



## CONSENT AGENDA ITEMS SEPTEMBER 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 September 2016 Report**

#### **• Progress Reports**

- ▶ HS/EHS Monthly Attendance
- ▶ HS/EHS Enrollment Report
- ▶ HS/EHS Statistical Report
- ▶ Child Care Facility Report
- ▶ Cluster Monthly Disability
- ▶ PIR (Early Head Start)
- ▶ PIR (Head Start)
- ▶ Saint Lucie County Fire Inspection

#### **• Reimbursement Reports**

- ▶ DOH Child Care Food Reports
- ▶ ELC Reimbursement Report
- ▶ LIHEAP Financial Status Report
- ▶ Florida Non-Profit Housing
- ▶ DOE/FJEP Disbursement Report (EA)
- ▶ HUD Housing Counseling Report
- ▶ CSBG Financial Status Report
- ▶ CSBG Quarterly FOCAS Report
- ▶ EHEAP
- ▶ E-Rate Reimbursement
- ▶ Chase Settlement Grant 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)

### **B. Other Information (SEE TAB 5)**

#### **• CORRESPONDENCE**

- ▶ DOE/EA Award Notification
- ▶ HUD Assistance Award/Amendment
- ▶ HHS Notice of Award / (3 of Year 5)
- ▶ DOE / WIOA, Section 167, Grant Approval
- ▶ ALPI & FL Non-Profit Agreement
- ▶ HS/EHS Environmental Health & Safety Review Corrective Action Plan
- ▶ Senior Connection 2016 Contracts & Quality Assurance Monitoring
- ▶ MOU - Polk County Healthy Families
- ▶ MOU - SafeSpace, Inc
- ▶ MOU - East Coast Migrant Head Start
- ▶ 2016 Independent Audit Timelines
- ▶ Super Circular Changes
- ▶ Head Start Performance Standards (HSPPS) final rule
- ▶ Head Start Performance Standards release of information
- ▶ Child Care Food Program Policy Memorandum
- ▶ 2015-2016 Advisory Council Membership Rosters
- ▶ Attorney Thiele Professional Service Agreement
- ▶ Lakeland Housing Authority / Youthbuild letter of commitment
- ▶ Response from Senator Rubio: Gun Control
- ▶ Seminole County Voter Information Forum
- ▶ Rosen Centre Hotel
- ▶ **UPCOMING MEETINGS/CONFERENCES**
- ▶ **BOARD & ADMINISTRATOR NEWSLETTER**
- ▶ **COMMITTEE REPORTING FORM**

**CHIEF EXECUTIVE OFFICER'S  
MONTHLY REPORT**



**SEPTEMBER 2016**

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

<b>STRATEGIC PLAN PERFORMANCE INDICATORS</b>
<ul style="list-style-type: none"> <li>• Conducted Senior Management Staff Meeting.</li> <li>• Conducted Senior Management Staff Professional Finance Management &amp; Budget Planning Training Session.</li> <li>• Attended the NCAP Annual Conference Event.</li> <li>• Facilitated Senior Management Level Professional training opportunities via the Florida One Goal Summer Training Conference &amp; NCAP Annual Training Conference.</li> </ul> <p><b>Goal 1- Create Additional Educational Experiences and Opportunities for Staff</b></p> <ul style="list-style-type: none"> <li>• Facilitated the completion and submission of the 2016 EHS-CC Partnership and EHS Expansion Grant Application.</li> <li>• Facilitated the completion and submission of the CCFP Renewal Process 2016-2017 and the 2015-2016 HS &amp; EHS PIR Reports.</li> <li>• Facilitated the completion and submission of a Wells Fargo Foundation grant application to establish a Computer Lab for the Frostproof Child Development Center.</li> </ul> <p><b>Goal 5 - Enhance program development for and service delivery to children and families</b></p>
<b>BOARD/MANAGEMENT TASKS &amp; TIMELINES</b>
<ul style="list-style-type: none"> <li>• Facilitated the completion of the following Board Management Tasks and Professional Development Opportunities:               <ul style="list-style-type: none"> <li>➤ Reimbursement Reports including the DEO/LIHEAP, DEO/CSBG, CSC, Child Care Food, Non-Profit Housing, ELC/VPK, EHEAP, HUD, USAC E-Rate and DEO EA (see Board for complete listing of reports).</li> <li>➤ Board member(s) training opportunities via the Florida One Goal Summer Annual Training Conference, CapLaw and the NCAP Annual Training Conference.</li> </ul> </li> <li>• 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.</li> <li>• Facilitated the completion and submission of the 2016-2017 ELC School Readiness and VPK Contracts, DEO/CSBG Budget Mod and DOE Budget Amendment.</li> <li>• Facilitated the negotiation of the Agency's General Liability and Property Insurance Coverage Renewal package for 2016-2017, D&amp;O Renewal 10/01/16; and Student Accident Policy Renewal 10/01/16.</li> <li>• Facilitated the completion and submission the Affordable Health Care Form 1095c Tax Report and secured IRS acceptance confirmation.</li> </ul>

**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:**

<b>STRATEGIC PLAN PERFORMANCE INDICATORS</b>
<ul style="list-style-type: none"> <li>• NCAP Training Conference – Austin, TX</li> <li>• SEACAA Board Meeting - Savannah, GA</li> <li>• NCBW Board Meeting - Winter Haven, FL</li> <li>• NHSA Board/Government Affairs Committee regarding Reauthorization – via Conference Call</li> <li>• SEACAA 2016 Awards Committee Meeting – via Conference Call</li> </ul> <p><b>Goal 3 - Partner With Other Entities For More Efficient Service Delivery</b></p>



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

<b>PERFORMANCE INDICATOR(S)</b>
<ul style="list-style-type: none"><li>• Head Start Five –Year Continuation Grant approval Notification.</li><li>• Notification of Non-Profit Housing Grant approval for 2016-2017.</li><li>• IRS acceptance confirmation regarding Agency’s Affordable Health Care Form 1095c Report.</li></ul>

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

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

- Agency 2016 Indirect Cost Proposal status.
- General Liability and Property Insurance proposed increase rates for 2016-2017
- Affordable Health 1095c Reporting requirements
- CSBG and LIHEAP pending reimbursement reports
- Student Accident Policy Renewal for 10/1/2016
- CCFP Renewal Process 2016-2017
- Head Start Facility Contract Revisions
- D&O Renewal 10/01/16 Agricultural & Labor Program Inc.
- Agency’s Affordable Health Care IRS Form 1095c Report
- Agency 2016-2017 Budget Revisions
- Access to Grant Solutions – ACF-PI-HS-15-01 Changes in Federal Reporting

**E. FUTURE MEETINGS/CONFERENCES**

**September**

- 7 Senior Management Financial & Budget Training Session  
Lake Alfred, FL
- 13 – 16 SEACAA Annual Conference  
Myrtle Beach, SC
- 17 NCBW Annual Membership Meeting  
Winter Haven, FL
- 23 ALPI Executive Committee Meeting  
Lake Alfred, FL
- 24 ALPI Board of Directors Meeting  
Winter Haven, FL

**October**

- 5 – 7 RIVHS Board Meeting  
Birmingham, AL
- 12 Senior Directors Meeting  
Lake Alfred, FL

**November**

- 18-20 Annual Board & Management Planning Retreat  
Orlando, FL

**December**

- 14 Senior Directors Meeting  
Lake Alfred, FL





## THE AGRICULTURAL AND LABOR PROGRAM, INC. MANAGEMENT REPORTS September 2016

### **DEPARTMENTS ACTIVITIES SUMMARY**

Outlined below is a summary from ALPI's department directors of major activities (e.g. Partnerships, Community Involvement, Advocacy, Public Relations, Funding Sources, etc.) participated in through the month of August 2016.

### **DIVISION ACTIVITIES SUMMARY**

#### **Program Design and Management, Materials, Facility, Equipment and Supplies.**

- **Planning communication and reporting:**
  - Program Operation staff began documenting the status of staff scheduled to return from summer break. The effort is coordinated with HR Director to identify and report the number of positions that maybe determined vacant for the upcoming program year. Information is shared, on a need to know bases, as employee status is determined.
  - The process for filling the vacant position will be under discussion until all positions are filled. Program Operation Directors will continue to work with HR Director to ensure that qualified staff is in place for program year 2016 - 2017. In addition to the start-up of the new program year, the closeout of the 2015 -2016 year is in process. The final report to the Regional Office of Head Start; Program Information Report (PIR), is submitted as required by August 31, 2016.
  - Head Start / Early Head Start pre-service training was completed and staff assigned. The training was held the week of August 1st and the week of August 8<sup>th</sup>. The pre-service included employee benefit sessions.
  - Responded to the Child Care Partnership Grant Application. The application will allow Early Head Start Providers to Partner with private Child Care providers to provide Early Head Services to eligible families. This grant will allow increase services to Infants and Toddlers in a partnership with private providers. This application will increase current Early Head Services in St. Lucie County.
- **Human Resources**

Coordinating with Human Resources Director to fill vacant position, Review job descriptions to ensure that all Human Resources requirements are met as changes occur that effect compliance with standard operation requirement and regulations.
- **Program Governance**

Policy Council meeting/ Training is scheduled for October 19, 2016.
- **Early Childhood Education Services**
  - Provided training to Early Head Start caregivers on guidance and discipline for infants/toddlers. The objective of this training was to provide caregivers with an overview of infant/toddler guidance and discipline and how it will benefit children and staff.
  - Provided training to Early Head Start caregivers on the Active Supervision Approach. The objective of this benefit children and staff. The revised agency policy was also reviewed during this training
  - Provided training to Head Start teaching staff on the Active Supervision Approach. The objective of this training was to provide preschool teaching staff with a detailed training of what active supervision is and how it will benefit children and staff. The revised agency policy was also reviewed during this training.
  - Participated in the pre-services training "Building the School Family:" An Introduction to Conscious Discipline presented by Ginny Luther. The training captured how to implement specific conscious discipline skills and structures into the classroom.
  - Sent out revised Education checklist to all center managers. The revised checklist consisted of name changes to forms due to the update of PROMIS data system.



- Participated in child abuse and neglect training presented by Michelle Atkins. This training gave an overview of various types of abuse and neglect, indicators that may be observed, legal responsibility of mandatory reporters and the proper procedure for reporting abuse and neglect. The agency's revised policy and procedure was introduced to all staff after this training.
  - Interviewed two potential candidates for teacher assistant and one for a caregiver position in St. Lucie County. Candidates were interviewed to ensure all vacant positions are filled prior to school starting.
  - Provided training to Lincoln Park Head Start VPK teaching staff. The training was based on the SPLASH curriculum which will be utilized in all VPK classrooms. The objectives discussed during the training was an overview of the curriculum, organization of curriculum materials, teacher book walk and lesson plans, story time and letter work, and conscious discipline.
  - Provided training to Family Services Workers on the Active Supervision Approach. The objectives of this training was to provide family services workers with a detailed training of what active supervision is and how it will benefit children and staff. The revised agency policy was also reviewed during this training.
  - Interviewed four potential candidates for teacher positions in St. Lucie County. Candidates were interviewed to ensure all vacant positions are filled prior to school starting.
  - Worked with staff at Frostproof to ensure all education activities are in place. Caregivers are building relationships with newly enrolled children and providing age appropriate activities.
  - Worked to assist one teacher assistant and one caregiver in the CDA renewal process. All training courses are completed and staff is awaiting renewal certificates.
  - Implement VPK assessment period 1 scores in the bright beginning system for Frostproof. Scores were completed on eight enrolled VPK children. Results will be discussed with teacher on next visit.
  - Replaced some materials for the SPLASH curriculum at Lincoln Park. Some materials were missing from the curriculum kits but replaced to make full kits.
  - Monitored at Jumpstart center and provided technical assistance to the VPK teacher at Frostproof center. Jumpstart center will be revisited due to lack of staff because of illness. Worked with VPK teacher to discuss VPK assessment 1 results and discuss strategies on ensuring children are ready for kindergarten.
  - T.E.A.C.H. Scholarship Ambassador Training Webinar-September 8, 2016
- **Family and Community Partnership and Family Engagement**
    - Attended and participated in the Health Fair and Parent Orientation for St. Lucie County. Provided the overview during the orientation for Family Services, Parent Involvement, and ERSEA. Assisted with screenings and ensured families were in the right section/area and sign in.
    - Attended and participated in the annual Pre-Service training. Conducted training with the Family Services staff and Administrative Assistants. The training consisted of Back to Basics, Record- Keeping/Reporting, PROMIS review, and Family Partnership Agreements.
    - Attended and participated in Open House activities at Queen Townsend and Lincoln Park. Assisted both centers with greeting parents, sign up and reviewing records to validate information given out.
    - Review session in Frostproof to follow up and assist the Family Support Coordinator with replacing children with a no show status and file review. Also, worked with the Office Supervisor on PROMIS information.
    - Accompanied the Management staff to Frostproof to meet with the center staff and conducted a Service Delivery Team Meeting to discuss children with identified health/medical concerns. Ensured that all concerns were addressed and services begun. Met with the family
    - Family Services staff reviewed the PIR report and pull reports from the system to ensure we have all required information. We also pulled wait list to begin the process of replacing dropped or no show children for both Jumpstart and Frostproof.
    - Returned follow-up to Frostproof to finalize the PIR report to combine both counties information. Assisted with the PROMIS system.
    - Visited the Garden Terrace center. Assisted with case notes and filing information.
    - Worked on the PIR report and worked with the Family Services Coordinators and Health Managers from both counties to review the document and combine the information submitted to have one report for both EHS and HS.
    - Site visit to Jumpstart - Reviewed cumulative files and discuss parent involvement with the Centers Owner. Provided an update of the file review conducted and shared the information with the staff.
    - Assisted with the PROMIS system and corrected issues centers were having with the new enrollments. Pulled reports and monitored the system to ensure enrollment was validated for both EHS and HS.



- Participated with panel interviews for Family Services Workers to replace the staff. Worked on the EHS-Child Care Partnership grant and responded to the questions relating to ERSEA, Family Engagement, and Parent partnership Involvement. Provided a narrative to the Program Operations Managers for review/feedback.

- **Workshops / Training / Conferences, Etc. Attended**

- Pre-Service Training, August 8th-11th, 2016
- Child Care Food Program (CCFP)
  - ✓ Completed the monthly narrative, the monthly food report, and submitted to Deputy Director for approval & Finance Director for reimbursement. Reconciled agency Child Care Food vendor(s) statement, Publix, Borden Dairy, McArthur's Dairy, Sysco Food Service, & Vero Chemical. The Food Services Coordinator reviews the Child Care Food Program Personnel Activity Report (PAR) bi-weekly. This is a contract requirement per Department of Health for anyone who's charging a portion of their salary to the Child Care Food Program Budget. August 15, 2016 was the start up for Head Start. End results to ensure quality care in providing meals in the most effective way through program design and management, record keeping and effort reporting.
  - ✓ The month of August 2016, was National Breastfeeding Awareness Month and National Immunization Awareness Month. Education materials were emailed to all directly operated centers and the contract center, Jumpstart. Information was downloaded on **What's In Season Fruits and Vegetables**. This is monthly information for food service staff who would like to present a new fruit or vegetable to the children. It is part of the Child Care Food Program's best practices introducing children to new foods. Food Service Coordinator emailed August 2016 **Head Start Body Start Get Moving Today Activity Calendar** as well. End results to ensure a healthy today & tomorrow for our well-being in Health and Nutrition education.
  - ✓ Downloaded the **USDA Press Release** announcing **Safety Net Assistance for Milk Products**. By supporting a strong farm safety net, USDA is committed to helping America's dairy operations remain successful. The **USDA Press Release** announced the **Purchase Surplus Cheese for Food Banks and Families in Need**. **Krista M Schoen** from the **Department of Health Bureau of Child Nutrition**, shared information on optional training, activities and resources on the August and September Health Observances. She thanked us for our continued efforts to provide healthy meals and snack to our children. Information had already gone out to our sponsoring center. End results the governing bodies of Florida Agricultural are ensure the nutritional needs and feeding securities of all children are met.
  - ✓ Participated in the agency Head Start/Early Head Start Health Fair and Parent Orientation in Ft. Pierce. It was a success. Also participated in the agency Head Start Pre-service Staff Training. Agenda and sign-in sheet on file. Participated in the agency Employee Benefits Open Enrollment process. Developed Child Care Food Program Nutrition Newsletter in observance of upcoming Health Events in the month of September 2016, **National Childhood Obesity Awareness, National Food Safety Education, National Whole Grains Month-make half your grains whole grains**, and **Hunger Action Month**. All information can be reviewed on the staff information board. Also, all information was emailed to our directly operated centers and our contracted center Jump Start in Lake Wales, Florida. Reviewed St. Lucie County menus for compliance FY August 2016. Findings were shared with Quality Assurance Compliance Contract Manager and the Health Manager of St. Lucie County. End result to ensuring nutritional needs and Health and Safety Requirements of all children are met in our Child Care Food Program as program designed and management.
  - ✓ Reviewed Department of Health Child Care Food Program Bureau of Child Nutrition Management Information and Payment System (MIPS) to review addendum requirement for Child Care Food Program renewal process FY October 1, 2016 through September 30, 2017. Information has been submitted. Waiting to hear from DOH. In the process of setting up Child Care Food Program files FY 2016-2017 using information from agency tracking system PROMIS.

- **Special Accomplishments:** (Success beyond designated job duties)

Working with staff in preparing their center to be 5210 Ready! This will involve the Child Development Center Managers, by hanging 5210 posters in each classroom, dedicate one bulletin board to promoting the 5210 program and sending parent handouts home to reinforce what children are learning in the classroom about nutrition. This works hand in hand with our **Child Care Food Program, Let's Move Childcare** and **MyPlate**.



