risk management process.
- Participated in the Big Brothers Big Sister presentation to United Way of St. Lucie County on May 17, 2016. This presentation took place at the ALPI Queen Townsend Head Start Center II since 65 students are participating in the enrichment program/one-on-one mentoring program provided by the BBBS Agency through a collaborative agreement between ALPI and Big Brothers Big Sister.
- Program staff assisted in the preparations of the Staff Appreciation event held on May 27, 2016. The staff created table center pieces, decorations, photo booths, etc. They also prepared the snack table that included a variety of appetizers, snacks, etc.
- Facilitated several informal desk audits to follow up on specific program benchmarks that included but were not limited to:
 - ✓ Children Enrollment and Attendance
 - ✓ Staff Professional Development Plan
 - ✓ Performance Evaluations
 - ✓ End of the year Parent Activities
 - ✓ Moving Up Ceremonies

Community Relations/Collaborations:

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

- ✓ Indian River State College
- ✓ Big Brothers Big Sisters of St. Lucie County
- ✓ Keiser University

Human Resources:

- Continued to work closely with the Human Resources Department to fill vacancies.

Governance:

- Coordinated the monthly Policy Council Meeting on May 18, 2016. Twelve members were present. Items of discussion and approval included but were not limited to:
 - ✓ Program Progress Reports
 - ✓ Program Financial Reports
 - ✓ Comprehensive Services and School Readiness Federal Review ACF Letter
 - ✓ FY 2016 Head Start/Early Head Start Funding Increase 1.8% Cost of Living Adjustment (COLA)
 - ✓ CLASS Observation Status of the Federal Review
- The CAT year-round program served 105 students by the end of May 2016. The funded enrollment was 90 for the year.
- Participated in the two day training sessions provided by the Treasure Coast Food Bank on the Summer Feeding Program on May 17 and 26, 2016. These trainings were required for all the organizations that will be hosting the feeding program. Emily Thompson, Distribution and Compliance Coordinator facilitated the trainings. Ms. Thompson also provided an overview of the roles and responsibilities of the onsite agency.
- The CAT Summer Expansion Program started on May 31, 2016. Kevin Singletary, Program Coordinator conducted Parent Orientation and Staff Orientation/Meeting. The Summer Expansion program has over 49 students that completed an intake; however, only 40 student slots were funded. The program will maintain a waitlist.

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

- Caregivers, Teachers, and Teacher Assistants participated in the Redirecting Children’s Behavior training. The training was presented by the Parent Academy of St. Lucie County. Staff received 15 training hours.
- Caregivers, Teachers, and Teacher Assistants continued to complete the renewal of the Adult, Child, and Infant CPR, AED, and Basic First Aid course. The training was presented by the American Heart Association. Staff received 8 training hours.
- Teachers and Teacher Assistants continued to complete the Serving Safe Food in Child Care: Cook, Chill, Clean and Separate training. The training was presented by the Institute of Child Nutrition. Staff received 4 training hours.

Facilities:

- The Facilities Specialist is working 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.
- Several projects generated by Work Requests have been completed such as: replacing light bulbs, electric ballasts, window handles and a window glass; an air conditioner unit was also repaired.
- The Facilities Specialist conducted the Semi Annual Inspections at all the Head Start/Early Head Start centers located in St. Lucie County.
- The Facilities Specialist coordinated with Tyco to complete the required Annual Fire Inspection at the Francina Duval Head Start Center. No non-compliance were noted.
- The renewal license application for the Francina Duval Head Start Center was submitted to the Florida Department of Children and Families on May 10, 2016.
- Obtained the Child Care Facility Certificate of License renewal from the Department of Children and Families for the ALPI Child Development and Family Services Center and the George W. Truitt Family Services Center.
- Coordinated the renewal Lease Agreement with the School Board for the Child Development and Family Services Center located at 198 N.W. Marion Avenue, Port St. Lucie, FL. The Lease Agreement is expected to be for an additional five (5) years. The School Board is expected to sign the lease agreement by the second week of June 2016.

- Coordinated the completion and submission of the request for demolition/disposal of the 1996 Modular Unit to the ACF Office of Head Start on May 27, 2016. We were able to obtain a current facility appraisal of which was submitted as part of the supporting documentation for this request.

Health and Safety:

- The 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.
- The 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:

- The Early Learning Coalition of St. Lucie County monitored Child Development and Family Services, George W. Truitt Family Services Center and Queen Townsend Head Start Center II. Two of the three centers were found on 100% compliance. One of the three centers had a non-compliance which was corrected.
- The Florida Department of Children and Families inspected/monitored Francina Duval, Lincoln Park, Child Development and Family Services, and George W. Truitt Family Services Centers. Three of the four centers were found on 100% compliance. One of the four centers had a non-compliance which was corrected.
- The St. Lucie County Fire Marshal's inspected/monitored the Francina Duval Head Start Center. The center was found 100% compliance.
- The Child Care Food Program was monitored at the Francina Duval Head Start Center. The center was found in 100% compliance.
- The Food Services Coordinator, Hilda Walker monitored the Francina Duval Head Start Center. No non-compliances were noted.

Fiscal:

- Coordinated/assisted in the 2016-2017 Head Start and Early Head Start Grant Application completion. These Grant Applications were submitted to ACF Office of Head Start via the Head Start Enterprise System on April 1, 2016. However, based on the reviews by the Program Specialist and the Fiscal Financial Management Specialist additional information was submitted. The last documentation submitted included the breakdown of the Facilities Non-Federal Share. This information was submitted on May 27, 2016.
- 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.

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:

- Kevin Singletary, Family Support Services Coordinator met with the General Manager of 105 FM "The Flame" radio station on May 12, 2016 to establish a date for recruitment via the radio. Mr. Singletary was a guest on the "Pay It Forward Show" on May 19, 2016 and was able to talk about all of the services provided by ALPI's Head Start/Early Head Start Program. Mr. Singletary was also given the opportunity to recruit for the upcoming program year. The expected audience reaches over 100,000 listeners.
- Kevin Singletary, Family Support Services Coordinator meet with Mark Graves of the Acceleration Academies on May 16, 2016 to discuss the services his organization offers that may be beneficial to the families we serve as far as obtaining a GED and college credits.
- Family Support Services Coordinators are recruiting age and income eligible families for the Head Start and Early Head Start Program. The agency is continuing to send the word to the community by median of flyers and word of mouth.

- Family Support Services Coordinators continued to process and verify intake applications and update the waitlist. Additionally, the Family Support Services Coordinators have continued updating income on the Early Head Start files that will be transitioning to the Head Start waiting status.
- Family Support Services Coordinators began the enrollment process for the 2016-2017 program year. Intake applications of 3 and 4 year olds were selected from the prioritized waiting list and forwarded to the centers in order for enrollments to be completed. Child Development Services Managers are required to report the number of completed enrollments on a weekly basis.
- As of May 31, 2016, we have enrolled approximately 80% (558) preschool children in the Head Start Program for the 2016-2017 school year. The expected date to have 100% (691) enrolled is July 31, 2016.
- As of May 31, 2016 we have over 270 Infants and Toddlers on the Early Head Start Waitlist. Approximately 35 slots will be filled for the 2016-2017 school year. Enrollment activities will begin June 1, 2016. The expected date to have 100% enrolled is July 31, 2016.
- Funded enrollment for the month of May for St. Lucie County consisted of 755. The break down is as follows: 686 preschool children and 64 infants/toddlers; for a total of 750. There were 7 drops in the Head Start program with no replacements.

Early Childhood and Health Services:

- The Early Childhood Education Coordinator provided the Parent-Child Engagement to Promote School Readiness Folders (PCEPSR) for May 2016. 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 for May 2016 are as follows:
 - Nightly Reading Record
 - Calendars
 - Various Games
 - Sight Words
- The Early Childhood Education Coordinator participated in the Early Childhood Assessment Brainstorming meeting on May 2, 2016. The featured guest was Brittany Birken, Chief Executive Officer of Florida's Children's Services Council.
- The Early Childhood Education Coordinator participated in the AmeriCorps/Big Brothers Big Sisters unders meeting on May 17, 2016.
- The Early Childhood Education Coordinator participated in the Early Learning Coalition's Provider meeting on May 25, 2016.
- The Health Services Manager attended the Keiser University Advisory Board for Nutrition and Dietetics meeting on May 11, 2016. The meeting consisted of individuals that had mentored and allowed student to complete their internship requirements for the Keiser University Nutrition and Dietetics Program. Members in attendance were from the hospital, nursing homes, school board, and assisted living facilities. ALPI Head Start/Early Head Start was the only child development program participating in the internship program and participating as a member of the board.
- The Health Services Manager received an update regarding the Dental Coalition Meeting held at the St. Lucie County Health Department on May 13, 2016.
- The Health Services Manager provided assistance for parents to obtain dental services for their children on May 16, 2016. Health Services and Family Services provided assistance to a family that could not afford dental services for their child. Head Start worked with the family's private dental provider to get an appointment for the work needed.
- The Mental Health and Disabilities Specialist coordinated one evaluation and submitted a referral to Early Steps/FDLRS for children with concerns.

As of May 2016 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 & Polk 76)		140
1	Health Impairments		13	How many age 0?
2	Emotional/Behavior Disorders		14	How many age 1?
3	Speech/Language Impairments	72	15	How many age 2?
4	Mental Retardation		16	How many age 3?
5	Hearing Impairments/Deafness		17	How many age 4?
6	Orthopedic Impairments		18	How many age 5?
7	Visual Impairments/Blind		19	How many over income?
8	Learning Disabilities		20	How many pre-diagnosed?
9	Autism		21	How many dropped to date?
10	Traumatic Brain Injury		22	How many IEP's/IFSP current
11	Other Impairments	15	23	How many evaluated and found not eligible?
12	Total With Disabilities	87	24	How many suspected?

TRANSPORTATION:

- Transportation services were provided to 225 children to and from the centers for the month of May.
- Transportation services were provided to the children from the George W. Truitt Family Services Center to Lakewood Park Elementary School.

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:

- Senior Management Meeting – June 14, 2016
- Management Planning Meeting – June 8, 2016
- HANDS Clinic Board Meeting – June 10, 2016
- Policy Council Meeting – June 22, 2016
- Agency Board of Director’s Meeting and Annual Picnic – June 25, 2016
- Program Director’s Meeting – June 27, 2016

HEAD START/EHS – Polk County

- **Planning/Communication/Internal Reporting/ Governance:**
 - ✓ 2016-2017 Selection process is underway for EHS in Polk County
 - ✓ Polk County Enrollment for May 72 children enrolled, (3) openings at JumpStart
 - ✓ Attended the CEO Directors Meeting May 3, 2016
 - ✓ Teacher appreciation week was May 9, 2016-May13, 2016 where staff was recognized with individualized certificates of appreciation, token gifts and lunch was provided. FACA Conference May 10-12, 2016
 - ✓ Fire Drill was held May 10, 2016 all staff and children exited classrooms with no concerns and under a minute.
 - ✓ ELC 2016-2017 application renewal in process for School Readiness & VPK
 - ✓ Reviewed 2016 COLA budget for submission to OHS
 - ✓ Participated in the agencies Annual Staff Appreciation May 27, 2016
 - ✓ 2016-2017 contract review for provider & partnership contracts are underway
 - ✓ PROMISv12 program updated and training is underway for staff
 - ✓ Polk County is preparing to serve over 2000 meals this year in the Summer Feeding Program
 - ✓ (2) FCDC Fatherhood Initiative Program Dad’s received their CDL and obtained employment opportunities.
 - ✓ Parent conferences were held during the Month of May
 - ✓ End of Year surveys were given out to all parents regarding services received this program year; results forthcoming
 - ✓ Classroom Observations were done completed 5/23 & 5/26 by Mental Health Provider
 - ✓ Performance Evaluations for all staff underway
 - ✓ Coordinated & facilitated weekly Program Directors Management Meetings to obtain updates on the following:
 - Planning Center Activities and In-service Dates 2016-2017
 - End of Year Program Planning
 - TSG end of year
 - Recruitment EH, SR & VPK
 - ✓ Parent meeting held 5/17/16 discussions included but not limited to the following:
 - Maintaining ADA 85%
 - Transition Planning from EHS to SR, VPK and/or HS
 - 2016-2017 Recruitment & Enrollment
- **Record Keeping & Reporting**
 - ✓ Reports were received from the Program Operations staff via monthly narratives, statistical reports, PROMIS reports, and cluster disability reports.
 - ✓ Continue to work with the Operations Director of St. Lucie County, Finance Director, and Deputy Director on the budget to ensure compliance of budget allocations.
- **Human Resources**
 - ✓ Facility Specialist terminated
 - ✓ Working closely with HR to address Polk Counties hiring needs
- **Facilities**
 - ✓ Facility Semi-Annual Inspection Completed
 - ✓ Daily inspections were completed throughout the month

- ✓ Monthly pest control was performed
- ✓ Grounds were maintained
- **Health & Safety**
 - ✓ Health & Safety Manager distributed cleaning supplies, diapers, and other classroom materials to all classrooms throughout the month.
 - ✓ HSM monitored immunizations& physicals and sent letters to all parents
- **Monitoring**
 - ✓ CM completed monitoring at Jumpstart & FCDC
 - ✓ Mental Health Specialist conducted classroom observations in May
 - ✓ ECEC monitored classrooms in the month of May
- **Fiscal**
 - ✓ The program generated non-federal (In-Kind) during the month of May that included volunteering from parents, professionals and various donations.
 - ✓ Managed and timely submitted all financial invoices, requisitions, and payroll
- **IT Support Services**
 - Communicated and collaborated with IT support staff to address any technical issues
- **Family and Community Partnerships**
 - ✓ The Family Services Division is currently recruiting birth 0-5 children throughout Polk County
 - ✓ The Family Support Services Coordinator continues to certify and process intake applications, enrollments, recruit and update the wait list.
 - ✓ Family Services staff was consistent with communicating with parents via newsletters, phone calls, home-visits, and face to face meetings about attendance
 - ✓ Family Services Staff is planning a community service Health & Wellness Recruitment event June 18, 2016.
- **Nurturing Fatherhood Program**
 - Fatherhood meeting held the month of May 24, 2016 planning for End of Year Picnic
- **Community Relations/Collaborations:** n/a
- **Early Childhood & Health Services**
 - ✓ Early Childhood Education Manager provided T/TA at JumpStart & FCDC
 - ✓ ECEC participated in "Preparing for AP3 Deadline" webinar on 5/11/16
 - ✓ ECEC Participated in "Cuddling, Consciousness, Cognition: Significance of Emotional Engagement on Development and Learning" webinar on 5/25/16
 - ✓ ECEC completed Pre-K CLASS Observer certification
- **UPCOMING EVENTS**
 - ✓ Father Initiative meeting - 6/17/2016
 - ✓ Parent Meeting guest CSBG (CDA & GED) - 6/21/16
 - ✓ Policy Committee Meeting - 6/22/2016
 - ✓ Agency Picnic in Clewiston - 6/25/2016
 - ✓ June Center Activity - 6/28/16
 - ✓ End of Year Program & Alumni Picnic - 6/29/16
 - ✓ EHS Last Day of School - 6/30/2016
 - ✓ Polk County Summer Feeding Program Begin - 6/13/2016
- **Deficient Area (s):** n/a
- **Proposed Strategy to Correct Deficiency/(ies):** n/a
- **Special Accomplishments:** n/a
- **Board Related Activities:** n/a
- **Special Projects:** n/a
- **Critical Concerns/Challenges:** n/a

Upcoming Meetings:

- CEO Directors Meeting - June 14, 2016
- RIVHSA's 2016 Leadership Summit - June 13- 16, 2016
- Policy Council Meeting - June 22, 2016
- Board of Directors Meeting & Annual Picnic – June 25, 2016

COMMUNITY & ECONOMIC DEVELOPMENT SERVICES DIVISION

Deputy Director

- 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.
- Continued preparing for HUD Housing Counseling monitoring.
- Continued preparing for CCAP examination in June. **(Goal 1 Objective: Develop a better educated and more highly skilled workforce.)**
- Received and reviewed Commission on Independent Education (CIE) order renewing ATEC license for Home Health Aide.
- Prepared slide presentation on “ROMA for Boards” for FACA Conference. **(Goal 3.2 Objective: Partner on collaborative projects with other agencies.)**
- Finalized and submitted HUD Final Invoice and Report.
- Made minor revisions to DOE Grant Application. **(Goal 3 Objective: Apply for grants in a timely manner when money is available.)**
- Reviewed and/or signed off on \$166,518 in Voucher/Check Requests including: \$71,898 in LIHEAP Crisis Energy and \$79,743 in LIHEAP Home Energy Assistance.
- Accepted proclamations for Community Action Month from two (2) local governments. **(Goal 3.2 Objective: Partner on collaborative projects with other agencies.)**
- Prepared slide presentation for Employee Appreciation. **(Goal 2 Objective: Provide individual opportunities for creativity.)**
- Prepared grant application for Homeless Veteran’s grant through the Highlands County Coalition for Homeless (HCCH). **(Goal 3 Objective: Apply for grants in a timely manner when money is available.)**
- Worked on CSBG Modification. **(Goal 3 Objective: Apply for grants in a timely manner when money is available.)**
- Prepared LIHEAP Subgrant contracts. **(Goal 3.2 Objective: Partner on collaborative projects with other agencies.)**

LIHEAP/Community Services Department Director

- Senior Directors Meeting on May 3, 2016 at the Corporate Office in Lake Alfred. **(Goal 1 Objective: Provide professional development activities for staff.)**
- HUD (Financial) Monitoring visit on May 6, 2016.
- FCDP Advisory Council Meeting in Winter Garden on May 10, 2016. **(Goal 3 Objective: Partner on collaborative projects with other entities.)**
- SRAC (Southern Region Advisory Council) Annual Family Day Picnic location review in Clewiston on May 12, 2016.
- CDS (Computer Data Services) official start date on May 16, 2016.
- Southern Region Advisory Council Meeting on May 17, 2016 in Lake Placid.
- Attended Florida Power & Light (FPL) Annual Recognition Luncheon on May 18, 2016 in Port St. Lucie. **(Goal 3 Objective: Partner on collaborative projects with other entities.)**
- ENERGY FAIR in Sebring (Highlands County) on May 19, 2016 at the Boys and Girls Club. **(Goal 3 Objective: Partner on collaborative projects with other entities.)**
- SCC (Senior Connection Center) Project Director’s Conference Call on May 23, 2016.
- Attended Staff Appreciation on May 27, 2016 in Fort Pierce.
- Met with City Manager on May 31, 2016 in reference to Polk County ENERGY FAIR location

CSBG/Economic Development Department Director

- FACA Conference and facilitated training sessions for FACA. **(Goal 1 Objective: Provide more professional development opportunities.)**

- Traveled to the City of Clewiston to receive the Community Action month Proclamation (Goal 3 Objective: Partner on collaborative projects with other entities.)
- Senior Director's Meeting . Goal 1 Objective: Provide more professional development opportunities)
- Staff Appreciation. (Goal 1 Objective: Provide more professional development opportunities.)
- City of Lakeland, to receive the Community Action Month Proclamation. (Goal 3 Objective: Partner on collaborative projects with other entities)
- Hendry and Glades County to meet with local community partners. (Goal 3 Objective: Partner on collaborative projects with other entities.)
- ATEC Advisory Council Meeting. (Goal 3 Objective: Partner on collaborative projects with other entities.)
- HCCH, ESG Grant participation. (Goal 3 Objective: Partner on collaborative projects with other entities.)

COLLABORATIONS

Deputy Director

- Continued working with FACA to prepare "ROMA for Boards" training at annual conference. (Goal 3 Objective: Partner on collaborative projects with other entities.)

LIHEAP/Community Services Department Director

- Homeless Coalition of Polk County (Goal 3 Objective: Partner on collaborative projects with other entities.)
- Peace River (Goal 3 Objective: Partner on collaborative projects with other entities.)
- Tri-County Services (Goal 3 Objective: Partner on collaborative projects with other entities.)
- "B" Street Community Center (Goal 3: Objective: Partner on collaborative projects with other entities.)
- Greater Faith Christian Center (Goal 3: Objective: Partner on collaborative projects with other entities.)
- Early Learning Coalition (Goal 3: Objective: Partner on collaborative projects with other entities.)
- Office of Economic Self-Sufficiency Goal 3: Objective: Partner on collaborative projects with other entities.

CSBG/Economic Development Department Director

- City of Lakeland, to receive the Community Action Month Proclamation. (Goal 3 Objective: Partner on collaborative projects with other entities.)
- Hendry and Glades County to meet with local community partners. (Goal 3 Objective: Partner on collaborative projects with other entities.)
- ATEC Advisory Council Meeting. (Goal 3 Objective: Partner on collaborative projects with other entities.)
- HCCH, ESG Grant participation. (Goal 3 Objective: Partner on collaborative projects with other entities.)
- FACA Conference and facilitated training sessions for FACA. (Goal 1 Objective: Provide more professional development opportunities.)
- City of Clewiston To receive the Community Action month Proclamation. (Goal 3 Objective: Partner on collaborative projects with other entities.)

CONCERNS/CHALLENGES AND RESPONSE

Deputy Director

Concern: Preparing for Housing Counseling monitoring.
 Response: Finalized PAR's and financial documentation.
 Results: No findings or recommendations. Waiting for final report.

LIHEAP/Community Services Department Director

Nothing to report at this time.

CSBG/Economic Development Department Director

Nothing to report at this time.

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 Department Director

Nothing to report at this time.

SPECIAL ACCOMPLISHMENTS

(Success beyond designated job duties)

Deputy Director

- Continued with set up and implementation of CM 20/20 as replacement for CM Tools.

LIHEAP/Community Services Department Director

- Facilitated (6) LIHEAP Service Events for the month of March in ST. LUCIE and POLK Counties.

CSBG/Economic Development Director

Nothing to report at this time.

BOARD RELATED ACTIVITIES

Deputy Director

- Nothing to report at this time.

LIHEAP/Community Services Department Director

- Met with Hendry County Board Member to review location for Annual Family Day Picnic to be held in Clewiston on June 25, 2016.

CSBG/Economic Development Director

Nothing to report at this time.

SPECIAL PROJECTS

Deputy Director

- Continued preparing for CCAP certification test.
- Finalized slide presentation for "ROMA for Boards" and presented workshop at FACA Annual Conference.
- Finalized slide presentation for "Staff Appreciation".

LIHEAP/Community Services Department Director

- Guest Speaker at the FPL (Florida Power & Light) Annual Recognition Luncheon in Port St. Lucie on May 18, 2016.

CSBG/Economic Development Director

Nothing to report at this time.

MEETINGS/WORKSHOPS/TRAINING/CONFERENCES, ETC. ATTENDED during reporting period (all staff)

Deputy Director

- Attended Senior Staff meeting on May 3, 2016.

LIHEAP/Community Services Department Director

- Senior Directors Meeting on May 3, 2016 at the Corporate Office in Lake Alfred.
- FCDP Advisory Council Meeting in Winter Garden on May 10, 2016.
- SRAC (Southern Region Advisory Council Meeting in Lake Placid on May 17, 2016.
- Senior Connection Center (SCC) EHEAP Project Directors Conference Call on May 23, 2016.
- Staff Appreciation on May 27, 2016 in Fort Pierce.
- Met with City Manager, Deric Feacher on May 31, 2016 in reference to upcoming ENERGY FAIR in Polk County. Tentatively scheduled for August 10, 2016.

CSBG/Economic Development Department Director

- Attended Senior Staff meeting on May 3, 2016.
- FACA Annual Conference in Orlando.

WORKSHOPS/TRAINING/CONFERENCES, ETC. SCHEDULED for month following reporting period (all staff)

Deputy Director

- Senior Staff meeting in Corporate Office on June 14, 2016.
- CAPLaw Annual Conference – June 21-24, 2016 in Fort Lauderdale.
- ALPI Board of Directors meeting and agency picnic..

LIHEAP/Community Services Department Director

- Senior Directors Meeting on June 14, 2016 at Corporate Office in Lake Alfred.
- ENERGY FAIR scheduled in Bartow (POLK County) on June 15, 2016 at the Polk Street Community Center.
- SCC b(Senior Connection Center) Project Directors Conference Call on June 20, 2016.
- Board of Directors Meeting on June 25, 2016 in Clewiston
- Annual Family Day Picnic on June 25, 2016 in Clewiston

CSBG/Economic Development Department Director

- DEO State Wide Training, Tampa, FL
- CCAP Study & CCAP Exam, Orlando and Tallahassee, FL
- FACA Board Meeting, Tallahassee, FL
- CAPLaw Conference, Fort Lauderdale, FL
- Board Meeting and Annual Picnic, Clewiston, FL
- Senior Staff meeting in Corporate Office on June 14, 2016.

MAJOR GRANT EXPENDITURE SUMMARIES

Low Income Home Energy Assistance Program (03/01/15 thru 02/29/16)

Total Funding = \$4,555,571

Pro-Rated Funding (thru 03/31/16) = \$4,555,571 (100.0%)

Expended (as of 03/31/16) = \$4,555,571 (100% of Total Funding)

Crisis Energy = \$1,599,315 out of \$1,599,315 (100% of "Crisis" allocation.)

Home Energy = \$1,939,990 out of \$1,939,990 (100% of "Home Energy" allocation)

Performance: All funds were expended.

Low Income Home Energy Assistance Program (03/01/16 thru 03/31/17)

Total Funding = \$4,258,448

Pro-Rated Funding (thru 05/31/16) = \$982,719 (23.1%)

Expended (as of 05/31/16) = \$281,542 (6.6% of Total Funding)

Crisis Energy = \$93,182 out of \$2,162,227 (4.3% of "Crisis" allocation.)

Home Energy = \$74,634 out of \$1,064,612 (7.00% of "Home Energy" allocation)

Performance: The LIHEAP Grant normally shows a slow initial expenditure due to delays in receipt of contract and closing out of previous grant.. By October, approximately 50% of the grant should be expended. Staff will watch carefully and accelerate expenditures if necessary.

Emergency Home Energy Assistance Program (04/01/15 thru 03/31/16)

Total Funding = \$114,623

Pro-Rated Funding (as of 03/31/16) = \$114,623 (100.0%)

Expended (as of 05/31/16) = \$114,623 (100.0%)

Direct Services = \$95,496 out of \$95,496 (100.0%)

Performance: All funds were expended.

Emergency Home Energy Assistance Program (04/01/16 thru 03/31/17)

Total Funding = \$114,623

Pro-Rated Funding (as of 05/31/16) = \$19,104 (16.7%)
Expended (as of 05/31/16) = \$19,417 (16.9%)
Direct Services = \$16,844 out of \$92,948 (18.1%)
Performance: Expenditures are "on track" ..

Florida Non-Profit Housing (07/01/15 thru 06/30/16)

Total Funding = \$47,053
Pro-Rated Funding (as of 04/30/16) = \$39,211 (83.3%)
Expended (as of 04/30/16) = \$30,336 (64.5% of total funding)
Direct Services = \$27,491 of \$42,775 (64.3% of allocation)
Performance: Currently services are below expectations. This was primarily due to a focus on expending the DOE/EA Funding; however, during May, staff have increased outreach with the goal of expending the balance by June, 2016.

Florida Department of Education/Emergency Assistance (07/01/15 thru 06/30/16)

Total Funding = \$60,000
Pro-Rated Funding (as of 05/31/16) = \$55,000 (91.7%)
Expended (as of 05/31/16) = \$49,327 (82.2%)
Direct Services = \$28,803 of \$31,200 (92.3% of allocation)
Performance: Overall expenditures are below target; however, services are "on track" The reason for the underexpenditure is primarily due to reporting. The contract is expected to be expensed out as of June, 2016.

Community Services Block Grant (10/01/15 thru 09/30/16)

Total Funding = \$1,284,681.
Pro-Rated Funding (as of 05/31/16) = \$856,454 (66.7%)
Expended (as of 05/31/16) = \$697,785 (54.3%)
Family Self-Sufficiency Direct Expenditures = \$126,367 out of \$247,500 for 51.1% of allocation.
Emergency Assistance = \$30,659 out of \$57,000 for 53.8% of allocation.
Performance: The underexpenditure is a direct result of a late modification that is pending final approval by DEO. The Modification increases the overall grant by \$174,654 to the above amount. Due to the lateness in issuing the modification, the funder (DEO) has extended the contract through December, 2016. However, with the addition of the summer youth and feeding program, it is anticipated that all funds will be expended by the end of the original contract.