In Early Childhood and Head Start, **Ready, Set, Go! 5210** aims to increase healthy eating and physical activity among children in child care settings. The 5210 promotes healthy eating, five or more fruits and vegetables, two hours or less screen time, one hour or more physical activity, and zero sugary drinks, more water and low fat milk. Child care play an important role developing health behaviors of children during formative years. Child care activities can provide opportunities for physical activity, healthy eating, and role models for these behaviors as children age. Good nutrition and plenty of physical activity are necessary to a young child's growth and development. The early years of childhood from birth to age 5 are a critical period for the development of these healthy behaviors that can have a lifelong impact on a child's quality of life.

- **Special Projects:**

According to the new meal pattern standard updated effective October 1, 2017, will continue to monitor and review current Menus until the new meal pattern standard becomes effective. This is on-going to maintain a healthy and nutritional environment for the children and families we serve. On May 12, 2016, Food Service Coordinator received **CCFP Nutrition Update** from **Brenda Crosby of the USDA Food and Nutrition Service** alerting sponsors and providers of the upcoming Child Care Food Program Nutrition Team developing a training plan to ensure compliance with the new meal patterns are met by deadline of October 1, 2017. New **And Justice for All** Posters was disturbed.

- **Quality Assurance Contract Compliance Monitoring**

- Attended Parent Orientation/Health Fair to ensure all families received updated information on program such as bus schedules, attendance requirements, food service requirements and all other program requirements which included vision, dental hearing, speech, height and weight, language screenings and blood pressure screenings. Various vendors attended Voter's Registration, WIC, FRDLS to name a few, and the agency provided screenings necessary to remain in compliance with Early Head Start/Head Start requirements. The Health Fair allowed families to have a one stop shopping for all services and resources needed for the children and families.
- Attended agency annual pre-service for Child Care Food Program and PROMIS. Attended PROMIS training.
- Attended the Agency's annual Health enrollment.
- Attended Early Learning Coalition Meeting and established contract. Coalition added one full-time to the Quality Department to provide quality initiatives and support to the School Board sites. The Coalition staff will meet with the Florida's First Start to review the contract to determine how best to further the coalition's mission and outcomes through this program.
- Enrollment was met by 100%. Excellent job to the FSM, and Family Service Staff

- **Accomplishments**

- Completed Child Care Food Program renewal grant with corrections
- Obtained Memorandum of Understanding (MOU) with FDRLS, new county wide initiative screening. Obtained MOU with Healthy Families
- Worked closely with Food Service Coordinator/Health Manager on monitoring of Child Care Food Program in St. Lucie county to make sure menus and other accommodations were followed to maintain compliance for licensing and Child Care Food Program.

- **Monitored the following contracts:**

- Advance Lawn Care
- Early Learning VPK St. Lucie County
- MOU with Healthy Start Coalition
- Hilltop Church Collaborative Agreement
- IRSC- Health Science Students Experience Agreement
- MOU East Coast Migrant
- St. Lucie County Interagency Agreement
- Wilson Environmental Services

- **Child Care Food Program:**

Working closely with Food Service Coordinator to make sure program in compliance and making sure daily operations are carried out without interruptions. Child Care Food Program for the month of August was National Breastfeeding and Immunization month. Update effective: October 1, 2017, the new meal pattern standard will be in effect.

## **Workshops / Trainings / Webinars / Conferences Attended**

Early Learning Coalition Meeting

STEPS

FDRLS, Training for Countywide Screening

Meeting with Family Service Manager on PIR/PROMIS

Health Fair, St. Lucie County

Pre-Service St. Lucie County

## **Upcoming Meetings/Trainings/Monitoring**

CCFP Monitoring, Sept 9, 2016 at Corporate Office

Early Learning Coalition

**Deficient Area(s):** None

**Proposed Strategy to Correct Deficiency:** N/A

**Special Accomplishments:** N/A

**Special Project:** N/A

**Critical Concerns/Challenges:** N/A

## **HEAD START/EHS – St. Lucie**

### **Program Design and Management, Facilities, Materials, and Equipment**

#### **Planning/Communication/Internal Reporting:**

- Facilitated the Low Income Home Energy Assistance Program (LIHEAP) Energy Fair at the ALPI Administrative Office/Auditorium on July 13-14, 2016. Over 600 families received assistance.
- Coordinated and facilitated thru Management Staff three Health Fairs conducted on July 29, 2016 and on August 4-5, 2016. These activities were held as part of our efforts to work towards the 45/90 screenings. Iris Rivera, Health Services Manager and LaTonya Robinson, Mental Health/Disabilities Specialist led these efforts along with the assistance of the Child Development Services Managers. The events were a huge success that provided direct services to over 250 children and their families. Furthermore, several Parent Orientations were conducted as part of the Health Fairs. The orientations were provided three-times per day to allow working parents, parents attending school, etc. to participate. Numerous social agencies were a part of these events; they assisted by providing direct services such as screenings, resources, and completing necessary paperwork regarding the child's needs. Agencies included but were not limited to: Keiser University, LEA, Help Me Grow, HAND's Clinic, A+Therapy, Suncoast, Early Steps, etc.
- Participated in the Senior Management Meeting facilitated by Deloris Johnson, CEO on August 9, 2016. The meeting was to provide a status report in meeting program timelines, benchmarks, etc. of the goals and objective established. Program reporting included but were not limited to:
  - ✓ Head Start Enrollment Status for 2016-2017 school year
  - ✓ VPK Enrollment Status for 2016-2017 school year
  - ✓ Computer Assisted Tutorial Program
  - ✓ EHS-CC Partnership and EHS Expansion Grant Application
- Coordinated and facilitated a meeting with the Help Me Grow agency to discuss collaboration in order to provide services to children and their families on August 15, 2016. This collaboration will consist in assisting parents/children with community resources that best meet their needs. The Help Me Grow agency will serve as a referral agency for children eligible for the Head Start or Early Head Start programs.
- Participated in the St. Lucie County Public School Pre-K Meeting on July 19 & August 19, 2016 to discuss children transitioning with behavior plans, IEP's, etc.; Teacher Compensation; HMM Coaches, Splash Curriculum, Professional Development Opportunities, PNC-Grow Up Great; Jump Start Pilot Project, Teacher Turnover, etc.



- Coordinated and facilitated the completion and submission of the EHS-CC Partnership and the Early Head Start Expansion funding opportunity. The grant application was submitted on August 24, 2016. The completion and submission of this application consisted of several steps that included the following:
  - ✓ Securing consultant for coaching and guidance
  - ✓ Working with selected Management Staff to gather specific descriptions of service areas
  - ✓ Developing a budget justification and narrative for a 12-months period and a start-up period
  - ✓ Selecting and securing Child Care Partners for the EHS-CC Partnership Model
  - ✓ Requesting Letters of Support from collaborative partners such as: Early Steps Part C, Housing Authority of Fort Pierce, Healthy Start Coalition, Healthy Families, Children Services Council of St. Lucie County, etc.
- Coordinated and submitted the Annual Operating Report (AOR) to St. Lucie Community Services Agency on August 26, 2016.
- Coordinated and submitted the 2015-2016 Head Start and Early Head Start Program Information Report on August 30, 2016. Selected Management Staff worked closely to gather and analyze program data that included but was not limited to: Children Enrollment, Demographic, Family Demographic, Teaching Staff Credentials, Salaries, etc.
- Coordinated collaboration efforts for a new partnership with SafeSpace of St. Lucie County. This agency will provide the following: refer clients, share resources, provide trainings to staff and parents, etc.
- Coordinated collaboration efforts for a new partnership with Help Me Grow/211 of The Tri-County Area. This partnership will assist with the following that include but are not limited to:
  - ✓ Working with parents to complete the ASQ -3 Parent Questioner
  - ✓ HMG conducting screenings and scoring them
  - ✓ Working closely with selected staff to review and analyze the screening results
  - ✓ Referring families to community resources or linking families to services
  - ✓ Working closely with selected staff to inform families and/or follow-up of services
- Coordinated and facilitated the Early Head Start Program Pre-Service Trainings held on August 1-2, 2016. Over 25 staff members from St. Lucie and Polk County participated. Staff received from 3 to 9 hours of in-service training. We are in the process of entering the information in PROMIS to validate training hours. Trainers included: Alisa Thornton, Early Childhood Development and Education Services Manager; Iris Rivera, Health Services Manager; and Management Staff. Training topics included:
  - ✓ Guidance and Discipline with Infants and Toddlers
  - ✓ Environmental Health and Safety
  - ✓ Supervision...Active Supervision Approach
- Coordinated and facilitated the Head Start Program Pre-Service Trainings held on August 8-11, 2016. Over 180 staff members from St. Lucie and Polk County participated. Staff received from 6 to 24 hours of in-service training. We are in the process of entering the information in PROMIS to validate training hours. Trainers included: Cynthia Krosky, CSP, Ginny Luther, LGA, Michelle Atkins, DCF Presenter, Tessa Adams, CPR Services, Alisa Thornton, Early Childhood Development and Education Services Manager; Donita Brunson, Family and Community Partnerships Manager; and Management Staff. Training topics included:
  - ✓ Environmental Health and Safety
  - ✓ Supervision...Active Supervision Approach
  - ✓ Managing Time Before It Manages You
  - ✓ Back to Basics/ERSEA
  - ✓ Bloodborne Pathogens, CPR, AED, and Basic First Aid
  - ✓ Child Care Food Program Requirements
  - ✓ Building the School Family: An Introduction to Conscious Discipline
  - ✓ Record Keeping and Family Partnership Agreements
  - ✓ PROMIS Documentation and Updates
  - ✓ Playground Safety/ Fire Safety & Emergency Preparedness
  - ✓ Human Resources/Employee Benefits/ Open Enrollment
  - ✓ Identifying and Reporting Child Abuse & Neglect
- Facilitated several informal desk audits to follow up on specific program benchmarks that included but were not limited to:
  - ✓ Pre-Services Planning/Activities
  - ✓ Securing contractual agreements for services to children
  - ✓ Progress completing the PIR
  - ✓ Staff interviews/Staff Orientation/New Hires



- ✓ Facilities Readiness
- ✓ Case Management of Children files (cum files, medical information, etc.)
- ✓ Updating Staff Files

### **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
  - ✓ Communitywide Inclusion Collaborative Committee
  - ✓ Health Department of St. Lucie County

### **Human Resources:**

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

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

- The Computer Assisted Tutorial Program opened for operations Monday, August 15, 2016. Thirty-four children were served during the first two weeks of operations which translates to CAT Program meeting one third of its yearly objective.
- Kevin Singletary, Program Coordinator facilitated a Staff Meeting on August 25, 2016 to discuss the following topics: Daily Schedule, Mission Statement, Core Values, Teacher Responsibilities, and Supervision.

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

- 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.
- Continued to receive Toddler and Pre-K CLASS Observer Renewal Certifications from the Child Development Services Managers.
- Caregivers participated in the Guidance and Discipline with Infants and Toddlers training provided by Management Staff on August 1, 2016. Staff received 3 training hours.
- Caregivers participated in the Environmental Health and Safety and in the Supervision...Active Supervision Approach trainings provided by Management Staff on August 2, 2016. Staff received 6 training hours.
- All St. Lucie County staff participated in the Environmental Health and Safety training provided by Management Staff on August 8, 2016. Staff received 6 training hours.
- Teachers, Teacher Assistants, and Transportation Staff participated in the Supervision...Active Supervision Approach training provided by Management Staff on August 9, 2016. Staff received 6 training hours.
- Office Supervisor and Administrative Assistants participated in the Managing Time Before It Manages You training provided by Cynthia Krosky, CSP, LCSW on August 9, 2016. Staff received 6 training hours.
- Family Services Workers participated in the Back to Basics/ERSEA training provided by Management Staff on August 9, 2016. Staff received 6 training hours.
- Facilities Specialist and Maintenance Workers participated in the Bloodborne Pathogens, CPR, AED, and Basic First Aid training provided by Tessa Adams, CPR Services on August 9, 2016. Staff received 6 training hours.
- Food Services staff participated in the Child Care Food Program training provided by Hilda Walker, Child Care Food Services Coordinator on August 9-10, 2016. Staff received 12 training hours.
- Child Development Services Managers, Teachers, Teacher Assistants, and Transportation Staff participated in the Building the School Family: An Introduction to Conscious Discipline training provided by Ginny Luther, LGA, NCDCl, Presenter on August 10, 2016. Staff received 6 training hours.
- Family Services Workers and Administrative Assistants participated in the Record Keeping/Family Partnership Agreements and in the PROMIS Documentation and Updates trainings provided by Management Staff on August 10, 2016. Staff received 6 training hours.
- Maintenance Workers participated in the Playground Safety and in the Fire Safety/Emergency Preparedness trainings provided by the Department of Children and Families online August 10, 2016. Staff received 4-6 training hours.
- All St. Lucie and Polk County staff participated in the Human Resources and Employee Benefits/Open Enrollment meeting provided by Christine Samuel, Human Resource Director and Benefits Providers on August 11, 2016. Staff received 3 training hours.

- All St. Lucie and Polk County staff participated in the Identifying and Reporting Child Abuse and Neglect training provided by Michelle Atkins, Department of Children and Families Presenter on August 11, 2016. Staff received 3 training hours.

**Facilities:**

- Facilities Specialist worked closely with the Maintenance Staff as well as the Child Development Services Managers in maintaining all facilities/offices clean and free of debris; in order to maintain a healthy and safe environment for the children, families and staff.
- Facilities Specialist completed several projects generated by Work Requests such as: repairing bathrooms, replacing light bulbs, delivering cots, etc.
- Facility Specialist completed the validation of the agency's Fixed Asset Inventory.
- Facilities Specialist submitted a work order to the St. Lucie County School Board in order for the Maintenance Department to repair an air conditioner unit at the ALPI Administrative Office/Auditorium.
- Facilitated a meeting with the School Board Representatives to discuss the leasing of the kitchen building area for implementation of the on-site food services program. Currently at the ALPI Administrative Complex, the kitchen building is been used to prepare/separate food for children at the Queen Townsend Head Start Center II. However, the school board wants to use the kitchen building as an on-site preparation of food and as a training site. This discussion still in progress.

**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 St. Lucie County Fire Marshal's Office conducted the required Annual Fire Inspection at the Lincoln Park Head Start Center on July 27, 2016. The center was found in 100% compliance.
- The Florida Department of Children and Families inspected/monitored Garden Terrace, the Queen Townsend Head Start Center II, and the Child Development and Family Services Center. The centers were found in 100% compliance. The Child Development and Family Services Center had a non-compliance but it has been corrected.

**Fiscal:**

- The program generated non-federal (In-Kind) during this reporting period from activities such as: Parents Volunteering, Professionals, and Donations from all the St. Lucie County Head Start/Early Head Start Centers.
- Processed fiscal related activities such as requisitions, purchase orders, invoices, and payroll.

**IT Support Services:**

Continued to work closely with the agency's IT support staff in all IT related concerns and/or problems.

**Family and Community Partnerships:**

- Family Support Services Coordinators continued to complete intake applications, verify applications, place families on the Head Start/Early Head Start waitlist and complete enrollment applications. Information was also provided to families about services provided in the local community.
- Family Support Services Coordinators continued to provide technical assistance to the Child Development Services Managers and the Family Services Workers with the verification of Intakes and any issues or concerns with PROMIS or the enrollment process.
- Family Support Services Coordinators conducted informal recruitment activities via telephone and walk in clients. Flyers were given to families at the Administrative Office as well.
- Family Support Services Coordinators assisted during the Annual Health Fairs and Parent Orientations at the ALPI Queen Townsend Head Start Center II on August 3, 2016 and at the ALPI Child Development and Family Services

Center on August 4, 2016. All families accepted to the program were provided with a notice listing all the services



provided during the fairs. Family Support Services Coordinators also set up an information station for perspective parents and assisted by escorting parents to their designated areas.

- Family Support Services Coordinators continue to replace children that were no shows, children that dropped for various reasons, and parents seeking transfers. Additionally, Family Support Services Coordinators aided parents with completing their transportation requests properly and provided translation services for those in need.
- The Early Head Start program year began on August 3, 2016 to include pregnant mothers at the ALPI George W. Truitt Family Services Center. The ALPI George W. Truitt Family Services Center, Loving Care Child Development Center, and Sunrise Country Preschool will serve a combined total of 56 infants, toddlers, and pregnant women. The Early Head Start program is now also serving eight families at the ALPI Child Development and Family Services Center. The Head Start program year began on August 15, 2016 and its funded enrollment is 691.
- Funded enrollment for St. Lucie County was met for the start of the new program year. The breakdown included: 691 preschool children; 56 infants/toddlers; and 8 pregnant women for a total of 755. There were 39 drops in the Head Start Program and 6 drops in the Early Head Start Program. These slots are being filled.

### **Early Childhood and Health Services:**

- The Health Services Manager and the Mental Health and Disabilities Specialist coordinated the Annual Health Fairs at the ALPI Queen Townsend Head Start Center II on August 3, 2016 and at the ALPI Child Development and Family Services Center on August 4, 2016. The following agencies provided services:
  - ✓ FLDRS
  - ✓ HANDS Dental Department
  - ✓ Women, Infants, and Children
  - ✓ A+ Therapy
  - ✓ Parent Academy of St. Lucie County
  - ✓ Kesler University
  - ✓ Suncoast Mental Health Services
  - ✓ Help Me Grow/211

The Health Services Manager and the Mental Health and Disabilities Specialist shared information related to the Health Services and Early Childhood Education services areas in relation to Head Start and Early Head Start Programs during the Parent Orientations held throughout the health fairs.

- Health Services distributed supplies such as: toothpaste, tooth brushes, band aids, wipes and supplies for fanny packs to all the Child Development Services Managers.
- The Health Services Manager participated in the St. Lucie County Oral Health Coalition Meeting on August 12, 2016. Items discussed included the following:
  - ✓ New Staff and New Schools added to the coalition
  - ✓ Department of Health Dental Program
  - ✓ HANDS Clinic Pediatric Visits
  - ✓ Head Start's Health Fair Updates- Dental Services Provided
- Health Services completed follow-ups on children with special diets, food preferences, and health concerns at varied centers.
- As of August 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	1	13	How many age 0?	
2	Emotional/Behavior Disorders		14	How many age 1?	
3	Speech/Language Impairments	46	15	How many age 2?	1
4	Mental Retardation		16	How many age 3?	
5	Hearing Impairments/Deafness		17	How many age 4?	46
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		23	How many evaluated and found not eligible?	
12	Total With Disabilities	47	24	How many suspected?	

**TRANSPORTATION:**

- Transportation services were provided to 120 children to and from the centers for the month of August.
- Transportation Coordinator coordinated the completion of the Annual Vehicle Inspection Reports on the three buses. All necessary repairs and maintenance was completed as well.
- Transportation Coordinator assisted with having repairs that included but were not limited to the following: new tires and stop blade installed, an air conditioner unit repaired, and oil changes.
- Transportation Coordinator facilitated the Transportation Refresher Training on August 12, 2016 with the Bus Drivers and Bus Monitors. Topics discussed included but were not limited to the following:
  - ✓ Overview of Strategies and Resources to prevent Leaving a Child unattended in a Vehicle
  - ✓ Routes
  - ✓ Monitor Seating
  - ✓ Waiting for the Bus
  - ✓ Entering the Bus
  - ✓ Riding the Bus
  - ✓ Exiting the Bus
  - ✓ Evacuation

**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:**

- HANDS Clinic Board Meeting-September 9, 2016
- Senior Management Meeting-September 13, 2016
- Pregnant Mom Orientation/Training "SIDS"-September 14, 2016
- Policy Council Meeting-September 21, 2016
- In-Service Training-September 23, 2016
- Program Director's Meeting-September 26, 2016
- Management Planning Meeting-September 30, 2016
- HMH/Public School Early Childhood Meeting-TBA
- Bridges Out of Poverty of St. Lucie Steering Committee Meeting-TBA

## **HEAD START/EHS – Polk County**

### **Program Design and Management, Facilities, Materials, and Equipment**

#### **Planning/Communication/Internal Reporting/ Governance:**

- Frostproof Child Care Center fully enrolled at 52 children and 4 Pregnant Moms and was over ADA 85% attendance; JumpStart has 15 enrolled; with 2 Pregnant Moms 2 openings; has maintained ADA.
- August 15, 2016; FCDC is now enrolling VPK & School Readiness for a total of 11 children
- Fire Drill was held August 26, 2016 all staff and children exited classrooms with no concerns and under a minute.
- Physical Environment Inspection August 16, 2016
- Participated in the agencies Annual Staff Appreciation May 27, 2016
- Polk County had its EHS Parent Orientation 8/3/2016 where 80% of parents participated and children received health screenings (; resume assistance (CareerSource Polk)
- All MOU's for Polk County has been renewed for Polk County
- EHS Pre-Service Training was held 8/3/16
- Coordinated & facilitated weekly Program Directors Management Meetings to obtain updates on the following:
  - ✓ Reviewed:1304.52 Child Abuse & Neglect & Internal Reporting
  - ✓ Ways to Manage Stress
  - ✓ 45 Day Screenings
- Parent meeting held 08/9/16 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**

- PIR report for Polk County EHS completed; Statistical reports, and Disability reports
- Operations Director continues monitor spending to be in compliance with budget allocations

#### **Human Resources**

- Polk County have the following vacancies: Facility Specialist & Education Coordinator
- Operations Director working closely with HR to address hiring needs

**Facilities**

- A/C repairs were made to two buildings the month of August
- Pest control & grounds service was performed the month of August

**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

**Fiscal**

- The program generated non-federal (in-kind) during the month of August 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

**Nurturing Fatherhood Program**

First Fatherhood Program Meeting of the school year September 9, 2016

**Community Relations/Collaborations:** N/A

**Early Childhood & Health Services**

Early Childhood Education Manager provided T/TA at JumpStart & FCDC

**UPCOMING EVENTS**

- Father Initiative meeting 9/6/16
- Parent Meeting 9/14/16
- Policy Committee Meeting 9/14/16

**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 9/6/16
- Board of Directors Meeting 9/24/16



# COMMUNITY & ECONOMIC DEVELOPMENT SERVICES DIVISION

## ACTIVITIES SUMMARY

### 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.
- Began expenditure analysis in preparation for grant closeouts.
- Provided Auditor with copies of Housing Development Board minutes. **(Goal 3 Objective: Partner on collaborative projects with other entities.)**
- Continued work on Grant/Contract Reporting database. **(Goal 4 Objective: Continue to upgrade new technology.)**
- Reviewed and/or signed off on \$423,241 in Voucher/Check Requests including: \$213,407 in LIHEAP Crisis Energy and \$158,770 in LIHEAP Home Energy Assistance.
- Began preparation for EHEAP monitoring in September/October.
- Assisted with information updating IRS Form 990.

### LIHEAP/Community Services Department Director

- FCDP Meeting Annual Staff Training Conference in Orlando on August 4, 2016. **(Goal 1: Objective: Create Additional Educational Experiences and Opportunities for Staff.)**
- Senior Directors Meeting at Corporate Office on August 9, 2016. **(Goal 1: Objective: Create Additional Educational Experiences and Opportunities for Staff.)**
- ENERGY FAIR EVENT in Winter Haven (POLK County) on August 10, 2016. **(Goal 3 Objective: Partner on collaborative projects with other entities.)**
- The Southern Region Advisory Council (SRAC) Bi-Monthly Meeting at the Frostproof Child Development Center on August 15, 2016.
- SCC (Senior Connection Center) Project Director's Conference Call on August 22, 2016. **(Goal 1: Objective: Create Additional Educational Experiences and Opportunities for Staff.)**
- SCC (Senior Connection Center) Quality Assurance "Desk" Review documents submitted on August 24, 2016
- LIHEAP/Community Department Staff Meeting on August 31, 2016 at the Corporate Office. **(Goal 1: Objective: Create Additional Educational Experiences and Opportunities for Staff.)**

### CSBG/Economic Development Department Director

- Attended the CAP National Conference in Austin, TX **(Goal 1 Objective: Provide more professional development opportunities)**
- Attended the ATEC & Northern Advisory Council Meeting in DeLand, FL **(Goal 3 Objective: Partner on collaborative projects with other entities)**
- Monthly Team Meeting and Training **(Goal 1 Objective: Provide more professional development opportunities)**
- Monitored Sub-Recipients WRC in Winter Haven, FL **(Goal 3 Objective: Partner on collaborative projects with other entities)**
- Staff participated with LIHEAP at their Polk County Energy Fair on Sept. 10, 2016 **(Goal 3 Objective: Partner on collaborative projects with other entities)**

## COLLABORATIONS

### Deputy Director

- Attend CareerSource Youth Development Council meeting.
- Attended CareerSource Annual meeting.

- Met with representative from Catholic Charity re: possible partnership. **(Goal 3 Objective: Partner on collaborative projects with other entities.)**

**LIHEAP/Community Services Department Director**

- Polk County Health Care Division Goal 3 Objective: Partner on collaborative projects with other entities.
- Amerigroup Real Solutions **(Goal 3 Objective: Partner on collaborative projects with other entities.)**
- Community Services Block Grant (CSBG) **(Goal 3 Objective: Partner on collaborative projects with other entities.)**Early Learning Coalition of Polk County Goal 3: Objective: Partner on collaborative projects with other entities.
- DUKE ENERGY. Goal 3: Objective: Partner on collaborative projects with other entities.
- SHINE Goal 3: Objective: Partner on Collaborative projects with other entities.
- ACCESS Florida Goal 3: Objective: Partner on collaborative projects with other entities.
- Tri-County Human Services, Inc. **(Goal 3 Objective: Partner on collaborative projects with other entities.)**
- Central Florida Health Care **(Goal 3 Objective: Partner on collaborative projects with other entities.)**
- Central Region Advisory Council **(Goal 3 Objective: Partner on collaborative projects with other entities.)**
- Noel Denmark Insurance **(Goal 3 Objective: Partner on collaborative projects with other entities.)**
- New Beginnings Heartland **(Goal 3 Objective: Partner on collaborative projects with other entities.)**Total Care Consultants **(Goal 3 Objective: Partner on collaborative projects with other entities.)**
- ACCESS Wireless Goal 3: Objective: Partner on collaborative projects.
- Humana **(Goal 3 Objective: Partner on collaborative projects with other entities.)**
- HEAD START **(Goal 3 Objective: Partner on collaborative projects with other entities.)**Healthy Families **(Goal 3 Objective: Partner on collaborative projects with other entities.)**
- THAP (Tampa Hillsborough Action Plan) **(Goal 3 Objective: Partner on collaborative projects with other entities.)**
- Clark’s House, Inc. **(Goal 3 Objective: Partner on collaborative projects with other entities.)**
- Florida Health **(Goal 3 Objective: Partner on collaborative projects with other entities.)**
- Simply HealthCare **(Goal 3 Objective: Partner on collaborative projects with other entities.)**
- Healthy Start Coalition **(Goal 3 Objective: Partner on collaborative projects with other entities.)**
- Peace River Center **(Goal 3 Objective: Partner on collaborative projects with other entities.)**STAND UP POLK **(Goal 3 Objective: Partner on collaborative projects with other entities.)**George W. Harris, Jr. Runaway & Youth Crisis Shelter **(Goal 3 Objective: Partner on collaborative projects with other entities.)**

**CSBG/Economic Development Department Director**

- Attended the CAP National Conference in Austin, TX **(Goal 3 Objective: Partner on collaborative projects with other entities)**
- Monitored Sub-Recipients WRC in Winter Haven, FL **(Goal 3 Objective: Partner on collaborative projects with other entities)**
- Staff participated with LIHEAP at their Polk County Energy Fair on Sept. 10, 2016 **(Goal 3 Objective: Partner on collaborative projects with other entities)**

**CONCERNS/CHALLENGES AND RESPONSE**

**Deputy Director**

**Concerns:** Some grants are underspent based on a pro-rata analysis of expenditures through August 31, 2016

**Response:** Deputy Director will continue to closely watch expenditure levels through September and will follow-up with Department Directors if expenditures do not show an increase in expenditures to assure contracts are expensed out by the end of the grant.

**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**

- Received Certified Community Action Professional (CCAP) designation and pin at Austin CAP Conference.

**LIHEAP/Community Services Department Director**

- Nothing to report at this time.

**CSBG/Economic Development Director**

- Became certified Peer Reviewer for the Excellence Program.

**BOARD RELATED ACTIVITIES**

**Deputy Director**

Nothing to report at this time.

**LIHEAP/Community Services Department Director**

Nothing to report at this time.

**CSBG/Economic Development Director**

Nothing to report at this time.

**SPECIAL PROJECTS**

**Deputy Director**

- Nothing to report at this time.

**LIHEAP/Community Services Department Director**

- Facilitating the participation of "The Supervisor of Elections" attendance at our LIHEAP ENERGY FAIR EVENTS from June – October, 2016.

**CSBG/Economic Development Director**

Nothing to report at this time.

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

**Deputy Director**

- CareerSource Youth Advisory Council Meeting.
- CareerSource Annual Board meeting.
- 2016 Community Action Partnership conference in Austin, TX.
- Senior Directors Meeting on August 9, 2016 at the Corporate Office in Lake Alfred.

**LIHEAP/Community Services Department Director**

- Senior Directors Meeting on August 9, 2016 at the Corporate Office in Lake Alfred.
- ENERGY FAIR EVENT in Winter Haven on August 10, 2016 at the Winter Haven Recreational and Cultural Center.
- The Southern Region Advisory Council Meeting on August 15, 2016 in Frostproof at the Child Development Center.
- SCC (Senior Connection Center) EHEAP Conference Call on August 22, 2016.

**CSBG/Economic Development Department Director**

- 2016 Community Action Partnership conference in Austin, TX.
- Senior Directors Meeting on August 9, 2016 at the Corporate Office in Lake Alfred.

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

**Deputy Director**

- CAP Annual Conference in Austin, TX on September 1 – 3.
- Monthly Senior Budget preparation Training at Corporate Office on September 8, 2016).

**LIHEAP/Community Services Department Director**

- Monthly Senior Budget preparation Training at Corporate Office on September 8, 2016).
- ENERGY FAIR EVENT in Stuart (Martin County) on September 14<sup>th</sup> and 15<sup>th</sup>, 2016.
- SCC (Senior Connection Center) EHEAP Conference Call on September 19, 2016
- LIHEAP Community Services Department Staff Meeting on September 28, 2016 at the Corporate Office.

**CSBG/Economic Development Department Director**

- Monthly Senior Budget preparation Training at Corporate Office on September 8, 2016).
- SEACCA Conference in Myrtle Beach, SC
- FACA Board Meeting in Jacksonville, FL
- SETA Conference in Biloxi, MS

**OTHER**

**Deputy Director**

Nothing to report at this time.

**LIHEAP/Community Services Department Director**

Nothing to report at this time.

**CSBG/Economic Development Department Director**

Nothing to report at this time.

**MAJOR GRANT EXPENDITURE SUMMARIES**

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

**Total Funding** = \$4,258,448

**Pro-Rated Funding (thru 08/31/16)** = \$1,965,438 (46.2%)

**Expended (as of 08/31/16)** = \$1,561,467 (36.7% of Total Funding)

**Crisis Energy** = \$576,501 out of \$997,951 (57.8% of pro-rata "Crisis" allocation.)

**Home Energy** = \$590,471 out of \$997,951 (59.2% of pro-rata "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. Due to delays in receipt of reimbursement from DEO, ALPI has slowed the delivery of services. Once reimbursement is resolved, service will be escalated through energy fairs and other appropriate means.

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

**Total Funding** = \$114,623

**Pro-Rated Funding (as of 08/31/16)** = \$47,760 (41.7%)

**Expended (as of 08/31/16)** = \$43,283 (37.8%)

**Direct Services** = \$35,511 out of \$38,728 (91.7% of pro-rata allocation.)

**Performance:** Expenditures are "on track".

**Florida Non-Profit Housing (07/01/16 thru 06/30/17)**

**Total Funding** = \$49,394

**Pro-Rated Funding (as of 08/31/16)** = \$8,232 (16.7%)

**Expended (as of 08/31/16)** = \$2,384 (29.0% of pro-rata funding)

**Performance:** Contract was received in late July so expenditures are sluggish. It is estimated that expenditures will catch-up within the next 2-3 months.



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

**Total Funding** = \$60,000

**Pro-Rated Funding (as of 08/31/16)** = \$10,000 (16.7%)

**Expended (as of 08/31/16)** = \$2,626 (26.3%)

**Performance:** Contract was received in late July so expenditures are sluggish. It is estimated that expenditures will catch-up within the next 2-3 months.

**Community Services Block Grant (10/01/15 thru 12/31/16)**

**Total Funding** = \$1,284,681.

**Pro-Rated Funding (as of 08/31/16)** = \$1,177,624 (91.7%)

**Expended (as of 08/31/16)** = \$1,061,526 (90.1%)

**Family Self-Sufficiency Direct Expenditures** = \$238,772 out of \$305,345 for 78.2% of pro-rata allocation.

**Emergency Assistance** = \$50,631 out of \$52,250 for 97.0% of pro-rata allocation.

**Performance:** This contract is being modified and extended through 12/31/16; however, since the new contract is generally available as of 10/01/16 it is staff's intent to have all funds expended by late September or October.

**Chase Settlement Grant (10/01/15 thru 03/31/17)**

**Total Funding** = \$59,000.

**Pro-Rated Funding (as of 08/31/16)** = \$36,056 (55.6%)

**Expended (as of 08/31/16)** = \$23,039 (63.9% of pro-rata allocation.)

**Emergency Assistance** = \$16,925 out of \$25,667 for 65.9% of pro-rata allocation.

**Performance:** The under expenditure is a direct result of late receipt of contract. Staff continues to step up service delivery and anticipates expending all funds by December 31, 2016.

**SERVICE DELIVERY BY COUNTY – Division Programs**

**Units of Service, By County**  
(07/01/16 through 087/31/16)

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
Collier	130	\$36,926			n/a	n/a	130	\$36,926
Dade					n/a	n/a	n/a	n/a
DeSoto					n/a	n/a	n/a	n/a
Glades	21	\$7,445	3	\$1,675	n/a	n/a	24	\$9,120
Hardee					n/a	n/a	n/a	n/a
Hendry	53	\$16,555	36	\$9,285	n/a	n/a	89	\$25,839
Highlands	168	\$53,241	79	\$22,308	n/a	n/a	247	\$75,549
Hillsborough					n/a	n/a	n/a	n/a
Indian River					n/a	n/a	n/a	n/a
Lake					n/a	n/a	n/a	n/a
Lee					n/a	n/a	n/a	n/a
Manatee					n/a	n/a	n/a	n/a
Martin	42	\$14,116			n/a	n/a	42	\$14,116
Okeechobee					n/a	n/a	n/a	n/a
Orange					n/a	n/a	n/a	n/a
Osceola					n/a	n/a	n/a	n/a
Palm Beach					n/a	n/a	n/a	n/a
Polk	1,258	\$420,607	365	\$53,999	n/a	n/a	1,523	\$474,597
Putnam					n/a	n/a	n/a	n/a
St. Lucie	872	\$290,990			n/a	n/a	872	\$290,990
Volusia					n/a	n/a	n/a	n/a
<b>TOTAL</b>	<b>2,544</b>	<b>\$839,880</b>	<b>383</b>	<b>\$87,527</b>	<b>n/a</b>	<b>n/a</b>	<b>2,928</b>	<b>\$927,137</b>

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

\*\* = DOE and FNPH grants were not finalized in time for services to be rendered during this month.