MAJOR OUTCOMES – Division Programs Only

ROMA Family Goals 1 and 6
(07/01/15 through 05/31/16)

NPI	Description	CSBG/LIHEAP/EHEAP Clients		DOE/FNPH Clients TOTAL	
		Seeking	Completing	Plan	Actual
1.1	Unemployed and obtained a job	55	45	n/a	n/a
	Employed and maintained a job for at least 90 days	40	18	n/a	n/a
	Employed and obtained an increase in employment income and/or benefits	26	21	n/a	n/a
1.2	Obtained skills/competencies required for employment	37	26	n/a	n/a
	Completed ABE/GED and received certificate	3	2	n/a	n/a
	Completed post-secondary education program and obtained certificate or diploma	47	13	n/a	n/a
	Enrolled children in before or after school programs	23	21	n/a	n/a
	Obtained access to reliable transportation and/or driver's license	3	2	194	194
	Obtained safe and affordable housing	27	22	n/a	n/a
	Obtained food assistance	18	17	133	133
6.1	Independent Living for Senior Citizens (55 or older)	30	30	n/a	n/a
	Independent Living for Individuals with Disabilities	49	49	n/a	n/a
6.2	Received Home Energy Assistance other than LIHEAP	69	69	82	82
	Received rental assistance	54	54	64	64
	Received LIHEAP/EHEAP Crisis	15,773	15,037	n/a	n/a
	Received LIHEAP Home Energy	13,258	13,024	n/a	n/a
	Received Emergency Food Assistance	5	5	n/a	n/a
	Received Water Bill/Utilities Assistance	3	3	34	34

* = Includes payments to Subrecipients performing direct case management services

SERVICE DELIVERY BY COUNTY – Division Programs								
Units of Service, By County (07/01/15 through 04/30/16)								
County	LIHEAP/EHEAP Only*		CSBG Only*		DOE/FNPH Only		Totals	
	Units of Service	Total Expended*	Units of Service	Total Expended*	Units of Service	Total Expended	Units of Service	Total Expended
Charlotte	n/a	n/a	n/a	n/a	1	\$100.00	1	\$100.00
Collier	452	\$127,288	0	\$0	44	\$8005.28	496	\$135,293.28
Dade	n/a	n/a	n/a	n/a	11	\$1,100.00	11	\$1,100.00
DeSoto	n/a	n/a	n/a	n/a	8	\$600.00	8	\$600.00
Glades	77	\$27,494	14	\$9,804	2	\$200.00	93	\$37,498.00
Hardee	n/a	n/a	n/a	n/a	21	\$1,800.00	21	\$1,800.00
Hendry	180	\$55,530	60	\$15,009	16	\$1,976.29	256	\$72,515.29
Highlands	802	\$253,345	131	\$58,517	26	\$2,003.73	959	\$314,165.73
Hillsborough	n/a	n/a	n/a	n/a	97	\$12,108.66	97	\$12,108.676
Lake	n/a	n/a	n/a	n/a	22	\$1,525.05	22	\$1,525.05
Lee	n/a	n/a	n/a	n/a	2	\$200.00	2	\$200.00
Manatee	n/a	n/a	n/a	n/a	11	\$1,100.00	11	\$1,100.00
Martin	394	\$94,706	n/a	n/a	n/a	n/a	394	\$93,976.00
Okeechobee	n/a	n/a	n/a	n/a	2	\$100.00	2	\$100.00
Orange	n/a	n/a	n/a	n/a	15	\$1,250.00	15	\$1,250.00
Osceola	n/a	n/a	n/a	n/a	9	\$900.00	9	\$900.00
Palm Beach	n/a	n/a	n/a	n/a	10	\$1,000.00	10	\$1,000.00
Polk	5,555	\$1,772,857	191	\$71,387	148	\$18,299.25	5,894	\$1,862,543.25
Putnam	n/a	n/a	n/a	n/a	16	\$1,836.00	16	\$1,836.00
St. Lucie	2,281	\$772,662	n/a	n/a	n/a	n/a	2,281	\$772,662.00
Volusia	n/a	n/a	n/a	n/a	49	\$7,970.15	49	\$7,970.15
TOTAL	9,741	\$3,104,182	396	\$154,717	510	\$62,073.46	10,647	\$3,320,973.46

HUMAN RESOURCES

A SUMMARY OF HUMAN RESOURCES DEPARTMENT MAJOR ACTIVITIES

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, along with CEO, Deputy Director Economic Development, CSBG Director and Staff and Early Head Start Director attended the Florida Community Action Conference in Orlando on May 10th – May 12, 2016. ALPI also had Board and Regional Advisory Council members in attendance. Good conference!

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

- 2.1 Provide individual opportunities for creativity
The Staff Appreciation was held on Friday, May 27, 2016 in Ft. Pierce. The event was a great success. The committee that consisted of maintenance workers, secretaries, food service staff, managers and directors were absolutely awesome!! The group worked so well together to make this event super special. They are extremely creative. Special thanks to them all.
- 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.

There were no promotions this month. However, we will have several of our 10 month staff that would have been laid-off will have an opportunity to work in our CAT and summer feeding program during the summer.

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
- Human Resources Director was selected as speaker at the Polk State College graduation and was recognized as the 2016 Distinguished Alumnus Award for Exemplary Achievements
- Human Resources Director attended the following meetings: Girls Inc. Board of Directors, City Commissioners, and NAACP meetings during the month

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

- (3) Teacher Assistant – Ft. Pierce
- (3) Teacher – Ft. Pierce
- 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 partners:

- (1) Facility Specialist – Frostproof
- (1) Teacher Assistant – Ft. Pierce
- (1) Teacher- Ft. Pierce
- (1) CAT Program – Recreation Instructor

DAILY ACTIVITIES:

- Spoke at Polk State College Graduation on May 5, 2016
- Attended FACA – conference May 10th – May 12, 2016 in Orlando
- Provided updated information to CEO and Directors regarding the new rule on exempt employees
- Facilitated ERAC council meeting – May 16, 2016

- Met with Deputy Director of Child Development and Program Directors several times during the month on staff issues and policy revisions
- Met with CSBG Director and staff regarding an unresolved issue
- Provided assistance for Head Start Federal Review on May 8th
- Making revision to Policies and Procedures and job descriptions as recommended Michael Malfitano, Attorney with Constangy, Brooks, and Smith
- Completed monthly sick leave/leave without pay tracking form and provided them to Center Manager and Directors
- Attended the FACA conference
- Attended the Girls Inc. Executive and Board meetings
- Attended the Girls Inc. "She Know Where She's Going Luncheon
- Attended NAACP executive and regular committee meetings
- Facilitated the Staff Appreciation program
- Attended the First Baptist Scholarship Banquet
- Employee Handbook – ongoing (answering of questions)
- Retirement Plan Booklet – ongoing review
- Working with VOYA representatives to correct audit deficiencies
- Policy No# 312 Background Screening is being reviewed under Volunteers - still pending
- 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 – none
- EEOC Claim – (0) all cases closed
- FMLA – processing request – Ongoing
- Unemployment Compensation Claims – none
- Grievances and employee concerns – (0)
- Liability Insurance and Loss Control – Ongoing
- 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	2
Child Accidents	1
Resignations	0
Involuntary Terminations	3
Lay-offs	109
New Hires	4
Transfers/Promotions	0
Temps & Substitutes	0
Unemployment	37
Unemployment Hearings	0
Family Medical Leave	0
Disability Claims	0
Worker Compensation	1
Equal Opportunity Claims_	0

CHALLENGE

- Employee improvement plans: Status: All current
- Bi-Annual Driving Record are not always completed in a timely manner by all departments - Status: 100% completed

- Timely submission of paperwork– PCNs, Hiring Requisitions, Resignation/Termination notices, FMLA request - on-going – Status: 75% Improved
- Ensuring all human resources issues are addressed and are in compliance based on the requirements of the grants/programs – Director needs to do a better job of sharing changes in the grant or laws that affects their grant Status: Improved - on going
Human Resources Director is getting information needed to assist Directors in staying in compliance with their grants
- Supervisors/Directors addressing employee issues/concerns in a timely manner – Status: Turnover rate is high in our Child Development Centers. Recruitment of staff will need to extend past the ft. Pierce area – HR Director will visit additional colleges to establish contacts for posting employment opening and recruitment
- 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: 60 % Improved –

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
- Met with the following Directors several times during the month, CD&FS Deputy Director, Program Directors CSBG, and LIHEAP Director
- Attended Girls Inc. meetings: Executive, Board and committee meetings
- Attended NAACP Executive and Regular meetings

SPECIAL ACCOMPLISHMENTS:

- All job descriptions have been turned in – HR Director and Child Development Division are working on several changed based on the review of the attorney – still pending
- All background screenings are current – 100 % current – We will need to review the new background screening rule for new employees and current employees
- Staff Appreciation great success
- Performance Evaluation training was conducted for all management staff
- Performance Evaluation forms and checklist was sent out in April – Evaluation due to HR Director by July 15, 2016

OPERATIONS & QUALITY CONTROL

DEPARTMENT ACTIVITIES SUMMARY

- **GOVERNANCE**
 - ✓ Facilitated registration & travel arrangements for Board and/or Council participation @ the following meetings/conferences: CAPLAW, FACA, FHSA, RIVHS, and SEACAA
(Goal 3 – Partner w/other Entities for more efficient service delivery)
 - ✓ Facilitated and coordinated Board Meeting
 - Secured meeting venue, hotel accommodations, meals; and distributed board packets.
- **CORPORATE OFFICE**
 - ✓ Continued ongoing support to all divisions/departments via meetings, correspondence, purchasing, & required signatures on grants and contracts.
 - ✓ Coordinated the landscaping of grounds at the corporate office.
 - ✓ Coordinated the bidding process for installation of new air conditioner unit in conference room.
 - ✓ Coordinated the attendance of SEACAA Board Meeting, FACA Conference, & RIVHSA Board Meeting.
(Goal 3 – Partner w/other Entities for more efficient service delivery)
 - ✓ Coordinated and facilitated the transportation for the upcoming Staff Appreciation Luncheon.
 - ✓ Coordinated and facilitated the transportation for the upcoming Annual Family Picnic.

- **CENTRAL REGION ADVISORY COUNCIL**

Facilitated bi-monthly meeting give update on applications received to-date for Arabell Wiggins Scholarship recipients; discussed community involvement with upcoming LIHEAP Energy Fairs, distributed flyer for upcoming Annual Family Picnic for participation; and status report given by Council's Board Representative.

- **LAKEVIEW PARK**

Facilitated the completion of the following projects at the community center in preparation for the Summer Feeding Program: repaired broken windows, corrected areas of concerns via fire inspection (hood exhaust system, occupancy license, and fire decal) and repaired fence.

- **MEETINGS ATTENDED**

Senior Directors' Meeting	May 3, 2016
CRAC Meeting	May 11, 2016
Staff Appreciation	May 27, 2016

- **UPCOMING EVENTS**

Senior Directors' Meeting	June 14, 2016
Jamestown Community Heritage Day	June 18, 2016
Executive/Board Committees Meeting	June 24, 2016
Board of Directors/Board Committees Meeting	June 25, 2016
Annual Family Picnic	June 25, 2016

PROGRESS REPORTS

HS/EHS MONTHLY ATTENDANCE

AGRICULTURAL AND LABOR PROGRAM, INC.
FAMILY & COMMUNITY PARTNERSHIPS
ST. LUCIE COUNTY
2015-2016

MONTHLY ATTENDANCE REPORT

HEAD START- MAY 2016 (20 DAYS)

CENTERS	FUNDED ENROLLMENT	ACTUAL ENROLLMENT	CHILDREN PRESENT	ADA FOR MONTH
Queen Townsend II	237	229	3531	77%
ACDFSC	151	150	2359	79%
Lincoln Park	102	101	1554	77%
Garden Terrace	90	90	1504	84%
George W. Truitt	51	51	853	84%
Francina Duval	40	40	638	80%
Learning Tree	20	20	349	87%
TOTALS	691	681	10,788	81%

EARLY HEAD START-MAY 2016 (21 DAYS)

CENTERS	FUNDED ENROLLMENT	ACTUAL ENROLLMENT	CHILDREN PRESENT	ADA FOR MONTH
George W. Truitt	40	40	649	77%
ACDFSC	8	8	136	81%
Loving Care	8	8	129	77%
Sunrise	8	8	137 (20 days)	86%
TOTALS	64	64	1,051	80%

Family & Community Partnerships Manager

Donita Brunson

AGRICULTURAL AND LABOR PROGRAM, INC.
FAMILY & COMMUNITY PARTNERSHIPS
POLK COUNTY
2015-2016

MONTHLY ATTENDANCE REPORT

EARLY HEAD START: MAY 2016 (20 DAYS)

CENTERS	FUNDED ENROLLMENT	ACTUAL ENROLLMENT	CHILDREN PRESENT	ADA FOR MONTH
FROSTPROOF	56	53	893	84%
JUMPSTART	20	19	323	85%
TOTALS	76	72	1,216	85%

Donita Brunson

Family & Community Partnerships Manager

HS/EHS ENROLLMENT REPORT



End-Of-Month Enrollment - May 2016

Total

<i>Total Reported Enrollment</i>	<i>Total Funded Enrollment</i>	<i>Status</i>
817	831	Reported

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	May 27, 2016	Yes	681	691	Reported
Initially Reported:	On 06/07/2016 by Donita Brunson					
Last Updated:	On 06/07/2016 11:32:28 AM, EST by Donita Brunson					
Grantee Comments:	Due to less than 60 days remaining in the calendar year children were not replaced that dropped from the program.					

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	May 31, 2016	Yes	136	140	Reported
Initially Reported:	On 06/07/2016 by Donita Brunson					
Last Updated:	On 06/07/2016 11:32:28 AM, EST by Donita Brunson					
Grantee Comments:	Due to less than 60 days remaining in the calendar year children were not replaced that dropped from the program.					

HS/EHS STATISTICAL REPORT

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

REPORT FOR THE MONTH OF: May, 2016	
CENTER: All centers combined – St. Lucie	DATE: 6/3/16

ERSEA	THIS MONTH	TO DATE	4 YEARS		
			EHS	3 YEARS	4 YEARS
1. Enrollment					
a. The number of EHS and HS Children served (As of 9/1).	0	856	0	0	0
b. Of the number of HS children in A1, the number in the VPK program.	0	465	0	0	0
c. Of the number of EHS and HS Children in A1, the number enrolled for a second year.	0	282	0	0	0
2. Of the number of HS Children eligible for kindergarten					
3. Dropouts					
a. Number of EHS and HS children who have dropped	0	118	2	5	7
b. Of the number in B1, the number who dropped prior to 45 days of attendance.	0	0	0	0	0
4. Attendance/ADA					

SERVICE DELIVERY	EHS	HS	THIS MONTH	TO DATE
A. Family and Community Engagement				
1. Total number of Head Start Families	0	0	0	796
a. Of these, the number of two parent families	0	0	0	195
b. Of these, the number of single parent families	0	0	0	601
c. Of these, the number of families receiving assistance under TANF Program	0	0	0	72
d. Of these, the number of families receiving Supplemental Security Income (SSI)	0	0	0	94
e. Of these, the number of families over income	0	0	0	13
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	0	74
b. Housing assistance such as subsidies, utilities, repairs, etc.	0	0	0	32
c. Counseling or mental health services	1	2	3	38
d. Education/Literacy/English as a Second Language	0	1	1	56
e. Adult education such as GED program and college education	1	1	2	157
f. Job Training	3	2	5	216
g. Substance abuse prevention or treatment	0	0	0	112
h. Child Abuse and Neglect Services/Training	0	0	0	38
i. Domestic violence services	0	0	0	5
j. Child support assistance	0	0	0	2
k. Health education	2	10	12	419
l. Assistance to families of incarcerated individuals	0	0	0	6
m. Parent Education	2	21	23	979
n. Marriage education	0	0	0	3

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

SERVICE DELIVERY cont'd	EHS	HS	THIS MONTH	TO DATE
B. Early Childhood Development and Health Services				
1. Number of EHS and HS Children who have completed the following screenings:				
a. Height	0	0	0	840
b. Weight	0	0	0	840
c. Vision	0	0	0	817
d. Hearing	0	0	0	814
e. Speech/Language	0	0	0	556
f. Behavioral	0	0	0	1047
g. Developmental	0	0	0	579
h. Blood Pressure	0	0	0	798
i. Hemoglobin	0	0	0	809
j. Lead	0	0	0	806
2. Of the number in B1, the number referred for follow up or diagnosed as needing treatment	0	0	0	1
3. Of the number referred in B2, the number who have completed follow up or received treatment	0	0	0	1
4. The number of EHS and HS children receiving or received treatment for the following:				
a. Anemia	0	0	0	103
b. Asthma	0	0	0	133
c. Hearing Difficulties	0	0	0	1
d. Overweight	0	0	0	32
e. Vision Problems	0	0	0	10
5. Number of EHS and HS children enrolled in Medicaid	0	0	0	697
6. Number of EHS and HS children with private insurance	0	0	0	18
7. Number of EHS and HS children with "Medical Home"	0	0	0	842
8. Number of EHS and HS children who have completed a professional dental examination	0	0	0	797
9. Of the children in B8, the number of children diagnosed as needing treatment	0	0	0	92
10. Of the children diagnosed in B9, the number of children who received or are receiving treatment	0	0	0	32
11. Of the children examined in B8, the number of children who received preventive (care X-ray Cleaning Only)	0	0	0	0
12. Number of EHS and HS children with up-to-date immunizations	0	0	0	379
13. Number of EHS and HS children with complete immunizations	0	0	0	459
14. Number of EHS and HS children with current physicals	0	0	0	843
15. Number of EHS and HS children receiving WIC services	0	0	0	532
16. Number of EHS and HS children receiving meals via Child Care Food Program	0	0	0	0
17. Number of teacher and caregivers home visits completed (1 st)	0	0	0	693
18. Number of teacher and caregivers home visits completed (2 nd)	0	0	0	693
19. Number of parent/teacher/ caregivers conferences completed	0	0	0	0
20. Number of EHS/HS with baseline assessments completed	0	0	0	48
21. Number of EHS/HS with mid-year assessments completed	0	0	0	139
22. Number of EHS/HS with final assessments completed	0	0	0	0

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

SERVICE DELIVERY cont'd	EHS	HS	THIS MONTH	TO DATE
C. Mental Health and Disabilities				
1. Number of EHS and HS children with a diagnosed disability	0	0	0	87
2. Of the EHS and HS children in E1 with a diagnosed disability, the number with an IEP or IFSP	0	0	0	87
232.87 Of the EHS and HS children in E1 with a diagnosed disability, the number determined by LEA or Part C	0	0	0	87
4. Number of EHS and HS children with suspected disabilities	0	0	0	75
5. Number of referred EHS and HS children awaiting testing or staffing	0	0	0	75
6. Number of EHS and HS children referred for mental health services outside of the program	0	0	0	16
7. Number of EHS and HS children the MH Professional Consultant with staff about child's behavior/mental health	0	0	0	16
8. Of the children in E7, the number the MH Professional 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	27
10. Number of children the MH Professional provided an individual mental health assessment	0	0	0	0
11. Number of children the MH Professional facilitated a referral for mental health services	0	0	0	0
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			0	0
c. Substance abuse prevention			0	8
d. Substance abuse treatment			0	0
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			0	223
2. Number of field trips taken			0	3
Comments:				

SIGNATURE:	<i>Lyndra Conception</i>	JOB TITLE:	Family Support Services Coordinator
		DATE:	6/3/16

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

REPORT FOR THE MONTH OF: May 2016	DATE: 5/31/2016
CENTER: ALPI FROSTPROOF/JUMPSTART Early Head Start	

ERSEA	THIS MONTH	TO DATE
1. Enrollment		
a. The number of EHS and HS Children served (As of 9/1).	EHS 76	4 YEARS 0
b. Of the number of HS children in A1, the number in the VPK program.		142
c. Of the number of EHS and HS Children in A1, the number enrolled for a second year.	38	3
2. Of the number of HS Children eligible for kindergarten		
3. Dropouts		
a. Number of EHS and HS children who have dropped		05
b. Of the number in B1, the number who dropped prior to 45 days of attendance.		0
4. Attendance/ADA		

SERVICE DELIVERY	EHS	HS	THIS MONTH	TO DATE
A. Family and Community Engagement				
1. Total number of Head Start Families	50		0	91
a. Of these, the number of two parent families	11		0	21
b. Of these, the number of single parent families	40		0	91
c. Of these, the number of families receiving assistance under TANF Program	1		0	2
d. Of these, the number of families receiving Supplemental Security Income (SSI)	4		0	8
e. Of these, the number of families over income	3		0	3
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	2
b. Housing assistance such as subsidies, utilities, repairs, etc.	03		03	28
c. Counseling or mental health services				
d. Education/Literacy/English as a Second Language				
e. Adult education such as GED program and college education	6		0	7
f. Job Training	3		0	3

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

	EHS	HS	THIS MONTH	TO DATE
g. Substance abuse prevention or treatment				
h. Child Abuse and Neglect Services/Training	1		0	1
i. Domestic violence services				
j. Child support assistance				
k. Health education	1		0	1
l. Assistance to families of incarcerated individuals				
m. Parent Education	1		1	2
n. Marriage education				
SERVICE DELIVERY cont'd	EHS	HS	THIS MONTH	TO DATE
B. Early Childhood Development and Health Services				
1. Number of EHS and HS Children who have completed the following screenings:				
a. Height	105		0	105
b. Weight	105		0	105
c. Vision	83		0	83
d. Hearing			0	83
e. Speech/Language				
f. Behavioral	85		0	85
g. Developmental	68		0	85
h. Blood Pressure	13			13
i. Hemoglobin	68		0	68
j. Lead	60		0	60
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	4		0	4
b. Asthma	11		0	11
c. Hearing Difficulties	0		0	0
d. Overweight	0		0	0
e. Vision Problems	0		0	0
5. Number of EHS and HS children enrolled in Medicaid	112		04-	122
6. Number of EHS and HS children with private insurance				
7. Number of EHS and HS children with "Medical Home"	112		0	122
8. Number of EHS and HS children who have completed a professional dental examination	87		10	108

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

9. Of the children in B8, the number of children diagnosed as needing treatment									
10. Of the children diagnosed in B9, the number of children who received or are receiving treatment									
11. Of the children examined in B8, the number of children who received preventive (care X-ray Cleaning Only)									
12. Number of EHS and HS children with up-to-date immunizations	143						04		179
13. Number of EHS and HS children with complete immunizations									
14. Number of EHS and HS children with current physicals	142						07		182
15. Number of EHS and HS children receiving WIC services	95						00		95
16. Number of EHS and HS children receiving meals via Child Care Food Program	126						53		291
17. Number of teacher and caregivers home visits completed (1 st)	63						0		118
18. Number of teacher and caregivers home visits completed (2 nd)									
19. Number of parent/teacher/ caregivers conferences completed	56						53		109
20. Number of EHS/HS with baseline assessments completed	77						0		77
21. Number of EHS/HS with mid-year assessments completed									
22. Number of EHS/HS with final assessments completed									
SERVICE DELIVERY cont'd						EHS	HS	THIS MONTH	TO DATE
C. Mental Health and Disabilities									
1. Number of EHS and HS children with a diagnosed disability	4							0	4
2. Of the EHS and HS children in E1 with a diagnosed disability, the number with an IEP or IFSP	4							0	4
3. Of the EHS and HS children in E1 with a diagnosed disability, the number determined by LEA or Part C	6							0	6
4. Number of EHS and HS children with suspected disabilities	18							0	18
5. Number of referred EHS and HS children awaiting testing or staffing	15							0	15
6. Number of EHS and HS children referred for mental health services outside of the program									0
7. Number of EHS and HS children the MH Professional Consultant with staff about child's behavior/mental health									0
8. Of the children in E7, the number the MH Professional provided three or more consultations.									0
9. Number of children the MH Professional consulted with the parent about their child's behavior/mental health.									0
10. Number of children the MH Professional provided an individual mental health assessment									0
11. Number of children the MH Professional facilitated a referral for mental health services									0
12. Number of MDT's meetings									0
13. Of the number of MDT meetings, the number of children the team determined to have a disability									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	5
b. Mental health intervention and follow up								0	1
c. Substance abuse prevention								0	1
d. Substance abuse treatment								0	1
e. Prenatal education on fetal development									
f. Information on the benefits of breastfeeding								0	8
E. Transportation									

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

1. Number of children receiving transportation services	N/A	N/A
2. Number of field trips taken	N/A	N/A
<p>Comments: Problems encountered, specific assistance needed (Attach additional pages if necessary)</p>		

SIGNATURE: Christine Wilson	JOB TITLE: CDSM	DATE: 5/31/16
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NON-FEDERAL SHARE
(HS/EHS)

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

MONTH REPORTING: MAY 2016			
PROGRAM TYPE	HEAD START/EARLY HEAD START		
GRANT #	04CH4739		
FAA PERIOD	Beginning	7/1/2015	Ending 6/30/2016

FAA TYPE	REFUNDING	TOTAL
**FAA AWARD	\$ 7,284,907.00	\$ 7,284,907.00
25% MATCH	\$ 1,821,227.00	\$ 1,821,227.00

MONTH TYPE	PLANNED	July	August	September	October	November	December	January	February	March	April	May	June	Y-T-D	BAANCE	%
VOLUNTEERS	\$ 482,505.00	\$ -	\$ 27,796.26	\$ 53,461.59	\$ 64,865.76	\$ 79,838.58	\$ 80,485.91	\$ 63,340.01	\$ 71,450.91	\$ 55,500.00	\$ 73,339.35	\$ 69,149.84		\$ 639,228.21	\$ (196,723.21)	132%
SPACE COST	\$ 602,300.00	\$ 50,248.00	\$ 50,248.00	\$ 50,248.00	\$ 50,248.00	\$ 50,248.00	\$ 50,248.00	\$ 50,248.00	\$ 50,248.00	\$ 50,248.00	\$ 50,248.00	\$ 50,248.00		\$ 552,728.00	\$ 49,572.00	92%
OTHER	\$ 727,422.00	\$ -	\$ 53,220.90	\$ 92,553.56	\$ 106,189.79	\$ 93,547.52	\$ 95,326.54	\$ 79,038.69	\$ 96,182.33	\$ 82,632.90	\$ 98,377.04	\$ 85,227.00		\$ 882,276.27	\$ (154,854.27)	121%
CASH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	0%
TOTAL	\$ 1,812,227.00	\$ 50,248.00	\$ 131,265.16	\$ 196,263.15	\$ 221,283.55	\$ 223,634.10	\$ 226,060.45	\$ 192,626.70	\$ 217,881.24	\$ 188,380.90	\$ 221,964.39	\$ 204,624.84		\$ 2,074,232.5	\$ (262,005.48)	114%

CERTIFICATION	
PROGRAM OPERATIONS DIRECTORS: Myma Rodriguez	DATE 8/6/2016
CERTIFIED BY:	DATE

Comments: Under "OTHER" there is a \$83,946.60 projected reimbursement for VPK for the month of May 2016.

ESTIMATED VOLUNTEER PARTICIPANTS YEAR-TO-DATE

VOLUNTEERS	PVAN	July	August	September	October	November	December	January	February	March	April	May	June	Y-T-D
Parents	831	0	561	563	650	556	595	375	591	735.00	763.00	936.00		6335.00
Professionals	50	0	15	12	10	10	14	10	13	9.00	12.00	7.00		112.00
Hours			1614	3334	4550	4433.5	4426.27	3756	5678.1	5456.53	6038.4	5491.55		44778.35

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

CHILD CARE FOOD INSPECTION REPORT

Name and Address of Site/Facility:
(List complete name)

Alpi Francina Head Start
1035 S. 27th Circle
Ft. Pierce, FL 34950



Child Care Food Program
SITE REVIEW FORM
(FOR DOH USE)

Responsible
Principal(s)/Individual(s):

Elizabeth Youse

Authorization #:

S-501

RPS #: C-3

for C-6

Telephone #:

(772) 466-2631

Refer to Instructions Before Completing the Review.

Type of Site:

CCC
AMP
HCNP
DCH (Tier Level:)

DCF License or Religious
Accreditation Info:

License #: C195L0058
Capacity: 40
Exp. Date: 07/06/2016

Meals Approved to Claim:

B MS L AS S ES

Meal Observed:

B MS L AS S ES

Non-Meal Review

Review Date:

5/25/16

Arrival Time:

2:15 PM

Fiscal Year:

2016

First Claim Review?

RECORD KEEPING/ELIGIBILITY REQUIREMENTS

YES NO N/A

COMMENTS

1. The site has a current license/permit/certificate and operates within its licensed capacity, age limits, and staff/child ratios.	<input checked="" type="checkbox"/>			
2. The site's current license/permit/certificate allows for operation of food service.	<input checked="" type="checkbox"/>			Date of last inspection: 5/24/2016
3. For CCC's the site has an up-to-date and accurate enrollment roster on file at the site, or if sponsored, at the sponsor's office.				} Will check during the Sponsor Review
4. For CCC's completed and correctly approved Free and Reduced-Price applications are on file at the center or, if sponsored, at the sponsor's office.				
5. Current, complete, and accurate Enrollment Forms and Child Participation Forms are on file for every child. (N/A for HCNP and AMP)				
6. Complete and accurate Infant Feeding Forms are on file for each child under the age of 12 months, if applicable.				
7. If a for-profit CCC, the site had the required number of low-income eligible children enrolled to file the test month claim. (See Claim Edit Section)				
8. The site is taking daily attendance and attendance records are accurately maintained for all enrolled children.	<input checked="" type="checkbox"/>			
9. The contractor or provider retains program records, including signed contracts and agreements, for the current fiscal year plus the prior three years (or number of years on program if less than three years).	<input checked="" type="checkbox"/>			
10. The site only claims meals served to children that meet program age requirements.	<input checked="" type="checkbox"/>			
11. If the site receives catered meal service, a current catering contract is on file that meets DOH policies.				} Will check during the Sponsor Review
12. The site followed proper procurement procedures (formal or informal) to secure catered meal service contract.				
13. If the site receives catered meal service and if the initial meal service contract totals \$50,000 or more, the site received prior written approval from DOH before signing the contract.				
14. If the site receives meal service from a caterer, payments to a caterer are made according to the time frame as stated on the caterer's invoice or 5 days after receipt of CCFP reimbursement, whichever occurs sooner.				
15. If an AMP site, the site is correctly qualified using school zone information and offers educational and/or enrichment activities.				