**MAJOR OUTCOMES – Division Programs Only  
ROMA Family Goals 1 and 6  
(07/01/16 through 08/31/16)**

NPI	Description	CSBG/LIHEAP/EHEAP Clients		DOE/FNPH Clients TOTAL*		
		Seeking	Completing	Plan	Actual	
1.1	Unemployed and obtained a job	7	4	n/a	n/a	
	Employed and maintained a job for at least 90 days	10	3	n/a	n/a	
	Employed and obtained an increase in employment income and/or benefits	6	3	n/a	n/a	
1.2	Obtained skills/competencies required for employment	13	7	n/a	n/a	
	Completed ABE/GED and received certificate	1	0	n/a	n/a	
	Completed post-secondary education program and obtained certificate or diploma	8	2	n/a	n/a	
	Enrolled children in before or after school programs	0	0	n/a	n/a	
	Obtained access to reliable transportation and/or driver's license	2	2	n/a	n/a	
	Obtained safe and affordable housing	11	11	n/a	n/a	
	Obtained food assistance	8	6	n/a	n/a	
	6.1	Independent Living for Senior Citizens (55 or older)	7	7	n/a	n/a
		Independent Living for Individuals with Disabilities	10	10	n/a	n/a
	6.2	Received Home Energy Assistance other than LIHEAP	0	0	n/a	n/a
Received rental assistance		28	28	n/a	n/a	
	Received LIHEAP/EHEAP Crisis (# of services x 3.18 members per household)	1,221	1,221	n/a	n/a	
	Received LIHEAP Home Energy (# of services x 3.18 members per household)	1,321	1,321	n/a	n/a	
	Received Emergency Food Assistance	0	0	n/a	n/a	
	Received Water Bill/Utilities Assistance	0	0	20	20	

\* = DOE/FNPH Contracts were delayed so little or no services were reported during this period.

## HUMAN RESOURCES

### 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:**

Chief Executive Officer, Human Resources Director, Deputy Director of Economic Services, CSBG Director, Board of Directors Chair and Board Secretary attended the Community Action Partnership Annual Convention in Austin, TX on August 30<sup>th</sup> – September 2, 2016

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

- **2.1 Provide individual opportunities for creativity**

- All Head Start/Early Head Start was afforded the opportunity to meet together during In-service to share ideas and creative ways of dealing with the children and families we serve.

- **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.

- Two promotions: Dana Clayton from Sub Caregiver to full time Caregiver  
Annie Bennett from Teacher Assistant to Teacher

**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 appointed to the Winter Haven Fire Department Pension Board by the City of Winter Haven Commissioners
- Human Resources Director along with 7 other employees and one advisory member attended CareerSource Polk 20<sup>th</sup> Year Annual Breakfast meeting in Lakeland. I also chaired the Girls Inc. executive and Board of Directors and attended the City Commissioners and NAACP meetings.

**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**

- (1)
- Work Experience – on-going

**Child Development & Family Services Division**

- (4) Teacher Assistant – Ft. Pierce
- (4) Teacher – Ft. Pierce
- (2) Caregiver-Ft. Pierce
- (1) Facility Specialist – Frostproof
- (1) IT/Data Management - Corporate
- 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:

- (7) Work Experience – CSBG (3) Teacher – Ft. Pierce
- (1) Client Service Asst. I - LIHEAP (1) Teacher Asst. –Ft. Pierce
- (1) Caregiver –Ft. Pierce (1 )Caregiver Sub – Ft. Pierce
- (1) Caregiver – Frostproof

**DAILY ACTIVITIES:**

- The open enrollment meetings were held in Ft. Pierce on August 11, 2016 and in Winter Haven on August 12, 2016 - both went well
- All of the corrections and/or explanations on the 403b audit have been received
- July was a high turnover month in CDFC – We are aggressively recruiting to fill these position
- Employee has requested to transfer to another center – working to resolve this issue with Deputy Director of CDFC
- Annual evaluation are 99.9% received
- Met with Deputy Director of Child Development during the month on different staff issues
- Working with Senior Directors on updating job descriptions
- Coordinated the participation for ERAC in Martin County Energy Fair
- Attended the Girls Inc. Executive, Committee planning and Board meetings
- Attended NAACP executive, finance, banquet and regular committee meetings
- Employee Handbook – ongoing (answering of questions)
- Retirement Plan Booklet – requested information for employees from VOYA
- VOYA processing request– on-going
- Interpret ALPI Policies and Procedures –Ongoing
- Recruitment, Selection and Retention-Ongoing
- New Staff Orientations-Ongoing
- Staff Verifications of Employment – Ongoing
- Workers Compensation Claims and Appeals – (0)
- EEOC Claim – (0) all cases closed
- FMLA – processing request – Ongoing
- Unemployment Compensation Claims – (0)
- 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	0
Child Accidents	0
Resignations	7
Involuntary Termination	0
Lay-offs	0
New Hires	6
Transfers/Promotions	2
Temps & Substitutes	2
Unemployment	0
Unemployment Hearings	0
Family Medical Leave	3

Disability Claims	0
Worker Compensation	0
Equal Opportunity Claims	0

**CHALLENGES:**

- Employee improvement plans: **Status: several pending???**
- Bi-Annual Driving Record are not always completed in a timely manner by all departments - **Status: 80% completed - Child Development Division records are not all completed**
- Timely submission of paperwork– PCNs, Hiring Requisitions, Resignation/Termination notices, FMLA request - on-going – **Status: 80% Improved**
- Ensuring all human resources issues are addressed and are in compliance based on the requirements of the grants/programs – Director are doing a better job of sharing changes in the grant or laws that affects their grant **Status: Improved - on going**
- Supervisors/Directors addressing employee issues/concerns in a timely manner – Status: **Turnover rate is high in our St. Lucie County Child Development Centers. Deputy Director, Program Director, Center Managers and HR Director need to evaluate what is going on and come up with a strategy to address the issue. – meeting pending**
- 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: 70 % Improved – No employee or children accidents for this month**

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

- Consistently working with Division Directors and Organizational Partners on all fronts in order to be pro-active and not re-active with respect to all obligations HR has to ALPI and the clients we serve. – on-going
- Met with the following Directors during the month, CD&FS Deputy Director, Program Directors, CSBG and LIHEAP directors
- Attended Girls Inc. meetings: Executive, Board and committee meetings
- Attended NAACP Executive, finance, banquet committee and Regular meetings
- Attended City Commissioners meetings
- Information received from the Coordinator of the Pension Board and from the Regional IV Head Start Association By-Laws Chair

**SPECIAL ACCOMPLISHMENTS:**

- Job descriptions are still in need of review based on the new rule regarding exempt employees. All directors are reviewing their department current staff job descriptions and make changes. Status: Job descriptions still pending
- All background screenings are current – 100 % current
- Open Enrollment meetings – completed
- Annual Performance Evaluation – 99.9% completed
- 6 month driving record -80% received – CDFS not all in

## **OPERATIONS & QUALITY CONTROL**

DEPARTMENT ACTIVITIES SUMMARY

- **GOVERNANCE**
  - ✓ Facilitated registration & travel arrangements for Board and/or Council participation @ the following meetings/conferences: FHSA, One Goal Summer Conference, NCAP Conference, & SEACAA Conference.  
**Goal 3 – Partner w/other Entities for more efficient service delivery**
  - ✓ Facilitated and coordinated Board Meeting
    - Secured meeting venue, hotel accommodations, and meals; distributed board packets.
  - ✓ Coordinated and facilitated the Central Region Advisory Council
  - ✓ Coordinated the volunteer efforts of the Central Region Advisory Council with the LIHEAP Energy Fair.



- ✓ Coordinated the services for the 2016 Independent Audit.
- ✓ Facilitated the information preparation for the ALPI & ALHDC Form 990's.
- ✓ Coordinating outgoing correspondence for the upcoming 2016 Annual Advisory Councils' Elections.
- ✓ Facilitated the presentations for the 2016 Annual Meetings of the Advisory Councils.

- **CENTRAL REGION ADVISORY COUNCIL**

Facilitated bi-monthly meeting to discuss: Arabell Wiggins Scholarship recipient; community involvement with upcoming LIHEAP Energy Fair & councils' voter's registration; Board Representative status report and council's upcoming Annual Meeting.

- **CORPORATE OFFICE**

- ✓ Continued ongoing support to all divisions/departments via meetings, correspondence, purchasing, & signatures.
- ✓ Coordinated the attendance of CEO at One Goal Summer Conference, NCAP Conference, & SEACAA Conference, Center for Business Excellence, and FACA.

- **Goal 3 – Partner w/other Entities for more efficient service delivery**

- ✓ Coordinated the completion of reimbursement reports (LIHEAP, CSBG, CSC, Child Care Food, Non-Profit Housing, & DOE).
- ✓ Continued ongoing efforts of building and ground maintenance at Corporate Office.
- ✓ Coordinated the distribution of information and conference call for the SEACAA 2016 Awards Committee.

- **WORKSHOPS/MEETING ATTENDED**

Senior Directors' Meeting	August 9, 2016
Central Region Advisory Council Meeting	August 10, 2016

- **UPCOMING EVENTS:**

Jamestown Annual Cemetery Cleanup	September 5, 2016
Senior Management Training Session	September 7, 2016
Executive Committee Meeting	September 23, 2016
Board of Directors Meeting	September 24, 2016

# **PROGRESS REPORTS**



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**HS/EHS MONTHLY ATTENDANCE**

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**AGRICULTURAL AND LABOR PROGRAM, INC.  
FAMILY & COMMUNITY PARTNERSHIPS  
POLK COUNTY  
2016-2017**

**MONTHLY ATTENDANCE REPORT**

**EARLY HEAD START: AUGUST 2016 (20 DAYS)**

<b>CENTERS</b>	<b>FUNDED ENROLLMENT</b>	<b>ACTUAL ENROLLMENT</b>	<b>CHILDREN PRESENT</b>	<b>ADA FOR MONTH</b>
FROSTPROOF	56	56	836	80%
JUMPSTART	20	20	262	82%
<b>TOTALS</b>	<b>76</b>	<b>76</b>	<b>1,098</b>	<b>81%</b>

*Donita Brunson*

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Family & Community Partnerships Manager



**AGRICULTURAL AND LABOR PROGRAM, INC.  
 FAMILY & COMMUNITY PARTNERSHIPS  
 ST. LUCIE COUNTY  
 2016-2017**

**MONTHLY ATTENDANCE REPORT**

**HEAD START- AUGUST 2016 (13 DAYS)**

<b>CENTERS</b>	<b>FUNDED ENROLLMENT</b>	<b>ACTUAL ENROLLMENT</b>	<b>CHILDREN PRESENT</b>	<b>ADA FOR MONTH</b>
Queen Townsend II	237	237	2543	83%
ACDFSC	151	151	1701	87%
Lincoln Park	102	102	1177	89%
Garden Terrace	90	90	989	85%
George W. Truitt	51	51	593	89%
Francina Duval	40	40	445	86%
Learning Tree	20	20	241	93%
<b>TOTALS</b>	<b>691</b>	<b>691</b>	<b>7,689</b>	<b>87%</b>

**EARLY HEAD START-AUGUST 2016 (20 DAYS)**

<b>CENTERS</b>	<b>FUNDED ENROLLMENT</b>	<b>ACTUAL ENROLLMENT</b>	<b>CHILDREN PRESENT</b>	<b>ADA FOR MONTH</b>
George W. Truitt	40	40	479	60%
ACDFSC	8	8	132	83%
Loving Care	8	8	128 (21 days)	77%
Sunrise	8	8	108 (21 days)	66%
<b>TOTALS</b>	<b>64</b>	<b>64</b>	<b>847</b>	<b>72%</b>

Family & Community Partnerships Manager

*Donita Brunson*

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## **HS/EHS ENROLLMENT REPORT**

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### End-Of-Month Enrollment - August 2016

#### Total

<i>Total Reported Enrollment</i>	<i>Total Funded Enrollment</i>	<i>Status</i>
831	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	Aug 31, 2016	Yes	691	691	Reported
Initially Reported:	On 09/06/2016 by Donita Brunson					
Last Updated:	On 09/06/2016 01:02:36 PM, EST by Donita Brunson					

#### 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	Aug 31, 2016	Yes	140	140	Reported
Initially Reported:	On 09/06/2016 by Donita Brunson					
Last Updated:	On 09/06/2016 01:02:36 PM, EST by Donita Brunson					

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## **HS/EHS STATISTICAL REPORT**

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# ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

<b>REPORT FOR THE MONTH OF:</b> August, 2016		<b>DATE:</b> 9/8/16
<b>CENTER:</b> All centers combined – St. Lucie		

ERSEA	EHS	3 YEARS	4 YEARS	THIS MONTH	TO DATE
1. Enrollment					
a. The number of EHS and HS Children served (As of 9/1).	62	308	406	776	776
b. Of the number of HS children in A1, the number in the VPK program.	0	0	406	406	406
c. Of the number of EHS and HS Children in A1, the number enrolled for a second year.	27	27	239	293	293
2. Of the number of HS Children eligible for kindergarten					
3. Dropouts					
a. Number of EHS and HS children who have dropped	6	24	19	49	49
b. Of the number in B1, the number who dropped prior to 45 days of attendance.	6	23	20	49	49
4. Attendance/ADA					

SERVICE DELIVERY	EHS	HS	THIS MONTH	TO DATE
<b>A. Family and Community Engagement</b>				
1. Total number of Head Start Families	57	658	715	715
a. Of these, the number of two parent families	11	143	154	154
b. Of these, the number of single parent families	46	515	561	561
c. Of these, the number of families receiving assistance under TANF Program	13	36	49	49
d. Of these, the number of families receiving Supplemental Security Income (SSI)	8	64	72	72
e. Of these, the number of families over income	0	13	13	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	0
b. Housing assistance such as subsidies, utilities, repairs, etc.	0	0	0	0
c. Counseling or mental health services	0	0	0	0
d. Education/Literacy/English as a Second Language	0	0	0	0
e. Adult education such as GED program and college education	0	0	0	0
f. Job Training	0	0	0	0
g. Substance abuse prevention or treatment	0	0	0	0
h. Child Abuse and Neglect Services/Training	0	0	0	0
i. Domestic violence services	0	0	0	0
j. Child support assistance	0	0	0	0
k. Health education	0	0	0	0
l. Assistance to families of incarcerated individuals	0	0	0	0
m. Parent Education	0	0	0	0
n. Marriage education	0	0	0	0

# ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

SERVICE DELIVERY cont'd	EHS	HS	THIS MONTH	TO DATE
<b>B. Early Childhood Development and Health Services</b>				
1. Number of EHS and HS Children who have completed the following screenings:				
a. Height	59	696	755	755
b. Weight	59	696	755	755
c. Vision	41	579	620	620
d. Hearing	41	597	638	638
e. Speech/Language	0	191	191	191
f. Behavioral	40	270	310	310
g. Developmental	30	0	30	30
h. Blood Pressure	10	643	653	653
i. Hemoglobin	39	581	620	620
j. Lead	37	238	275	275
2. Of the number in B1, the number referred for follow up or diagnosed as needing treatment	0	0	0	0
3. Of the number referred in B2, the number who have completed follow up or received treatment	0	0	0	0
4. The number of EHS and HS children receiving or received treatment for the following:				
a. Anemia	0	0	0	0
b. Asthma	0	0	0	0
c. Hearing Difficulties	0	0	0	0
d. Overweight	0	0	0	0
e. Vision Problems	0	0	0	0
5. Number of EHS and HS children enrolled in Medicaid	39	470	509	509
6. Number of EHS and HS children with private insurance	1	11	12	12
7. Number of EHS and HS children with "Medical Home"	60	696	756	756
8. Number of EHS and HS children who have completed a professional dental examination	31	600	631	631
9. Of the children in B8, the number of children diagnosed as needing treatment	0	92	92	92
10. Of the children diagnosed in B9, the number of children who received or are receiving treatment	0	0	0	0
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	60	271	331	331
13. Number of EHS and HS children with complete immunizations	0	449	449	449
14. Number of EHS and HS children with current physicals	57	696	753	753
15. Number of EHS and HS children receiving WIC services	44	429	473	473
16. Number of EHS and HS children receiving meals via Child Care Food Program				
17. Number of teacher and caregivers home visits completed (1 <sup>st</sup> )	0	0	0	0
18. Number of teacher and caregivers home visits completed (2 <sup>nd</sup> )	0	0	0	0
19. Number of parent/teacher/ caregivers conferences completed	0	0	0	0
20. Number of EHS/HS with baseline assessments completed	0	0	0	0
21. Number of EHS/HS with mid-year assessments completed	0	0	0	0
22. Number of EHS/HS with final assessments completed	0	0	0	0



# ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

SERVICE DELIVERY cont'd	EHS	HS	THIS MONTH	TO DATE
<b>C. Mental Health and Disabilities</b>				
1. Number of EHS and HS children with a diagnosed disability	1	46	47	47
2. Of the EHS and HS children in E1 with a diagnosed disability, the number with an IEP or IFSP	1	46	47	47
3. Of the EHS and HS children in E1 with a diagnosed disability, the number determined by LEA or Part C	1	46	47	47
4. Number of EHS and HS children with suspected disabilities	0	3	3	3
5. Number of referred EHS and HS children awaiting testing or staffing	0	3	3	3
6. Number of EHS and HS children referred for mental health services outside of the program	0	0	0	0
7. Number of EHS and HS children the MH Professional Consultant with staff about child's behavior/mental health	0	0	0	0
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	0
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
<b>D. Pregnant Women Services</b>				
1. Indicate the number of pregnant women who received the following services while enrolled in EHS				
a. Prenatal and postpartum health care			0	0
b. Mental health intervention and follow up			0	0
c. Substance abuse prevention			0	0
d. Substance abuse treatment			0	0
e. Prenatal education on fetal development			0	0
f. Information on the benefits of breastfeeding			0	0
<b>E. Transportation</b>				
1. Number of children receiving transportation services			120	120
2. Number of field trips taken			0	0
<b>Comments:</b>				