RECORD KEEPING/ELIGIBILITY REQUIREMENTS (cont'd)	YES	NO	N/A	COMMENTS
16. In a Tier I home, the provider only claims their own child(ren) when other children are present, and an eligible Provider Income Statement is on file			✓	
17. In a Tier II home, the provider had the option to collect Tier II Household Income Statements from parents on the sponsor's behalf, or the sponsor offered to collect them.			✓	
18. The contractor has on file a written code of ethical conduct for all employees engaged in procurement of CCFP goods and services.				<i>Will check during the Sponsor Review</i>
PHYSICAL ENVIRONMENT/FOOD AND NUTRITION	YES	NO	N/A	COMMENTS
19. Employees, volunteers, and/or substitutes handling food do not show signs of communicable disease.	✓			
20. Employees, volunteers, substitutes, and children wash their hands properly, frequently, and at appropriate times.	✓			
21. Food is obtained from approved sources that meet federal and state health standards.	✓			
22. Refrigeration units are maintained at 41° F or below and freezers are maintained at 0° F or below.	✓			
23. Cleaning supplies are stored separately from food.	✓			
24. There is no evidence of rodent or insect infestation.	✓			
25. Potentially hazardous foods are maintained, and (if catered), delivered at the proper temperatures.	✓			
26. Prepared food is stored in clean, covered containers that are clearly labeled and marked with date of preparation.	✓			
27. Proper procedures are followed for washing, rinsing, sanitizing utensils, food preparation equipment, and food contact surfaces.	✓			
MEAL OBSERVATION	YES	NO	N/A	COMMENTS
When observing a meal, answer all questions in the following section. If non-meal review, answer questions marked with an asterisk (*) and mark all others "N/A".				
28. Posted Menu: <i>Fruit cocktails & banana bread</i>				Observed Meal: <input checked="" type="checkbox"/> Same as posted menu
29. The observed meal was served at the proper time.	✓			
30. The observed meal corresponds to the posted menu.	✓			
31. The observed meal contains all required components, served in the required quantities. If no, list any missing and/or inadequate components:	✓			
32. The observed meal contains a variety of colors, textures, etc.	✓			
33. If applicable, parent notes and/or medical statements are maintained on file authorizing menu substitutions.*				
34. All meals on the posted menu meet the minimum meal pattern requirements.*	✓			
35. Meals eaten away from the site and claimed for reimbursement adhere to all CCFP meal requirements.*			✓	
36. Ready-to-eat cereal products contain no more than 10 grams of sugar, per serving.*	✓			
37. The site is following CCFP policy pertaining to sweet grain/bread products on the posted menu.*	✓			

Alpi FRANCINA H.S

Authorization #: 5-501

MEAL OBSERVATION (cont'd)	YES	NO	N/A	COMMENTS
38. Juice is served no more than once a day.*	✓			
39. Fresh, frozen, or canned fruits and/or vegetables are being served at least twice a week at breakfast and twice a week at snack.*	✓			
40. Low-fat (1%) and/or fat-free (skim) milk is being served to children age 2 and older.*	✓			
41. If using commercially processed/main dish combination foods, the site is following regulatory guidelines.*	✓			
42. The site follows regulatory requirements for feeding infants.*			✓	
43. An accurate meal count is taken at the point of service and recorded within one hour of meal service for all except DCH providers who must record meals by the end of the day.*	✓			
44. If required, the site records meal counts by name.*			✓	
45. If taking meal counts by name, or by individual classrooms, the site consolidates them on the Monthly Meal Count Record form on a daily basis.*			✓	

TRAINING	YES	NO	N/A	COMMENTS
46. Program staff have been adequately trained on CCFP requirements.	✓			
47. If a sponsored site, the sponsor has provided training on CCFP requirements.			✓	

CIVIL RIGHTS	YES	NO	N/A	COMMENTS
48. The organization allows equal access to its site and provides meals regardless of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.	✓			
49. The organization collects racial/ethnic data for enrolled children at the site annually and keeps this information on file for the required time period.	✓			
50. The organization announces publicly that admission is open to all regardless of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.	✓			
51. The "And Justice For All" non-discrimination poster is posted in a conspicuous place.	✓			New poster provided
52. Informational materials are provided in the appropriate translation concerning the availability and nutritional benefits of the program, if requested.	✓			
53. The organization makes CCFP information available to the public upon request.	✓			
54. The "Building for the Future" parent letter (for sponsored sites) and WIC fliers are conspicuously posted or distributed to parents.	✓			

55. Record meal counts by ethnic and racial categories below:

Ethnicity (Combined ethnicity total should equal the observed meal count **)			Race (Children can be counted in more than one race category; combined race total can be more than combined ethnicity total but cannot be less)					
HISPANIC OR LATINO	NOT HISPANIC OR LATINO	ETHNICITY TOTAL =	AMERICAN INDIAN or ALASKAN NATIVE	WHITE	BLACK or AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER	RACE TOTAL =
7	21	28		7	21			28

56. If any civil rights problems are identified in questions #48-55 above, please provide an explanation in the Review Summary.

SPONSORED SITE REQUIREMENTS	YES	NO	N/A	COMMENTS
68. The sponsor monitor displays photo identification.			✓	
69. The sponsor responds to facility requests within two working days.			✓	
70. The sponsor does not use gifts or incentives to recruit or retain facilities.			✓	
71. All site reviews conducted by sponsor are unannounced (excluding the one allowed day care home non-meal review per FY).			✓	
72. The sponsor monitor conducted the review in a fair and unbiased manner.			✓	
73. The sponsor monitor demonstrated knowledge of program rules and regulations.			✓	
74. If required, the sponsor monitor issued a Disallowance and/or, if applicable, a Notice of Serious Deficiency (NSD).			✓	
75. If applicable, the sponsor monitor required the site representative/provider to complete a Corrective Action Plan (CAP).			✓	

MONITORING REVIEW SUMMARY	YES	NO	N/A	COMMENTS
76. The institution has substantially implemented and maintained corrective action for any deficiencies identified during previous reviews. If 'No' is marked, the Program Specialist may need to recommend that the contractor receive a Warning Letter, Serious Deficiency, or Propose to Terminate Letter.			✓	
77. Is a disallowance required?		✓		
78. Was a difference identified in question #60 for the test month claim review?		✓		} Will verify during the Sponsor Review
79. If #78 is yes, is there a revision disregard? Amount \$ _____ Note: Amount must be ≤ \$200.			✓	
80. Is a revised claim required? Which month(s) _____			✓	
81. Is a Corrective Action Plan (CAP) required? Due Date: _____		✓		
82. Is a Follow-Up Review required?		✓		
83. Is an ADR (Additional Documentation Required) necessary?		✓		
84. Is a Warning Letter necessary?		✓		
85. Is a Notice of Serious Deficiency recommended?		✓		
86. Is the contractor required to attend a Monthly Record Keeping Review class provided by DOH or training by the Sponsor?		✓		

ITEM #	REVIEW SUMMARY
	No deficiencies noted

Alpi Francina H.S

Authorization #: 5-501

ITEM #	REVIEW SUMMARY (cont'd)

Reviewer must receive a Corrective Action Plan addressing any deficiencies identified above by close of business on the CAP Due Date.

(Signature) [Signature] / [Signature] (Print Name) [Signature] Date 5-25-16
 (Signature) [Signature] / [Signature] DOH Representative(s) (Print Name) Julio Prieta Date* 5/25/2016 Departure Time _____

For Program Specialist Use:

* As of this date, is review closed? Yes No

For DOH Use:

Second Party Check: Regional Supervisor _____ Date: _____

Name and Address of Center:
Francine Duval HS

**Child Care Food Program
SITE REVIEW FORM**
(For Use by Sponsors of Affiliated
and Unaffiliated Centers)

Name of Sponsoring Organization:
CLPI

Required Visit: (circle one)
1 2 3 F/U

Reviewer's Name:
Hilda Walker

Refer to Instructions Before Completing the Review

DCF License #/Religious Accreditation Info: 19SL0058	Exp. Date 7/14/16	Capacity 40	Enrollment	Date of Review 5/25/2016	Arrival Time 8 AM	Departure Time
Meals Approved to Claim: <input checked="" type="checkbox"/> B <input checked="" type="checkbox"/> MS <input checked="" type="checkbox"/> L <input checked="" type="checkbox"/> AS <input type="checkbox"/> S <input type="checkbox"/> ES	Meal Observed: <input checked="" type="checkbox"/> B <input checked="" type="checkbox"/> MS <input checked="" type="checkbox"/> L <input checked="" type="checkbox"/> AS <input type="checkbox"/> S <input type="checkbox"/> ES <input type="checkbox"/> Non-Meal Review (U's only)			Date of Last Site Review: 2/10/2016 Date of Last F/U Review: N/A CAP Required Yes ___ No <input checked="" type="checkbox"/> Failed 5-Day Test Yes ___ No <input checked="" type="checkbox"/>		

RECORD KEEPING/ELIGIBILITY REQUIREMENTS	YES	NO	N/A	COMMENTS
1. The center has a current license and operates within its licensed capacity, age limits, and staff/child ratios.	✓			
2. The center has a current license/permit/certificate, which allows for operation of food service.				Date of last inspection: 5/24/2016
3. The center has an up-to-date enrollment roster for this fiscal year.	✓			
4. Copies of completed Free and Reduced-Price applications are on file at the center for every child.	✓			
5. Current and complete Enrollment Forms and CCFP Child Participation Forms are on file for every child.	✓			
6. Complete and accurate Infant Feeding Forms are on file for each child under the age of 12 months, if applicable.			✓	Head Start
7. If for-profit, the center has the required number of low-income children enrolled to be eligible for the CCFP.		✓		
8. The center is taking daily attendance on an approved form and attendance records are accurately maintained for all enrolled children.	✓			
9. The center retains program records for the current fiscal year plus the prior three years (or number of years on program if less than three years).	✓			
10. If the center receives catered meal service, a current catering contract is on file that meets DOH policies.	✓			
11. The center followed proper procurement procedures (formal or informal) to secure a catered meal service contract.	✓			
12. If the initial meal service contract totals \$50,000 or more, the center submitted required documents to the sponsor for DOH written approval before signing contract.	✓			

PHYSICAL ENVIRONMENT/FOOD AND NUTRITION	YES	NO	N/A	COMMENTS
13. Employees, volunteers, and/or substitutes handling food do not show signs of communicable disease.	✓			
14. Employees, volunteers, substitutes and children wash their hands properly, frequently, and at appropriate times.	✓			
15. Food is obtained from approved sources that meet federal and state health standards.	✓			
16. Refrigeration units are maintained at 41° F or below and freezers are maintained at 0° F or below.	✓			
17. Cleaning supplies are stored separately from food.	✓			
18. There is no evidence of rodent or insect infestation.	✓			
19. Potentially hazardous foods are maintained, and (if catered), delivered at the proper temperatures.	✓			
20. Prepared food is stored in clean, covered containers that are clearly labeled and marked with date of preparation.	✓			
21. Proper procedures are followed for washing, rinsing, sanitizing utensils, food preparation equipment, and food contact surfaces.	✓			

When observing a meal, answer all questions in the following section.
 If this is a non-meal review (Sponsors of Unaffiliated Centers only), answer questions marked with an asterisk (*) and mark all others "N/A".

MEAL OBSERVATION	YES	NO	N/A	COMMENTS
22. Posted Menu: <i>Cheese toast Apple juice milk</i>				Observed Meal: <i>Breakfast</i> <input checked="" type="checkbox"/> Same as posted menu
23. The observed meal was served at the proper time.	<input checked="" type="checkbox"/>			
24. The observed meal corresponds to the posted menu.	<input checked="" type="checkbox"/>			
25. The observed meal contains all required components, served in the required quantities. If no, list any missing and/or inadequate components:	<input checked="" type="checkbox"/>			
26. If using commercially processed/main dish combination foods, the center is following regulatory guidelines.*		<input checked="" type="checkbox"/>		
27. Ready-to-eat cereal products served contain no more than 10 grams of sugar, per serving.*	<input checked="" type="checkbox"/>			
28. The center is following CCFP policy pertaining to sweet grain/bread products on the posted menu.*	<input checked="" type="checkbox"/>			
29. Juice is served no more than once a day.*	<input checked="" type="checkbox"/>			
30. Fresh, frozen, or canned fruits and/or vegetables are served at least twice a week at breakfast and twice a week at snack.*	<input checked="" type="checkbox"/>			
31. Low-fat (1%) and/or fat-free (skim) milk is being served to children age 2 and older.*	<input checked="" type="checkbox"/>			
32. The observed meal contains a variety of colors, textures, etc.	<input checked="" type="checkbox"/>			
33. The center follows regulatory requirements for feeding infants.*			<input checked="" type="checkbox"/>	<i>Head Start</i>
34. If applicable, parent notes and/or medical statements are maintained on file authorizing menu substitutions.*		<input checked="" type="checkbox"/>		
35. An accurate meal count is taken at the point of service and recorded within one hour of meal service.*	<input checked="" type="checkbox"/>			
36. If required, the center records meal counts by name.*			<input checked="" type="checkbox"/>	
37. If taking meal counts by name, or by individual classrooms, the site consolidates them on the Monthly Meal Count Record form on a daily basis.*			<input checked="" type="checkbox"/>	

TRAINING AND MONITORING	YES	NO	N/A	COMMENTS
38. Program staff has attended required sponsor training.	<input checked="" type="checkbox"/>			
39. Issues of non-compliance noted on previous reviews have been completely and permanently corrected.			<input checked="" type="checkbox"/>	

CIVIL RIGHTS	YES	NO	N/A	COMMENTS
40. The organization allows equal access to its center and provides meals regardless of race, color, national origin, sex, age or disability.	<input checked="" type="checkbox"/>			
41. The "And Justice for All" poster is posted in a conspicuous place.	<input checked="" type="checkbox"/>			
42. The WIC flyer and Building for the Future letter are posted in a conspicuous place or distributed to parents.	<input checked="" type="checkbox"/>			

43. Record meal count by child's racial/ethnic categories below:

Ethnicity (Combined ethnicity total should equal the observed meal count)			Race (Children can be counted in more than one race category; combined race total can be more than combined ethnicity total but cannot be less)					
HISPANIC OR LATINO	NOT HISPANIC OR LATINO	ETHNICITY TOTAL =	AMERICAN INDIAN or ALASKAN NATIVE	WHITE	BLACK or AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER	RACE TOTAL =
<i>5</i>	<i>23</i>	<i>28</i>			<i>17</i>		<i>10</i>	<i>23</i>

44. If any civil rights problems are identified in questions #40-43 above, please provide an explanation. If none are identified, leave this section blank or write "N/A".

5-DAY TEST

45. Meal count on day of review 28 Do not complete for a non-meal review (U's only)

Record meal counts for the same meal type observed on the day of the visit for each of the previous 5 consecutive meal service days. Use the 5 previous weekend day meal counts for weekend reviews.

$$\boxed{27} + \boxed{38} + \boxed{32} + \boxed{32} + \boxed{37} = \boxed{166}^{\text{Meal Count Total}} \text{ Divided by } 5 = \boxed{33.2}^{\text{Average}} \times .85 = \boxed{28.22}$$

Dates: 5/19 5/19 5/20 5/23 5/24

46. Is the number of meals served on the day of the review equal to or greater than 85% of the average? Yes No
If "Yes", the center "passed" the 5-Day test. If "No", obtain an explanation.

47. If #46 was answered "No," was the explanation provided adequate? Yes (Center "passed" 5-Day Test)
No (Center "failed" 5-Day Test; CAP and follow-up are required)

5-DAY RECONCILIATION

48.

Date	Enrollment Total	Attendance Total	Total Meal Counts					
			Breakfast	Morning Snack	Lunch	Afternoon Snack	Supper	Evening Snack
<u>2016</u>								
<u>5/19</u>			<u>36</u>		<u>36</u>	<u>36</u>		
<u>5/10</u>			<u>36</u>		<u>36</u>	<u>36</u>		
<u>11</u>			<u>36</u>		<u>36</u>	<u>36</u>		
<u>12</u>			<u>31</u>		<u>31</u>	<u>31</u>		
<u>13</u>			<u>32</u>		<u>32</u>	<u>32</u>		

49. Do any meal counts for the five consecutive days reviewed exceed the center's licensed capacity or ratio limits? Yes No
If yes, is the center approved to provide the same meal type(s) during different shifts? Yes No

50. Do any meal counts for the five consecutive days reviewed exceed the documented enrollment or attendance for those days? Yes No

Note: If meal counts, enrollment records and attendance records cannot be reconciled, a meal disallowance may be necessary.

REVIEW AND SUMMARY	YES	NO	N/A	COMMENTS
51. Is a disallowance required?		<input checked="" type="checkbox"/>		
52. Is a Corrective Action Plan (CAP) required?		<input checked="" type="checkbox"/>		
53. Is a Follow-Up review required?		<input checked="" type="checkbox"/>		
54. Is a Warning Letter being issued? (Sponsors of Unaffiliated Centers only)		<input checked="" type="checkbox"/>		

ITEM #

REVIEW SUMMARY

A corrective action plan (CAP) addressing the issues of noncompliance identified above must be received by the sponsor by close of business on _____. The CAP must describe those actions being taken to correct each issue of noncompliance and the date by which each issue of noncompliance will be corrected.

TRAINING MATERIALS PROVIDED: _____

Center Representative: Territa Johnson

Date 5-25-16

Sponsor Representative: Hilda Walford

Date 5-25-2016

Sponsor's Second Party Check: _____

Date _____

ST. LUCIE COUNTY
FIRE INSPECTION

Occupancy Name: Alpi Francina Dwell
 Building Location: Head Start
 Agent/Owner: 1035 S. 27th St
 Date of Inspection: 5-9-16

Occupancy Type: DC
 Contact Person: _____
 Business Phone: _____
 After Hours Phone: _____

Monitoring Company: Gardian ST LUCIE COUNTY
 Sprinklers/Standpipes: — FIRE MARSHAL'S OFFICE
 Number of Floors: 1 5160 NW Milner Drive
 Inspector: Brian Petman Port St. Lucie, FL 34983
 772-621-3322 FAX 772-621-3604

1. EXITS
 Insufficient number _____
 Exit signs not illuminated _____
 Doors inoperable _____
 Improper locks/latches _____
 Obstructed access _____
 Access width not adequate _____
 No emergency egress lights _____
2. ELECTRICAL
 Improper use of extension cords _____
 Panel box/meter not accessible _____
 Panel box - open penetrations _____
 Electrical Room - improper storage _____
 Improper wiring or fixtures _____
3. BUILDING AND CONTENTS
 Housekeeping/improper trash _____
 Improper storage of flammables _____
 Unprotected openings in firewalls _____
 Penetrations in ceilings or walls _____
 Pressurized cylinders not secure _____
4. DAY CARE FACILITIES
 Adequate staff not present _____
 Improper locks on closets/bath doors _____
 Electrical receptacles uncovered _____
 Teaching/artwork over 20% _____
 Improper storage of clothing _____
5. FIRE PROTECTION EQUIPMENT
 Fire extinguishers - improper # _____
 Annual inspection tag _____
 Improper type/size of extinguisher _____
 Poor condition of cylinder _____
 Improper location _____
 Extinguisher cabinets and brackets _____
6. HOOD SYSTEM
 Semi annual inspection complete _____
 Improper use of UL listed filters _____
 Grease accumulation _____
 Improper coverage _____
7. SPRINKLERS
 System flow test completed _____
 Maintain minimum of 18" clearance _____
 Valves opened and supervised _____
 Fire Department Connection _____
 Fire sprinkler riser _____
 Annual inspection tag _____
8. STANDPIPES/HOSE STATION/RISERS
 Signs of rust or leaking _____
 Fire Department Connection obstructed _____
 Fire hose out of date _____
 Valves not secured or tampered _____
 Hose station doors _____
 a. Sticking closed _____
 b. Glass broken _____
 Fire hose pressure reducing washers missing _____
 Signs of rust or leaking _____
9. FIRE PUMPS
 Not being run by drop in pressure _____
 Piping showing signs of rust/leaking _____
 Not maintaining maintenance records _____
 Packing leaking excessively/need adjustment _____
 No storage allowed in pump room _____
10. GENERATORS
 Not maintaining maintenance records _____
 Not being run weekly for 30 minute period _____
 No storage allowed in room _____
11. STAIRWELLS
 Doors not self closing and/or positive latching _____
 Floor level sign missing _____
 Roof access sign missing _____
12. TRASH/LINEN CHUTES
 Chute door not self closing or positive latching _____
 Waste chute terminal room hopper door not self closing and/or positive latching _____
 Fusible link missing/wrong temperature rating _____
13. FIRE ALARM SYSTEM
 Inspection Tag _____
 Inspection Reports _____
 Fire Alarm Permit # _____
 Devices _____
 Pull station horn/strobe inspections _____
14. ALF/GROUP HOMES
 License current _____
 Secondary egress _____
 Evacuation capabilities complete _____
 Adequate staff _____
 Improper number of clients _____

NO VIOLATIONS NOTED X

No violations

(Large handwritten scribble/initials)

Failure to correct these violations by compliance date may result in the filing of civil and/or criminal charges according to Florida State Statute 633.

X Sabrina Blackman
 Signature Represents

Reinspection Date _____

Receipt of Notification

CHILD CARE FACILITY LICENSE



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: C19SL0057

Name of Facility: ALPI George W. Truitt Family Services Center

Address: 1814 North 13th Street

County: Saint Lucie

City: Fort Pierce

Zip: 34950

Owner: The Agricultural and Labor Program 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

June 18, 2016 Through June 17, 2017

This license may be revoked or suspended for cause.

Maximum Licensed Capacity: 208

Hours of Operation:

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

Region Administrator or Designee



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: C195L0144
Name of Facility: ALPI Child Development and Family Services Center
Address: 198 NW Marion Avenue
City: Port Saint Lucie
County: Saint Lucie
Zip: 34983

Owner: Agricultural and Labor Program 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

June 16, 2016 Through June 15, 2017

This license may be revoked or suspended for cause.

Maximum Licensed Capacity: 223

Hours of Operation:

Table with 7 columns: Mon, Tue, Wed, Thu, Fri, Sat, Sun. Rows show hours of operation for each day.

Signature of Region Administrator or Designee

Region Administrator or Designee

CF-FSP 5115



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: C19SL0058

Name of Facility: ALPI Francina C Duval Head Start Center

Address: 1035 South 27th Circle

County: Saint Lucie

City: Fort Pierce

Zip: 34950

Owner: The Agricultural & Labor Program 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

July 7, 2016 Through July 6, 2017

This license may be revoked or suspended for cause.

Maximum Licensed Capacity: 40

Hours of Operation:

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

Region Administrator or Designee



State of Florida
Department of Children and Families

RECEIVED JUN 01 2016

Rick Scott
Governor

Mike Carroll
Secretary

William S. D'Aiuto
Regional Managing Director

June 06, 2016

Temika Johnson
A.L.P.I Francina C. Duval Head Start Center
2202 Avenue Q
Fort Pierce, Florida 34950

Dear Temika Johnson:

Please find enclosed an annual license from the Department to operate a child care facility. The license is only valid until July 06, 2017, 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.

Our records indicate your **Director Credential will expire on September 06, 2016**. We encourage you to start working on the renewal as the process may take some time, depending on your schedule. I have enclosed page 5 from the Director Credential Renewal information available on our web site www.myflfamilies.com. This page outlines the requirements for renewal.

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

Child Care Regulation 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

VPK MONITORING FORMS

SR VPK

Date: 5/18/10



Early Learning Coalition Visitation Form for Child Care Sites

Site Name: ALPI Queen Town Center Director: Ellen Bradley

Time In/Out: 9:35/12:00 Resource Specialist: Jennifer Mead

Reason For Visit:

- | | |
|--|--|
| <input type="checkbox"/> Deliver/Collect Information/Forms | <input type="checkbox"/> New Provider Checklist/Walk-through |
| <input type="checkbox"/> Technical Assistance | <input type="checkbox"/> Child Assessment |
| <input type="checkbox"/> ASQ Online monitoring | <input type="checkbox"/> Child Observation |
| <input checked="" type="checkbox"/> SR/VPK Monitoring | <input type="checkbox"/> Classroom Observation |
| <input type="checkbox"/> SR/VPK Monitoring Follow-up | <input type="checkbox"/> Program Evaluation |
| <input type="checkbox"/> SPCR Monitoring | <input type="checkbox"/> CLASS |

Requested Forms: ___ ASQ-3 ___ ASQ: SE ___ Transfer/Withdrawal Forms ___ Other

Delivered Forms: ___ ASQ-3 ___ ASQ: SE ___ Transfer/Withdrawal Forms ___ Other

Comments:

249458 11 5-11

Technical Assistance:

Reminders:

Ellen Bradley
Site Representative Signature

Jennifer Mead
ELC Resource Specialist Signature



VPK - Monitoring Form

Site Name APLOT II Classroom: A Date: 5/18/16

Observation/Documentation Time: 10 Instructional Hours: 540 hours 300 hours

- | | N/A | Comp | Non-Comp |
|--|-------------------------------------|-------------------------------------|----------------------------------|
| *1) License Expiration <u>12/22/16</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *2) Accrediting Agency/Expiration | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| *3) Credentialed Director: <u>Ellen Bradley</u> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *4) Teacher: <u>Yvonne Alexander</u> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *5) Teacher Asst: <u>Valencia Bissan</u> | | <input type="checkbox"/> | <input type="checkbox"/> |
| *6) Class Ratio: <u>2</u> teacher(s) to <u>10</u> children | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | | | Class Ratio: 1:11 or 2:20 |

- *7) Curriculum Compliance: A - J Curriculum: 2p1220
- | | Yes | No | | Yes | No |
|---|-------------------------------------|--------------------------|--|-------------------------------------|--------------------------|
| A. Lesson plans available and written to reflect daily schedule | <input checked="" type="checkbox"/> | <input type="checkbox"/> | F Teachers responsive and involved with children | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| B. Lesson plan indicates FL Performance standards | <input checked="" type="checkbox"/> | <input type="checkbox"/> | G. Peer interaction occurs | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| C. Written schedule is posted and relates to what occurs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | H. Character Education Program implemented | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| D. Teaching strategies are developmentally appropriate | <input checked="" type="checkbox"/> | <input type="checkbox"/> | I. Adequate materials accessible for children | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| E. Positive methods of discipline used effectively | <input checked="" type="checkbox"/> | <input type="checkbox"/> | J. Materials in good repair | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

*8) Random sampling of three (3) Attendance Verification Forms

Child's Name	Current	
	Yes	No
<u>Nicole Bissan</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Valencia Bissan</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Yvonne Alexander</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

9) Observation: Observed in work area on his target - music and movement activity. Children were sitting at table and H. Alexander was sitting with them. They were outside in the sun. They were talking and laughing and singing and dancing and they were very happy.

- 10) Technical Assistance Requested Given NA For: _____
- Compliant Non-Compliant For: _____

For Non-Compliance: The provider has 14 calendar days to comply. Failure to do so may result in loss of funds and/or termination of the VPK agreement (page 5 and 6, #42 of VPK Agreement).

Resource Specialist-Date of Return
AM Bradley
 Site Representative Signature

Yvonne Alexander
 ELC Resource Specialist Signature

* Denotes Compliance Issue



VPK - Monitoring Form

Site Name ALPLOT II Classroom: B Date: 5/18/16

Observation/Documentation Time: 10 Instructional Hours: 540 hours 300 hours

- | | N/A | Comp | Non-Comp |
|---|-------------------------------------|-------------------------------------|----------------------------------|
| *1) License Expiration <u>12/22/16</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *2) Accrediting Agency/Expiration _____ | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| *3) Credentialed Director: <u>Ellen Bradley</u> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *4) Teacher: <u>Sun (Morganicki) Millan</u> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *5) Teacher Asst: <u>Maria Sanchez</u> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *6) Class Ratio: <u>2</u> teacher(s) to <u>4</u> children | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | | | Class Ratio: 1:11 or 2:20 |

- *7) Curriculum Compliance: A - J Curriculum: Splash
- | | Yes | No | | Yes | No |
|---|-------------------------------------|--------------------------|---|-------------------------------------|--------------------------|
| A. Lesson plans available and written to reflect daily schedule | <input checked="" type="checkbox"/> | <input type="checkbox"/> | F. Teachers responsive and involved with children | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| B. Lesson plan indicates FL Performance standards | <input checked="" type="checkbox"/> | <input type="checkbox"/> | G. Peer interaction occurs | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| C. Written schedule is posted and relates to what occurs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | H. Character Education Program implemented | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| D. Teaching strategies are developmentally appropriate | <input checked="" type="checkbox"/> | <input type="checkbox"/> | I. Adequate materials accessible for children | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| E. Positive methods of discipline used effectively | <input checked="" type="checkbox"/> | <input type="checkbox"/> | J. Materials in good repair | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

*8) Random sampling of three (3) Attendance Verification Forms

Child's Name	Current	
	Yes	No
<u>Lucas Alexander</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>AC (name) Williams</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Ezra Mendez-Lara</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

9) Observation: Children are engaged in music/movement activity. They use the room during this time. They have fun when they come back to the table. The teacher is very supportive and helpful. The children are very happy and engaged. The teacher is very supportive and helpful.

10) Technical Assistance - Requested Given NA For: grip, etc.

Compliant Non-Compliant For: _____

For Non-Compliance: The provider has 14 calendar days to comply. Failure to do so may result in loss of funds and/or termination of the VPK agreement (page 5 and 6, #42 of VPK Agreement).

Resource Specialist Date of Return
EM Bradley
 Site Representative Signature

Leann Jones Moad
 ELC Resource Specialist Signature

* Denotes Compliance Issue



VPK - Monitoring Form

Site Name ALPI QT II Classroom: C Date: 5/18/16

Observation/Documentation Time: 102 Instructional Hours: 540 hours 300 hours

- | | N/A | Comp | Non-Comp |
|--|-------------------------------------|-------------------------------------|--------------------------|
| *1) License Expiration <u>12/22/16</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *2) Accrediting Agency/Expiration | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| *3) Credentialed Director: <u>Ellen Bradley</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *4) Teacher: <u>Hudnia Hamid</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *5) Teacher Asst: <u>Sorena Mulin</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *6) Class Ratio: <u>2</u> teacher(s) to <u>10</u> children | Class Ratio: 1:11 or 2:20 | | <input type="checkbox"/> |

- *7) Curriculum Compliance: A - J Curriculum: Spanish
- | | Yes | No | | Yes | No |
|---|-------------------------------------|--------------------------|--|-------------------------------------|--------------------------|
| A. Lesson plans available and written to reflect daily schedule | <input checked="" type="checkbox"/> | <input type="checkbox"/> | F Teachers responsive and involved with children | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| B. Lesson plan indicates FL Performance standards | <input checked="" type="checkbox"/> | <input type="checkbox"/> | G. Peer interaction occurs | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| C. Written schedule is posted and relates to what occurs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | H. Character Education Program implemented | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| D. Teaching strategies are developmentally appropriate | <input checked="" type="checkbox"/> | <input type="checkbox"/> | I. Adequate materials accessible for children | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| E. Positive methods of discipline used effectively | <input checked="" type="checkbox"/> | <input type="checkbox"/> | J. Materials in good repair | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

*8) Random sampling of three (3) Attendance Verification Forms

Child's Name	Current	
	Yes	No
<u>1701 Calderon</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Maria Lopez</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Amelia Diaz Jr</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

9) Observation: 1:30 pm - 2:00 pm - for music and movement
while a teacher and a paraprofessional were
present and the children were singing and dancing
to music. The children were holding their hands
up and down to the music. The teacher and
paraprofessional were also singing and dancing.

10) Technical Assistance Requested Given NA For: of action to follow

Compliant Non-Compliant For: _____

For Non-Compliance: The provider has 14 calendar days to comply. Failure to do so may result in loss of funds and/or termination of the VPK agreement (page 5 and 6, #42 of VPK Agreement).

Resource Specialist Date of Return
Em Bradley
 Site Representative Signature

Looney Head
 ELC Resource Specialist Signature

* Denotes Compliance Issue



VPK - Monitoring Form

Site Name ALP 127 II Classroom: 2 Date: 5/18/10

Observation/Documentation Time: 10 Instructional Hours: 540 hours 300 hours

- | | N/A | Comp | Non-Comp |
|--|-------------------------------------|-------------------------------------|--------------------------|
| *1) License Expiration <u>12/23/10</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *2) Accrediting Agency/Expiration _____ | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| *3) Credentialed Director: <u>Ellen Bradley</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *4) Teacher: <u>Franka Bennett M. D. Moxley</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *5) Teacher Asst: <u>Narciso Davis</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *6) Class Ratio: _____ teacher(s) to <u>4</u> children | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Class Ratio: 1:11 or 2:20 | | | |
| *7) Curriculum Compliance: A - J | | | |

Curriculum: 3 years

	Yes	No		Yes	No
A. Lesson plans available and written to reflect daily schedule	<input checked="" type="checkbox"/>	<input type="checkbox"/>	F Teachers responsive and involved with children	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. Lesson plan indicates FL Performance standards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	G. Peer interaction occurs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Written schedule is posted and relates to what occurs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	H. Character Education Program implemented	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D. Teaching strategies are developmentally appropriate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	I. Adequate materials accessible for children	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E. Positive methods of discipline used effectively	<input checked="" type="checkbox"/>	<input type="checkbox"/>	J. Materials in good repair	<input checked="" type="checkbox"/>	<input type="checkbox"/>

*8) Random sampling of three (3) Attendance Verification Forms

Child's Name	Current	
	Yes	No
<u>Alexis Alvarado</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Debra Francis</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Margaret Harrison</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

9) Observation: Children playing in centers. Teachers report
by children. Two children are in own centers and they
not like to go to center. Children are able to move freely
from centers. Ms. Moxley reports that they are able
to move about the center. Ms. Davis reports that children
enjoy the center and they are able to move freely.

10) Technical Assistance Requested Given NA For: _____

Compliant Non-Compliant For: _____

For Non-Compliance: The provider has 14 calendar days to comply. Failure to do so may result in loss of funds and/or termination of the VPK agreement (page 5 and 6, #42 of VPK Agreement).

Resource Specialist Date of Return
4/23/10
 Site Representative Signature

Benjamin Moxley
 ELC Resource Specialist Signature

* Denotes Compliance Issue



VPK - Monitoring Form

Site Name ARTIST II Classroom: E Date: 5/18/16

Observation/Documentation Time: 10 Instructional Hours: 540 hours 300 hours

- | | N/A | Comp | Non-Comp |
|---|-------------------------------------|-------------------------------------|--------------------------|
| *1) License Expiration <u>2/22/16</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *2) Accrediting Agency/Expiration _____ | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| *3) Credentialed Director: <u>Ellen Bradley</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *4) Teacher: <u>Emma Carroll</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *5) Teacher Asst: <u>Lidia Hernandez</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *6) Class Ratio: _____ teacher(s) to _____ children | | | |
| Class Ratio: 1:11 or 2:20 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- *7) Curriculum Compliance: A - J Curriculum: 3pm/2h
- | | Yes | No | | Yes | No |
|---|-------------------------------------|--------------------------|--|-------------------------------------|--------------------------|
| A. Lesson plans available and written to reflect daily schedule | <input checked="" type="checkbox"/> | <input type="checkbox"/> | F Teachers responsive and involved with children | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| B. Lesson plan indicates FL Performance standards | <input checked="" type="checkbox"/> | <input type="checkbox"/> | G. Peer interaction occurs | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| C. Written schedule is posted and relates to what occurs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | H. Character Education Program implemented | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| D. Teaching strategies are developmentally appropriate | <input checked="" type="checkbox"/> | <input type="checkbox"/> | I. Adequate materials accessible for children | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| E. Positive methods of discipline used effectively | <input checked="" type="checkbox"/> | <input type="checkbox"/> | J. Materials in good repair | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

*8) Random sampling of three (3) Attendance Verification Forms

Child's Name	Current	
	Yes	No
<u>Noah</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Shelby</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Shelby</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

9) Observation: Children were engaged in a project during the day. They were using their imagination and creativity to make a storybook. They were also using their fine motor skills to cut and glue. The teacher was providing support and encouragement throughout the activity.

- 10) Technical Assistance Requested Given NA For: _____
- Compliant Non-Compliant For: _____

For Non-Compliance: The provider has 14 calendar days to comply. Failure to do so may result in loss of funds and/or termination of the VPK agreement (page 5 and 6, #42 of VPK Agreement).

Resource Specialist Date of Return
5/18/16
 Site Representative Signature

Emma Carroll
 ELC Resource Specialist Signature

* Denotes Compliance Issue



VPK - Monitoring Form

Site Name ADRIOT II Classroom: F Date: 5/18/16

Observation/Documentation Time: 10 Instructional Hours: 540 hours 300 hours

- | | N/A | Comp | Non-Comp |
|--|-------------------------------------|-------------------------------------|--------------------------|
| *1) License Expiration <u>12/22/16</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *2) Accrediting Agency/Expiration _____ | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| *3) Credentialed Director: <u>Ellen Bradley</u> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *4) Teacher: <u>Dorothy Wilson</u> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *5) Teacher Asst: <u>Brenda McLeod</u> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *6) Class Ratio: <u>2</u> teacher(s) to <u>13</u> children | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Class Ratio: 1:11 or 2:20 | | | <input type="checkbox"/> |

- *7) Curriculum Compliance: A - J Curriculum: play
- | | Yes | No | | Yes | No |
|---|-------------------------------------|--------------------------|--|-------------------------------------|--------------------------|
| A. Lesson plans available and written to reflect daily schedule | <input checked="" type="checkbox"/> | <input type="checkbox"/> | F Teachers responsive and involved with children | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| B. Lesson plan indicates FL Performance standards | <input checked="" type="checkbox"/> | <input type="checkbox"/> | G. Peer interaction occurs | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| C. Written schedule is posted and relates to what occurs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | H. Character Education Program implemented | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| D. Teaching strategies are developmentally appropriate | <input checked="" type="checkbox"/> | <input type="checkbox"/> | I. Adequate materials accessible for children | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| E. Positive methods of discipline used effectively | <input checked="" type="checkbox"/> | <input type="checkbox"/> | J. Materials in good repair | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

*8) Random sampling of three (3) Attendance Verification Forms

Child's Name	Current Yes	No
<u>CHRISTIAN LARSEN</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>WILLIAM DIXON</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>ADRIAN F. JORDAN</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

9) Observation: was playing on the playground. I saw
groups and times of play. I saw children
playing. I saw children playing.

10) Technical Assistance Requested Given NA For: _____

Compliant Non-Compliant For: _____

For Non-Compliance: The provider has 14 calendar days to comply. Failure to do so may result in loss of funds and/or termination of the VPK agreement (page 5 and 6, #42 of VPK Agreement).

Resource Specialist Date of Return
5/18/16
 Site Representative Signature

Brenda McLeod
 ELC Resource Specialist Signature

* Denotes Compliance Issue



VPK - Monitoring Form

Site Name ALPI 27 II Classroom: G Date: 5/18/10

Observation/Documentation Time: 10 Instructional Hours: 540 hours 300 hours

- | | N/A | Comp | Non-Comp |
|---|-------------------------------------|-------------------------------------|--------------------------|
| *1) License Expiration <u>12/22/10</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *2) Accrediting Agency/Expiration _____ | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| *3) Credentialed Director: <u>Ellen Bradley</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *4) Teacher: <u>Amber Prater</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *5) Teacher Asst: <u>Lisa Seligson</u> <u>Begonia Bullock</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *6) Class Ratio: <u>2</u> teacher(s) to <u>12</u> children Class Ratio: 1:11 or 2:20 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

- *7) Curriculum Compliance: A - J Curriculum: Splash
- | | Yes | No | | Yes | No |
|---|-------------------------------------|--------------------------|---|-------------------------------------|--------------------------|
| A. Lesson plans available and written to reflect daily schedule | <input checked="" type="checkbox"/> | <input type="checkbox"/> | F. Teachers responsive and involved with children | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| B. Lesson plan indicates FL Performance standards | <input checked="" type="checkbox"/> | <input type="checkbox"/> | G. Peer interaction occurs | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| C. Written schedule is posted and relates to what occurs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | H. Character Education Program implemented | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| D. Teaching strategies are developmentally appropriate | <input checked="" type="checkbox"/> | <input type="checkbox"/> | I. Adequate materials accessible for children | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| E. Positive methods of discipline used effectively | <input checked="" type="checkbox"/> | <input type="checkbox"/> | J. Materials in good repair | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

*8) Random sampling of three (3) Attendance Verification Forms

Child's Name	Current	
	Yes	No
<u>Daniel Perez Ramirez</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Sharia Linkins</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Leontina Allen Jr.</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

9) Observation: Children under a table and in a circle. One child was having a tantrum and the teacher several times before moving to the playground. The child was taken to a nature walk.

10) Technical Assistance Requested Given NA For: _____

Compliant Non-Compliant For: _____

For Non-Compliance: The provider has 14 calendar days to comply. Failure to do so may result in loss of funds and/or termination of the VPK agreement (page 5 and 6, #42 of VPK Agreement).

Resource Specialist Date of Return
Amber Prater
 Site Representative Signature

Annison Neal
 ELC Resource Specialist Signature

* Denotes Compliance Issue



VPK - Monitoring Form

Site Name ALPI ST II Classroom: # Date: 5/18/16

Observation/Documentation Time: 10 Instructional Hours: 540 hours 300 hours

- | | N/A | Comp | Non-Comp |
|---|-------------------------------------|-------------------------------------|--------------------------|
| *1) License Expiration <u>10/22/16</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *2) Accrediting Agency/Expiration _____ | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| *3) Credentialed Director: <u>Ellen Bradley</u> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *4) Teacher: <u>Elizabeth Smith</u> | | <input type="checkbox"/> | <input type="checkbox"/> |
| *5) Teacher Asst: <u>Deborah Sanders</u> | | <input type="checkbox"/> | <input type="checkbox"/> |
| *6) Class Ratio: <u>2</u> teacher(s) to <u>9</u> children | | | |
| Class Ratio: 1:11 or 2:20 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

- *7) Curriculum Compliance: A - J Curriculum: Spanish
- | | Yes | No | | Yes | No |
|---|-------------------------------------|--------------------------|---|-------------------------------------|--------------------------|
| A. Lesson plans available and written to reflect daily schedule | <input checked="" type="checkbox"/> | <input type="checkbox"/> | F. Teachers responsive and involved with children | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| B. Lesson plan indicates FL Performance standards | <input checked="" type="checkbox"/> | <input type="checkbox"/> | G. Peer interaction occurs | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Written schedule is posted and relates to what occurs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | H. Character Education Program implemented | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Teaching strategies are developmentally appropriate | <input checked="" type="checkbox"/> | <input type="checkbox"/> | I. Adequate materials accessible for children | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Positive methods of discipline used effectively | <input checked="" type="checkbox"/> | <input type="checkbox"/> | J. Materials in good repair | <input type="checkbox"/> | <input type="checkbox"/> |

*8) Random sampling of three (3) Attendance Verification Forms

Child's Name	Current	
	Yes	No
<u>Maria Sanchez</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Stephanie Clark</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Martinaus Daniels</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

9) Observation: Children working on a mural and table
group activity under covered area. Children behind the
table had each child supplies to work on the mural
to follow. class sits and sings/says at table
special time.

10) Technical Assistance Requested Given NA For: _____

Compliant Non-Compliant For: _____

For Non-Compliance: The provider has 14 calendar days to comply. Failure to do so may result in loss of funds and/or termination of the VPK agreement (page 5 and 6, #42 of VPK Agreement).

Resource Specialist Date of Return
Ambracia
 Site Representative Signature

Ambracia
 ELC Resource Specialist Signature

* Denotes Compliance Issue



VPK - Monitoring Form

Site Name ALPINE II Classroom: I Date: 5/18/16

Observation/Documentation Time: 15 Instructional Hours: X 540 hours 300 hours

- | | N/A | Comp | Non-Comp |
|--|-------------------------------------|-------------------------------------|--------------------------|
| *1) License Expiration <u>10/27/16</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *2) Accrediting Agency/Expiration <u> </u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| *3) Credentialed Director: <u>ELLEN BRADLEY</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *4) Teacher: <u>DEBRA WILKINS</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *5) Teacher Asst: <u>TAMMY MOORE</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *6) Class Ratio: <u>2</u> teacher(s) to <u>21</u> children | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | | Class Ratio: 1:11 or 2:20 | |

- *7) Curriculum Compliance: A - J Curriculum: SPINOSA
- | | Yes | No | | Yes | No |
|---|-------------------------------------|--------------------------|---|-------------------------------------|--------------------------|
| A. Lesson plans available and written to reflect daily schedule | <input checked="" type="checkbox"/> | <input type="checkbox"/> | F. Teachers responsive and involved with children | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| B. Lesson plan indicates FL Performance standards | <input checked="" type="checkbox"/> | <input type="checkbox"/> | G. Peer interaction occurs | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| C. Written schedule is posted and relates to what occurs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | H. Character Education Program implemented | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| D. Teaching strategies are developmentally appropriate | <input checked="" type="checkbox"/> | <input type="checkbox"/> | I. Adequate materials accessible for children | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| E. Positive methods of discipline used effectively | <input checked="" type="checkbox"/> | <input type="checkbox"/> | J. Materials in good repair | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

*8) Random sampling of three (3) Attendance Verification Forms

Child's Name	Current	
	Yes	No
<u>ALYSON BRADLEY</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>DEBRA WILKINS</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>ELLEN BRADLEY</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

9) Observation: Children playing a center near by voice
with a child in the center #2 by voice. She then
moves in and out of the center and a puzzle. No writing
is seen. Children are in a circle and talking about
the puzzle about 4 or 5 min.

10) Technical Assistance Requested Given NA For:

Compliant Non-Compliant For:

For Non-Compliance: The provider has 14 calendar days to comply. Failure to do so may result in loss of funds and/or termination of the VPK agreement (page 5 and 6, #42 of VPK Agreement).

Resource Specialist Date of Return
5/18/16
 Site Representative Signature

 ELC Resource Specialist Signature

* Denotes Compliance Issue



VPK - Monitoring Form

Site Name ALPACET II Classroom: _____ Date: 5/18/16

Observation/Documentation Time: 10 Instructional Hours: 540 hours 300 hours

- | | N/A | Comp | Non-Comp |
|--|-------------------------------------|-------------------------------------|--------------------------|
| *1) License Expiration <u>12/22/16</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *2) Accrediting Agency/Expiration _____ | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| *3) Credentialed Director: <u>Ellen Bradley</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *4) Teacher: <u>Cardia Parker</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *5) Teacher Asst: <u>Michelle Ann Malysa</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *6) Class Ratio: <u>2</u> teacher(s) to <u>15</u> children | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Class Ratio: 1:11 or 2:20 | | | |
| *7) Curriculum Compliance: A - J | Curriculum: <u>3p1a2a</u> | | |

	Yes	No		Yes	No
A. Lesson plans available and written to reflect daily schedule	<input checked="" type="checkbox"/>	<input type="checkbox"/>	F. Teachers responsive and involved with children	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. Lesson plan indicates FL Performance standards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	G. Peer interaction occurs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Written schedule is posted and relates to what occurs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	H. Character Education Program implemented	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D. Teaching strategies are developmentally appropriate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	I. Adequate materials accessible for children	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E. Positive methods of discipline used effectively	<input checked="" type="checkbox"/>	<input type="checkbox"/>	J. Materials in good repair	<input checked="" type="checkbox"/>	<input type="checkbox"/>

*8) Random sampling of three (3) Attendance Verification Forms

Child's Name	Current	
	Yes	No
<u>Edmund Robles</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Amal Nalle</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Mariah Jones</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

9) Observation: Class started on carpet for storytime. Ms. Parker read from books to quiet children & get their attention. Ms. Parker introduced story and asked children what they remember about it. Several said "what they remember I like how the picture on the page" to which she said "that's a good thing to notice".

10) Technical Assistance Requested Given NA For: _____

Compliant Non-Compliant For: _____

For Non-Compliance: The provider has 14 calendar days to comply. Failure to do so may result in loss of funds and/or termination of the VPK agreement (page 5 and 6, #42 of VPK Agreement).

Resource Specialist Date of Return
Ambraden
 Site Representative Signature

Benjamin Wood
 ELC Resource Specialist Signature

* Denotes Compliance Issue



VPK - Monitoring Form

Site Name ALPL ST J Classroom: X Date: 5/18/16

Observation/Documentation Time: _____ Instructional Hours: X 540 hours _____ 300 hours

- | | N/A | Comp | Non-Comp |
|--|-------------------------------------|-------------------------------------|--------------------------|
| *1) License Expiration <u>12/12/16</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *2) Accrediting Agency/Expiration _____ | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| *3) Credentialed Director: <u>Ellen Smith</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *4) Teacher: <u>Cassidy Smith</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *5) Teacher Asst: <u>Felicia H. Jones</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *6) Class Ratio: _____ teacher(s) to <u>2</u> children Class Ratio: 1:11 or 2:20 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- *7) Curriculum Compliance: A - J Curriculum: 5/13/16
- | | Yes | No | | Yes | No |
|---|-------------------------------------|--------------------------|---|-------------------------------------|--------------------------|
| A. Lesson plans available and written to reflect daily schedule | <input checked="" type="checkbox"/> | <input type="checkbox"/> | F. Teachers responsive and involved with children | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| B. Lesson plan indicates FL Performance standards | <input checked="" type="checkbox"/> | <input type="checkbox"/> | G. Peer interaction occurs | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| C. Written schedule is posted and relates to what occurs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | H. Character Education Program implemented | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| D. Teaching strategies are developmentally appropriate | <input checked="" type="checkbox"/> | <input type="checkbox"/> | I. Adequate materials accessible for children | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| E. Positive methods of discipline used effectively | <input checked="" type="checkbox"/> | <input type="checkbox"/> | J. Materials in good repair | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

*8) Random sampling of three (3) Attendance Verification Forms

Child's Name	Current Yes	No
<u>Christopher Stevens</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Chloe Weisman</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>David Bryant</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

9) Observation: Children playing on the playground. M. Smith helps them with equipment. Proper behavior to play with being safe. US. Schick plays ring around the rose w/ a group.

10) Technical Assistance Requested Given N/A For: _____

Compliant Non-Compliant For: _____

For Non-Compliance: The provider has 14 calendar days to comply. Failure to do so may result in loss of funds and/or termination of the VPK agreement (page 5 and 6, #42 of VPK Agreement).

Resource Specialist Date of Return
Am Bradley
 Site Representative Signature

Barbara Head
 ELC Resource Specialist Signature

* Denotes Compliance Issue

SR VPK

Date: 5-18-16



Early Learning Coalition Visitation Form for Child Care Sites

Site Name: Tauitt

Director: Donna Hammond

Time In/Out: 9:42 - 10:21

Resource Specialist: Robyn Farias

Reason For Visit:

- | | |
|--|--|
| <input type="checkbox"/> Deliver/Collect Information/Forms | <input type="checkbox"/> New Provider Checklist/Walk-through |
| <input type="checkbox"/> Technical Assistance | <input type="checkbox"/> Child Assessment |
| <input type="checkbox"/> ASQ Online monitoring | <input type="checkbox"/> Child Observation |
| <input checked="" type="checkbox"/> SR/VPK Monitoring | <input type="checkbox"/> Classroom Observation |
| <input type="checkbox"/> SR/VPK Monitoring Follow-up | <input type="checkbox"/> Program Evaluation |
| <input type="checkbox"/> SPCR Monitoring | <input type="checkbox"/> CLASS |

Requested Forms: ___ ASQ-3 ___ ASQ: SE ___ Transfer/Withdrawal Forms ___ Other

Delivered Forms: ___ ASQ-3 ___ ASQ: SE ___ Transfer/Withdrawal Forms ___ Other

Comments:

Technical Assistance:

Reminders:

Provider mtg 5-24 / 5-25 - PSL

Donna Hammond

Site Representative Signature

Farias

ELC Resource Specialist Signature



VPK - Monitoring Form

Site Name Gw Tautt Classroom: A Date: 5-18-16

Observation/Documentation Time: 20 Instructional Hours: X 540 hours 300 hours

- *1) License Expiration 6-17-16 N/A Comp Non-Comp
- *2) Accrediting Agency/Expiration NaeYC 7-1-18 N/A Comp Non-Comp
- *3) Credentialed Director: Donna Hammond N/A Comp Non-Comp
- *4) Teacher: Elnora Hall N/A Comp Non-Comp
- *5) Teacher Asst: Jatonya Burgess N/A Comp Non-Comp
- *6) Class Ratio: 2 teacher(s) to 14 children Class Ratio: 1:11 or 2:20 N/A Comp Non-Comp

- *7) Curriculum Compliance: A - J Curriculum: Splash
- | | | Yes | No | | | Yes | No |
|----|--|-------------------------------------|--------------------------|----|--|-------------------------------------|--------------------------|
| A. | Lesson plans available and written to reflect daily schedule | <input checked="" type="checkbox"/> | <input type="checkbox"/> | F. | Teachers responsive and involved with children | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| B. | Lesson plan indicates FL Performance standards | <input checked="" type="checkbox"/> | <input type="checkbox"/> | G. | Peer interaction occurs | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| C. | Written schedule is posted and relates to what occurs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | H. | Character Education Program implemented | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| D. | Teaching strategies are developmentally appropriate | <input checked="" type="checkbox"/> | <input type="checkbox"/> | I. | Adequate materials accessible for children | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| E. | Positive methods of discipline used effectively | <input checked="" type="checkbox"/> | <input type="checkbox"/> | J. | Materials in good repair | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

*8) Random sampling of three (3) Attendance Verification Forms

Child's Name	Current	
	Yes	No
<u>N. Darius</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Jackson</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>S. Lovitt</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

9) Observation: The children were engaged in open center activities. The children were learning about the seasons. In the dramatic play area the children dressed for the beach using flip flops and sunglasses. The teacher discussed the weather. Some of the children raked leaves in the fall. While other children discussed the rain.

10) Technical Assistance Requested Given NA For: We had yesterday.

Compliant Non-Compliant For: _____

For Non-Compliance: The provider has 14 calendar days to comply. Failure to do so may result in loss of funds and/or termination of the VPK agreement (page 5 and 6, #42 of VPK Agreement).

Resource Specialist Date of Return
Anna Hammond
 Site Representative Signature

Klaras
 ELC Resource Specialist Signature

* Denotes Compliance Issue



VPK - Monitoring Form

Site Name GW Truitt + Classroom: B Date: 5-18-16

Observation/Documentation Time: 15 Instructional Hours: X 540 hours ___ 300 hours

- | | N/A | Comp | Non-Comp |
|--|--------------------------|-------------------------------------|-------------------------------------|
| *1) License Expiration <u>6-17-16</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *2) Accrediting Agency/Expiration <u>NAEYC 7-1-18</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *3) Credentialed Director: <u>Donna Hammond</u> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *4) Teacher: <u>Robyn Holt</u> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *5) Teacher Asst: <u>Lori Bailey</u> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *6) Class Ratio: <u>2</u> teacher(s) to <u>15</u> children | | | <input checked="" type="checkbox"/> |
| | | Class Ratio: <u>1:11 or 2:20</u> | <input type="checkbox"/> |

- *7) Curriculum Compliance: A - J Curriculum: Splash
- | | Yes | No | | Yes | No |
|---|-------------------------------------|--------------------------|---|-------------------------------------|--------------------------|
| A. Lesson plans available and written to reflect daily schedule | <input checked="" type="checkbox"/> | <input type="checkbox"/> | F. Teachers responsive and involved with children | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| B. Lesson plan indicates FL Performance standards | <input checked="" type="checkbox"/> | <input type="checkbox"/> | G. Peer interaction occurs | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| C. Written schedule is posted and relates to what occurs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | H. Character Education Program implemented | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| D. Teaching strategies are developmentally appropriate | <input checked="" type="checkbox"/> | <input type="checkbox"/> | I. Adequate materials accessible for children | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| E. Positive methods of discipline used effectively | <input checked="" type="checkbox"/> | <input type="checkbox"/> | J. Materials in good repair | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

*8) Random sampling of three (3) Attendance Verification Forms

Child's Name	Current Yes	No
<u>J Cooper</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>N Kira</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>R Watkins</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

9) Observation: The children were engaged in open center activities. In the dramatic play area the children cooked eggs and got ready for work. The teacher assisted the children in the math area counting and sorting objects while the other teacher assisted the children writing their names. In the block area the children built a house.

10) Technical Assistance Requested Given NA For: _____

Compliant Non-Compliant For: _____

For Non-Compliance: The provider has 14 calendar days to comply. Failure to do so may result in loss of funds and/or termination of the VPK agreement (page 5 and 6, #42 of VPK Agreement).

Donna Hammond
Resource Specialist Date of Return

Site Representative Signature

Marissa
ELC Resource Specialist Signature

* Denotes Compliance Issue

SR VPK

Date: 5-20-2016



Early Learning Coalition Visitation Form for Child Care Sites

Site Name: ALPI CDEFSC Director: Crystal Dames

Time In/Out: 1:15-1:30 Resource Specialist: Kimberley Smith

Reason For Visit:

- | | |
|---|--|
| <input type="checkbox"/> Deliver/Collect Information/Forms | <input type="checkbox"/> New Provider Checklist/Walk-through |
| <input type="checkbox"/> Technical Assistance | <input type="checkbox"/> Child Assessment |
| <input type="checkbox"/> ASQ Online monitoring | <input type="checkbox"/> Child Observation |
| <input type="checkbox"/> SR/VPK Monitoring | <input type="checkbox"/> Classroom Observation |
| <input checked="" type="checkbox"/> SR/VPK Monitoring Follow-up | <input type="checkbox"/> Program Evaluation |
| <input type="checkbox"/> SPCR Monitoring | <input type="checkbox"/> CLASS |

Requested Forms: ___ ASQ-3 ___ ASQ: SE ___ Transfer/Withdrawal Forms ___ Other

Delivered Forms: ___ ASQ-3 ___ ASQ: SE ___ Transfer/Withdrawal Forms ___ Other

Comments:

Technical Assistance:

Reminders:

Doreen Johnson
Site Representative Signature

Kimberley Smith
ELC Resource Specialist Signature



VPK - Monitoring Form

Site Name ALPI CDFSC Classroom: A Date: 5/12/2016

Observation/Documentation Time: 20 Instructional Hours: 540 hours 300 hours

- | | N/A | Comp | Non-Comp |
|--|-------------------------------------|-------------------------------------|-------------------------------------|
| *1) License Expiration <u>6-15-16</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *2) Accrediting Agency/Expiration _____ | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| *3) Credentialed Director: <u>Crystal Dames</u> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *4) Teacher: <u>Shauntina Moore</u> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *5) Teacher Asst: <u>Crystal Dames</u> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *6) Class Ratio: <u>2</u> teacher(s) to <u>17</u> children | | | |
| | | | Class Ratio: 1:11 or 2:20 |
| *7) Curriculum Compliance: A - J | | | |
| | | | Curriculum: <u>Splash into PreK</u> |

- | | Yes | No | | Yes | No |
|---|-------------------------------------|--------------------------|--|-------------------------------------|--------------------------|
| A. Lesson plans available and written to reflect daily schedule | <input checked="" type="checkbox"/> | <input type="checkbox"/> | F Teachers responsive and involved with children | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| B. Lesson plan indicates FL Performance standards | <input checked="" type="checkbox"/> | <input type="checkbox"/> | G. Peer interaction occurs | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| C. Written schedule is posted and relates to what occurs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | H. Character Education Program implemented | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| D. Teaching strategies are developmentally appropriate | <input checked="" type="checkbox"/> | <input type="checkbox"/> | I. Adequate materials accessible for children | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| E. Positive methods of discipline used effectively | <input checked="" type="checkbox"/> | <input type="checkbox"/> | J. Materials in good repair | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

*8) Random sampling of three (3) Attendance Verification Forms

Child's Name	Current	
	Yes	No
Tanisha Sauveur	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tydarhion Rogers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adreanna Jean Baptiste	<input checked="" type="checkbox"/>	<input type="checkbox"/>

9) Observation: The class is transitioning into the classroom from the playground. The children wash their hands and then sit on the carpet. Children on the carpet are looking at books as they wait for their friends. Ms. Dames has conversation with the children who are in line waiting to wash their hands.
Once all the children are seated the teacher leads a chant to signify that it is story time. The children describe the parts of the books and the expectations of story time in their own words. The teacher then reads the stories. She involves the children by asking for feedback on each page. She repeats back their comments and sometimes extends with additional information.

10) Technical Assistance Requested Given NA For: _____

Compliant Non-Compliant For: _____

For Non-Compliance: The provider has 14 calendar days to comply. Failure to do so may result in loss of funds and/or termination of the VPK agreement (page 5 and 6, #42 of VPK Agreement).