SIGNATURE:	<i>Laverne Ennepherson</i>	JOB TITLE:	Family Support Services Coordinator	DATE:	9/8/16
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# ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

<b>REPORT FOR THE MONTH OF:</b> August 2016		<b>DATE:</b> 8/25/2016
<b>CENTER:</b> ALPI FROSTPROOF/JUMPSTART Early Head Start		

ERSEA	THIS MONTH	TO DATE
<b>1. Enrollme</b>		
a. The number of EHS and HS Children served (As of 8/1)	72	83
3 YEARS	3	8
4 YEARS	8	8
b. Of the number of HS children in A1, the number in the VPK program.	49	49
c. Of the number of EHS and HS Children in A1, the number enrolled for a second year.		
<b>2. Of the number of HS Children eligible for kindergarten</b>		
<b>3. Dropouts</b>		
a. Number of EHS and HS children who have dropped	11	11
b. Of the number in B1, the number who dropped prior to 45 days of attendance.	11	11
<b>4. Attendance/ADA</b>		

SERVICE DELIVERY	EHS	HS	THIS MONTH	TO DATE
<b>A. Family and Community Engagement</b>				
<b>1. Total number of Head Start Families</b>	66		66	66
a. Of these, the number of two parent families	25		25	25
b. Of these, the number of single parent families	36		36	36
c. Of these, the number of families receiving assistance under TANF Program	0		0	0
d. Of these, the number of families receiving Supplemental Security Income (SSI)	4		4	4
e. Of these, the number of families over income	0		0	0
<b>2. Total number of families identified as needing services or identified an interest in the following areas:</b>	9		9	9
a. Emergency Crisis intervention/Assistance (food, clothing, shelter, etc.)				
b. Housing assistance such as subsidies, utilities, repairs, etc.	4		4	4
c. Counseling or mental health services				
d. Education/Literacy/English as a Second Language	1		1	1
e. Adult education such as GED program and college education	1		1	1
f. Job Training	5		5	5
g. Substance abuse prevention or treatment				



# ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

	EHS	HS	THIS MONTH	TO DATE
h. Child Abuse and Neglect Services/Training	1		1	1
i. Domestic violence services				
j. Child support assistance	1		1	1
k. Health education				
l. Assistance to families of incarcerated individuals				
m. Parent Education				
n. Marriage education				
<b>SERVICE DELIVERY cont'd</b>				
<b>B. Early Childhood Development and Health Services</b>				
1. Number of EHS and HS Children who have completed the following screenings:				
a. Height				
b. Weight				
c. Vision				
d. Hearing				
e. Speech/Language				
f. Behavioral				
g. Developmental				
h. Blood Pressure				
i. Hemoglobin				
j. Lead				
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				
b. Asthma				
c. Hearing Difficulties				
d. Overweight				
e. Vision Problems				
5. Number of EHS and HS children enrolled in Medicaid	71		71	71
6. Number of EHS and HS children with private insurance	1		1	1
7. Number of EHS and HS children with "Medical Home"				
8. Number of EHS and HS children who have completed a professional dental examination				
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)	72		72	72
12. Number of EHS and HS children with up-to-date immunizations				
13. Number of EHS and HS children with complete immunizations				
14. Number of EHS and HS children with current physicals	72		72	72

# ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

	EHS	HS	THIS MONTH	TO DATE
15. Number of EHS and HS children receiving WIC services	72		72	72
16. Number of EHS and HS children receiving meals via Child Care Food Program				
17. Number of teacher and caregivers home visits completed (1 <sup>st</sup> )				
18. Number of teacher and caregivers home visits completed (2 <sup>nd</sup> )				
19. Number of parent/teacher/ caregivers conferences completed				
20. Number of EHS/HS with baseline assessments completed				
21. Number of EHS/HS with mid-year assessments completed				
22. Number of EHS/HS with final assessments completed				
<b>SERVICE DELIVERY cont'd</b>				
<b>C. Mental Health and Disabilities</b>				
1. Number of EHS and HS children with a diagnosed disability				
2. Of the EHS and HS children in E1 with a diagnosed disability, the number with an IEP or IFSP				
3. Of the EHS and HS children in E1 with a diagnosed disability, the number determined by LEA or Part C				
4. Number of EHS and HS children with suspected disabilities				
5. Number of referred EHS and HS children awaiting testing or staffing				
6. Number of EHS and HS children referred for mental health services outside of the program				
7. Number of EHS and HS children the MH Professional Consultant with staff about child's behavior/mental health				
8. Of the children in E7, the number the MH Professional provided three or more consultations.				
9. Number of children the MH Professional consulted with the parent about their child's behavior/mental health.				
10. Number of children the MH Professional provided an individual mental health assessment				
11. Number of children the MH Professional facilitated a referral for mental health services				
12. Number of MDT's meetings				
13. Of the number of MDT meetings, the number of children the team determined to have a disability				
1. Indicate the number of pregnant women who received the following services while enrolled in EHS	2		2	2
a. Prenatal and postpartum health care			2	2
b. Mental health intervention and follow up				
c. Substance abuse prevention				
d. Substance abuse treatment				
e. Prenatal education on fetal development				
f. Information on the benefits of breastfeeding				
1. Number of children receiving transportation services				
2. Number of field trips taken				



ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

SIGNATURE:	Christine Wilson	JOB TITLE:	CDSM	DATE:	8/25/16
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**CHILD CARE FACILITY REPORT**

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### Child Care Facility Information

Name: ALPI Queen Townsend Head Start Center II ID Number: C19SL0161  
Address: 2202 Avenue Q, Fort Pierce FL 34950-2000  
Phone Number: (772) 468-0904 Capacity: 325  
Owner/Director/Staff Responsible: Ellen Bradley

### Inspection Information

Type: Routine Date: 7/27/2016 Arrival/Departure Time: 11:00 AM to 12:30 PM  
Staff Present: 2 Children Present: 0

## 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.<br><u>Not Monitored Comments</u><br>The program is closed for the summer and reopens for the new school year. There are presently no children on site. | Not Monitored |
| 05. Supervision rule 65C-22.001(5), 65C-22.001(6), 65C-22.002(4) & 65C-22.007 (2), F.A.C.   | Not Monitored |
| 06. Driver's License, Physician Certification & First Aid/CPR Training rule 65C-22.001(6) 65C-22.006(4), F.A.C.   | Compliance    |
| 07. Vehicle Insurance and Inspection ss. 402.305(10), F.S. & rule 65C-22.001(6) F.A.C.  | Compliance    |
| 08. Seat Belts/Child Restraints ss. 402.305(10), F.S. & rule 65C-22.001(6), F.A.C.  | Compliance    |
| 09. Transportation rule 65C-22.001(6), F.A.C.   | Compliance    |
| 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 Queen Townsend Head Start Center II License #: C19SL0161  
Address: 2202 Avenue Q, Fort Pierce FL 34950-2000  
Type: Routine Date: 7/27/2016

12. Child Discipline ss. 402.305(12), F.S. & rule 65C-22.001(8), F.A.C. Not Monitored  
Not Monitored Comments  
There are no children present.

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  
Compliance Comments  
Classrooms are being prepared for the new school year.

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  
There are no children present.





Name: ALPI Queen Townsend Head Start Center II License #: C19SL0161  
Address: 2202 Avenue Q, Fort Pierce FL 34950-2000  
Type: Routine Date: 7/27/2016

- |   |                |
|---|----------------|
| 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.<br><u>Not Applicable Comments</u><br>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.<br><u>Not Applicable Comments</u><br>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.  | 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.<br><u>Not Monitored Comments</u><br>There are no children in diapers enrolled. | Not Monitored  |
| 38. Diaper Disposal rule 65C-22.002(10), F.A.C.<br><u>Not Applicable Comments</u><br>There are no children in diapers enrolled.   | 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     |



Name: ALPI Queen Townsend Head Start Center II License #: C19SL0161  
Address: 2202 Avenue Q, Fort Pierce FL 34950-2000  
Type: Routine Date: 7/27/2016

#### 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.                                       | 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.   |                |
| 51. Meal and Snack Menus rule 65C-22.005(1), F.A.C.   |                |
| 52. Food Service rule 65C-22.005(3), F.A.C.   |                |
| 53. Bottles Sanitary and Labeled rule 65C-22.005(2), F.A.C.<br><u>Not Applicable Comments</u><br>There are no children with bottles enrolled. | Not Applicable |





Name: ALPI Queen Townsend Head Start Center II License #: C19SL0161  
 Address: 2202 Avenue Q, Fort Pierce FL 34950-2000  
 Type: Routine Date: 7/27/2016

54. Catered Food and Food Provided by Parents 65C-22.005(1), F.A.C.

55. Single Service Items rule 65C-22.0011(8), 65C-22.002(10), F.A.C.

**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. Not Monitored  
Not Monitored Comments  
 The children are in the process of being enrolled. Files will be reviewed at the next inspection.

58. Enrollment Information on File/Current ss. 402.3125(5), 402.305(12), F.S. & rule 65C-22.006(3) Not Monitored  
 F.A.C.  
 Children's files will be reviewed at the next inspection.

59. Personnel Records ss. 402.3055(1), F.S., rule 65C-22.003(4), & rule 65C-22.006(4) - (5), F.A.C. Compliance  
Compliance Comments  
 Personnel files were reviewed with the director.



Name: ALPI Queen Townsend Head Start Center II License #: C19SL0161  
 Address: 2202 Avenue Q, Fort Pierce FL 34950-2000  
 Type: Routine Date: 7/27/2016

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

Compliance

Compliance Comments

The Department is asking child Care Providers to begin scheduling rescreening in September 2016 for anyone that was screened prior to July 1st, 2016. Providers will have nine months to rescreen all required owners, operators, child care personnel, household members, volunteers and substitutes.

All rescreens must be initiated in the Clearinghouse and fingerprints must be submitted by a Clearinghouse compatible Live Scan vendors. It is extremely important that the initiation of the screening occur in the Clearinghouse prior to the arrival at a live scan vendor location. Failure to do so will result in the Department not being able to accept the results and the individual will have to be rescreened including the cost again. Please ensure the correct ORI number is used when sending an individual for fingerprinting. Steps for completing rescreening:

1. Complete a search in the Clearinghouse prior to sending staff to a live scan provider for screening to determine:
  - a. If the individual is not found after a search, there is no prior screening in the Clearinghouse, select "Initiate Screening."
  - b. If the individual is already in the Clearinghouse, with a Clearinghouse screening available and a status of DCF Child Care Eligible, the individual does not have to go to a live scan vendor for fingerprinting again. Eligibility will be based on the fingerprints retained in the Clearinghouse. You may add the individual to your roster.
  - c. If the eligibility indicates an Agency Review is required, you must select "Initiate Agency Review." This is no cost to you as a provider. This will provide you with an updated Florida Criminal History Public Record.
  - d. If there has been a break in service of 90 days, you must select "Initiate Resubmission." You will receive an updated Florida Criminal History Public Record.
  - e. Upon hire, becoming a household member, substitute, or volunteer, immediately add the individual to your program roster.

Important Note: All fingerprinting must occur through a Live Scan compatible vendor. Check the listing in the Clearinghouse prior to initiating and scheduling an appointment with a vendor. Fingerprinting from a vendor that is not Clearinghouse compatible cannot be processed by DCF for the purposes of a clearance for child care employment.

2. The fingerprint results from the Federal Bureau of Investigation will be returned to DCF via the Florida Department of Law Enforcement. DCF will review both the federal and state criminal history results, along with state criminal records, national sex offender registry, and the child abuse and neglect registry.
3. DCF will issue an eligible or non eligible result for employment through the Clearinghouse upon completion of searches and results from other states, if applicable.
4. DCF will send a letter/email to the employer advising of the search of the Florida's child abuse and neglect registry.
5. The employer/owner/operator must conduct employment history checks, including documented attempts to contact each employer that employed the individual within the preceding five years and documentation of the findings.
6. The employer/owner/operator must send a request for a search of each state's child abuse and neglect registry if the individual has lived outside the state of Florida in the preceding five years. Visit [www.myflfamilies.com/backgroundscreening](http://www.myflfamilies.com/backgroundscreening), click on the Out of State Abuse Registry Check link to obtain the instructions and forms to complete to submit a request for a search. Documentation of the date the search was requested, and the date the results were received, must be maintained in the employee's file for review by the licensing authority.
7. The employer/owner/operator must conduct a search of the sexual offender/predator website in Florida via <https://offender.fdle.state.fl.us/offender/homepage.do>, and any state the individual has lived in outside the state of Florida in the preceding five years. Visit [www.myflfamilies.com/backgroundscreening](http://www.myflfamilies.com/backgroundscreening), click on the Out of State Sexual Predator/Offender Registry Check link to obtain the instructions and forms to complete to submit the request for a search. Documentation of the search date, and findings from each state, must be documented in the employee's file for review by the licensing authority.
8. The employer/owner/operator must maintain on-site at the program copies/documentation of completion of all applicable elements in the screening process for an individual in the personnel file for review by the licensing authority.
9. Failure to initiate the screening through the Clearinghouse prior to fingerprinting will result in invalid screening and the individual will have to be re-fingerprinted and pay the fees again.
10. Immediately remove individuals from the program roster when employment terminates.

The failure of the state to certify compliance could result in the loss of funding to the state to support school readiness programs and their families.

**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



Name: ALPI Queen Townsend Head Start Center II License #: C19SL0161  
Address: 2202 Avenue Q, Fort Pierce FL 34950-2000  
Type: Routine Date: 7/27/2016

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Received by: Ellen Bradley  
Date: Wednesday, July 27, 2016

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Inspected by: Kathleen Walters  
Date: Wednesday, July 27, 2016





**Child Care Facility Information**

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

**Inspection Information**

Type: Abbreviated Date: 8/2/2016 Arrival/Departure Time: 12:45 PM to 01:45 PM  
 Staff Present: 1 Children Present: 0

**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.<br><u>Compliance Comments</u><br>The school is currently closed for the summer and will re-open with children on 8/15/16. | 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.<br><u>Not Monitored Comments</u><br>There are no children present.  | Not Monitored |
| 05. Supervision rule 65C-22.001(5), 65C-22.001(6), 65C-22.002(4) & 65C-22.007 (2), F.A.C.  | Not Monitored |
| 06. Driver's License, Physician Certification & First Aid/CPR Training rule 65C-22.001(6) 65C-22.008(4), F.A.C.<br>Transportation information is under A L P I Queen Townsend HS Center.   | 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 Garden Terrace Head Start Center License #: C19SL0051  
Address: 1110 N 32nd St, Fort Pierce FL 34947-2435  
Type: Abbreviated Date: 8/2/2016

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
<b>PHYSICAL ENVIRONMENT</b>	
14. Facility Environment rule 65C-22.002(1), 65C-22.002(7) - (9), F.A.C. <u>Compliance Comments</u> The school is being prepared for the new school year.	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 I Garden Terrace Head Start Center License #: C19S10051  
Address: 1110 N 32nd St, Fort Pierce FL 34947-2435  
Type: Abbreviated Date: 8/2/2016

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. <u>Not Applicable Comments</u> There are no infants enrolled.	Not Applicable
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 Garden Terrace Head Start Center License #: C19SL0051  
Address: 1110 N 32nd St, Fort Pierce FL 34947-2435  
Type: Abbreviated Date: 8/2/2016

54. Catered Food and Food Provided by Parents 65C-22.005(1), F.A.C. **Not Monitored**
55. Single Service Items rule 65C-22.0011(6), 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. **Not Monitored**  
Not Monitored Comments  
Children's files are in process.
58. Enrollment Information on File/Current ss. 402.3125(5), 402.305(12), F.S. & rule 65C-22.006(3) F.A.C. **Not Monitored**  
Children's files will be reviewed during the next inspection.
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  
Staff files were reviewed with the director.
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 I Garden Terrace Head Start Center License #: C19SL0051  
Address: 1110 N 32nd St, Fort Pierce FL 34947-2435  
Type: Abbreviated Date: 8/2/2016

#### TRAINING

41. Training Requirements ss. 402.305(2) - (3), F.S. & rule 65C-22.003(2) – (3), F.A.C.
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. Not Monitored
51. Meal and Snack Menus rule 65C-22.005(1), F.A.C. Not Monitored  
Not Monitored Comments  
The menu will be posted at the time of the new school term.
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. Not Applicable  
Not Applicable Comments  
There are no infants or toddlers enrolled.



Name: A L P I Garden Terrace Head Start Center License #: C195L0051  
Address: 1110 N 32nd St, Fort Pierce FL 34947-2435  
Type: Abbreviated Date: 8/2/2016

### Inspector Comments

The Department is asking child Care Providers to begin scheduling rescreening in September 2016 for anyone that was screened prior to July 1st, 2016. Providers will have nine months to rescreen all required owners, operators, child care personnel, household members, volunteers and substitutes.

All rescreens must be initiated in the Clearinghouse and fingerprints must be submitted by a Clearinghouse compatible Live Scan vendors. It is extremely important that the initiation of the screening occur in the Clearinghouse prior to the arrival at a live scan vendor location. Failure to do so will result in the Department not being able to accept the results and the individual will have to be rescreened including the cost again. Please ensure the correct ORI number is used when sending an individual for fingerprinting.

Steps for completing rescreening:

1. Complete a search in the Clearinghouse prior to sending staff to a live scan provider for screening to determine:
  - a. If the individual is not found after a search, there is no prior screening in the Clearinghouse, select "Initiate Screening."
  - b. If the individual is already in the Clearinghouse, with a Clearinghouse screening available and a status of DCF Child Care Eligible, the individual does not have to go to a live scan vendor for fingerprinting again. Eligibility will be based on the fingerprints retained in the Clearinghouse. You may add the individual to your roster.
  - c. If the eligibility indicates an Agency Review is required, you must select "Initiate Agency Review." This is no cost to you as a provider. This will provide you with an updated Florida Criminal History Public Record.
  - d. If there has been a break in service of 90 days, you must select "Initiate Resubmission." You will receive an updated Florida Criminal History Public Record.
  - e. Upon hire, becoming a household member, substitute, or volunteer, immediately add the individual to your program roster.

Important Note: All fingerprinting must occur through a Live Scan compatible vendor. Check the listing in the Clearinghouse prior to initiating and scheduling an appointment with a vendor. Fingerprinting from a vendor that is not Clearinghouse compatible cannot be processed by DCF for the purposes of a clearance for child care employment.

2. The fingerprint results from the Federal Bureau of Investigation will be returned to DCF via the Florida Department of Law Enforcement. DCF will review both the federal and state criminal history results, along with state criminal records, national sex offender registry, and the child abuse and neglect registry.
3. DCF will issue an eligible or non eligible result for employment through the Clearinghouse upon completion of searches and results from other states, if applicable.
4. DCF will send a letter/email to the employer advising of the search of the Florida's child abuse and neglect registry.
5. The employer/owner/operator must conduct employment history checks, including documented attempts to contact each employer that employed the individual within the preceding five years and documentation of the findings.
6. The employer/owner/operator must send a request for a search of each state's child abuse and neglect registry if the individual has lived outside the state of Florida in the preceding five years. Visit [www.myflfamilies.com/backgroundscreening](http://www.myflfamilies.com/backgroundscreening), click on the Out of State Abuse Registry Check link to obtain the instructions and forms to complete to submit a request for a search. Documentation of the date the search was requested, and the date the results were received, must be maintained in the employee's file for review by the licensing authority.
7. The employer/owner/operator must conduct a search of the sexual offender/predator website in Florida via <https://offender.fdle.state.fl.us/offender/homepage.do>, and any state the individual has lived in outside the state of Florida in the preceding five years. Visit [www.myflfamilies.com/backgroundscreening](http://www.myflfamilies.com/backgroundscreening), click on the Out of State Sexual Predator/Offender Registry Check link to obtain the instructions and forms to complete to submit the request for a search. Documentation of the search date, and findings from each state, must be documented in the employee's file for review by the licensing authority.
8. The employer/owner/operator must maintain on-site at the program copies/documentation of completion of all applicable elements in the screening process for an individual in the personnel file for review by the licensing authority.
9. Failure to initiate the screening through the Clearinghouse prior to fingerprinting will result in invalid screening and the individual will have to be re-fingerprinted and pay the fees again.
10. Immediately remove individuals from the program roster when employment terminates.

The failure of the state to certify compliance could result in the loss of funding to the state to support school readiness programs and their families.

Received by: Sandra Monroe  
Date: Tuesday, August 02, 2016

Inspected by: Kathleen Walters  
Date: Tuesday, August 02, 2016





Name: A L P I Garden Terrace Head Start Center License #: C195L0051  
Address: 1110 N 32nd St, Fort Pierce FL 34947-2435  
Type: Abbreviated Date: 8/2/2016



### 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: Abbreviated Date: 8/31/2016 Arrival/Departure Time: 10:50 AM to 12:10 PM  
Staff Present: 22 Children Present: 131

## 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.<br><u>Compliance Comments</u><br>Threes 2:15, 2:16, 2:17<br>Fours 2:19, 2:16, 2:15, 2:20, 2:13  | 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)<br>65C-22.006(4), F.A.C.<br><small>Driver and transportation information is under A.L.P.I. Queen Townsend HD 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: ALPI Child Development and Family Services Center License #: C19SL0144  
Address: 198 NW Marion Ave, Port Saint Lucie FL 34983-1667  
Type: Abbreviated Date: 8/31/2016

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





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Type: Abbreviated Date: 8/31/2016

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. <u>Not Applicable Comments</u> There are no infants enrolled.	Not Applicable
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



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Address: 198 NW Marion Ave, Port Saint Lucie FL 34983-1667  
Type: Abbreviated Date: 8/31/2016

### TRAINING

41. Training Requirements ss. 402.305(2) - (3), F.S. & rule 65C-22.003(2) - (3), F.A.C. Noncompliance

Non-Compliance Description

41-07 The facility did not have documentation to show enrollment in the introductory course in child care for all staff employed for at least 90 days.

Comments

One person hired 4/26/16, does not have Florida introductory training. She may send in her out of state documents to see if they can be used to exempt her from any of the courses. She needs to begin training. Notify the counselor when this has been done.

Due Date 09/30/2016

Violation Level Class 3 Technical Support

42. 10-Hour In-Service rule 65C-22.003(6), F.A.C. Compliance

Compliance Comments

In-service for current staff was completed on 8/12/16 for in-service year 2016-2017.

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



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Type: Abbreviated Date: 8/31/2016

- |   |                |
|---|----------------|
| 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.<br><u>Not Applicable Comments</u><br>There are no children enrolled with bottles or sippy cups.                   | 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.  | Not Monitored  |
| 57. Children's Health/Immunization and Records ss. 402.305(9), F.S.& rule 65C-22.006(2) - (3), F.A.C.<br><u>Compliance Comments</u><br>Twenty 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.   | Not Monitored  |





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

Compliance

Compliance Comments

The Department is asking child Care Providers to begin scheduling rescreening in September 2016 for anyone that was screened prior to July 1st, 2016. Providers will have nine months to rescreen all required owners, operators, child care personnel, household members, volunteers and substitutes.

All rescreens must be initiated in the Clearinghouse and fingerprints must be submitted by a Clearinghouse compatible Live Scan vendors. It is extremely important that the initiation of the screening occur in the Clearinghouse prior to the arrival at a live scan vendor location. Failure to do so will result in the Department not being able to accept the results and the individual will have to be rescreened including the cost again. Please ensure the correct ORI number is used when sending an individual for fingerprinting. Steps for completing rescreening:

1. Complete a search in the Clearinghouse prior to sending staff to a live scan provider for screening to determine:
  - a. If the individual is not found after a search, there is no prior screening in the Clearinghouse, select "Initiate Screening."
  - b. If the individual is already in the Clearinghouse, with a Clearinghouse screening available and a status of DCF Child Care Eligible, the individual does not have to go to a live scan vendor for fingerprinting again. Eligibility will be based on the fingerprints retained in the Clearinghouse. You may add the individual to your roster.
  - c. If the eligibility indicates an Agency Review is required, you must select "Initiate Agency Review." This is no cost to you as a provider. This will provide you with an updated Florida Criminal History Public Record.
  - d. If there has been a break in service of 90 days, you must select "Initiate Resubmission." You will receive an updated Florida Criminal History Public Record.
  - e. Upon hire, becoming a household member, substitute, or volunteer, immediately add the individual to your program roster.

Important Note: All fingerprinting must occur through a Live Scan compatible vendor. Check the listing in the Clearinghouse prior to initiating and scheduling an appointment with a vendor. Fingerprinting from a vendor that is not Clearinghouse compatible cannot be processed by DCF for the purposes of a clearance for child care employment.

2. The fingerprint results from the Federal Bureau of Investigation will be returned to DCF via the Florida Department of Law Enforcement. DCF will review both the federal and state criminal history results, along with state criminal records, national sex offender registry, and the child abuse and neglect registry.
3. DCF will issue an eligible or non eligible result for employment through the Clearinghouse upon completion of searches and results from other states, if applicable.
4. DCF will send a letter/email to the employer advising of the search of the Florida's child abuse and neglect registry.
5. The employer/owner/operator must conduct employment history checks, including documented attempts to contact each employer that employed the individual within the preceding five years and documentation of the findings.
6. The employer/owner/operator must send a request for a search of each state's child abuse and neglect registry if the individual has lived outside the state of Florida in the preceding five years. Visit [www.myflfamilies.com/backgroundscreening](http://www.myflfamilies.com/backgroundscreening), click on the Out of State Abuse Registry Check link to obtain the instructions and forms to complete to submit a request for a search. Documentation of the date the search was requested, and the date the results were received, must be maintained in the employee's file for review by the licensing authority.
7. The employer/owner/operator must conduct a search of the sexual offender/predator website in any state the individual has lived in outside the state of Florida in the preceding five years. Visit [www.myflfamilies.com/backgroundscreening](http://www.myflfamilies.com/backgroundscreening), click on the Out of State Sexual Predator/Offender Registry Check link to obtain the instructions and forms to complete to submit the request for a search. Documentation of the search date, and findings from each state, must be documented in the employee's file for review by the licensing authority.
8. The employer/owner/operator must maintain on-site at the program copies/documentation of completion of all applicable elements in the screening process for an individual in the personnel file for review by the licensing authority.
9. Failure to initiate the screening through the Clearinghouse prior to fingerprinting will result in invalid screening and the individual will have to be re-fingerprinted and pay the fees again.
10. Immediately remove individuals from the program roster when employment terminates.

The failure of the state to certify compliance could result in the loss of funding to the state to support school readiness programs and their families.

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: ALPI Child Development and Family Services Center License #: C195L0144  
Address: 198 NW Marlon Ave, Port Saint Lucie FL 34983-1667  
Type: Abbreviated Date: 8/31/2016

Received by: Crystal Damas  
Date: Wednesday, August 31, 2016

Inspected by: Kathleen Walters  
Date: Wednesday, August 31, 2016



Name: ALPI Child Development and Family Services Center License #: C195L0144  
Address: 198 NW Marion Ave, Port Saint Lucie FL 34983-1667  
Type: Abbreviated Date: 8/31/2016

### SUPPLEMENTAL INSPECTION SHEET

**Comments:**

Training

Minnie Roberts, d.o.e. 4/26/16, is past due to begin the required 40-hour training. Once she commences, notify the counselor to verify and a re-inspection report will be generated.

Received by: Crystal Damas

Date: Wednesday, August 31, 2016

Inspected by: Kathleen Walters

Date: Wednesday, August 31, 2016



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**CLUSTER MONTHLY DISABILITY**

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**CLUSTER MONTHLY DISABILITY REPORT**  
**Local Program Information**  
**2015**

CLUSTER CODE:

Agency Name: ALPI FROSTPROOF

Date Form Completed: 9/02/2016

TONI JONES  
 Person Completing This Form

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

Information from all Delegates included  YES  NO  N/A

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

SECTION B: QUESTIONNAIRE	
1. Any specific request for training and technical assistance? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO  If yes, please explain.	
2. Any specific problems with coordination of disability services? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
3. Other Comments: Jha'Qharee Chester and Naomi Word referral was mailed 9-02-16. Lucas Cendeno and Adriana Gallegos currently have IFSP's.	

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**PIR (EARLY HEAD START)**

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2015-2016 EARLY HEAD START PROGRAM INFORMATION REPORT  
04CH4739-200 Agricultural and Labor Program, Inc.

**A. PROGRAM INFORMATION**

**GENERAL INFORMATION**

Grant Number	04CH4739
Program Number	200
Program Type	Early Head Start
Program Name	Agricultural and Labor Program, Inc.
Program Address	300 Lynchburg Road Lake Alfred FL 33850-2576
Program Phone Number	(863) 956 3491
Program Fax Number	(863) 956 3357
DUNS Number	040210163
Program Email Address	admin@alpi.org
Head Start Director Name	Mrs. Elizabeth Young
Head Start Director Email	eyoung@alpi.org
Agency Web Site Address	http://www.alpi.org
Agency Type	Community Action Agency (CAA)
Agency Description	Grantee that directly operates program(s) and has no delegates
Agency Affiliation	A secular or non-religious agency

**ENROLLMENT YEAR**

**Enrollment dates**

A.1 Enrollment Year	Date
a. Start Date	07/31/2015
b. End Date	06/30/2016

**FUNDED ENROLLMENT**

**Funded enrollment by funding source**

A.2 Funded Early Head Start Enrollment	# of children/ pregnant women
a. Early Head Start Funded Enrollment, as identified on NOA	140
b. Funded Enrollment from non-federal sources, i.e. state, local, private	0
c. Funded Enrollment from the MIECHV Grant Program, for Early Head Start services	0

**Funded enrollment by program option - children**

A.3 Center-based program - 5 days per week:	# of children
a. Full-day enrollment	124
1. Of these, the number available as full-working-day enrollment	0
a. Of these, the number available for the full-calendar-year	0
b. Part-day enrollment	0
1. Of these, the number in double sessions	0

	<i># of children</i>
A.4 Center-based program - 4 days per week:	
a. Full-day enrollment	0
b. Part-day enrollment	0
1. Of these, the number in double sessions	0
A.5 Home-based program	0
A.6 Combination option program	0
A.7 Family child care option	0
a. Of these, the number available as full-working-day enrollment	0
1. Of the these, the number available for the full-calendar-year	0
A.8 Locally designed option	0

### Funded enrollment of pregnant women (EHS programs)

	<i># of pregnant women</i>
A.9 Total number of pregnant women positions in funded enrollment	16

### Funded enrollment at child care partner

	<i># of children</i>
A.10 Funded enrollment at child care partners in the center-based program option	32
A.11 Total funded enrollment at child care partners (A.10, center-based partner and A.7, family child care program option)	32

## CLASSES

### Classes

	<i># of classes</i>
A.12 Total number of classes operated	18
a. Of these, the number of double session classes	0

## CUMULATIVE ENROLLMENT

### Children by age

A.13 Children by age:	<i># of children at enrollment</i>
a. Under 1 year	44
b. 1 year old	60
c. 2 years old	102
d. 3 years old	0

### Pregnant women (EHS programs)

	<i># of pregnant women</i>
A.14 Cumulative enrollment of pregnant women	18

### Total cumulative enrollment

	<i># of children / pregnant women</i>
A.15 Total cumulative enrollment	224



## Type of eligibility

A.16 Report each enrollee only once by primary type of eligibility:		# of children/ pregnant women
a. Income below 100% of federal poverty line		173
b. Public assistance such as TANF, SSI		37
c. Status as a foster child - # children only		0
d. Status as homeless		3
e. Over income		11
		# of children
f. Number of children exceeding the allowed over income enrollment (as noted below) with family incomes between 100% and 130% of the federal poverty line		0
A.17 If the program serves enrollees under A.16.f, specify how the program has demonstrated that all income-eligible children in their area are being served.		
Specify:		

## Prior enrollment

A.18 Enrolled in Early Head Start for:		# of children
a. The second year		42
b. Three or more years		20

## Transition and Turnover

		# of children
A.20 Total number of infants and toddlers who left the program any time after classes or home visits began and did not re-enroll		55
a. Of the infants and toddlers who left the program above, the number of infants and toddlers who were enrolled less than 45 days		14
b. Of the infants and toddlers who left the program during the program year, the number who aged out of Early Head Start		0
1. Of the infants and toddlers who aged out of Early Head Start, the number who entered a Head Start program		0
2. Of the infants and toddlers who aged out of Early Head Start, the number who entered another early childhood program		0
3. Of the infants and toddlers who aged out of Early Head Start, the number who did NOT enter another early childhood program		0
		# of pregnant women/children
A.21 Total number of pregnant women who left the program after receiving Early Head Start services but before the birth of their infant, and did not re-enroll		2
A.22 Number of pregnant women receiving Early Head Start services at the time their infant was born		16
a. Of the pregnant women enrolled when their infant was born, the number whose infant was subsequently enrolled in Early Head Start		12
b. Of the pregnant women enrolled when their infant was born, the number whose infant was NOT subsequently enrolled in Early Head Start		4

## Child care subsidy

		# of children at end of enrollment year
A.24. The number of enrolled children for whom the program received a child care subsidy		5



## Race and Ethnicity

A.25 Race and Ethnicity	# of children/pregnant women	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Latino origin
a. American Indian or Alaska Native	0	0
b. Asian	0	0
c. Black or African American	0	155
d. Native Hawaiian or other Pacific Islander	0	0
e. White	0	44
f. Biracial/Multi-racial	0	5
g. Other	17	1
1. Explain: Hispanic, West Indian, not listed		
h. Unspecified	2	0
1. Explain: Parent did not identify		

## Primary language of family at home

A.26 Primary language of family at home:	# of children pregnant women
a. English	212
b. Spanish	8
c. Native Central American, South American, and Mexican Languages	0
d. Caribbean Languages	3
e. Middle Eastern & South Asian Languages	1
f. East Asian Languages	0
g. Native North American/Alaska Native Languages	0
h. Pacific Island Languages	0
i. European & Slavic Languages	0
j. African Languages	0
k. Other	0
l. Unspecified	0

## TRANSPORTATION

### Transportation services

A.27 Does the program provide transportation to some or all of the enrolled children either directly or through a formal contractual agreement with a transportation provider?	No
--	----

### Buses

	# of buses owned
A.28 Total number of buses owned by the program that were purchased with ACF grant funds and are currently used to support program operations, regardless of year purchased	0
a. Of these, the number of buses purchased since last year's PIR was reported	0
A.29 Are any of the buses used by the program leased by the program itself?	No