Resource Specialist Date of Return
Blank Johnson
 Site Representative Signature

Kendalby Smith
 ELC Resource Specialist Signature

* Denotes Compliance Issue



VPK - Monitoring Form

Site Name ALPI CDFSC Classroom: B Date: 5/12/2016

Observation/Documentation Time: 20 Instructional Hours: 540 hours 300 hours

- | | N/A | Comp | Non-Comp |
|--|-------------------------------------|-------------------------------------|-------------------------------------|
| *1) License Expiration: <u>6-15-16</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *2) Accrediting Agency/Expiration | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| *3) Credentialed Director: <u>Crystal Dames</u> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *4) Teacher: <u>Elsie Canno</u> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *5) Teacher Asst: <u>Marsha Nicolau</u> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *6) Class Ratio: <u>2</u> teacher(s) to <u>17</u> children | | | |
| | | | Class Ratio: 1:11 or 2:20 |
| *7) Curriculum Compliance: A - J | | | |
| | | | Curriculum: <u>Splash into PreK</u> |

- | | Yes | No | | Yes | No |
|---|-------------------------------------|--------------------------|---|-------------------------------------|--------------------------|
| A. Lesson plans available and written to reflect daily schedule | <input checked="" type="checkbox"/> | <input type="checkbox"/> | F. Teachers responsive and involved with children | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| B. Lesson plan indicates FL Performance standards | <input checked="" type="checkbox"/> | <input type="checkbox"/> | G. Peer interaction occurs | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| C. Written schedule is posted and relates to what occurs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | H. Character Education Program implemented | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| D. Teaching strategies are developmentally appropriate | <input checked="" type="checkbox"/> | <input type="checkbox"/> | I. Adequate materials accessible for children | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| E. Positive methods of discipline used effectively | <input checked="" type="checkbox"/> | <input type="checkbox"/> | J. Materials in good repair | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

*8) Random sampling of three (3) Attendance Verification Forms

Child's Name	Current	
	Yes	No
Jaelaeah Saintilien	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cedric Lewis	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bryelle Joseph	<input checked="" type="checkbox"/>	<input type="checkbox"/>

9) Observation: Circle time in progress: Teacher and children are talking about Spring. The children say many comments and some tell stories related to stories. The teacher summarizes the conversations and relates them back the to subject of spring.

~~She then talks about activities they have done in the classroom previously that relate to the conversation of thunderstorms.~~

When the children start to get loud and all talk at once, the teacher acknowledges their excitement and encourages to listen to their friends. Some children are still loud so Ms. Elsie speaks very softly and the children all stop talking to listen to what she says.

10) Technical Assistance Requested Given NA For: _____

Compliant Non-Compliant For: _____

For Non-Compliance: The provider has 14 calendar days to comply. Failure to do so may result in loss of funds and/or termination of the VPK agreement (page 5 and 6, #42 of VPK Agreement).

Resource Specialist Date of Return

Shane Johnson
Site Representative Signature

Kendall Smith
ELC Resource Specialist Signature

* Denotes Compliance Issue



VPK - Monitoring Form

Site Name ALPI CDFSC Classroom: C Date: 5/12/2016

Observation/Documentation Time: 10 Instructional Hours: 540 hours 300 hours

- | | N/A | Comp | Non-Comp |
|--|-------------------------------------|-------------------------------------|-------------------------------------|
| *1) License Expiration <u>6-15-16</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *2) Accrediting Agency/Expiration _____ | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| *3) Credentialed Director: <u>Crystal Dames</u> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *4) Teacher: <u>Natacha Rojas</u> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *5) Teacher Asst: <u>Ashley Dixon</u> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *6) Class Ratio: <u>2</u> teacher(s) to <u>15</u> children | | | |
| | | | Class Ratio: <u>1:11 or 2:20</u> |
| *7) Curriculum Compliance: A - J | | | Curriculum: <u>Splash into PreK</u> |

- | | Yes | No | | Yes | No |
|---|-------------------------------------|--------------------------|---|-------------------------------------|--------------------------|
| A. Lesson plans available and written to reflect daily schedule | <input checked="" type="checkbox"/> | <input type="checkbox"/> | F. Teachers responsive and involved with children | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| B. Lesson plan indicates FL Performance standards | <input checked="" type="checkbox"/> | <input type="checkbox"/> | G. Peer interaction occurs | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| C. Written schedule is posted and relates to what occurs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | H. Character Education Program implemented | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| D. Teaching strategies are developmentally appropriate | <input checked="" type="checkbox"/> | <input type="checkbox"/> | I. Adequate materials accessible for children | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| E. Positive methods of discipline used effectively | <input checked="" type="checkbox"/> | <input type="checkbox"/> | J. Materials in good repair | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

*8) Random sampling of three (3) Attendance Verification Forms

Child's Name	Current	
	Yes	No
Elijah Paulena	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D'Trayvius Adelson	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Steban Basstos	<input checked="" type="checkbox"/>	<input type="checkbox"/>

9) Observation: The class is transitioning from the playground to the classroom. After all the children are gathered, the teachers lead them back to the classroom. They sing songs that keep the children engaged as they move across the campus back to their classroom. As they enter the classroom they know exactly what to do, however the children are still reminded of the expectations by the teacher.

10) Technical Assistance Requested Given NA For: _____

Compliant Non-Compliant For: _____

For Non-Compliance: The provider has 14 calendar days to comply. Failure to do so may result in loss of funds and/or termination of the VPK agreement (page 5 and 6, #42 of VPK Agreement).

Resource Specialist Date of Return _____

Site Representative Signature [Signature]

[Signature]
ELC Resource Specialist Signature

* Denotes Compliance Issue



VPK - Monitoring Form

Site Name ALPI CDFSC Classroom: D Date: 5/12/2016

Observation/Documentation Time: 20 Instructional Hours: 540 hours 300 hours

- | | N/A | Comp | Non-Comp |
|--|-------------------------------------|-------------------------------------|-------------------------------------|
| *1) License Expiration <u>6-15-16</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *2) Accrediting Agency/Expiration _____ | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| *3) Credentialed Director: <u>Crystal Dames</u> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *4) Teacher: <u>Sandra Roberts</u> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *5) Teacher Asst: <u>Brenda Rancy</u> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *6) Class Ratio: <u>2</u> teacher(s) to <u>16</u> children | | | |
| | | | Class Ratio: 1:11 or 2:20 |
| *7) Curriculum Compliance: A - J | | | |
| | | | Curriculum: <u>Splash into PreK</u> |

- | | Yes | No | | Yes | No |
|---|-------------------------------------|--------------------------|--|-------------------------------------|--------------------------|
| A. Lesson plans available and written to reflect daily schedule | <input checked="" type="checkbox"/> | <input type="checkbox"/> | F Teachers responsive and involved with children | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| B. Lesson plan indicates FL Performance standards | <input checked="" type="checkbox"/> | <input type="checkbox"/> | G. Peer interaction occurs | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| C. Written schedule is posted and relates to what occurs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | H. Character Education Program implemented | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| D. Teaching strategies are developmentally appropriate | <input checked="" type="checkbox"/> | <input type="checkbox"/> | I. Adequate materials accessible for children | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| E. Positive methods of discipline used effectively | <input checked="" type="checkbox"/> | <input type="checkbox"/> | J. Materials in good repair | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

*8) Random sampling of three (3) Attendance Verification Forms

Child's Name	Current	
	Yes	No
Michael Ware	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Josiah Jones	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Raziah Robinson	<input checked="" type="checkbox"/>	<input type="checkbox"/>

9) Observation: whole group time in progress: Teacher is holding a poster about posters. Children take turns telling what they know about seasons. The teacher uses a story told at another time to lead a discussion on seasons. This leads to a conversation about corn, which was in the story. Children talk about what can be made from corn. One of the children says popcorn. Another child says that's a compound word. Teacher says, is it? Let's see. They say "pop"- "corn"- "popcorn". Then she asks the group, "is it a compound word"? They say yes, and she confirms they are right.

Children and teachers review playground safety rules and prepare to go outside.

10) Technical Assistance Requested Given N/A For: _____

Compliant Non-Compliant For: _____

For Non-Compliance: The provider has 14 calendar days to comply. Failure to do so may result in loss of funds and/or termination of the VPK agreement (page 5 and 6, #42 of VPK Agreement).

Resource Specialist Date of Return

Donk Johnson
Site Representative Signature

Kendal Smith
ELC Resource Specialist Signature

* Denotes Compliance Issue



VPK - Monitoring Form

Site Name ALPI CDFSC Classroom: E Date: 5/12/2016

Observation/Documentation Time: 20 Instructional Hours: 540 hours 300 hours

- | | N/A | Comp | Non-Comp |
|--|-------------------------------------|-------------------------------------|-------------------------------------|
| *1) License Expiration <u>6-15-16</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *2) Accrediting Agency/Expiration _____ | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| *3) Credentialed Director: <u>Crystal Dames</u> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *4) Teacher: <u>Sonya Sparks</u> | | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| *5) Teacher Asst: <u>Zoila Benscome</u> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *6) Class Ratio: <u>2</u> teacher(s) to <u>17</u> children | | | |
| | | | Class Ratio: 1:11 or 2:20 |
| *7) Curriculum Compliance: A - J | | | |
| | | | Curriculum: <u>Splash into PreK</u> |

- | | Yes | No | | Yes | No |
|---|-------------------------------------|-------------------------------------|--|-------------------------------------|--------------------------|
| A. Lesson plans available and written to reflect daily schedule | <input checked="" type="checkbox"/> | <input type="checkbox"/> | F Teachers responsive and involved with children | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| B. Lesson plan indicates FL Performance standards | <input checked="" type="checkbox"/> | <input type="checkbox"/> | G. Peer interaction occurs | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| C. Written schedule is posted and relates to what occurs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | H. Character Education Program implemented | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| D. Teaching strategies are developmentally appropriate | <input checked="" type="checkbox"/> | <input type="checkbox"/> | I. Adequate materials accessible for children | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| E. Positive methods of discipline used effectively | <input type="checkbox"/> | <input checked="" type="checkbox"/> | J. Materials in good repair | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

*8) Random sampling of three (3) Attendance Verification Forms

Child's Name	Current	
	Yes	No
Aniya Small	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gabriela Acevedo	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Matthew Agoo	<input checked="" type="checkbox"/>	<input type="checkbox"/>

9) Observation: The class is transitioning to whole group time. The teacher begins the lesson, but many of the children are talking, and playing and are not focused on the teacher. The assistant attempts to get the group focused but does not have success. After a couple more attempts on the lesson, the teacher decides to do Animals in Action. She is silent as she tries to get the CD player to work, and the children continue to be disruptive. Two children are crying. I asks if I can demonstrate a technique to get their attention, and the teacher agrees. After a couple of transition songs the teacher has their attention. The CD player is on and the group does the "animals in action" song. The children are then moved to the tables. To color on half sheets of paper. Continue on narrative.

10) Technical Assistance Requested Given NA For: See Narrative

Compliant Non-Compliant For: #4

For Non-Compliance: The provider has 14 calendar days to comply. Failure to do so may result in loss of funds and/or termination of the VPK agreement (page 5 and 6, #42 of VPK Agreement).

5/27/16

Resource Specialist Date of Return

Blank Johnson
Site Representative Signature

Kimberly Smith
ELC Resource Specialist Signature

* Denotes Compliance Issue



VPK - Monitoring Form

Site Name ALPI CDFSC Classroom: F Date: 5/12/2016

Observation/Documentation Time: 20 Instructional Hours: 540 hours 300 hours

- | | N/A | Comp | Non-Comp |
|--|-------------------------------------|-------------------------------------|--|
| *1) License Expiration: <u>6-15-16</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *2) Accrediting Agency/Expiration _____ | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| *3) Credentialed Director: _____ <u>Crystal Dames</u> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *4) Teacher: _____ <u>Sheneka Davis</u> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *5) Teacher Asst: _____ <u>Breanna Elmore-King</u> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| *6) Class Ratio: <u>2</u> teacher(s) to <u>19</u> children | | | <input type="checkbox"/> |
| | | | Class Ratio: 1:11 or 2:20 |
| *7) Curriculum Compliance: A - J | | | |
| | | | Curriculum: <u>Splash into PreK</u> |

- | | Yes | No | | Yes | No |
|---|-------------------------------------|--------------------------|--|-------------------------------------|--------------------------|
| A. Lesson plans available and written to reflect daily schedule | <input checked="" type="checkbox"/> | <input type="checkbox"/> | F Teachers responsive and involved with children | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| B. Lesson plan indicates FL Performance standards | <input checked="" type="checkbox"/> | <input type="checkbox"/> | G. Peer interaction occurs | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| C. Written schedule is posted and relates to what occurs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | H. Character Education Program implemented | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| D. Teaching strategies are developmentally appropriate | <input checked="" type="checkbox"/> | <input type="checkbox"/> | I. Adequate materials accessible for children | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| E. Positive methods of discipline used effectively | <input checked="" type="checkbox"/> | <input type="checkbox"/> | J. Materials in good repair | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

*8) Random sampling of three (3) Attendance Verification Forms

Child's Name	Current	
	Yes	No
Ryan Urena	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hayley Brown	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Glen Montesino	<input checked="" type="checkbox"/>	<input type="checkbox"/>

9) Observation: Children play in their choice of centers. One teacher leads a small group activity for math with counting bears. The other teacher moves around the classroom interacting with children as they play.
Ms Sheneka has a lot of conversation with the students in her room. She offers them information that connects with their play. She uses scaffolding to help them discover answers on her own. Many of her questions can be answered with one answer or can be answered with one word. Sometimes open-ended questions are used.
Children are encouraged to take responsibility in maintaining the classroom. A child explains to her friends that to clean up the block area the blocks need to be on the shelf.

10) Technical Assistance Requested Given NA For: _____

Compliant Non-Compliant For: _____
 For Non-Compliance: The provider has 14 calendar days to comply. Failure to do so may result in loss of funds and/or termination of the VPK agreement (page 5 and 6, #42 of VPK Agreement).

Resource Specialist Date of Return
Blank Johnson
 Site Representative Signature

Kendalby Smith
 ELC Resource Specialist Signature

* Denotes Compliance Issue



Early Learning Coalition Visitation Form for Child Care Sites

Site Name: ALPI CDFSC

Director: Crystal Dames

Time In/Out: 10:00-1:00

Resource Specialist: Kimberley Smith

Reason For Visit:	
<input type="checkbox"/> Deliver/Collect Information/Forms	<input type="checkbox"/> New Provider Checklist/Walk-through
<input checked="" type="checkbox"/> Technical Assistance	<input type="checkbox"/> Child Assessment
<input type="checkbox"/> ASQ Online monitoring	<input type="checkbox"/> Child Observation
<input checked="" type="checkbox"/> SR/VPK Monitoring	<input type="checkbox"/> Classroom Observation
<input type="checkbox"/> SR/VPK Monitoring Follow-up	<input type="checkbox"/> Program Evaluation
<input type="checkbox"/> SPCR Monitoring	<input type="checkbox"/> CLASS

Requested Forms: ASQ-3 ASQ: SE Transfer/Withdrawal Forms Other

Delivered Forms: ASQ-3 ASQ: SE Transfer/Withdrawal Forms Other

Comments:

Technical Assistance:

Reminders:

Site Representative Signature

Kimberley Smith

ELC Resource Specialist Signature



VPK - Follow-up Monitoring Form

Site Name ALPI CDFSC Classroom: E Date: 5/20/2016

Observation/Documentation Time: _____ Instructional Hours: 540 hours 300 hours

*1) License Expiration _____ N/A Comp Non-Comp

*2) Accrediting Agency/Expiration _____

*3) Credentialed Director: _____

*4) Teacher: Sonya Sparks ✓

*5) Teacher Asst: _____

*6) Class Ratio: _____ teacher(s) to _____ children Class Ratio: 1:11 or 2:20

*7) Curriculum Compliance: A - J Curriculum: _____

		Yes	No			Yes	No
A.	Lesson plans available and written to reflect daily schedule			F.	Teachers responsive and involved with children		
B.	Lesson plan indicates FL Performance standards			G.	Peer interaction occurs		
C.	Written schedule is posted and relates to what occurs			H.	Character Education Program implemented		
D.	Teaching strategies are developmentally appropriate			I.	Adequate materials accessible for children		
E.	Positive methods of discipline used effectively			J.	Materials in good repair		

*8) Random sampling of three (3) Attendance Verification Forms

Child's Name	Current	
	Yes	No

9) Observation: Paperwork has been submitted and approved for Sonya Sparks as an approved VPK Instructor. Sonya has also completed the online training Basic Guidance and Discipline. This training was recommended to Sonya by her director as a means of Technical assistance for item 7E.

10) Technical Assistance Requested Given NA For: _____

Compliant Non-Compliant For: _____

For Non-Compliance: The provider must submit documentation in writing to the coalition stating the non-compliance has been addressed. The coalition will then send a Resource Specialist to your site to confirm the compliance within two (2) business days of receipt of the written documentation.

Resource Specialist Date of Return 5/20/16

Site Representative Signature _____

Kimberly Smith
ELC Resource Specialist Signature

* Denotes Compliance Issue

CHILD CARE FACILITY REPORT



Child Care Facility Information

Name: A L P I Lincoln Park HS Center ID Number: C19SL0076
 Address: 1400 Avenue M, Fort Pierce FL 34950-3227
 Phone Number: (772) 464-7396 Capacity: 108
 Owner/Director/Staff Responsible: Bndgette Hyde

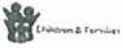
Inspection Information

Type: Abbreviated Date: 5/12/2016 Arrival/Departure Time: 09 35 AM to 10.35 AM
 Staff Present: 17 Children Present: 78

INSPECTION CHECKLIST

GENERAL REQUIREMENTS

- | | |
|--|---------------|
| 01. License Displayed/Citation Posted/Advertising ss. 402.3125, 402.318, F.S. | Not Monitored |
| 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 & Fours 2:14, 2:15, 1 1, 2:14, 2:12, 2:11, 2:11 | 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.
<small>All transportation information is under ALP I Queen Townsend II</small> | 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. | Not Monitored |
| 11. Field Trip Permission rule 65C-22.001(7), 65C-22.001(6), F.A.C. | Not Monitored |



Name: A L P I Lincoln Park HS Center License #: C19SL0076
Address: 1400 Avenue M, Fort Pierce FL 34950-3227
Type: Abbreviated Date: 5/12/2016

12. Child Discipline ss. 402.305(12), F.S. & rule 65C-22.001(8), F.A.C.	Not Monitored
13. Discipline Policy rule 65C-22.001(8), F.A.C.	Not Monitored
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.	Not Monitored
18. Temperature and Ventilation rule 65C-22.002(2), F.A.C.	Not Monitored
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.	Not Monitored
23. Individual Bedding rule 65C-22.002(5), 65C-22.002(5), 65C-22.002(10), 65C-22.008(3), F.A.C.	Not Monitored
24. Bedding and Linens rule 65C-22.002(10), F.A.C.	Not Monitored
25. Nap/Sleep Space Requirements rule 65C-22.002(5), F.A.C.	Not Monitored



Name: A L P | Lincoln Park HS Center License #: C195L0076
Address: 1400 Avenue M, Fort Pierce FL 34950-3227
Type: Abbreviated Date: 5/12/2016

26. Exit Area Clear rule 65C-22.002(5) and (7), F.A.C.	Not Monitored
27. Crib Requirements rule 65C-22.002(5), F.A.C.	Compliance
28. Toilets and Sinks rule 65C-22.002(6), F.A.C.	Not Monitored
29. Potty Chairs rule 65C-22.002(6), F.A.C.	Not Monitored
30. Bath Facilities and Supervision rule 65C-22.002(6), F.A.C.	Not Monitored
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.	Not Monitored
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.	Not Monitored
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
38. Diaper Disposal rule 65C-22.002(10), F.A.C.	Not Monitored
39. Indoor Equipment rule 65C-22.002(11), F.A.C.	Compliance
40. Outdoor Equipment rule 65C-22.002(11), F.A.C.	Not Monitored



Name: A L P I Lincoln Park HS Center License #: C19SL0076
Address: 1400 Avenue M, Fort Pierce FL 34950-3227
Type: Abbreviated Date: 5/12/2016

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. | Not Monitored |
| 43. Credentialed Staff ss.402.305(3), F.S. & rule 65C-22.003(7)-(8), F.A.C. | Not Monitored |

HEALTH REQUIREMENTS

- | | |
|--|---------------|
| 44. Communicable Disease Control rule 65C-22.004(1), F.A.C. | Not Monitored |
| 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. | Not Monitored |
| 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. | Not Monitored |

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 or toddlers enrolled. | Not Applicable |



Name: A L P I Lincoln Park HS Center License #: C19SL0076
Address: 1400 Avenue M, Fort Pierce FL 34950-3227
Type: Abbreviated Date: 5/12/2016

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. Not Monitored

57. Children's Health/Immunization and Records ss. 402.305(9), F.S. & rule 65C-22.006(2) - (3), F.A.C. Compliance
Compliance Comments
Ten children's files were reviewed.

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. Not Monitored

60. Background Screening Documents ss. 402.3054, F.S. & rule 65C-22.006(4), F.A.C. Compliance

Compliance Comments
Background Screening Law Changes. Child care personnel currently working under an exemption for background screening clearance due to a disqualifying offense must undergo a rescreening by August 1, 2016 to determine ongoing eligibility to continue to work in child care. Chapter 2016-98, Laws of Florida changed chapter 435.07, Florida Statute to identify felony and misdemeanor disqualifying offenses whereby the Department can no longer grant an exemption for background screening for an individual to work in child care. The Department will notify each individual and the assigned employer via a certified letter explaining the rescreening process and the timeframe for completion. Please do not rescreen staff prior to July 1st, 2016. The Department will advise the individual and the employer of the process and when to conduct the rescreening. Conducting the rescreening prior to July 1st, 2016 will result in the screening not being accepted/used.

Also, effective July 1st, 2016- the background screening process for child care personnel is changing to include specific processes and additional elements. All potential child care personnel must submit a full set of fingerprints through the Clearinghouse. In order for the Department to deem an individual eligible to work in child care, the Department must in addition to the national and state criminal history check, conduct a search of the criminal history records, sexual predator and sexual offender registry and the child abuse and neglect registry of any state in which the applicant resided during the preceding 5 years. These checks must occur prior to the Department issuing an eligible to work in child care determination. Individuals that were screened and employed prior to July 1st 2016 will be subject to rescreening by the Department by November 2017. Stay tuned for more information on this process.

New Employer Action Required Prior to Hiring: Any child care personnel hired on or after July 1st, 2016 is required to have a 5 year employment history check. Employment history checks must include documented attempts to contact each employer where the individual was employed within in the preceding 5 years

61. Daily Attendance rule 65C-22.001(10) & rule 65C-22.006(5), F.A.C. Not Monitored

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. Not Monitored



Name: A L P | Lincoln Park HS Center License #: C19SL0076
Address: 1400 Avenue M, Fort Pierce FL 34950-3227
Type: Abbreviated Date: 5/12/2016

B. Hyde

Received by: Bridgette Hyde
Date: Thursday, May 12, 2016

Kathleen Walters

Inspected by: Kathleen Walters
Date: Thursday, May 12, 2016



Name: A L P I Lincoln Park HS Center License #: C19SL0076
Address: 1400 Avenue M, Fort Pierce FL 34950-3227
Type: Abbreviated Date: 5/12/2016

SUPPLEMENTAL INSPECTION SHEET

Comments:

Providers Participating in School Readiness In an effort to meet the Child Care Development Fund 2014 Reauthorization requirements, Florida's Office of Early Learning (OEL) must ensure children are being cared for in quality child care settings. OEL will establish health and safety checklist standards, pre-service and in-service training requirements, standards for emergency preparedness plans group sizes, and ongoing monitoring requirements to ensure compliance These requirements will be monitored by the Department of Children and Families on an annual basis in conjunction with the program's renewal inspection The monitoring results will be shared with your local Early Learning Coalition Stay tuned- the Department and OEL will be hosting provider meetings throughout the state to share this information Also, continue to visit websites for both agencies for the latest updates on the upcoming changes (<http://www.myflfamilies.com/service-programs/child-care/whats-new> under "What's New" and www.floridaearlylearning.com under "News")

B. Hyde

Received by: Bridgette Hyde
Date: Thursday, May 12, 2016

Kathleen Walters

Inspected by: Kathleen Walters
Date: Thursday, May 12, 2016



Child Care Facility Information

Name: A L P I George W Truitt Family Services Center ID Number: C19SL0057
Address: 1814 N 13th St, Fort Pierce FL 34950-2184
Phone Number: (772) 464-4452 Capacity: 208
Owner/Director/Staff Responsible: Donna Hammond

Inspection Information

Type: Renewal Date: 5/9/2016 Arrival/Departure Time: 08:50 AM to 10:15 AM
Staff Present: 29 Children Present: 74

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>
Infants 3:7
Ones 2:8
Twos 2:7
Twos & Threes 2:5
Threes 2:6, 2:14
Fours & Fives 2:12, 2:15 | 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.
All transportation documentation is under ALPI Queen Townsend Head start. | 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 |



- 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
- 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.	Compliance
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> 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 24 adults and 70 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.	Compliance
38. Diaper Disposal rule 65C-22.002(10), F.A.C.	Compliance
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

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



Name: A L P I George W Truitt Family Services Center License #: C19SL0057

Address: 1814 N 13th St, Fort Pierce FL 34950-2184

Type: Renewal Date: 5/9/2016

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

Compliance

Received by: Donna Hammond

Date: Monday, May 09, 2016

Inspected by: Kathleen Walters

Date: Monday, May 09, 2016



Name: A L P I George W Truitt Family Services Center License #: C19SL0057
Address: 1814 N 13th St, Fort Pierce FL 34950-2184
Type: Renewal Date: 5/9/2016

SUPPLEMENTAL INSPECTION SHEET

Comments:

Providers Participating in School Readiness:

In an effort to meet the Child Care Development Fund 2014 Reauthorization requirements, Florida's Office of Early Learning (OEL) must ensure children are being cared for in quality child care settings. OEL will establish health and safety checklist standards, pre-service and in-service training requirements, standards for emergency preparedness plans, group sizes, and ongoing monitoring requirements to ensure compliance. These requirements will be monitored by the Department of Children and Families on an annual basis in conjunction with the program's renewal inspection. The monitoring results will be shared with your local Early Learning Coalition. Stay tuned- the Department and OEL will be hosting provider meetings throughout the state to share this information. Also, continue to visit websites for both agencies for the latest updates on the upcoming changes. (www.myflfamilies.com/childcare- under "What's New" and www.floridaearlylearning.com under "News")

Received by: Donna Hammond
Date: Monday, May 09, 2016

Inspected by: Kathleen Walters
Date: Monday, May 09, 2016



Child Care Facility Information

Name: ALPI Child Development and Family Services Center **ID Number:** C19SL0144
Address: 198 NW Marion Ave, Port Saint Lucie FL 34983-1667
Phone Number: (772) 879-4944 **Capacity:** 223
Owner/Director/Staff Responsible: Crystal Damas

Inspection Information

Type: Renewal **Date:** 5/6/2016 **Arrival/Departure Time:** 09:40 AM to 11:15 AM
Staff Present: 26 **Children Present:** 133

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>
Twos 2:8
Threes 2:16, 2:16
Fours 2:15, 2:15, 2:13, 2:16
Fours -Fives 2:17,2:17 | 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.
<small>The transportation information is under ALPI Queen Townsend.</small> | 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 |
| 11. Field Trip Permission rule 65C-22.001(7), 65C-22.001(8), 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
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. Not Monitored
Not Monitored Comments
The children were not napping at the time of this inspection.



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> 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 32 adults and 135 children present. This included visiting parents and children. Everyone evacuated in an organized and timely manner. Extinguishers expire 11/2016.	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 Monitored Comments</u> There are no children in diapers enrolled.	Not Monitored
38. Diaper Disposal rule 65C-22.002(10), F.A.C. <u>Not Monitored Comments</u> There is no diapering done at this time.	Not Monitored
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 |

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 or toddlers 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. Compliance
Compliance Comments
Thirty children's files were reviewed.

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

Compliance Comments

Background Screening Law Changes:

Child care personnel currently working under an exemption for background screening clearance due to a disqualifying offense must undergo a rescreening by August 1, 2016 to determine ongoing eligibility to continue to work in child care. Chapter 2016-98, Laws of Florida changed chapter 435.07, Florida Statute to identify felony and misdemeanor disqualifying offenses whereby the Department can no longer grant an exemption for background screening for an individual to work in child care. The Department will notify each individual and the assigned employer via a certified letter explaining the rescreening process and the timeframe for completion.

→ Please do not rescreen staff prior to July 1st, 2016. The Department will advise the individual and the employer of the process and when to conduct the rescreening. Conducting the rescreening prior to July 1st, 2016 will result in the screening not being accepted/used.

Also, effective July 1st, 2016- the background screening process for child care personnel is changing to include specific processes and additional elements. All potential child care personnel must submit a full set of fingerprints through the Clearinghouse. In order for the Department to deem an individual eligible to work in child care, the Department must in addition to the national and state criminal history check, conduct a search of the criminal history records, sexual predator and sexual offender registry and the child abuse and neglect registry of any state in which the applicant resided during the preceding 5 years. These checks must occur prior to the Department issuing an eligible to work in child care determination. Individuals that were screened and employed prior to July 1st 2016 will be subject to rescreening by the Department by November 2017. Stay tuned for more information on this process.

New Employer Action Required Prior to Hiring:

Any child care personnel hired on or after July 1st, 2016 is required to have a 5 year employment history check. Employment history checks must include documented attempts to contact each employer where the individual was employed within in the preceding 5 years

61. Daily Attendance rule 65C-22.001(10) & rule 65C-22.006(5), F.A.C. Compliance

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

ENFORCEMENT



Name: ALPI Child Development and Family Services Center License #: C19SL0144
Address: 198 NW Marion Ave, Port Saint Lucie FL 34983-1667
Type: Renewal Date: 5/6/2016

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

Compliance

Received by: Crystal Damas
Date: Friday, May 06, 2016

Inspected by: Kathleen Walters
Date: Friday, May 06, 2016



Name: ALPI Child Development and Family Services Center License #: C19SL0144
Address: 198 NW Marion Ave, Port Saint Lucie FL 34983-1667
Type: Renewal Date: 5/6/2016

SUPPLEMENTAL INSPECTION SHEET

Comments:

Providers Participating in School Readiness:

In an effort to meet the Child Care Development Fund 2014 Reauthorization requirements, Florida's Office of Early Learning (OEL) must ensure children are being cared for in quality child care settings. OEL will establish health and safety checklist standards, pre-service and in-service training requirements, standards for emergency preparedness plans, group sizes, and ongoing monitoring requirements to ensure compliance. These requirements will be monitored by the Department of Children and Families on an annual basis in conjunction with the program's renewal inspection. The monitoring results will be shared with your local Early Learning Coalition. Stay tuned- the Department and OEL will be hosting provider meetings throughout the state to share this information. Also, continue to visit websites for both agencies for the latest updates on the upcoming changes. (www.myffamilies.com/childcare- under "What's New" and www.floridaearlylearning.com under "News")

Received by: Crystal Damas

Date: Friday, May 06, 2016

Inspected by: Kathleen Walters

Date: Friday, May 06, 2016



Child Care Facility Information

Name: A L P I Francina C Duval Head Start Center ID Number: C19SL0058
 Address: 1035 S 27th Cir, Fort Pierce FL 34947-4687
 Phone Number: (772) 461-0398 Capacity: 40
 Owner/Director/Staff Responsible: Temika Johnson

Inspection Information

Type: Renewal Date: 5/24/2016 Arrival/Departure Time: 10 20 AM to 11 30 AM
 Staff Present: 7 Children Present: 37

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 - Fours 2:17, 2:20 | 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.
<small>Transportation information is under A.L.P.I Queen Townsend II Head Start Center</small> | 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 |
| 11. Field Trip Permission rule 65C-22.001(7), 65C-22.001(6), F.A.C. | Compliance |



Name: ALPI Francina C Duval Head Start Center License #: C195L0058
Address: 1035 S 27th Cir, Fort Pierce FL 34947-4687
Type: Renewal Date: 5/24/2016

- | | |
|---|---------------|
| 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 |
| 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 |



Name: A L P I Francina C Duval Head Start Center License #: C19SL0058
 Address: 1035 S 27th Cir, Fort Pierce FL 34947-4687
 Type: Renewal Date: 5/24/2016

- | | |
|--|--|
| 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>
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. | Noncompliance |
| <u>Non-Compliance Description</u>
33-16 The operator failed to conduct emergency preparedness drills | |
| <u>Comments</u>
Emergency preparedness drills shall be conducted when children are in care. Each drill outlined in the emergency preparedness plan must be practiced a minimum of one time per year, and may substitute for up to three monthly fire drills as referenced in paragraph 65C-22 002(7)(e), documentation of which must be maintained for one year. A current attendance record must accompany staff during the drill or actual emergency and must be used to account for all children
Only one emergency drill (tornado) was conducted during this school year. A lock-down drill will be practiced before this Friday, which is the last day of school for the children.
A fire drill was conducted today during this inspection. The children and staff evacuated in an organized and timely manner.
Drills should be practiced at different times of the day. | |
| <u>Due Date</u> Completed at time of inspection | <u>Violation Level</u> Class 2 - Technical Support |
| 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 Francina C Duval Head Start Center License #: C19SL0058
Address: 1035 S 27th Cir, Fort Pierce FL 34947-4687
Type: Renewal Date: 5/24/2016

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

FOOD AND NUTRITION

50. Meals and Snacks rule 65C-22.005(1), F.A.C. Compliance



Name: A L P I Francina C Duval Head Start Center License #: C19SL0058
Address: 1035 S 27th Cir, Fort Pierce FL 34947-4687
Type: Renewal Date: 5/24/2016

- | | |
|---|----------------|
| 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 or toddlers 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>
Ten 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.
<u>Compliance Comments</u>
Background Child care personnel currently working under an exemption for background screening clearance due to a disqualifying offense must undergo a rescreening by August 1, 2016 to determine ongoing eligibility to continue to work in child care Chapter 2016-98, Laws of Florida changed chapter 435.07, Florida Statute to identify felony and misdemeanor disqualifying offenses whereby the Department can no longer grant an exemption for background screening for an individual to work in child care. The Department will notify each individual and the assigned employer via a certified letter explaining the rescreening process and the timeframe for completion. Please do not rescreen staff prior to July 1st, 2016. The Department will advise the individual and the employer of the process and when to conduct the rescreening. Conducting the rescreening prior to July 1st, 2016 will result in the screening not being accepted/used. Screening Law Changes.

Also, effective July 1st, 2016- the background screening process for child care personnel is changing to include specific processes and additional elements. All potential child care personnel must submit a full set of fingerprints through the Clearinghouse. In order for the Department to deem an individual eligible to work in child care, the Department must in addition to the national and state criminal history check, conduct a search of the criminal history records, sexual predator and sexual offender registry and the child abuse and neglect registry of any state in which the applicant resided during the preceding 5 years. These checks must occur prior to the Department issuing an eligible to work in child care determination. Individuals that were screened and employed prior to July 1st 2016 will be subject to rescreening by the Department by November 2017. Stay tuned for more information on this process.

New Employer Action Required Prior to Hiring: Any child care personnel hired on or after July 1st, 2016 is required to have a 5 year employment history check. Employment history checks must include documented attempts to contact each employer where the individual was employed within in the preceding 5 years | Compliance |




Name: A L P I Francina C Duval Head Start Center License #: C19SL0058
Address: 1035 S 27th Cir, Fort Pierce FL 34947-4687
Type: Renewal Date: 5/24/2016

- 61. Daily Attendance rule 65C-22.001(10) & rule 65C-22.006(5), F.A.C. Compliance

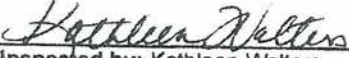
- 62. Emergency Plan/Posted rule 65C-22.002(7), F.A.C. Compliance

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



Received by: Terrika Johnson
Date: Tuesday, May 24, 2016



Inspected by: Kathleen Walters
Date: Tuesday, May 24, 2016



Name: A L P I Francina C Duval Head Start Center License #: C19SL0058
Address: 1035 S 27th Gr, Fort Pierce FL 34947-4687
Type: Renewal Date: 5/24/2016

SUPPLEMENTAL INSPECTION SHEET

Comments:

Providers Participating in School Readiness: In an effort to meet the Child Care Development Fund 2014 Reauthorization requirements, Florida's Office of Early Learning (OEL) must ensure children are being cared for in quality child care settings. OEL will establish health and safety checklist standards, pre-service and in-service training requirements, standards for emergency preparedness plans, group sizes, and ongoing monitoring requirements to ensure compliance. These requirements will be monitored by the Department of Children and Families on an annual basis in conjunction with the program's renewal inspection. The monitoring results will be shared with your local Early Learning Coalition. Stay tuned- the Department and OEL will be hosting provider meetings throughout the state to share this information. Also, continue to visit websites for both agencies for the latest updates on the upcoming changes (<http://www.myflfamilies.com/service-programs/child-care/whats-new> under "What's New" and www.floridaearlylearning.com under "News")

Received by: Terrika Johnson
Date: Tuesday, May 24, 2016

Inspected by: Kathleen Walters
Date: Tuesday, May 24, 2016

REIMBURSEMENT REPORTS

DOH CHILD CARE FOOD REPORTS

Florida Department of Health

5/12/2016
9:02AM

Child Care Food Program

Child Care Center Claim

S - 501 Region: C RPS: 6 Fiscal Year: 2016 Termination Date: _____

Add'l Doc Required: _____ ADR Reason: _____ Meal Disallowance: _____

Legal Name: AGRICULTURE/ LABOR PROG. INC. FEIN: 591634148001

D/B/A: AGRICULTURE/ 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: 4/2016 Date Received: 05/12/2016

Revision #: 0

Operating Days: 21 Average Daily Participation: 661

Sites Operated:

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

Children Enrolled by Category:

Free 769 Reduced 0 Non-needly 0 Total 769

Meals Claimed:

Breakfast	Morning Snack	Lunch	Afternoon Snack	Supper	Evening Snack
<u>13,869</u>	<u>0</u>	<u>13,869</u>	<u>13,869</u>	<u>0</u>	<u>0</u>

Operating Expenditures	<u>\$67,690.00</u>	Meal Earnings:	<u>\$77,250.33</u>
Administrative Expenditures	<u>\$4,933.00</u>	Cash-In-Lieu:	<u>\$3,293.90</u>
Total Expenditures	<u>\$72,623.00</u>	Total Earnings:	<u>\$80,544.23</u>
Income	<u>\$0.00</u>	Adjustments:	<u>\$0.00</u>
		Total Reimbursement:	<u>\$80,544.23</u>

Florida Department of Health

5/12/2016

9:02AM

Child Care Food Program

Child Care Center Claim

AN: 501 Fiscal Year: 2016 Claim Month/Year: 4/2016 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	\$16,147.43	\$688.51	\$16,835.94
23889/23889	ALPI FRANCINA C DUVA	1035 S. 27TH CIRCLE	\$3,949.13	\$168.39	\$4,117.52
23890/23890	ALPI FROSTPROOF CHIL	701 HOPSON RD.	\$5,597.85	\$238.69	\$5,836.54
23899/23899	ALPI GARDEN TERRACE	1110 N. 32ND STREET	\$9,095.81	\$387.84	\$9,483.65
23898/23898	ALPI GEORGE W. TRUIT	1814 NORTH 13TH STREET	\$9,062.39	\$386.41	\$9,448.80
23892/23892	ALPI LINCOLN PARK HE	1400 AVENUE M	\$10,170.82	\$433.68	\$10,604.50
23902/23902	ALPI QUEEN TOWNSEND	2202 AVENUE Q	\$23,226.90	\$990.38	\$24,217.28
			\$77,250.33	\$3,293.90	\$80,544.23

ELC REIMBURSEMENT REPORT

Vendor #: 4158
 ALPI FRANCINA DUVAL HEAD START (XXXXXX4148 7)
 2202 AVENUE Q
 FT. PIERCE, FL 34950
 (772)461-0398

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

Reporting Period: 04/01/2016 - 04/30/2016

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: 04/01/2016 - 04/30/2016 <==												
A15	XXX-XX-2489	VOLUNTARY PRE-K										
	LOPEZ-DIAZ, KATHERINE J	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR5	0	HR Days	.00	.00	.00	0.00	0.00	0.00	0.00
				-3	Hours	4.49	.00		-13.47	0.00		-13.47
A15	XXX-XX-9575	VOLUNTARY PRE-K										
	RAMIREZ-CHAVEZ, SONIA	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR5	0	HR Days	.00	.00	.00	0.00	0.00	0.00	0.00
				-3	Hours	4.49	.00		-13.47	0.00		-13.47
60 TO <72 MTH TOTALS:												
				0	HR Days				0.00	0.00	0.00	0.00
				-99.75	HR Hours				-447.88	0.00		-447.88
TOTALS FOR PERIOD:												
				0	0 Days				-629.73	0.00	0.00	-629.73
					-140.25 Hours							
ALL PERIODS:												
				101	630 Days				7856.37	0.00	0.00	7856.37
					1749.75 Hours							

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

Report Date: 05/16/2016 09:42:43

Reporting Period: 04/01/2016 - 04/30/2016

	Days Absent	Days Reimbursed	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
VOLUNTARY PRE-K	101	630 Days	7856.37	0.00	0.00	7856.37
VPK REPORT TOTALS:			7856.37	0.00	0.00	7856.37

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: 04/01/2016 - 04/30/2016

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: 04/01/2016 - 04/30/2016 <==													
A15	XXX-XX-2019	VOLUNTARY PRE-K											
LYDE, JA'MYAL		Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR4	0	HR Days Hours	.00 4.49	.00 .00	.00 .00	.00	0.00 -47.15	0.00 0.00	0.00	0.00 -47.15
48 TO <60 MTH TOTALS:													
				0	HR Days HR Hours					0.00 -47.15	0.00 0.00	0.00	0.00 -47.15
A15	XXX-XX-3573	VOLUNTARY PRE-K											
HARRIS, ZANNANYAH Y		Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR5	0	HR Days Hours	.00 4.49	.00 .00	.00 .00	.00	0.00 -47.15	0.00 0.00	0.00	0.00 -47.15
60 TO <72 MTH TOTALS:													
				0	HR Days HR Hours					0.00 -47.15	0.00 0.00	0.00	0.00 -47.15
A15	XXX-XX-8955	VOLUNTARY PRE-K											
MERIT, ARIYONA		Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR5	0	HR Days Hours	.00 4.49	.00 .00	.00 .00	.00	0.00 -13.47	0.00 0.00	0.00	0.00 -13.47
60 TO <72 MTH TOTALS:													
				0	HR Days HR Hours					0.00 -13.47	0.00 0.00	0.00	0.00 -13.47
A15	XXX-XX-3853	VOLUNTARY PRE-K											
SMITH, MALIK E		Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR5	0	HR Days Hours	.00 4.49	.00 .00	.00 .00	.00	0.00 -13.47	0.00 0.00	0.00	0.00 -13.47
60 TO <72 MTH TOTALS:													
				0	HR Days HR Hours					0.00 -74.09	0.00 0.00	0.00	0.00 -74.09
TOTALS FOR PERIOD:													
				0	0 Days -27 Hours					-121.24	0.00	0.00	-121.24

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

Report Date: 05/16/2016 09:51:53

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: 04/01/2016 - 04/30/2016

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:												
				45	588 Days				7799.12	0.00	0.00	7799.12
					1737 Hours							

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

Report Date: 05/16/2016 09:51:53

Reporting Period: 04/01/2016 - 04/30/2016

	Days Absent	Days Reimbursed	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
VOLUNTARY PRE-K	45	588 Days	7799.12	0.00	0.00	7799.12
VPK REPORT TOTALS:			7799.12	0.00	0.00	7799.12

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: 04/01/2016 - 04/30/2016

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: 04/01/2016 - 04/30/2016 <=>													
C15 XXX-XX-9415		VOLUNTARY PRE-K											
BRINSON, MALAKAIN		Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR5	0	HR Days Hours	.00 4.49	.00 4.49	.00 .00	.00 .00	0.00 -97.66	0.00 0.00	0.00 0.00	0.00 -97.66
E15 XXX-XX-8312		VOLUNTARY PRE-K											
FRANCESCHI, CARLENA		Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR5	0	HR Days Hours	.00 4.49	.00 4.49	.00 .00	.00 .00	0.00 -13.47	0.00 0.00	0.00 0.00	0.00 -13.47
F15 XXX-XX-0626		VOLUNTARY PRE-K											
FURTADO, LUCASE		Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR5	0	HR Days Hours	.00 4.49	.00 4.49	.00 .00	.00 .00	0.00 -13.47	0.00 0.00	0.00 0.00	0.00 -13.47
A15 XXX-XX-2966		VOLUNTARY PRE-K											
JEAN BAPTISTE, ADREANNA C		Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR5	0	HR Days Hours	.00 4.49	.00 4.49	.00 .00	.00 .00	0.00 -13.47	0.00 0.00	0.00 0.00	0.00 -13.47
B15 XXX-XX-0018		VOLUNTARY PRE-K											
LARA PORRAS, VICTORIA M		Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR5	0	HR Days Hours	.00 4.49	.00 4.49	.00 .00	.00 .00	0.00 -13.47	0.00 0.00	0.00 0.00	0.00 -13.47
B15 XXX-XX-8035		VOLUNTARY PRE-K											
MARTINEZ, DRUSILLIANA K		Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR5	0	HR Days Hours	.00 4.49	.00 4.49	.00 .00	.00 .00	0.00 -30.31	0.00 0.00	0.00 0.00	0.00 -30.31
E15 XXX-XX-8825		VOLUNTARY PRE-K											
MEYER, WEATHERLY- PAIGE M		Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR5	0	HR Days Hours	.00 4.49	.00 4.49	.00 .00	.00 .00	0.00 -13.47	0.00 0.00	0.00 0.00	0.00 -13.47

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

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

Reporting Period: 04/01/2016 - 04/30/2016

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: 04/01/2016 - 04/30/2016 <==												
C15	XXX-XX-9426	VOLUNTARY PRE-K	PR5	0	HR Days	.00	.00	.00	0.00	0.00	0.00	0.00
	SNYDER-LOPEZ, ALIZEE	Adjustment Reason			Hours	4.49	.00		-30.31	0.00		-30.31
	D	MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT										
C15	XXX-XX-9159	VOLUNTARY PRE-K	PR5	0	HR Days	.00	.00	.00	0.00	0.00	0.00	0.00
	STEVENSON, DARRIONA	Adjustment Reason			Hours	4.49	.00		-114.50	0.00		-114.50
	F15	MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT										
F15	XXX-XX-5208	VOLUNTARY PRE-K	PR5	0	HR Days	.00	.00	.00	0.00	0.00	0.00	0.00
	WALKER, MIGUEL J	Adjustment Reason			Hours	4.49	.00		-30.31	0.00		-30.31
	D15	MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT										
D15	XXX-XX-5429	VOLUNTARY PRE-K	PR5	0	HR Days	.00	.00	.00	0.00	0.00	0.00	0.00
	WARE IV, MICHAEL L	Adjustment Reason			Hours	4.49	.00		-80.82	0.00		-80.82
		MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT										
				60 TO <72 MTH	TOTALS:	0	0	HR Days	0.00	0.00	0.00	0.00
						-164.25		HR Hours	-737.50	0.00		-737.50
				TOTALS FOR PERIOD:	0	0	0 Days		-1266.21	0.00	0.00	-1266.21
						-282		Hours				
				ALL PERIODS:	286	2331	Days		30132.36	0.00	0.00	30132.36
						6711	Hours					

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

Report Date: 05/16/2016 09:37:26

Reporting Period: 04/01/2016 - 04/30/2016

	Days Absent	Days Reimbursed	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
VOLUNTARY PRE-K	286	2331 Days	30132.36	0.00	0.00	30132.36
VPK REPORT TOTALS:						

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

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: 04/01/2016 - 04/30/2016

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: 04/01/2016 - 04/30/2016 <==													
I15	XXX-XX-6298	VOLUNTARY PRE-K	PR5	0	HR Days	.00	.00	.00	.00	0.00	0.00	0.00	0.00
	THOMAS, DARRIUS M	Adjustment Reason			Hours	4.49	.00	.00	.00	-13.47	0.00	0.00	-13.47
		MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT		-3									
G15	XXX-XX-9184	VOLUNTARY PRE-K	PR5	0	HR Days	.00	.00	.00	.00	0.00	0.00	0.00	0.00
	VAZQUEZ, MARIA A	Adjustment Reason			Hours	4.49	.00	.00	.00	-13.47	0.00	0.00	-13.47
		MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT		-3									
I15	XXX-XX-6089	VOLUNTARY PRE-K	PR5	0	HR Days	.00	.00	.00	.00	0.00	0.00	0.00	0.00
	VEILLARD, BRIANNA	Adjustment Reason			Hours	4.49	.00	.00	.00	-30.31	0.00	0.00	-30.31
		MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT		-6.75									
C15	XXX-XX-0742	VOLUNTARY PRE-K	PR5	0	HR Days	.00	.00	.00	.00	0.00	0.00	0.00	0.00
	VICKERS, LONDYNN S	Adjustment Reason			Hours	4.49	.00	.00	.00	-47.15	0.00	0.00	-47.15
		MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT		-10.5									
B15	XXX-XX-3982	VOLUNTARY PRE-K	PR5	0	HR Days	.00	.00	.00	.00	0.00	0.00	0.00	0.00
	WALKER III, FREDRICK J	Adjustment Reason			Hours	4.49	.00	.00	.00	-131.33	0.00	0.00	-131.33
		MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT		-29.25									
D15	XXX-XX-8026	VOLUNTARY PRE-K	PR5	0	HR Days	.00	.00	.00	.00	0.00	0.00	0.00	0.00
	ZACKERY, JAIDEN J	Adjustment Reason			Hours	4.49	.00	.00	.00	-84.19	0.00	0.00	-84.19
		MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT		-18.75									
60 TO <72 MTH TOTALS:				0	0	HR Days				0.00	0.00	0.00	0.00
				-391.5	HR Hours					-1757.88	0.00		-1757.88

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

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: 04/01/2016 - 04/30/2016

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: 04/01/2016 - 04/30/2016 <==												
TOTALS FOR PERIOD:					0	0	0	0	0	0.00	0.00	-2236.07
												-2236.07
ALL PERIODS:					523	3619	10359	3619	46511.86	0.00	0.00	46511.86
												46511.86

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

Reporting Period: 04/01/2016 - 04/30/2016

	Days Absent	Days Reimbursed	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
VOLUNTARY PRE-K						
VPK REPORT TOTALS:	523	3619 Days	46511.86	0.00	0.00	46511.86

Vendor # : 4149
 ALPI GARDEN TERRACE HEADSTART (XXXXXX4148 2)
 2202 AVENUE Q
 FORT PIERCE, FL 34950
 (772)468-0300

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

Reporting Period: 04/01/2016 - 04/30/2016

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: 04/01/2016 - 04/30/2016 <==													
A15	XXX-XX-4784	VOLUNTARY PRE-K											
	KNIGHT, JAMARIE E	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR5	0	HR Days	.00	.00	.00	.00	0.00	0.00	0.00	0.00
				-3	Hours	4.49	.00	.00	.00	-13.47	0.00	0.00	-13.47
A15	XXX-XX-5520	VOLUNTARY PRE-K											
	MC DUFFY, KEYONTAE	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR5	0	HR Days	.00	.00	.00	.00	0.00	0.00	0.00	0.00
				-18	Hours	4.49	.00	.00	.00	-80.82	0.00	0.00	-80.82
C15	XXX-XX-7207	VOLUNTARY PRE-K											
	MELLS JR, RATAVIOUS	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR5	0	HR Days	.00	.00	.00	.00	0.00	0.00	0.00	0.00
				-3	Hours	4.49	.00	.00	.00	-13.47	0.00	0.00	-13.47
A15	XXX-XX-1996	VOLUNTARY PRE-K											
	WASHINGTON, RA'ZHUYA M	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR5	0	HR Days	.00	.00	.00	.00	0.00	0.00	0.00	0.00
				-18	Hours	4.49	.00	.00	.00	-80.82	0.00	0.00	-80.82
60 TO <72 MTH TOTALS:										0.00	0.00	0.00	0.00
										-109.5	0.00	0.00	-491.67
TOTALS FOR PERIOD:										0	0 Days	0.00	-538.82
										-120	Hours	0.00	-491.67
ALL PERIODS:										142	1071 Days	0.00	13887.55
										3093	Hours	0.00	13887.55

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

Report Date: 05/16/2016 09:44:37

Reporting Period: 04/01/2016 - 04/30/2016

	Days Absent	Days Reimbursed	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
VOLUNTARY PRE-K	142	1071 Days	13887.55	0.00	0.00	13887.55
VPK REPORT TOTALS:						

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

Report Date: 05/12/2016 01:06:29

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)

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: 04/01/2016 - 04/30/2016 <==												
XXX-XX-9529	ECKLES, BRIAN T	ECONOMICALLY DISADVANTAGE	TOD	21	14.60	2.19	3.15	306.60	45.99	66.15	286.44	
XXX-XX-1684	RICKS, ERIYONNA J	12 TO <24 MTH ECONOMICALLY DISADVANTAGE	2YR	21	13.85	2.08	1.65	221.60	33.28	26.40	228.48	
XXX-XX-1854	SINGLETON JR, DARNELL L	24 TO <36 MTH ECONOMICALLY DISADVANTAGE	PR3	16	13.50	2.03	1.65	221.60	33.28	26.40	228.48	
TOTALS FOR PERIOD:				21	58 Days			283.50	42.63	34.65	291.48	
TOTALS FOR PERIOD:				21	58 Days			811.70	121.90	127.20	806.40	

Final Provider Reimbursement Report

Vendor #: ALP10
 ALPI FROSTPROOF CHILD DEVELOPMENT CENTER (591634148 2)
 701 HOPSON ROAD
 FROSTPROOF, FL 33843
 (863)635-3396

** GS CENTER SUB ** BG8 ECONOMICALLY DISADVANTAGED (BG8)

Class ID	Child	Eligibility Activity	Care Level	Days Reimbursed	Provider Gold Seal Rate	Parent Fee	Reporting Period: 04/01/2016 - 04/30/2016				
							Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.	
500-53-3611	BLAKE, KARSYN L	ECONOMICALLY DISADVANTAGE	INF	19 PT Days	12.00	.00	1.00	228.00	0.00	30.40	197.60
				Enrolled 04/05/2016							
372-51-3030	HUTTO, LEVI H	< 12 MTH TOTALS:		19 PT Days				228.00	0.00	30.40	197.60
CXS-14-8250	SEVILLA, CHELSEA	ECONOMICALLY DISADVANTAGE	TOD	21 PT Days	10.00	.00	1.20	210.00	0.00	25.20	184.80
		ECONOMICALLY DISADVANTAGE	TOD	6 PT Days	10.00	.00	1.20	60.00	0.00	7.20	52.80
158-69-7228	SLOAN, SAMONNI L	12 TO <24 MTH TOTALS:		27 PT Days				270.00	0.00	32.40	237.60
867-53-4396	SMITH, SHANELL B	ECONOMICALLY DISADVANTAGE	2YR	16 PT Days	9.50	.00	1.20	152.00	0.00	19.20	132.80
		ECONOMICALLY DISADVANTAGE	2YR	19 PT Days	9.50	.00	2.40	180.50	0.00	45.60	134.90
		ECONOMICALLY DISADVANTAGE	2YR	2 PT Days	9.50	.00	4.40	19.00	0.00	8.80	10.20
				24 TO <36 MTH TOTALS:							
				37 PT Days				351.50	0.00	73.60	277.90
				TOTALS FOR PERIOD:							
				83 Days				849.50	0.00	136.40	713.10

--> Child Care For Period: 04/01/2016 - 04/30/2016 <---

EARLY LEARNING COALITION OF POLK COUNTY
 115 SOUTH MISSOURI AVENUE SUITE 501
 LAKE LAND, FL 33815
 Final Provider Reimbursement Report

Report Date: 05/09/2016 04:33:33

Vendor #: ALP10
 ALPI FROSTPROOF CHILD DEVELOPMENT CENTER (591634148 2)
 701 HOPSON ROAD
 FROSTPROOF, FL 33843
 (863)635-3396

** GS CENTER SUB ** BGI AT-RISK (BGI)

Class ID	Child	Eligibility Activity	Care Level	Days Reimbursed	Provider Rate	Gold Seal Rate	Parent Fee	Reporting Period: 04/01/2016 - 04/30/2016			
								Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
TXL-14-7021	LEWIS, TREASURE	AT RISK OUT OF HOME	INF	21	PT Days 12.00	.00	.40	252.00	0.00	8.40	243.60
JXD-14-7022	DUPREE, JOSELYN	< 12 MTH AT RISK OUT OF HOME		21	PT Days			252.00	0.00	8.40	243.60
BLL-12-8534	LEWIS, BRENDAN L	12 TO <24 MTH AT RISK OUT OF HOME	TOD	21	PT Days 10.00	.00	.20	210.00	0.00	4.20	205.80
		24 TO <36 MTH TOTALS:		21	PT Days	.00	.20	210.00	0.00	4.20	205.80
		TOTALS FOR PERIOD:		21	PT Days	.00	.20	199.50	0.00	4.20	195.30
				21	PT Days			199.50	0.00	4.20	195.30
				63	Days			661.50	0.00	16.80	644.70

LIHEAP FINANCIAL STATUS REPORT

Agency : Agricultural and Labor Program, Inc.

Program : Low Income Home Energy Assistance Program (LIHEAP)

Contract # : 15EA-0F-07-63-08-001

Low Income Home Energy Assistance Program (LIHEAP)

FINANCIAL STATUS REPORT

Reporting Period:		3 2016-3 2016	Invoice #:		15EA00113
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)	\$4,555,571.00	\$518,325.90	\$4,555,571.00	\$0.00	
GRANTEE ADMINISTRATIVE EXPENSE					
2. Salaries including Fringe, Rent, Utilities, Travel, Other (Total cannot exceed 8% of Line 1)	\$359,934.00	\$3,615.26	\$359,934.00	\$0.00	
GRANTEE OUTREACH EXPENSE					
3. Salaries including Fringe, Rent, Utilities, Travel, Other (Cannot Exceed 15% of Line 1 minus Line 2)	\$656,332.00	\$85,261.20	\$656,332.00	\$0.00	
DIRECT CLIENT ASSISTANCE					
4. Home Energy Assistance Payments (Must be at least 25% of Line 1)	\$1,599,315.00	\$345,258.95	\$1,599,315.00	\$0.00	
5. Crisis Benefits Payments	\$1,939,990.00	\$84,190.49	\$1,939,990.00	\$0.00	
6. Weather Related/Supply Shortage (Must be at least 2% of Line 1)	\$0.00	\$0.00	\$0.00	\$0.00	
7. SUBTOTAL (Lines 4-6)	\$3,539,305.00	\$429,449.44	\$3,539,305.00	\$0.00	
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)	\$4,555,571.00	\$518,325.90	\$4,555,571.00	\$0.00	

CASH POSITION

1. Total grant funds received from DEO Y-T-D	\$4,045,782.55
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)	\$509,788.45

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 Exec. Officer	Signature		Date :	4/19/2016
Current Authority	\$4,555,571.00	Type of Assistance		NUMBER OF HOUSEHOLDS			
Year-to-Date Disbursed	\$4,045,782.55			Approved Workplan	Served with these Funds	Served to Date	
Available Authority	\$509,788.45	Summer Home Energy		2010	0	2194	
Payment Number		Winter Home Energy		3090	1150	2195	
Payment Amount		Summer Crisis		3195	0	3493	
Approved		Winter Crisis		2566	285	2261	
Date		Weather Related		0	0	0	
		TOTALS :		10861	1435	10143	

Recipient hereby certifies that it has been open and operating during its normal business hours for the month of March, as described in Attachment F, Warranties and Representations, of the FY2016 LIHEAP Agreement.

Deloris Johnson
Printed Name

Signature

4/19/2016
Date

Agency : Agricultural and Labor Program, Inc.