## RECORD KEEPING

### Management Information Systems

A.30 Does your program use a management information system to track enrollees, program services, characteristics of families, and information on program staff?		Yes
<i>Name/title</i>	<i>Locally designed</i>	<i>Web Based</i>
PROMIS (Program Resources and Outcomes Management Information System, Cleverex)	No	Yes

## B. PROGRAM STAFF & QUALIFICATIONS

### TOTAL STAFF

#### Staff by Type

	(1) # of Early Head Start staff	(2) # of contracted staff
B.1 Total number of staff members, regardless of the funding source for their salary or number of hours worked	45	19
a. Of these, the number who are current or former Head Start or Early Head Start parents	3	0
b. Of these, the number who left since last year's PIR was reported	2	0
1. Of these, the number who were replaced	2	0

### TOTAL VOLUNTEERS

#### Volunteers by Type

	# of volunteers
B.2 Number of persons providing any volunteer services to the program since last year's PIR was reported	200
a. Of these, the number who are current or former Head Start or Early Head Start parents	165

### MANAGEMENT STAFF

#### Coordination of services

B.4 On average, the number of hours per week services managers spend coordinating services:	Average # of hours per week
a. Child Development & Education Manager	20
b. Health Services Manager	20
c. Family & Community Partnerships Manager	20
d. Disability Services Manager	20

### CHILD DEVELOPMENT STAFF

#### Child Development Staff Qualifications - Infant and Toddler Classroom and Assistant Teachers (EHS and Migrant Programs)

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
B.8 Total number of infant and toddler child development staff by position	35	0



	(1) # of Classroom Teachers	(2) # of Assistant Teachers
Of the number of infant and toddler child development staff by position, the number with the following degrees or credentials:		
a. An advanced degree in:		
1. Early childhood education with a focus on infant and toddler development	0	0
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching infants and/or toddlers	0	0

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
Of the number of infant and toddler child development staff by position, the number with the following degrees or credentials:		
b. A baccalaureate degree in:		
1. Early childhood education with a focus on infant and toddler development	1	0
2. Any field and coursework equivalent to a major relating to early childhood education with experience teaching infants and/or toddlers	4	0
Of the infant and toddler child development staff with a baccalaureate degree in B.8.b.1 through B.8.b.2 above, the number enrolled in:		
3. Advanced degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education with a focus on infant and toddler development	0	0

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
Of the number of infant and toddler child development staff by position, the number with the following degrees or credentials:		
c. An associate degree in:		
1. Early childhood education with a focus on infant and toddler development	13	0
2. A field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching infants and toddlers	0	0
Of the infant and toddler child development staff with an associate degree in B.8.c.1 and B.8.c.2 above, the number enrolled in:		
3. A baccalaureate degree program in early childhood education or in any field and coursework equivalent to a major relating to early childhood education with a focus on infant and toddler development	0	0

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
<b>Of the number of infant and toddler child development staff by position, the number with the following credentials:</b>		
d. A Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements	17	0
1. Of these, a Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0	0
<b>Of the infant and toddler child development staff with the credentials in B.6.d above, the number enrolled in:</b>		
2. A baccalaureate degree program in early childhood education or in any field and coursework equivalent to a major relating to early childhood education with a focus on infant and toddler development	0	0
3. An associate degree program in early childhood education or in a related field and coursework equivalent to a major relating to early childhood education with a focus on infant and toddler development	0	0

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
<b>Of the number of infant and toddler child development staff by position:</b>		
e. The number who do not have the qualifications listed in B.8.a through B.8.d	0	0
<b>Of the infant and toddler child development staff in B.8.e above, the number enrolled in:</b>		
1. A baccalaureate degree program in early childhood education or in any field and coursework equivalent to a major relating to early childhood education with a focus on infant and toddler development	0	0
2. An associate degree program in early childhood education or in a related field and coursework equivalent to a major relating to early childhood education with a focus on infant and toddler development	0	0
3. Any type of Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0	0

### Child development staff qualifications - Home-based and FCC

	(1) # of Home-Based Visitors	(2) # of Home-Based Visitor Supervisors	(3) # of Family Child Care Providers	(4) # of Family Child Care Specialists
B.9 Total number of child development staff by position	0	0	0	0



	(1) # of Home-Based Visitors	(2) # of Home-Based Visitor Supervisors	(3) # of Family Child Care Providers	(4) # of Family Child Care Specialists
<b>Of the number of child development staff by position, the number with the following degrees or credentials:</b>				
<b>a. An advanced degree in/licensed as:</b>				
1. Social work/ Licensed clinical social worker (LCSW)/ Licensed master social worker (LCMW)	0	0	0	0
2. Marriage and family therapy/ Licensed marriage and family therapist (LMFT)	0	0	0	0
3. Psychology	0	0	0	0
4. Sociology	0	0	0	0
5. Human services (include related areas such as child and family services or social services)	0	0	0	0
6. Nursing plus Nurse Practitioner (NP) license	0	0	0	0
7. Early childhood education	0	0	0	0
8. Other	0	0	0	0
Home-Based Visitors:				
Home-Based Visitor Supervisors:				
Family Child Care Providers:				
Family Child Care Specialists:				

	(1) # of Home-Based Visitors	(2) # of Home-Based Visitor Supervisors	(3) # of Family Child Care Providers	(4) # of Family Child Care Specialists
<b>Of the number of child development staff by position, the number with the following degrees and licenses:</b>				
<b>b. A baccalaureate degree in:</b>				
1. Social work	0	0	0	0
2. Psychology	0	0	0	0
3. Sociology	0	0	0	0
4. Human services (include related areas such as child and family services or social services)	0	0	0	0
5. Nursing plus Registered Nurse (RN) license	0	0	0	0
6. Early childhood education	0	0	0	0
7. Other	0	0	0	0
Home-Based Visitors:				
Home-Based Visitor Supervisors:				
Family Child Care Providers:				
Family Child Care Specialists:				



	(1) # of Home-Based Visitors	(2) # of Home-Based Visitor Supervisors	(3) # of Family Child Care Providers	(4) # of Family Child Care Specialists
<b>Of the number of child development staff by position, the number with the following degrees and licenses:</b>				
<b>c. An associate degree in:</b>				
1. Social work	0	0	0	0
2. Psychology	0	0	0	0
3. Sociology	0	0	0	0
4. Human services (include related areas such as child and family services or social services)	0	0	0	0
5. Nursing plus Registered Nurse (RN) license	0	0	0	0
6. Early childhood education	0	0	0	0
7. Other	0	0	0	0
Home-Based Visitors:				
Home-Based Visitor Supervisors:				
Family Child Care Providers:				
Family Child Care Specialists:				

	(1) # of Home-Based Visitors	(2) # of Home-Based Visitor Supervisors	(3) # of Family Child Care Providers	(4) # of Family Child Care Specialists
<b>Of the number of child development staff by position, the number with the following credentials:</b>				
<b>d. License, certification, or credential held:</b>				
1. Nursing, non-RN, i.e. LPN, CNA, etc.	0	0	0	0
2. Family development credential (FDC)	0	0	0	0
3. Child development associate credential (CDA)	0	0	0	0
4. State-awarded certification, credential, or license appropriate to the option in which they are working, i.e. home-based option or family child care option	0	0	0	0
5. Other	0	0	0	0
Home-Based Visitors:				
Home-Based Visitor Supervisors:				
Family Child Care Providers:				
Family Child Care Specialists:				

	(1) # of Home- Based Visitors	(2) # of Home- Based Visitor Supervisors	(3) # of Family Child Care Providers	(4) # of Family Child Care Specialists
<b>Of the number of child development staff by position:</b>				
<b>e. The number who do not have the qualifications listed in B.9.a through B.9.d</b>	0	0	0	0
<b>Of the child development staff in B.9.e above, the number enrolled in:</b>				
1. An advanced degree or license	0	0	0	0
2. A baccalaureate degree	0	0	0	0
3. An associate degree	0	0	0	0
4. Studies leading to a non-degree license, certificate, or credential	0	0	0	0

## NON-SUPERVISORY CHILD DEVELOPMENT STAFF

### Child development staff - ethnicity and race

B.12 Race and Ethnicity:	# of non-supervisory child development staff	
	(1) Hispanic or Latino origin	(1) Non-Hispanic or Non-Latino origin
a. American Indian or Alaska Native	0	0
b. Asian	0	0
c. Black or African American	0	20
d. Native Hawaiian or other Pacific Islander	0	0
e. White	0	3
f. Biracial/Multi-racial	0	0
g. Other	12	0
1. Explain: Hispanic		
h. Unspecified	0	0

### Child development staff - language

	# of non-supervisory child development staff
B.13 The number who are proficient in a language(s) other than English	12
a. Of these, the number who are proficient in more than one language other than English	0
B.14 Language groups in which staff are proficient	# of non-supervisory child development staff
a. Spanish	12
b. Native Central American, South American, and Mexican Languages (e.g., Mixteco, Quichean.)	0
c. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
d. Middle Eastern & South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
e. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
f. Native North American/Alaska Native Languages	0
g. Pacific Island Languages (e.g., Palauan, Fijian)	0
h. European & Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
i. African Languages (e.g., Swahili, Wolof)	0
j. Other	0
k. Unspecified	0



### Child development staff - classroom teacher turnover

	# of classroom teachers
B.15 The number of classroom teachers who left your program during the year.	3
B.16 Of these, the number who left for the following reasons:	# of classroom teachers
a. Higher compensation/benefits package in the same field	0
b. Change in job field	0
c. Other	3
1. Comments: Involuntary Termination	
B.17 Number of classroom teacher vacancies in your program that remained unfilled for a period of 3 months or longer	0
B.18 Number of classroom teachers hired during the year due to turnover	0

### Child development staff - Home-based visitor turnover

	# of home-based visitors
B.19 The number of home-based visitors who left your program during the year	0
B.20 Of these, the number who left for the following reasons:	
a. Higher compensation/benefits package in the same field	0
b. Change in job field	0
c. Other	0
B.21 Number of home-based visitor vacancies in the program that remained unfilled for a period of 3 months or longer	0
B.22 Number of home-based visitors hired during the year due to turnover	0



## FAMILY & COMMUNITY PARTNERSHIPS STAFF

### Family & community partnerships staff - qualifications

	(1) # of family workers	(2) # of FCP supervisors
B.23 Total number of family & community partnerships staff	3	2
a. Of the FCP supervisors, the number who work directly with families, i.e. staff with a family caseload		0
B.24 Comments on staff shared by Head Start and Early Head Start programs:		
	(1) # of family workers	(2) # of FCP supervisors
B.25 Of the family & community partnerships staff, the number with the following as the highest level of education completed:		
a. A related advanced degree	0	0
b. A related baccalaureate degree	0	0
c. A related associate degree	1	1
d. A family-development-related credential, certificate, or license	0	0
e. None of the qualifications listed in B.25.a through B.25.d above	2	1
Of the staff in B.25.e above, the number enrolled in:		
1. A related degree at the associate, baccalaureate, or advanced level	0	0
2. Studies leading to a non-degree credential, certificate, or license that is family-development-related	0	0
B.26 Of the family & community partnerships staff, the number with a family-development-related credential, regardless of highest level of education completed	0	0

## Education and Child Development Managers/Coordinators - Qualifications

	<i># of ECD managers/ coordinators</i>
B.27 Total number of education & child development managers/coordinators	2
	<i># of ECD managers/ coordinators</i>
<b>Off the education &amp; child development managers/coordinators, the number with the following degrees or credentials:</b>	
a. An advanced degree in early childhood education, or an advanced degree in any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	1
b. A baccalaureate degree in early childhood education, or a baccalaureate degree in any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	1
	<i># of ECD managers/ coordinators</i>
<b>Of the education &amp; child development managers/coordinators, the number with the following degrees or credentials:</b>	
c. An associate degree in early childhood education, or an associate degree in any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	0
<b>Of the education &amp; child development managers/coordinators preschool child development staff in B.27.c above, the number enrolled in:</b>	
1. A baccalaureate degree in early childhood education, or a baccalaureate degree in any field and coursework equivalent to a major relating to early childhood education	0
	<i># of ECD managers/ coordinators</i>
<b>Of the education &amp; child development managers/coordinators, the number with the following degrees or credentials:</b>	
d. A Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements	0
<b>Of the education &amp; child development managers/coordinators preschool child development staff in B.27.d above, the number enrolled in:</b>	
1. A baccalaureate degree in early childhood education, or a baccalaureate degree in any field and coursework equivalent to a major relating to early childhood education	0
	<i># of ECD managers/ coordinators</i>
<b>Of the education &amp; child development managers/coordinators, the number with the following degrees or credentials:</b>	
e. None of the qualifications listed in B.27.a through B.27.d	0
<b>Of the education &amp; child development managers/coordinators preschool child development staff in B.27.e above, the number enrolled in:</b>	
1. A baccalaureate degree in early childhood education, or a baccalaureate degree in any field and coursework equivalent to a major relating to early childhood education	0
B.28 Comments on education & child development managers/coordinators shared by Head Start and Early Head Start programs:	



## C. CHILD & FAMILY SERVICES

### HEALTH SERVICES

#### Health insurance - children

	(1) # of children at enrollment	(2) # of children at end of enrollment year
C.1 Number of all children with health insurance	204	206
a. Number enrolled in Medicaid and/or CHIP	204	206
b. Number enrolled in state-only funded insurance (for example, medically indigent insurance)	0	0
c. Number with private health insurance (for example, parent's insurance)	0	0
d. Number with health insurance other than those listed above, for example, Military Health (Tri-Care or CHAMPUS)	0	0
1. Specify		
C.2. Number of children with no health insurance	2	0

#### Health insurance - pregnant women

	(1) # of pregnant women at enrollment	(2) # of pregnant women at end of enrollment
C.3 Number of pregnant women with at least one type of health insurance	18	18
a. Number enrolled in Medicaid	18	18
b. Number enrolled in another publicly funded insurance program that is not Medicaid	0	0
c. Number with private health insurance	0	0
d. Number with health insurance other than those listed above, for example, Military Health (Tri-Care or CHAMPUS)	0	0
1. Specify		
C.4 Number of pregnant women with no health insurance	0	0

### Medical

#### Medical home - children

	(1) # of children at enrollment	(2) # of children at end of enrollment year
C.5 Number of children with an ongoing source of continuous, accessible health care	206	206
C.6 Number of children receiving medical services through the Indian Health Service	0	0
C.7 Number of children receiving medical services through a migrant community health center	0	0



## Medical services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment year
C.8 Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care	206	206
		# of children at end of enrollment year
a. Of these, the number diagnosed by a health care professional with a chronic condition needing medical treatment since last year's PIR was reported		20
1. Of these, the number who have received or are receiving medical treatment		20
b. Specify the primary reason that children who needed medical treatment, for any chronic condition diagnosed by a health care professional since last year's PIR was reported, did not receive it:		

C.9 Number of all children who received medical treatment for the following chronic conditions since last year's PIR was reported, regardless of when the condition was first diagnosed by a health care professional:	# of children
a. Anemia	19
b. Asthma	16
c. Hearing Difficulties	0
d. Vision Problems	0
e. High Lead Levels	0
f. Diabetes	1

## Immunization services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment year
C.11 Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	205	205
C.12 Number of children who have been determined by a health care professional to have received all immunizations possible at this time, but who have not received all immunizations appropriate for their age	0	0
C.13 Number of children who meet their state's guidelines for an exemption from immunizations	1	1

### Pregnant women - services (EHS programs)

C.14 Indicate the number of pregnant women who received the following services while enrolled in EHS	# of pregnant women
a. Prenatal health care	17
b. Postpartum health care	16
c. Mental health interventions and follow up	0
d. Substance abuse prevention	17
e. Substance abuse treatment	0
f. Prenatal education on fetal development	17
g. Information on the benefits of breastfeeding	17

### Pregnant women - prenatal health (EHS programs)

C.15 Trimester of pregnancy in which the pregnant women served were enrolled:	# of pregnant women
a. 1st trimester (0-3 months)	2
b. 2nd trimester (3-6 months)	14
c. 3rd trimester (6-9 months)	2
C.16 Of the total served, the number whose pregnancies were identified as medically high risk by a physician or health care provider	0

### Dental

#### Dental home - children

	(1) # of children at enrollment	(2) # of children at end of enrollment year
C.17 Number of children with continuous, accessible dental care provided by a dentist	51	193

### Infant and toddler preventive dental services (EHS and Migrant programs)

	# of children at end of enrollment year
C.20 Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary oral health care according to the relevant state's EPSDT schedule	193

### Pregnant women dental services (EHS programs)

	# of pregnant women
C.21 Of the number of pregnant women served, the number who received a professional dental examination(s) and/or treatment since last year's PIR was reported	16

## MENTAL HEALTH SERVICES

### Mental health professional

	# of hours
C.22 Average total hours per operating month a mental health professional(s) spends on-site	39



## Mental health services

C.23 Indicate the number of enrolled children who were served by the mental health (MH) professional(s) since last year's PIR was reported.	# of children at end of enrollment year
a. Number of children for whom the MH professional consulted with program staff about the child's behavior / mental health	1
1. Of these, the number for whom the MH professional provided three or more consultations with program staff since last year's PIR was reported	0
b. Number of children for whom the MH professional consulted with the parent(s) / guardian(s) about their child's behavior/mental health	1
1. Of these, the number for whom the MH professional provided three or more consultations with the parent(s) / guardian(s) since last year's PIR was reported	0
c. Number of children for whom the MH professional provided an individual mental health assessment	1
d. Number of children for whom the MH professional facilitated a referral for mental health services	0

## Mental health referrals

	# of children at end of enrollment year
C.24 Number of children who were referred by the program for mental health services outside of Head Start since last year's PIR was reported	0
a. Of these, the number who received mental health services since last year's PIR was reported	0