Version 2.0

Program : Low Income Home Energy Assistance Program (LIHEAP)

Low Income Home Energy Assistance Program (LIHEAP)

Contract # : 16EA-0F-07-63-08-001

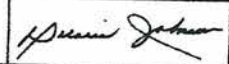
FINANCIAL STATUS REPORT

Reporting Period:		3 2016-3 2016	Invoice #:		16EA0011
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)	\$4,258,448.00	\$0.00	\$0.00	\$4,258,448.00	
GRANTEE ADMINISTRATIVE EXPENSE					
2. Salaries including Fringe, Rent, Utilities, Travel, Other (Total cannot exceed 8% of Line 1)	\$314,432.00	\$0.00	\$0.00	\$314,432.00	
GRANTEE OUTREACH EXPENSE					
3. Salaries including Fringe, Rent, Utilities, Travel, Other (Cannot Exceed 15% of Line 1 minus Line 2)	\$639,122.00	\$0.00	\$0.00	\$639,122.00	
DIRECT CLIENT ASSISTANCE					
4. Home Energy Assistance Payments (Must be at least 25% of Line 1)	\$1,064,612.00	\$0.00	\$0.00	\$1,064,612.00	
5. Crisis Benefits Payments	\$2,155,113.00	\$0.00	\$0.00	\$2,155,113.00	
6. Weather Related/Supply Shortage (Must be at least 2% of Line 1)	\$85,169.00	\$0.00	\$0.00	\$85,169.00	
7. SUBTOTAL (Lines 4-6)	\$3,304,894.00	\$0.00	\$0.00	\$3,304,894.00	
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)	\$4,258,448.00	\$0.00	\$0.00	\$4,258,448.00	

CASH POSITION

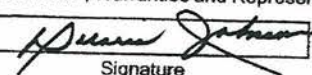
1. Total grant funds received from DEO Y-T-D	
2. Interest Income Received to Date	\$0.00
3. Program Income Received to Date	\$0.00
4. Amount of Reimbursement Requested (not to exceed undisbursed balance)	\$0.00

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 Exec. Officer	Signature		Date :	4/20/2016
Current Authority	\$3,227,904.00	Type of Assistance	NUMBER OF HOUSEHOLDS				
Year-to-Date Disbursed	\$274,962.97			Approved Workplan	Served with these Funds	Served to Date	
Available Authority	\$2,952,941.03	Summer Home Energy	1700	0	0		
Payment Number		Winter Home Energy	1701	0	0		
Payment Amount		Summer Crisis	3141	0	0		
Approved		Winter Crisis	3142	0	0		
Date		Weather Related	258	0	0		
		TOTALS :	9942	0	0		

Recipient hereby certifies that it has been open and operating during its normal business hours for the month of March, as described in Attachment F, Warranties and Representations, of the FY2016 LIHEAP Agreement.

Deloris Johnson
Printed Name


Signature

4/20/2016
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 # : 16EA-0F-07-63-08-001

Reporting Period:	4 2016-4 2016	Invoice #:	16EA0012	
LIHEAP FUNDS				
BUDGET CATEGORIES	Budget Allocation (A)	Current Month (B)	Total To Date (C)	Unexpended Balance (D) (A-C)
REVENUE AND FUNDING				
LIHEAP FUNDS (No Leveraging Funds)	\$4,258,448.00	\$88,780.79	\$88,780.79	\$4,169,667.21
GRANT ADMINISTRATIVE EXPENSE				
Salaries including Fringe, Rent, Utilities, Travel, Other (Total cannot exceed 8% of Line 1)	\$314,432.00	\$19,052.12	\$19,052.12	\$295,379.88
GRANT OUTREACH EXPENSE				
Salaries including Fringe, Rent, Utilities, Travel, Other (Cannot Exceed 15% of Line 1 minus Line 2)	\$639,122.00	\$36,646.66	\$36,646.66	\$602,475.34
INDIRECT CLIENT ASSISTANCE				
Home Energy Assistance Payments (Must be at least 25% of Line 1)	\$1,064,612.00	\$9,440.01	\$9,440.01	\$1,055,171.99
Crisis Benefits Payments	\$2,155,113.00	\$23,642.00	\$23,642.00	\$2,131,471.00
Weather Related/Supply Shortage (Must be at least 2% of Line 1)	\$85,169.00	\$0.00	\$0.00	\$85,169.00
SUBTOTAL (Lines 4-6)	\$3,304,894.00	\$33,082.01	\$33,082.01	\$3,271,811.99
GRANT LEVERAGING EXPENSE				
Home Energy Assistance	\$0.00	\$0.00	\$0.00	\$0.00
Crisis Assistance	\$0.00	\$0.00	\$0.00	\$0.00
SUBTOTAL (Line 8 + 9)	\$0.00	\$0.00	\$0.00	\$0.00
GRAND TOTAL ALL EXPENSES (Line 2 + 3 + 7 + 10)	\$4,258,448.00	\$88,780.79	\$88,780.79	\$4,169,667.21

CASH POSITION

Total grant funds received from DEO Y-T-D	\$274,962.97
Interest Income Received to Date	\$0.00
Program Income Received to Date	\$0.00
Amount of Reimbursement Requested (not to exceed undisbursed balance)	\$88,780.79

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 Exec. Officer	Signature	<i>Deloris Johnson</i>	Date :	5/11/2016
Current Authority	\$3,227,904.00	Type of Assistance	NUMBER OF HOUSEHOLDS				
Year-to-Date Disbursed	\$274,962.97		Approved Workplan	Served with these Funds	Served to Date		
Available Authority	\$2,952,941.03	Summer Home Energy	1700	30	30		
Payment Number		Winter Home Energy	1701	0	0		
Payment Amount		Summer Crisis	3141	69	69		
Approved		Winter Crisis	3142	0	0		
Date		Weather Related	258	0	0		
		TOTALS :	9942	99	99		

Recipient hereby certifies that it has been open and operating during its normal business hours for the month of April, as described in Attachment F, Warranties and Representations, of the FY2016 LIHEAP Agreement.

Deloris Johnson
Printed Name

Deloris Johnson
Signature

5/11/2016
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 # : 16EA-0F-07-63-08-001

Reporting Period:	5 2016-5 2016	Invoice #:	16EA0013	
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)	\$4,258,448.00	\$260,492.84	\$349,273.63	\$3,909,174.37
GRANTEE ADMINISTRATIVE EXPENSE				
2. Salaries including Fringe, Rent, Utilities, Travel, Other (Total cannot exceed 8% of Line 1)	\$314,432.00	\$23,704.22	\$42,756.34	\$271,675.66
GRANTEE OUTREACH EXPENSE				
3. Salaries including Fringe, Rent, Utilities, Travel, Other (Cannot Exceed 15% of Line 1 minus Line 2)	\$639,122.00	\$44,687.21	\$81,333.87	\$557,788.13
DIRECT CLIENT ASSISTANCE				
4. Home Energy Assistance Payments (Must be at least 25% of Line 1)	\$1,064,612.00	\$95,985.96	\$105,425.97	\$959,186.03
5. Crisis Benefits Payments	\$2,155,113.00	\$96,115.45	\$119,757.45	\$2,035,355.55
6. Weather Related/Supply Shortage (Must be at least 2% of Line 1)	\$85,169.00	\$0.00	\$0.00	\$85,169.00
7. SUBTOTAL (Lines 4-6)	\$3,304,894.00	\$192,101.41	\$225,183.42	\$3,079,710.58
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)	\$4,258,448.00	\$260,492.84	\$349,273.63	\$3,909,174.37

CASH POSITION

1. Total grant funds received from DEO Y-T-D	\$363,743.76
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)	\$260,492.84

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 Exec. Officer	Signature		Date :	6/9/2016
Current Authority	\$3,227,904.00	Type of Assistance		NUMBER OF HOUSEHOLDS			
Year-to-Date Disbursed	\$363,743.76			Approved Workplan	Served with these Funds	Served to Date	
Available Authority	\$2,864,160.24	Summer Home Energy	1700	307	337		
Payment Number		Winter Home Energy	1701	0	0		
Payment Amount		Summer Crisis	3141	280	349		
Approved		Winter Crisis	3142	0	0		
Date		Weather Related	258	0	0		
		TOTALS :	9942	587	686		

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

May, as described in Attachment F, Warranties and Representations, of the FY2016 LIHEAP Agreement.

Deloris Johnson
Printed Name

Signature

6/9/2016
Date

FLORIDA NON-PROFIT HOUSING

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

MONTHLY REQUEST

DATE SUBMITTED: 11-May-16
FOR THE MONTH OF: April, 2016

AMOUNT OF THIS REQUEST \$ \$7,389.06

	BUDGET LINE ITEM	APPROVED BUDGET	CUM. COST PRIOR PERIOD	ACTUAL COST THIS PERIOD	CUM. COST TO DATE	BAL. OF BUDGET
500	Salaries	\$2,476.00	\$1,347.53	\$180.56	\$1,528.09	\$947.91
505	Fringes	\$619.00	\$328.65	\$43.23	\$371.88	\$247.12
52000	Workmen's Comp.	\$59.00	\$31.62	\$4.10	\$35.72	\$23.28
57810	Housing Assist. Payment	\$42,775.00	\$20,939.47	\$6,551.09	\$27,490.56	\$15,284.44
52300	Travel	\$716.00	\$46.28	\$581.02	\$627.30	\$88.70
990	Sub-Total	\$46,645.00	\$22,693.55	\$7,360.00	\$30,053.55	\$16,591.45
597	Indirect	\$408.00	\$252.92	\$29.06	\$281.98	\$126.02
	Total Cost	\$47,053.00	\$22,946.47	\$7,389.06	\$30,335.53	\$16,717.47


SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

11-May-16
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: 9-Jun-16
FOR THE MONTH OF: May, 2016

AMOUNT OF THIS REQUEST \$ \$12,836.66

	BUDGET LINE ITEM	APPROVED BUDGET	CUM. COST PRIOR PERIOD	ACTUAL COST THIS PERIOD	CUM. COST TO DATE	BAL. OF BUDGET
500	Salaries	\$2,476.00	\$1,528.09	\$183.67	\$1,711.76	\$764.24
505	Fringes	\$619.00	\$371.88	\$41.91	\$413.79	\$205.21
52000	Workmen's Comp.	\$59.00	\$35.72	\$4.12	\$39.84	\$19.16
57810	Housing Assist. Payment	\$42,775.00	\$27,490.56	\$12,578.07	\$40,068.63	\$2,706.37
52300	Travel	\$716.00	\$627.30	\$0.00	\$627.30	\$88.70
990	Sub-Total	\$46,645.00	\$30,053.55	\$12,807.77	\$42,861.32	\$3,783.68
597	Indirect	\$408.00	\$281.98	\$28.89	\$310.87	\$97.13
	Total Cost	\$47,053.00	\$30,335.53	\$12,836.66	\$43,172.19	\$3,880.81


SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

9-Jun-16
DATE

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

EHEAP FINANCIAL STATUS REPORT

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

CONTRACTOR 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	TYPE OF REPORT : Advance Request _____ Reimbursement Request <input checked="" type="checkbox"/>	This Request Period <u>4/01/2016 - 4/30/2016</u> PSA # <u>6</u> Report # <u>1</u> Contract # <u>EH-16/17 - ALPI</u> Contract Period <u>04/01/2016 - 03/31/2017</u>
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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: 4/29/16 Approved by: [Signature] Date: 4-29-16

PART A: BUDGET SUMMARY	ADMINISTRATION SERVICES	OUTREACH SERVICES	CRISIS SERVICES	WEATHER RELATED	ADMINISTRATION WEATHER RELATED	TOTAL
1. Approved Contract Amount	\$1,743.00	\$17,384.00	\$92,948.00	\$2,548.00	\$0.00	\$114,623.00
2. Previous Funds Received for Contract Period	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3. Contract Balance (line 1 minus line 2)	\$1,743.00	\$17,384.00	\$92,948.00	\$2,548.00	\$0.00	\$114,623.00
4. Previous Funds Requested and Not Received for Contract Period	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5. Contract Balance (line 3 minus line 4)	\$1,743.00	\$17,384.00	\$92,948.00	\$2,548.00	\$0.00	\$114,623.00

PART B: CONTRACT FUNDS REQUEST	ADMINISTRATION SERVICES	OUTREACH SERVICES	CRISIS SERVICES	WEATHER RELATED	ADMINISTRATION WEATHER RELATED	TOTAL
1. Anticipated Cash Needs (1st - 2nd month, Attach Justification)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2. Net Expenditures For Month (DOEA Form 105P, Part B, Line 6)	\$126.65	\$971.43	\$10,886.21	\$0.00	\$0.00	\$11,984.29
3. TOTAL	\$126.65	\$971.43	\$10,886.21	\$0.00	\$0.00	\$11,984.29

PART C: NET FUNDS REQUESTED	ADMINISTRATION SERVICES	OUTREACH SERVICES	CRISIS SERVICES	WEATHER RELATED	ADMINISTRATION WEATHER RELATED	TOTAL
1. Less Advance Applied	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2. TOTAL FUNDS REQUESTED (Part B, Line 3 minus Part C, Line 1)	\$126.65	\$971.43	\$10,886.21	\$0.00	\$0.00	\$11,984.29

PART D: SERVICE INFORMATION

Number of individuals (units) served with crisis energy assistance during the report month: 43

Certification statement: Contractor hereby certifies that it has been open and operating during its normal business hours for 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: 4/01/2016 TO: 4/30/2016 CONTRACT PERIOD: 4/1/2016 3/31/2017 CONTRACT # EH-16/17-ALPI REPORT # 1 PSA# 6
---	---	--

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: 4/29/16 Approved by: *[Signature]* Date: 4-29-16

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		\$114,623.00	\$0.00	\$0.00	0.00%
2. Interest on Agreement Funds		\$0.00	\$0.00	\$0.00	0.00%
3. TOTAL AGREEMENT AMOUNT		\$114,623.00	\$0.00	\$0.00	0.00%

PART B : EXPENDITURES		1. Approved Budget	2. Expenditures For This Report	3. Expenditures Year to Date	4. Percent of Approved Budget
1. Administration		\$1,743.00	\$126.65	\$126.65	7.27%
2. Outreach		\$17,384.00	\$971.43	\$971.43	5.59%
3. Crisis Services		\$92,948.00	\$ 10,886.21	\$ 10,886.21	11.71%
4. Weather Related Services		\$2,548.00	\$0.00	\$0.00	0.00%
5. Weather Related Administration		\$0.00	\$0.00	\$0.00	0.00%
6. TOTAL EXPENDITURES		\$114,623.00	\$11,984.29	\$11,984.29	10.46%

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

CONTRACTOR 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	TYPE OF REPORT : Advance Request _____ Reimbursement Request <u> X </u>	This Request Period <u> 5/01/2016 - 5/31/2016 </u> PSA # <u> 6 </u> Report # <u> 2 </u> Contract # <u> EH-16/17 - ALPI </u> Contract Period <u> 04/01/2016 - 03/31/2017 </u>
---	--	--

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:  Date: 6/3/16 Approved by:  Date: 6/3/16

PART A: BUDGET SUMMARY	ADMINISTRATION SERVICES	OUTREACH SERVICES	CRISIS SERVICES	WEATHER RELATED	ADMINISTRATION WEATHER RELATED	TOTAL
1. Approved Contract Amount	\$1,743.00	\$17,384.00	\$92,948.00	\$2,548.00	\$0.00	\$114,623.00
2. Previous Funds Received for Contract Period	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3. Contract Balance (line 1 minus line 2)	\$1,743.00	\$17,384.00	\$92,948.00	\$2,548.00	\$0.00	\$114,623.00
4. Previous Funds Requested and Not Received for Contract Period	\$126.65	\$971.43	\$10,886.21	\$0.00	\$0.00	\$11,984.29
5. Contract Balance (line 3 minus line 4)	\$1,616.35	\$16,412.57	\$82,061.79	\$2,548.00	\$0.00	\$102,638.71

PART B: CONTRACT FUNDS REQUEST	ADMINISTRATION SERVICES	OUTREACH SERVICES	CRISIS SERVICES	WEATHER RELATED	ADMINISTRATION WEATHER RELATED	TOTAL
1. Anticipated Cash Needs (1st - 2nd month, Attach Justification)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2. Net Expenditures For Month (DOEA Form 105P, Part B, Line 6)	\$123.81	\$1,358.64	\$7,795.46	\$0.00	\$0.00	\$9,277.91
3. TOTAL	\$123.81	\$1,358.64	\$7,795.46	\$0.00	\$0.00	\$9,277.91

PART C: NET FUNDS REQUESTED	ADMINISTRATION SERVICES	OUTREACH SERVICES	CRISIS SERVICES	WEATHER RELATED	ADMINISTRATION WEATHER RELATED	TOTAL
1. Less Advance Applied	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2. TOTAL FUNDS REQUESTED (Part B, Line 3 minus Part C, Line 1)	\$123.81	\$1,358.64	\$7,795.46	\$0.00	\$0.00	\$9,277.91

PART D: SERVICE INFORMATION

Number of individuals (units) served with crisis energy assistance during the report month: 31

Certification statement: Contractor hereby certifies that it has been open and operating during its normal business hours for 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: 5/01/2016 TO: 5/31/2016 CONTRACT 4/1/2016 PERIOD: 3/31/2017 CONTRACT # EH-16/17-ALPI REPORT # 2 PSA# 6
--	--	---

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: 6/3/16 Approved by:  Date: 6/3/16

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	\$114,623.00	\$0.00	\$0.00	0.00%
2. Interest on Agreement Funds	\$0.00	\$0.00	\$0.00	0.00%
3. TOTAL AGREEMENT AMOUNT	\$114,623.00	\$0.00	\$0.00	0.00%

PART B : EXPENDITURES	1. Approved Budget	2. Expenditures For This Report	3. Expenditures Year to Date	4. Percent of Approved Budget
1. Administration	\$1,743.00	\$123.81	\$250.46	14.37%
2. Outreach	\$17,384.00	\$1,358.64	\$2,330.07	13.40%
3. Crisis Services	\$92,948.00	\$ 7,795.46	\$ 18,681.67	20.10%
4. Weather Related Services	\$2,548.00	\$0.00	\$0.00	0.00%
5. Weather Related Administration	\$0.00	\$0.00	\$0.00	0.00%
6. TOTAL EXPENDITURES	\$114,623.00	\$9,277.91	\$21,262.20	18.55%

CSBG FINANCIAL STATUS

Agency : Agricultural and Labor Program, Inc.
 Program : Community Services Block Grant Program (CSBG)
 Contract # : 16SB-0D-07-63-08-001

Version 4.0


**Community Services Block Grant Program (CSBG)
 MONTHLY FINANCIAL STATUS REPORT**

Reporting Period:	May 2016-May 2016	Invoice #:	16SB0018
TOTAL EXPENDITURES			
BUDGET CATEGORIES	Budget Allocation (A)	Current Month (B)	Total To Date (C)
			Unexpended Balance (D) (A-C)
1. CSBG Grant Funds	\$1,110,027.00	\$119,771.68	\$708,902.43
2. Cash Match	\$0.00	\$0.00	\$0.00
3. In-Kind Match	\$0.00	\$0.00	\$0.00
4. Total Match (Line 2 + Line 3)	\$0.00	\$0.00	\$0.00
5. Total Funds (Line 1 + Line 4)	\$1,110,027.00	\$119,771.68	\$708,902.43
CSBG FUNDS ONLY BELOW THIS LINE (No Match Funds)			
			\$401,124.57

ADMINISTRATIVE EXPENSES			
6. Recipient Administrative Expenses (Salaries, Rent, Utilities, Travel, Other)	\$166,504.00	\$45,786.28	\$143,409.29
7. Sub-Recipient Administrative Expenses (Salaries, Rent, Utilities, Travel, Other)	\$0.00	\$0.00	\$0.00
8. Total Administrative Expenses (Line 6 + Line 7)	\$166,504.00	\$45,786.28	\$143,409.29
9. Administrative Expense Percentage (Line 8 divided by Line 1)	15.00	Cannot Exceed 15% of CSBG Allocation	
Program Expenses			
10. Recipient Direct Client Assistance Expenses	\$513,295.00	\$40,695.12	\$332,380.43
11. Recipient Other Program Expenses (Salaries, Rent Utilities, Travel, Other)	\$283,228.00	\$29,160.63	\$201,046.26
12. Subtotal Recipient Program Expenses (Line 10 + Line 11)	\$796,523.00	\$69,855.75	\$533,426.69
13. Sub-Recipient Direct Client Assistance Expense	\$147,000.00	\$4,129.65	\$32,066.45
14. Sub-Recipient Other Program Expenses (Salaries, Rent, Utilities, Travel, Other)	\$0.00	\$0.00	\$0.00
15. Subtotal Sub-Recipient Program Expenses (Line 13 + Line 14)	\$147,000.00	\$4,129.65	\$32,066.45
16. Total Program Expense (Line 12 + Line 15)	\$943,523.00	\$73,985.40	\$565,493.14
17. Secondary Admin. Expense	\$0.00	\$0.00	\$0.00
18. Grand Total Expense (Line 8 + Line 16 + Line 17)	\$1,110,027.00	\$119,771.68	\$708,902.43

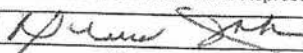
CASH POSITION	
1. Total grant funds received from DEO Y-T-D	\$694,340.18
2. Interest Income Received to Date	\$0.00
3. Program Income Received to Date	\$0.00
4. Amount of Reimbursement Requested (not to exceed undisbursed balance)	\$119,771.68

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	6/9/2016
Signature 		
Current Authority	\$832,520.00	Totals
Year-to-Date Disbursed	\$694,340.18	Achieved This Month
Available Authority	\$138,179.82	Total Year to Date
Payment Number		CSBG Dollars Expended This Month
Payment Amount		\$119,771.68
Approved		# of Individuals Assisted with CSBG Dollars this Month
Date		127
		# of Individuals Achieving Outcome in NPI 1.1 A-D
		8
		1644
		68

Recipient hereby certifies that it has been open and operating during its normal business hours for the month of May, as described in Attachment F, Warranties and Representations, of the FY2016 CSBG Agreement.

Deloris Johnson
Printed Name


Signature

6/9/2016
Date

**DOE FINANCIAL REPORT
(EA)**

(A) District/Agency Name: ALPI-EA
 (B) Project Name: FCDP
 (C) Effective Approval Date: 7/1/2015
 (D) Termination Date: 6/30/2016
 (E) Total Project Funds: \$ 60,000.00

FLORIDA DEPARTMENT OF EDUCATION
 PROJECT DISBURSEMENT REPORT - MAY 2016
 Workforce Innovation and Opportunity Act, Title I, Section 167
 Migrant and Seasonal Farmworkers

(F) Agency Number: 755
 (G) Grant Number: 4056B
 (H) Project Code: 6CFE1
 (I) Contact Person Name:
 Dennis Gniewek
 (J) Phone:
 (863) 956-3491

Interim Report Final Report
 (INSTRUCTIONS ON PAGE 3)

(1) Function Code	(2) Object Code	(3) Description of Disbursement	(4) Budget Amount	(5) Total Disbursements As of 5/31/16	(6) Obligations	(7) Unobligated Balance	(8) Current Disbursement Reported
ADMINISTRATION							
	59700	INDIRECT COSTS	\$ 2,857.00	\$ 2,382.12		\$ 474.88	\$ 123.98
		DIRECT COSTS	\$ -	\$ -		\$ -	
(9) TOTAL ADMINISTRATIVE COST			\$ 2,857.00	\$ 2,382.12	\$ -	\$ 474.88	\$ 123.98
STAFF COSTS							
	50000	Salaries	\$ 17,738.00	\$ 12,582.51		\$ 5,155.49	\$ 1,436.96
	50600-51000	Fringe Benefits	\$ 4,435.00	\$ 3,041.64		\$ 1,393.36	\$ 329.21
	52000	Worker's Compensation	\$ 427.00	\$ 294.44		\$ 132.56	\$ 32.15
	52300	Travel	\$ 1,424.00	\$ 1,424.00		\$ -	
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
(10) TOTAL STAFF COSTS			\$ 24,024.00	\$ 17,342.59	\$ -	\$ 6,681.41	\$ 1,798.32
RELATED ASSISTANCE (For Clients Only)							
	57810	Emergency Assistance	\$ 31,200.00	\$ 28,803.26		\$ 2,396.74	\$ 450.00
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
(11) TOTAL RELATED ASSISTANCE			\$ 31,200.00	\$ 28,803.26	\$ -	\$ 2,396.74	\$ 450.00
OTHER PROGRAM COSTS							
	52100	Professional Services	\$ 500.00	\$ 293.92		\$ 206.08	
	52900	Printing	\$ 165.00	\$ 165.00		\$ (0.00)	
	53000	Office Supplies	\$ 254.00	\$ 254.00		\$ -	\$ 0.03
	53500	Utilities	\$ 400.00	\$ 353.19		\$ 46.81	\$ 59.03
	53800	Postage	\$ 300.00	\$ 130.43		\$ 169.57	\$ 5.00
	55000	In-Service Training	\$ 300.00	\$ 300.00		\$ -	\$ 167.14
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(12) TOTAL OTHER PROGRAM COSTS			\$ 1,919.00	\$ 1,496.54	\$ -	\$ 422.46	\$ 231.20
(13) TOTAL COSTS			\$ 60,000.00	\$ 50,024.51	\$ -	\$ 9,975.49	\$ 2,603.50
(14) FEDERAL PROGRAM INCOME							
(15) FEDERAL PROGRAM INCOME (COMMENTS)							
(16) CERTIFICATION (COMPLETE ON LAST PAGE ONLY)							

I hereby certify that I have reviewed this disbursement report and that all items shown above are in accordance with applicable laws and regulations and have been classified properly according to this district's/agency's current chart of accounts. All records necessary to substantiate these items are available for review by the state and federal monitoring staff. I further certify that as a disbursement report, all disbursements were obligated after the project approval date and prior to the termination date; have not been reported previously; and were not used for matching funds on this or any special project. Further, all inventory items included have been entered properly on the inventory records required by state and federal regulations.

Dennis Gniewek 6/8/16
 Finance Officer or Authorized Representative Date

DOE Audited By: _____
 Use Date: ___/___/___

HUD COUNSELING QUARTERLY REPORT

Quarterly Grant Budget Report


The Agricultural and Labor Program, Incorporated

January 1, 2016 - March 31, 2016

Agency Name:

Expense Category	HUD Share	Applicant Match	Other HUD Funds	Other Fed Share	State Share	Local/Tribal Share	Other	Program Income	Total	Cumulative
Salaries	3,030.17						6,043.53		9,073.70	39,906.07
Fringe Benefits	802.46						3,726.12		4,528.58	16,142.86
Travel	16.02								16.02	32.04
Rent	-								-	-
Training	-								-	1,803.34
Supplies	-								-	-
Other									-	-
- Printing	154.76								154.76	426.32
- Direct Client Service									-	-
Subtotal of Direct Costs	4,003.41	-	-	-	-	-	9,769.65	-	13,773.06	58,310.63
Indirect Costs	577.96								577.96	1,417.15
Grand Total	4,581.37	-	-	-	-	-	9,769.65	-	14,351.02	59,727.78

Signature and Title



DeLoris Johnson, Chief Executive Officer

Date

5-4-16

OTHER REPORTS

ADVISORY COUNCILS' REPORT



ADVISORY COUNCIL/COMMITTEE MEETING REPORT FORM

INSTRUCTIONS: Complete and submit to the full Board.

Central Region Advisory Council

May 11, 2016

Council/Committee

Date of Report

Members Present/Absent: (See attached)

Type of Report

Reporting/Updating

Recommending Board Action

Recommending Policy Changes

Brief Statement of Committee's Issue/Area Reporting:

I. CALL TO ORDER: The meeting was called to order at 5:39 p.m.

II. ROLL CALL: (see attendance/sign in sheet)

III. MOMENT OF SILENCE
MISSION STATEMENT (recited)
POEM by Johnnie McNair ("If and When")

IV. SECRETARY'S REPORT

➤ Minutes (3/16)

Clarence Grier motioned to approve the minutes as presented. Annie Larkins seconded. Motion carried.

V. BOARD REPRESENTATIVE REPORT

Update: Patricia Gamble is serving on the Board, representing the private sector (COGWT/Outreach Resource Center)

The Council was informed of the upcoming Annual Family Picnic – June 25, 2016 in Clewiston. Transportation will be provided. Details will be provided re: # of guests.

VI. NEW BUSINESS

➤ Corporate Application (Patricia Salary)

Elizabeth Scaife motioned to accept the membership application. Johnnie McNair seconded. Motion carried.

VII. OLD BUSINESS

➤ 2016 Arabell Wiggins Scholarship

Three (3) applications have been received; deadline date is July 1, 2016. Amount collected today: P. Gamble \$15; J. McNair \$30; & E. Davis \$30; YTD total \$1480.00

➤ Bereavement discussion re: amount to pay and how much to be disbursed for immediate family members only. Collected \$200 today and gave to Earnestine Davis (Loss of Mom). Community Relations Committee will meet and outline the specifics and bring it back to the next meeting. Patricia Gamble asked to serve on this committee.

VIII. GOOD FOR THE ORDER

Chairperson McNair requested ideas for future activities (speakers, events, etc.)

IX. ADJOURNMENT: The meeting adjourned at 6:35 pm.

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 be necessary?) N/A

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.

THE AGRICULTURAL AND LABOR PROGRAM, INC.
 CENTRAL REGION ADVISORY COUNCIL MEETING
 May 11, 2016
 SIGN-IN SHEET

NAME	ADDRESS	TELEPHONE	SIGNATURE
Johnnie McNair, Chairperson	2872 Barton Place Bartow, FL 33850	Hm: 863/533-8230 Cell: 863/860-6151	<i>Johnnie McNair</i>
John Doles, Vice Chairperson	318 Towhee Rd Winter Haven, FL 33881	Hm: 863/293-8999	
Josephine Howard, Secretary	2711 Orchid Drive Haines City, FL 33844	Hm: 863/422-0875 Cell: 863/221-2644	EXCUSED
Dorothy Spencer, Treasurer	602 N. Brunnell Parkway Lakeland, FL 33815	Hm: 863/688-1906 Work: 863/534-7100 ext. 3	<i>Dorothy Spencer</i>
Clarence Grier, Parliamentarian	1048 W. 8 th Street Lakeland, FL 33805	Hm: 863/683-1941 Cell: 863/660-8057	<i>Clarence Grier</i>
Louvenia Crumity	101 Avenue V, N.W. Winter Haven, FL 33881	Hm: 863/293-2981	EXCUSED
Earnestine Davis	3079 Buckeye Point Drive Winter Haven, FL 33881	Hm: 863/268-6011	<i>Earnestine Davis</i>

THE AGRICULTURAL AND LABOR PROGRAM, INC.
 CENTRAL REGION ADVISORY COUNCIL MEETING
 May 11, 2016
 SIGN-IN SHEET

NAME	ADDRESS	TELEPHONE	SIGNATURE
Clora Dubose	315 Avenue P, N.E. Winter Haven, FL 33881	Hm: 863/294-4630	<i>Clora Dubose</i>
Patricia Gamble	P.O. Box 90942 Lakeland, FL 33805	Hm: 863/603-8853 Wk: 863/284-4245 Cell: 863/838-5111	<i>Pat Gamble</i>
Hollis Jackson	2414 Mary Jewett Circle, N. E. Winter Haven, FL 33881	Hm: 863/294-7514	<i>Hollis Jackson</i>
Lillie Jackson	2368 Edwin Street, N. E. Winter Haven, FL 33881	Hm: 863/294-3274	Excused
Glenda Jones	P.O. Box 3311 Winter Haven, FL 33881	Hm: 863/294-5860 Wk: 863/294-5860	Excused
Annie Larkins	P.O. Box 4044 Winter Haven, FL 33885	Hm: 863/294-1493	<i>Annie P. Larkins</i>
Doris Parker	187 Rebecca Drive Winter Haven, FL 33881	Hm: 863/875-8765	<i>Doris Parker</i>

THE AGRICULTURAL AND LABOR PROGRAM, INC.
 CENTRAL REGION ADVISORY COUNCIL MEETING
 May 11, 2016
 SIGN-IN SHEET

NAME	ADDRESS	TELEPHONE	SIGNATURE
Jacqueline Rentz	1004 Wildwood East Lakeland, FL 33805	Hm: 863/665-3131	<i>Jacqueline S. Rentz</i>
Helen Rowe	1400 Old Bartow/Eagle Lake Rd #4113 Bartow, FL 33831	Cell: 863/595-6501	Excused
Elizabeth Scaife	2462 6 th Street, N.E. Winter Haven, 33881	Hm: 863/294-6522	<i>Elizabeth Scaife</i>
Margaree B. Simon	1030 West Tee Circle Bartow, FL 33830	Hm: 863/533-7872 Cell: 863/512-2453	<i>Margaree B. Simon</i>
Lydia Thomas	3717 Feather Drive Lakeland, FL 33812	Hm: 863/644-3224 Wk: 863/499- 222 ext 138 Cell: 863/602-6778	<i>Lydia Thomas</i>
Ruby Willix	2876 Dudley Drive Bartow, FL 33830	Hm: 863/537-6292 Cell: 863/207-1822	Excused



The Agricultural and Labor Program, Inc.
2015-2016 CRAC Attendance Roster
 (Scheduled Meetings: October, March, May, August)

Council Member	Oct 2015	Jan 2016	Feb	Mar	May	Aug	Sept
	Annual Corporate Membership Meeting	Agency's 48th Annual Mtg	Agency's Shared Gov. Orientation				Special Events Planning Meeting
Louvenia Crumity	P	E	E	E	E		
Earnestine Davis	E	P	E	A	P		
John Doles	E	E	E	A	A		
Clora Dubose	E	E	P	E	P		
Patricia Gamble	P	P	E	E	P		
Clarence Grier	P	E	P	E	P		
Josephine Howard	P	P	P	E	E		
Hollis Jackson	P	E	E	P	P		
Lillie Jackson	E	E	E	P	E		
Glenda Jones	E	P	P	P	E		
Annie Larkins	P	P	P	P	P		
Johnnie McNair	P	P	E	P	P		
Doris Parker	P	E	P	E	P		
Jacqueline Rentz	P	P	P	P	P		
Helen Rowe	P	P	P	P	E		
Elizabeth Scaife	P	P	E	P	P		
Margaree Simon	E	E	E	P	P		
Dorothy Spencer	P	E	E	E	P		
Lydia Thomas	P	E	P	P	P		
Ruby Willix	P	P	P	P	E		
Total Present	14	9	10	11	13		

P = Present

E = Excused

A = Absent



COUNCIL/COMMITTEE MEETING REPORT FORM

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

Eastern Region Advisory
COUNCIL/COMMITTEE

May 16, 2016
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 ERAC met to discuss the upcoming events for this year including the ERAC 2016 Timelines. Items discussed included membership, fundraising activities, annual meeting, and scholarship for the four counties.

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 be necessary?)

- Approved the minutes of March 21, 2016 meeting and correspondences from Chair, William Holt, Katherine Sims, Tiffany Wilder, and Debra Williams.
- Motion to remove the following persons for excessive absence from meeting by Gena Spivey, 2nd by Marjorie Gaskin: Janea Rolle and Bliss Johnson, approved by Council.
- Approved the Treasurer Report with a current balance of \$234.70.
- Approved the following fund raising activities: Fish fry – June 4, 2016; Fish fry with school supplies give away – August 13, 2016; and Fish fry and yard sale – September 10, 2016.
- Energy Fair scheduled for July 13 – 14, 2016.
- June Annual Picnic to be held in Clewiston, Florida and a bus will be made available for Council members.
- Birthday cards were given to Council members.
- Informed Council members of Souvenir Book Ads deadline: September 12, 2016 and discussed pursuing ads to support the scholarship fund.

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.

Marjorie B. Gaskin

Marjorie B. Gaskin, Secretary

2016

**EASTERN REGION ADVISORY COUNCIL
2016 ATTENDANCE ROSTER**

Council Members:	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Bradwell, Betty	P				P							
Brown, Waldron	Removed from Council											
Byrd, Bobby	P				P							
Cooper, Frances	P				P							
Gaskin, Marjorie	P				P							
Griffin, Constance	P				P							
Holt, William	P				EA							
Johnson, Bliss	A				Removed from Council							
Jules, Angela	EA				EA							
Moore, Fannie	A				P							
Porter, Margaret	P				P							
Richardson, Beverly	P				A							
Rolle, Janea	A				Removed from Council							
Sims, Katherine	P				EA							
Spivey, Gena	P				P							
Wilder, Tiffany	P				EA							
Williams, Debra	P				EA							
Total Present	12				8							



COUNCIL/COMMITTEE MEETING REPORT FORM

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

The Southern Region Advisory Council

May 17, 2016

COUNCIL/COMMITTEE

DATE

Members Present/Absent: *Please see attached Attendance Roster*

Type of Report

Reporting/Updating

Recommending Board Action

Recommending Policy Changes

Brief Statement of Committee's Issue/Area Reporting:

- **Annie Robinson** was the SRAC representative at the FACA (Florida Association for Community Action, Inc.) Annual Training Conference on May 10-13, 2016 in Orlando. Ms. Robinson gave a brief overview of the conference, and was particularly impressed with the workshop on the responsibilities of a 'Board' and the responsibility of being a Board Member.
- Contributions for the *Seigler, Sims & Wade Scholarship* were \$140. **Grand total to date: \$1,160.** Six (6) Scholarship applications were submitted to the Scholarship Committee for review. The Council will issue Two (2) scholarships for '2016'.
- ALPI's Housing Initiative Program has property donated in the LakeView Park Community. Keystone Homebuyer Education Class scheduled on May 21, 2016 was cancelled due to a lack of participation. However, the Council Members were given an information flyer from Keystone in reference to upcoming Homebuyer Education Classes.
- The Southern Region Advisory Council is Host for the '2016' Annual Family Day Picnic. The following are the 'revised' recommendations for consideration:
 - Caterer: *CJ's Chicken & Ribs*, Ft. Pierce, FL. Cost: \$3,335.00
 - Menu: BBQ Chicken /Ribs, Hamburgers/Hotdogs, Baked Beans, Coleslaw, Potato Salad, Corn- on- the Cob, Rolls, Lemonade, Dessert, Condiments, Plates/utensils and ice.
 - *Greg Garcia*, Tents/ chairs, tables, Cost: (\$450.00) includes, set-up/ delivery.
 - *Elarge (Chico) Pope*, DJ (old school music) Cost: \$100.00
 - Games, and picnic supplies, Cost: \$300.00
 - Participants : 200+
- **Please Note:** Initial cost "proposed" for the Annual Family Day Picnic was \$6,420. Cost was reduced by \$2,235. **Final cost for the Annual Family Day Picnic is: \$4,185.00**

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 be necessary?)

- NA

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.

- NA

The Agricultural and Labor Program, Inc.
2015-2016 SRAC Attendance Roster
(Scheduled Meetings: October, March, May, August)

Name	October 2015 Annual Meeting	March 2016	May 2016	August 2016
John Ash	P	P	P	
Keith Brown	A	A	A	
Patricia Brown	P	E	P	
Annessa Chilous	P	E	A	
Katie Clarke	P	P	E	
Noemi R. Cruz	P	E	A	
Minister Kelly Paul Galati	P	A	A	
Ruth Gay	P	P	P	
Barbara Grace	P	P via phone	P	
Rosa Hampton	E	P via phone	P	
LaVita Holmes	P	P via phone	P	
Annette Jones	P	P	P	
N’Kosi Jones	A	P	P	
Bernice Lopez	P	P	P	
Emma Malcolm	P	A	P	
Tracy Maloy	P	E	P	
Pamela Moxley	P	P via phone	P	
Lester Roberts	P	P	A	
Annie Robinson	P	P	P	
Kimberly Ross	P	P	P	
Beverly Sloan	P	E	E	
Terry Wellington	P	P	P	
		10 present 4 via phone		
Total Present	19	14	15	

P = Present

E = Excused

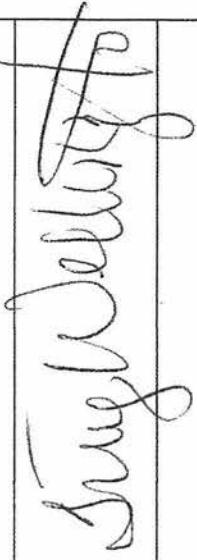


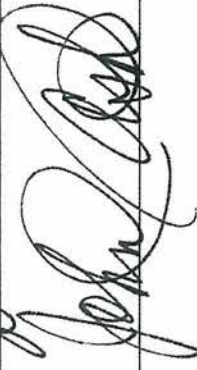

A = Absent

THE AGRICULTURAL AND LABOR PROGRAM, INC.

The Southern Region Advisory Council

May 17, 2016

SIGN-IN SHEET

NAME	ADDRESS	TELEPHONE	SIGNATURE
Terry Wellington, Chairperson	2951 W. Summerset Road Avon Park, FL 33825	Cell: (863)257-1950	
Katie Clark, Vice-Chair	37 Banneker Lane Frostproof, FL 33843	Home: (863)635-4928 Cell: (863)605-1330	
Annie Robinson, Secretary	748 hunt street Lake Wales, FL 33853	Home : (863)676-4008 Cell: (863)285-8210 Work: (863)232-8899	
Noemi Cruz, Treasurer	P.O. Box 292 Frostproof, FL 33843	Home: (863)635-1686 Cell: (561-441-3562	
John Ash	13 7 th Street S. W. Ft. Meade, FL 33841	Home: (863-)285-8569)	
Keith Brown	13104 Quails Bluff Circle Lake Wales , FL 33853	(407)558-1515	
Patricia Brown	P.O. Box 1365 Moore Haven, FL 33471	Home: (863)946-0694 Work : (863)983-8942 Cell: (863)228-0797	

THE AGRICULTURAL AND LABOR PROGRAM, INC.
 The Southern Region Advisory Council
 May 17, 2016
 SIGN-IN SHEET




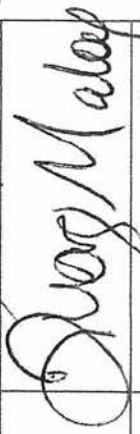


NAME	ADDRESS	TELEPHONE	SIGNATURE
Annessa T. Chilous	P.O. Box 925 Moore Haven, FL 33471	Home (863): 227-0535	
Minister Kelly Paul Galati	P.O. Box 1221 Frostproof, FL 33843	Home (863) 605-0403 Work (863) 635-4500	
Ruth Gay	P.O. Box 691 Frostproof, FL 33843	(863) 837-8827	<i>Ruth Gay</i>
Barbara Grace	905 Entrance Rd. Avon Park, FL 33825	Home (863) 452-4627 (305) 562-4425	<i>Barbara Grace</i>
Rosa Hampton	506 Palmetto Ave Frostproof, FL 33843	(941) 635-2300	<i>Rosa Hampton</i>
La Vita A. Holmes	901 Florida Avenue Clewiston, FL 33440	Home (863) 228-2076 Work (863) 983-9900	<i>L. Holmes</i>
Annette Jones	2940 Buckingham Rd. Avon Park, FL 33825	Home (863) 452-6883 Work (863) 773-3435 Cell (863) 443-0269	<i>A. Jones</i>

THE AGRICULTURAL AND LABOR PROGRAM, INC.

The Southern Region Advisory Council

May 17, 2016

SIGN-IN SHEET

NAME	ADDRESS	TELEPHONE	SIGNATURE
N'Kosi Jones	P.O. Box 1053 Bartow, FL 33831	(850) 207-2808	
Bernice Lopez	P.O. Box 884 Frostproof, FL 33843	Home (863) 528-6527 Cell 863)-528-6847	
Emma Malcolm	P.O. Box 723 Frostproof, FL 33843	Home (863) 257-2412	
Tracy Maloy	2959 W. Gordon Avon Park, FL 33825	Cell (863)585-6131 Work (863) 439-0864 Home (863)582-3012	
Pamela Moxley	2000 Rhodes Rd. N Haines City, FL 33844	Home (863) 257-4164	
Lester Roberts	1002 S. Waldron Ave Avon Park, FL 33825	(863)233-6500	
Kimberly R. Ross	P.O. Box 1214 Clewiston, FL 33440	Home (863) 546-6114	
Beverly Sloan	453 Hopson Rd. Frostproof, FL 33843		



COUNCIL/COMMITTEE MEETING REPORT FORM

ATEC Advisory Council (Annual) Meeting
COUNCIL/COMMITTEE

May 25, 2016
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:

Call to order by Chester McNorton (Chair) at 5:56pm, roll call by Chester McNorton. Leona Nater (Absent), Sheila Dixon (Absent), Llyod Thompson (Absent), and Patty McCollister (Absent). Chester McNorton, and Nereida Jackson (Phone Conference) and Patricia James were presented.
Staff Liaisons: Pa Houa Lee-Yang, CSBG Economic Development Director/ATEC Administrator and Claudia Sanchez Administrative Assistant I. The council did not have a quorum due to four absent members. Meeting was basically for reporting purposes.

ATEC

- ATEC lost the CNA license and ATEC also dropped the Phlebotomy class
- ATEC is only offering Home Health Aid Course and CNA test prep classes
- ATEC cannot advertise CNA or tell customers that ATEC have CNA classes
- ATEC's new license came in, however, the license is still stating HHA class and CNA class, Staff Liaison will double check with CIE to make sure it's the correct license
- ATEC also made a profit due to CNA test prep classes
- HHA classes ended a month and a half ago and all 4 students completed the class and all 4 students are all working
- ATEC and Northern Advisory Council will be combining their first meeting together in August of 2016
- Staff Liaison will be sending out notice of meeting and agenda to council two weeks prior to combine meeting
- ATEC was planning to apply for an immigration grant however, ATEC did not meet one of the criteria due to ATEC did not teach ESOL classes throughout the year

Motion for approval by council members

- No motion during this meeting due to no quorum

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 be necessary?) No issue during this reporting period.

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.

None during this reporting period.

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

The Agricultural and Labor Program, Inc.

2016 ATEC Advisory Committee

Attendance Roster

May 25, 2016

Name	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Chester McNorton Chairperson					P							
Patty McCollister					A							
Leona Nater					E							
Lloyd Thompson					E							
Nereida Jackson					PC							
Sheila Dixon Northern Region Secretary					E							
Patricia James V-Chair					P							
Total Members												

P= Present

E= Excused

A= Absent

 = No Meeting Held

PC = Phone Conference

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

May 31, 2016 _____

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 Meeting was conducted on May 18, 2016 to review, discuss and approve the following:

- Program progress monthly reports
- Program financial reports
- Parent committee Reports
- ACF – Cost of Living Adjustment of 1.8% (COLA)
- Human Resources Report
- Comprehensive Services and School Readiness Federal Review Letter
- CLASS Status Report
- Minutes and attendance

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 be 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
May 18, 2016

MINUTES

1. CALL TO ORDER

Alicia Villegas, Policy Council Vice-Chairperson called the meeting to order at 1:15 p.m.

2. ROLL CALL

Alicia Villegas, Policy Council Vice-Chairperson conducted the roll call. Members present: Sandra Chester Kerr, Trichina Henry, Katina Smith, Guirlene Francois, Roneeka Robinson, Alicia Villegas, Samantha Lindsay, Sabrina Harriell and Crystal Mike.

Representative: Felicia Sweeting-Harris, Denise Sirmons, and LaVita Holmes.

A quorum was established.

Staff present: Elizabeth Young and Myrna Rodriguez.

3. MISSION STATEMENT

Alicia Villegas, Policy Council Vice-Chairperson read the Mission Statement.

4. SECRETARY'S REPORT

Alicia Villegas asked if there were any questions to the minutes from the meeting held on April 20, 2016. No questions or corrections were made.

Denise Sirmons made a motion to approve the Secretary's Report as presented. Samantha Lindsay seconded. Motion carried.

5. CORRESPONDANCE

Elizabeth Young presented the correspondence received from the Administration for Children and Families Office of Head Start regarding the outcome of the Comprehensive Services and School Readiness Federal Review conducted on April 4, 2016 thru April 7, 2016. Ms. Young explained the process of the review and stated that the report showed the program is in 100% compliance in all areas reviewed.

Samantha Lindsay made a motion to approve the correspondence from the Administration for Children and Families Office of Head Start as presented. Sabrina Harriell seconded. Motion carried.

6. POLICY COUNCIL COMMITTEES

Personnel/Grievance Committee: Personnel/Grievance Committee: Elizabeth Young presented and distributed the Human Resources List of new hires and termination for review, discussion and approval. The list included: New hires: 1 Teacher, 2 Teacher Assistants and 1 Facilities Specialist. The information such as names, qualifications, dates of hire, background clearance dates, etc. were read. Termination: 1 Facilities Specialist.

Felicia Sweeting-Harris made a motion to approve the Policy Council Human Resources Listing as presented. Roneeka Robinson seconded. Motion carried. (The original Human Resources Listing is on file with minutes).

Grants/Fiscal Committee: Myrna Rodriguez presented the Financial Reports. Ms. Rodriguez stated that the reports included: the Child Care Food Program for April 2016, and the SunTrust Sunshine Account Statement. Ms. Rodriguez provided a brief explanation and stated that the program financial report will be presented at the next meeting. Ms. Rodriguez asked if there were any questions. No questions were asked about the financial reports presented.

Felicia Sweeting-Harris made a motion to approve the Financial Reports as presented. Samantha Lindsay seconded. Motion carried.

7. 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.

Head Start/Early Head Start of Polk County, Myrna Rodriguez reported on behalf of Aletta Stroder. Ms. Rodriguez asked if there were any questions regarding the enclosed Head Start/Early Head Start reports. No questions were asked.

Elizabeth Young informed the Policy Council Members that Ms. Stroder was not present due to a personal emergency.

Board of Directors: Ms. Young informed the Policy Council members that Ms. Estime-Connelly is attending the National Head Start Conference in Nashville, Tennessee on May 16-20, 2016, and that she will sharing the information about the conference at the next meeting.

Roneeka Robinson made a motion to approve the reports as presented. Katina Smith seconded. Motion carried.

8. PARENT COMMITTEE REPORTS

Alicia Villegas 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.

Katina Smith made a motion to approve the reports as presented. Samantha Lindsay seconded. Motion carried.

9. OLD BUSINESS

Elizabeth Young informed the Policy Council members that the CLASS Observation Federal Review was conducted the week of May 9, 2016; of which we expect to receive the results within the next 30-45 days.

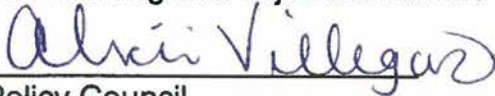
10. NEW BUSINESS

Myrna Rodriguez presented the Administration for Children and Families Program Instruction regarding the Head Start and Early Head Start Funding Increase of 1.8% for COLA (Cost of Living Adjustment) for review and approval. Ms. Rodriguez explained that the 1.8% was based on the current levels of funding. Ms. Rodriguez also explained that the increase is for the Fiscal Year 2016.

Denise Sirmons made a motion to approve the Fiscal Year 2016 Funding Increase for Head Start and Early Head Start of 1.8% COLA (Cost of Living Adjustment) as presented. Katina Smith seconded. Motion carried.

11. ADJOURNMENT

The meeting was adjourned at 2:15 p.m.



Policy Council

**AGRICULTURAL AND LABOR PROGRAM, INC.
2015-2016 POLICY COUNCIL MONTHLY MEETING ATTENDANCE**

CENTER	NAME	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
Lincoln Park Head Start	Sanora Chester Kerr	P	P	P	P	P	P	P	P				
Lincoln Park Head Start	Trichina Henry				P	A	P	A	P				
Garden Terrace Head Start	Guirlene Francois				A	P	P	P	P				
Garden Terrace Head Start	Roneeka Robinson	P	P	P	P	P	P	P	P				
Queen Townsend HSC II	Katina Smith	P	P	A	P	P	P	E	P				
Queen Townsend HSC II	Arlene Jones							P	A				
Child Development & Family Services	Crystal Mike	P	P	P	P	P	E	P	P				
Child Development & Family Services	Tangelia Delancy	P	P	P	A	P	E	P	A				
Francina Duval Head Start	Shemeaka Nettles	P	P	P	P	P	E	P	A				
George W. Truitt Family Services	Alicia Villegas	P	P	P	A	P	P	E	P				
George W. Truitt Family Services	Samantha Lindsay	P	E	P	A	P	P	P	P				
Frostproof Child Development	Christa Wineberger			A	A	A	P	A	A				
EHS Contracted Site St. Lucie	Mercadez Estime	P	P	P	P	P	P	P	E				
HS Contracted Site St. Lucie	Sabrina Harriell	P	A	A	A	A	P	P	P				
Community Representative	Karen Bailey						P	P	E				
Community Representative	Tom Peer	P	P	E	P	P	E	P	E				
Community Representative	Denise Sirmons	P	P	E	A	P	E	A	P				
Community Representative	Felicia Sweeting-Harris	P	P	P	P	P	P	P	P				
Board Representative	LaVita Holmes	E	P	E	P	P	E	P	P				

Total Representatives Present:

CENTER	NAME	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
ALTERNATES													
Lincoln Park Head Start	Natasha Reid												
Lincoln Park Head Start	Brittney Thomas												
Garden Terrace Head Start	Anton Hnerick Jr.												
Garden Terrace Head Start	Perleatha Gilbert												
Queen Townsend HSC II	Judith Auguste												
Queen Townsend HSC II	TBA					P	P						
Child Development & Family Services	Tameka Young		P										
Child Development & Family Services	Jolly Joseph												
Francina Duval Head Start	Golda Dorfenille		P										
George W. Truitt Family Services	Precious Alford												
George W. Truitt Family Services	Tiara Wells												
Frostproof Child Development	Shadoya Barnett				P								
EHS Contracted Site St. Lucie	Mondreckius Williams												
HS Contracted Site St. Lucie	Christina Serebaur												

P - PRESENT

E - EXCUSE A - ABSENT

 **NO MEETING**

BOARD ANNUAL FUNDRAISING REPORT

**THE AGRICULTURAL AND LABOR PROGRAM, INC
2016 BOARD OF DIRECTORS**

	Assessed	Contributed To Date	Balance Due
Katie Clark	1,000.00	275.00	725.00
Dorothy Curry	1,000.00	-	1,000.00
Kim Johnson	1,000.00	-	1,000.00
Kimberly Ross	1,000.00	850.00	150.00
Marjorie Gaskin	1,000.00	495.00	505.00
Marva Hawkins	1,000.00	1,000.00	-
William Holt	1,000.00	450.00	550.00
Josephine Howard	1,000.00	625.00	375.00
Glenda Jones	1,000.00	625.00	375.00
Patricia Brown	1,000.00	-	1,000.00
Chester McNorton	1,000.00	-	1,000.00
Vernon McQueen	1,000.00	9,375.00	(8,375.00)
Lester Roberts	1,000.00	75.00	925.00
Stacy Campbell-Domineck	1,000.00	-	1,000.00
David Walker	1,000.00	-	1,000.00
Annie Robinson	1,000.00	70.00	930.00
Ruby Willix	1,000.00	175.00	825.00
Mercadez Estime-Connelly	1,000.00	-	1,000.00
LaVita Holmes	1,000.00	-	1,000.00
Annessa Chilous	1,000.00	-	1,000.00
Total	20,000.00	14,015.00	5,985.00

If you should have any questions please see individual detail sheets or call Dennis Gniewek.

BUREAU of LABOR STATISTICS REPORT

(BLS)

CES Report Number: 120476400

REVIEW PAY GROUP 1

Reporting for the pay period that includes the 12 th of May, 2016		Pay: Bi-weekly		Commissions: No Commissions	
	1	2	3	4	5
	Employee Count	Women Workers	Payroll, Excluding Commissions (Whole dollars)	Commissions Paid at Least Once a Month (Whole dollars)	Hours, Including Overtime (Whole hours)
All Workers	218	199	261,236		17,152
Nonsupervisory Workers	150		152,913		11,746
Reason for Large Changes	none				

OCCUPATIONAL EMPLOYEE REPORT

Florida Occupational Employment Report

The information below is required

Schedule # **655200040** - **5**
 IDCF # **655200040**
 Company Name **The Agricultural And Labor Program Inc.**
 Contact Person **Kenneth Davis**
 Telephone # **863.956.3491 ext. 208**

Please provide a department name or work specialty such as the type of engineer, type of equipment used / product made, type of teacher: lower, middle or high school or subject taught for post-secondary.

Reporting Period: May-2016

Job Title	Department or Specialty	Number of Workers	Wage Rate	Wage Type
Secretary	Administration	2	\$1,325.00	biwklly
Engineering Tech Assembler	Electrical	1	\$38,793.22	annual
	Motors	7	\$9.26	hourly
AS&CS Division Director		1	\$ 2,967.20	biwklly
ADMIN ASST		11	\$ 9,782.40	biwklly
BOOKKEEPER I		1	\$ 1,243.20	biwklly
BOOKKEEPER II		2	\$ 2,673.61	biwklly
BUS DRIVER		3	\$ 2,680.80	biwklly
BUS MONITOR		3	\$ 2,455.20	biwklly
CAREGIVER		5	\$ 5,102.40	biwklly
Caregiver - Sub		1	\$ 840.00	biwklly
CAREGIVER II		8	\$ 7,405.44	biwklly
CAREGIVER III		6	\$ 6,356.00	biwklly
CAREGIVER IV		3	\$ 3,913.60	biwklly
CD EC EDUC SVCS MGR		1	\$ 1,800.00	biwklly
CD/HTH SVS MGR		1	\$ 1,570.40	biwklly
CEO		1	\$ 5,440.80	biwklly
CFS Division Deputy Director		1	\$ 3,243.20	biwklly
Child Dev Serv Mgr. I		8	\$ 13,460.80	biwklly
Child Dev Serv Mgr. II		2	\$ 3,433.60	biwklly
Client Svcs Asst		1	\$ 860.36	biwklly
Client Svcs Asst I		2	\$ 2,082.88	biwklly
Client Svcs Spe I		3	\$ 3,886.72	biwklly
Client Svcs Spe II		10	\$ 14,541.60	biwklly
Client Svcs Spe III		2	\$ 3,536.80	biwklly
CONTRACT MGR		1	\$ 1,800.00	biwklly
COOK		2	\$ 1,452.80	biwklly

CSBG/Econ Svcs Dir		1	\$ 2,364.80	biwly
Early Childhood Ed Coord		2	\$ 2,932.00	biwly
Executive Office Assistant		1	\$ 1,360.00	biwly
Facilities Specialist		2	\$ 1,691.68	biwly
Fam Sup Serv Coord/CAT Prog Coord		1	\$ 1,584.80	biwly
FAMILY SERV WORKER II		7	\$ 7,372.80	biwly
Family Sup Serv Coord		3	\$ 4,233.60	biwly
FAMILY SVCS WKR		7	\$ 7,084.01	biwly
FINANCE DIR		1	\$ 2,630.40	biwly
FOOD SVCS COORD		1	\$ 901.60	biwly
HS FAM SERVICES MGR		1	\$ 1,773.60	biwly
HS HEALTH SVCS SPECIALIST		1	\$ 1,773.60	biwly
HUM RESOURCES ASST		1	\$ 1,296.80	biwly
HUM RESOURCES DIR		1	\$ 2,488.00	biwly
IT Data Mgmt. Spec		1	\$ 1,378.41	biwly
KITCHEN HELPER		5	\$ 3,569.20	biwly
LIHEAP/Com Svcs Dir		1	\$ 2,497.60	biwly
MAINTENANCE WKR		7	\$ 6,254.40	biwly
MT/HLTH/DISAB COOR		1	\$ 1,562.40	biwly
OFFICE SUPERVISOR		2	\$ 2,235.20	biwly
Office Supervisor II		2	\$ 2,594.39	biwly
Operations&QualityAssurance Dir		1	\$ 2,364.80	biwly
Program Operations Director		2	\$ 4,592.00	biwly
Quality Assurance/ContComplMgr		1	\$ 1,888.00	biwly
RECEPTIONIST II		1	\$ 1,144.80	biwly
SENIOR AC II		1	\$ 2,262.40	biwly
TEACH ASST I SUB		1	\$ 540.35	biwly
TEACHER ASST II		4	\$ 3,463.20	biwly
TEACHER ASST III		38	\$ 32,597.06	biwly
TEACHER III		21	\$ 24,089.62	biwly
TEACHER IV		13	\$ 16,924.80	biwly
TEACHER V		4	\$ 6,591.20	biwly
TRANSPORTATION COORD		1	\$ 1,396.00	biwly
Work Experience Client		2	\$ 1,272.60	biwly
Grand Totals		218	\$ 261,235.93	