## Infant and toddler Part C early intervention services (EHS and Migrant programs)

C.26 Number of children enrolled in the program who have an Individualized Family Service Plan (IFSP) indicating they have been determined eligible by the Part C Agency to receive early intervention services under the Individuals with Disabilities Education Act (IDEA)	# of children
a. Of these, the number who were determined eligible to receive early intervention services:	# of children
1. Prior to enrollment into the program for this enrollment year	4
2. During this enrollment year	8
b. Of these, the number who have not received early intervention services under IDEA	0



## EDUCATION AND DEVELOPMENT TOOLS/APPROACHES

### Screening

	# of children
C.28 Number of all newly enrolled children since last year's PIR was reported	144
C.29 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	127
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	5
C.30 The instrument(s) used by the program for developmental screening:	
ASQ- 3 (Ages & Stages Questionnaire)	
Other (Please Specify) - DECA I/T Devereux Early Childhood Assessment	
Other (Please Specify) - Infant/Toddler Behavior	

### Assessment

C.31 Approach or tool(s) used by the program to support ongoing child assessment:	
Name/title	Locally designed
Teaching Strategies GOLD Online	No

### Curriculum

C.32 What curriculum does your program use:	
Name/title	Locally designed
a. For center-based services:	
Creative Curriculum (Infant & Toddler)	No
b. For family child care services:	
c. For home-based services:	
d. For pregnant women services:	
Name/title	Locally designed
Partners For A Healthy Baby (Florida State University)	No

## STAFF-CHILD INTERACTION OBSERVATION TOOLS

	# of programs
C.33 Does the program routinely use staff-child interaction observation tools to assess quality?	Yes
C.34 If yes, interaction observation tool(s) used by the program:	
	(1) Name/title
	(2) Locally designed
a. Center-based settings	Classroom Observation Yes
b. Home-based settings	
c. Family child care settings	

## FAMILY AND COMMUNITY PARTNERSHIPS

### Number of families

	# of families at enrollment
C.35 Total number of families:	178
a. Of these, the number of two-parent families	38
b. Of these, the number of single-parent families	140

C.36 Of the number of two-parent families, the number in which the parent/guardian figures are best described as:	# of two-parent families at enrollment
a. Parents (biological, adoptive, stepparents, etc.)	38
b. Grandparents	0
c. Relatives other than grandparents	0
d. Foster parents not including relatives	0
e. Other	0
1. Specify:	

C.37 Of the number of single-parent families, the number in which the parent/guardian figure is best described as:	# of single-parent families at enrollment
a. Mother (biological, adoptive, stepmother, etc.)	129
b. Father (biological, adoptive, stepfather, etc.)	3
c. Grandparent	1
d. Relative other than grandparent	2
e. Foster parent not including relative	1
f. Other	4
1. Specify: Not specified	

### Employment

C.38 Of the number of two-parent families, the number of families in which:	# of families at enrollment
a. Both parents/guardians are employed	20
b. One parent/guardian is employed	12
c. Both parents/guardians are not working (i.e. unemployed, retired, or disabled)	6

C.39 Of the number of single-parent families, the number of families in which:	# of families at enrollment
a. The parent/guardian is employed	88
b. The parent/guardian is not working (i.e. unemployed, retired, or disabled)	52

C.40 The number of all families in which:	# of families at enrollment
a. At least one parent/guardian is a member of the United States military on active duty	0
b. At least one parent/guardian is a veteran of the United States military	0



## Federal or other assistance

	(1) # of families at enrollment	(2) # of families at end of enrollment year
C.41 Total number of families receiving any cash benefits or other services under the Federal Temporary Assistance for Needy Families (TANF) Program	33	33
C.42 Total number of families receiving Supplemental Security Income (SSI)	15	15
C.43 Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	125	162
C.44 Total number of families receiving services under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	156	156

## Job training/school

C.45 Of the number of two-parent families, the number of families in which:	# of families at enrollment
a. Both parents/guardians are in job training or school	0
b. One parent/guardian is in job training or school	7
c. Neither parent/guardian is in job training or school	31
C.46 Of the number of single-parent families, the number of families in which:	# of families at enrollment
a. The parent/guardian is in job training or school	15
b. The parent/guardian is not in job training or school	125
C.47 Of the total number of all families, the number in which one or more parent/guardian:	# of families at end of enrollment year
a. Completed a grade level in school, prior to high school graduation (e.g. 8th grade, 11th grade)	21
b. Completed high school or was awarded a GED during this program year	91
c. Completed an associate degree during this program year	6
d. Completed a baccalaureate or advanced degree during this program year	2
C.48 Of the total number of all families, the number in which one or more parent/guardian completed a job training program, professional certificate, or license during this program year	# of families at end of enrollment year
	3



## Parent/guardian education

C.49 Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s):	# of families at enrollment
a. An advanced degree or baccalaureate degree	5
b. An associate degree, vocational school, or some college	24
c. A high school graduate or GED	126
d. Less than high school graduate	23

## Family services

C.50 Types of family services	(1) # of families with an expressed interest or identified need during the program year	(2) # of families that received the following services during the program year
a. Emergency/crisis intervention such as meeting immediate needs for food, clothing, or shelter	17	17
b. Housing assistance such as subsidies, utilities, repairs, etc.	23	23
c. Mental health services	5	5
d. English as a Second Language (ESL) training	0	0
e. Adult education such as GED programs and college selection	15	15
f. Job training	21	21
g. Substance abuse prevention	9	9
h. Substance abuse treatment	0	0
i. Child abuse and neglect services	71	71
j. Domestic violence services	0	0
k. Child support assistance	0	0
l. Health education	178	178
m. Assistance to families of incarcerated individuals	0	0
n. Parenting education	178	178
o. Relationship/marriage education	0	0
p. Asset building services (such as financial education, opening savings and checking accounts, debt counseling, etc.)	24	24
C.51 Of these, the number of families who were counted in at least one of the services listed above	178	178

## Father engagement

C.52 Number of fathers/father figures who were engaged in the following activities during this program year:	# of father/ father figures
a. Family assessment	28
b. Family goal setting	28
c. Involvement in child's Head Start child development experiences (e.g. home visits, parent-teacher conferences, etc.)	31
d. Head Start program governance, such as participation in the Policy Council or policy committees	0
e. Parenting education workshops	31

## Homelessness services

	<b># of families</b>
C.53 Total number of families experiencing homelessness that were served during the enrollment year	2
	<b># of children</b>
C.54 Total number of children experiencing homelessness that were served during the enrollment year	2
	<b># of families</b>
C.55 Total number of families experiencing homelessness that acquired housing during the enrollment year	2

## Foster care and child welfare

	<b># of children</b>
C.56 Total number of enrolled children who were in foster care at any point during the program year	1
C.57 Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	1

## Collaboration Agreements and Community Engagement

### Child care partners

	<b># of formal agreements</b>
C.58 Total number of formal agreements with Child Care Partners during program year	3
a. Of the Child Care Partners, the number of formal contractual agreements made void or broken during the program year	0

### Local education agency (LEA)

	<b># of LEAs</b>
C.59 Number of LEAs in the program's service area	1
C.60 Number of formal agreements the program has with LEAs:	<b># of formal agreements</b>
a. To coordinate services for children with disabilities	1
b. To coordinate transition services	1

### Public school pre-kindergarten programs

	<b>Yes / No</b>
C.61 Does the program have formal collaboration and resource sharing agreements with public school pre-kindergarten programs?	Yes
	<b># of formal agreements</b>
a. If yes, the number of formal agreements in which the program is currently participating	1

**Part C agencies**

	<b># of Part C Agencies</b>
C.62 Number of Part C agencies in the program's service area	1
	<b># of formal agreements</b>
a. Number of formal agreements the program has with Part C agencies to coordinate services for children with disabilities	1

**Child welfare agencies**

	<b>Yes / No</b>
C.63 Does the program have formal collaboration agreements with child welfare agencies?	Yes
	<b># of formal agreements</b>
a. If yes, the number of formal agreements in which the program is currently participating	1

**REPORTING INFORMATION**

PIR Report Status	Completed With Corrections
Confirmation Number	16083031507
Last Update Date	08/30/2016



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**PIR (HEAD START)**

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2015-2016 HEAD START PROGRAM INFORMATION REPORT  
 04CH4739-000 Agricultural and Labor Program, Inc.

**A. PROGRAM INFORMATION**

**GENERAL INFORMATION**

Grant Number	04CH4739
Program Number	000
Program Type	Head Start
Program Name	Agricultural and Labor Program, Inc.
Program Address	300 Lynchburg Road Lake Alfred FL 33850-2576
Program Phone Number	(863) 956 3491
Program Fax Number	(863) 956 3357
DUNS Number	040210163
Program Email Address	eyoung@alpi.org
Head Start Director Name	Mrs. Elizabeth Young
Head Start Director Email	eyoung@alpi.org
Agency Web Site Address	http://www.alpi.org
Agency Type	Community Action Agency (CAA)
Agency Description	Grantee that directly operates program(s) and has no delegates
Agency Affiliation	A secular or non-religious agency

**ENROLLMENT YEAR**

**Enrollment dates**

A.1 Enrollment Year	Date
a. Start Date	08/17/2015
b. End Date	05/27/2016

**FUNDED ENROLLMENT**

**Funded enrollment by funding source**

A.2 Funded Head Start Enrollment	# of children/ pregnant women
a. Head Start Funded Enrollment, as identified on NOA	691
b. Funded Enrollment from non-federal sources, i.e. state, local, private	0

**Funded enrollment by program option - children**

A.3 Center-based program - 5 days per week:	# of children
a. Full-day enrollment	691
1. Of these, the number available as full-working-day enrollment	0
a. Of these, the number available for the full-calendar-year	0
b. Part-day enrollment	0
1. Of these, the number in double sessions	0
A.4 Center-based program - 4 days per week:	# of children



a. Full-day enrollment	0
b. Part-day enrollment	0
1. Of these, the number in double sessions	0
A.5 Home-based program	0
A.6 Combination option program	0
A.7 Family child care option	0
a. Of these, the number available as full-working-day enrollment	0
1. Of these, the number available for the full-calendar-year	0
A.8 Locally designed option	0

### Funded enrollment at child care partner

	# of children
A.10 Funded enrollment at child care partners in the center-based program option	20
A.11 Total funded enrollment at child care partners (A.10, center-based partner and A.7, family child care program option)	20

## CLASSES

### Classes

	# of classes
A.12 Total number of classes operated	39
a. Of these, the number of double session classes	0

## CUMULATIVE ENROLLMENT

### Children by age

A.13 Children by age:	# of children at enrollment
a. Under 1 year	0
b. 1 year old	0
c. 2 years old	0
d. 3 years old	334
e. 4 years old	442
f. 5 years and older	0

### Total cumulative enrollment

	# of children / pregnant women
A.15 Total cumulative enrollment	776

### Type of eligibility

A.16 Report each enrollee only once by primary type of eligibility:	# of children
a. Income below 100% of federal poverty line	640
b. Public assistance such as TANF, SSI	102
c. Status as a foster child - # children only	4
d. Status as homeless	18
e. Over income	12



	# of children
f. Number of children exceeding the allowed over income enrollment (as noted below) with family incomes between 100% and 130% of the federal poverty line	0
A.17 If the program serves enrollees under A.16.f, specify how the program has demonstrated that all income-eligible children in their area are being served.	
Specify:	

### Prior enrollment

A.18 Enrolled in Head Start or Early Head Start for:	# of children
a. The second year	329
b. Three or more years	112

### Transition and Turnover

	# of children
A.19 Total number of preschool children who left the program any time after classes or home visits began and did not re-enroll	103
a. Of the preschool children who left the program during the program year, the number of preschool children who were enrolled less than 45 days	13
A.19.b. Of the number of preschool children enrolled in Head Start at the end of the current enrollment year, the number projected to be entering kindergarten in the following school year	442

### Child care subsidy

	# of children at end of enrollment year
A.24. The number of enrolled children for whom the program received a child care subsidy	0

## Race and Ethnicity

A.25 Race and Ethnicity	# of children	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Latino origin
a. American Indian or Alaska Native	0	0
b. Asian	0	0
c. Black or African American	2	642
d. Native Hawaiian or other Pacific Islander	0	0
e. White	16	1
f. Biracial/Multi-racial	1	0
g. Other	114	0
1. Explain: Hispanic, Latino, Parents of various races		
h. Unspecified	0	0

## Primary language of family at home

A.26 Primary language of family at home:	# of children
a. English	587
b. Spanish	104
c. Native Central American, South American, and Mexican Languages	0
d. Caribbean Languages	77
e. Middle Eastern & South Asian Languages	0
f. East Asian Languages	1
g. Native North American/Alaska Native Languages	0
h. Pacific Island Languages	0
i. European & Slavic Languages	0
j. African Languages	0
k. Other	0
l. Unspecified	7

## TRANSPORTATION

### Transportation services

A.27 Does the program provide transportation to some or all of the enrolled children either directly or through a formal contractual agreement with a transportation provider?	Yes
	# of children
a. Number of children for whom transportation is provided	225

### Buses

	# of buses owned
A.28 Total number of buses owned by the program that were purchased with ACF grant funds and are currently used to support program operations, regardless of year purchased	3
a. Of these, the number of buses purchased since last year's PIR was reported	0
A.29 Are any of the buses used by the program leased by the program itself?	Yes

a. Number of buses leased	# of buses leased
	1

**RECORD KEEPING**

**Management Information Systems**

A.30 Does your program use a management information system to track enrollees, program services, characteristics of families, and information on program staff?	Yes	
<i>Name/title</i>	<i>Locally designed</i>	<i>Web Based</i>
PROMIS (Program Resources and Outcomes Management Information System, Cleverex)	No	Yes



## B. PROGRAM STAFF & QUALIFICATIONS

### TOTAL STAFF

#### Staff by Type

	(1) # of Head Start staff	(2) # of contracted staff
B.1 Total number of staff members, regardless of the funding source for their salary or number of hours worked	145	2
a. Of these, the number who are current or former Head Start or Early Head Start parents	5	0
b. Of these, the number who left since last year's PIR was reported	17	0
1. Of these, the number who were replaced	17	0

### TOTAL VOLUNTEERS

#### Volunteers by Type

	# of volunteers
B.2 Number of persons providing any volunteer services to the program since last year's PIR was reported	687
a. Of these, the number who are current or former Head Start or Early Head Start parents	630

### MANAGEMENT STAFF

#### Coordination of services

B.4 On average, the number of hours per week services managers spend coordinating services:	Average # of hours per week
a. Child Development & Education Manager	15
b. Health Services Manager	15
c. Family & Community Partnerships Manager	15
d. Disability Services Manager	15

### CHILD DEVELOPMENT STAFF

#### Child Development Staff Qualifications - Preschool Classroom and Assistant Teachers (HS and Migrant Programs)

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
B.5 Total number of preschool child development staff by position	39	43

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
<b>Of the number of preschool child development staff by position, the number with the following degrees or credentials:</b>		
<b>a. An advanced degree in:</b>		
1. Early childhood education	0	0
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children	3	0

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
<b>Of the number of preschool child development staff by position, the number with the following degrees or credentials:</b>		
<b>b. A baccalaureate degree in:</b>		
1. Early childhood education	4	0
2. Any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	10	0
3. Any field and has been admitted into and is supported by the Teach for America program and passed a rigorous early childhood content exam	0	0
<b>Of the preschool child development staff with a baccalaureate degree in B.5.b.1 through B.5.b.3 above, the number enrolled in:</b>		
4. Advanced degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0	0

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
<b>Of the number of preschool child development staff by position, the number with the following degrees or credentials:</b>		
<b>c. An associate degree in:</b>		
1. Early childhood education	22	2
2. A field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	0	0
<b>Of the preschool child development staff with an associate degree in B.5.c.1 and B.5.c.2 above, the number enrolled in:</b>		
3. A baccalaureate degree program in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0	0



	(1) # of Classroom Teachers	(2) # of Assistant Teachers
Of the number of preschool child development staff by position, the number with the following credentials:		
d. A Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements	0	41
1. Of these, a Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0	3
Of the preschool child development staff with the credentials in B.5.d above, the number enrolled in:		
2. A baccalaureate degree program in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0	0
3. An associate degree program in early childhood education or in a related field and coursework equivalent to a major relating to early childhood education	0	0

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
Of the number of preschool child development staff by position:		
e. The number who do not have the qualifications listed in B.5.a through B.5.d	0	0
Of the preschool child development staff in B.5.e above, the number enrolled in:		
1. A baccalaureate degree program in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0	0
2. An associate degree program in early childhood education or in a related field and coursework equivalent to a major relating to early childhood education	0	0
3. Any type of Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0	0

	# of classes
B.6 Total number of center-based option classes serving preschool-aged children	0
B.7 Number of center-based option classes serving preschool-aged children in which at least one teacher (excluding assistant teachers) has one of the following: - An advanced or baccalaureate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education with experience teaching pre-school age children, or - A baccalaureate degree and has been admitted into and is supported by the Teach for America program and passed a rigorous early childhood content exam - An associate degree in early childhood education or in a related field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	0

### Child development staff qualifications - Home-based and FCC

	(1) # of Home-Based Visitors	(2) # of Home-Based Visitor Supervisors	(3) # of Family Child Care Providers	(4) # of Family Child Care Specialists
B.9 Total number of child development staff by position	0	0	0	0



	(1) # of Home-Based Visitors	(2) # of Home-Based Visitor Supervisors	(3) # of Family Child Care Providers	(4) # of Family Child Care Specialists
<b>Of the number of child development staff by position, the number with the following degrees or credentials:</b>				
<b>a. An advanced degree in/licensed as:</b>				
1. Social work/ Licensed clinical social worker (LCSW)/ Licensed master social worker (LCMW)	0	0	0	0
2. Marriage and family therapy/ Licensed marriage and family therapist (LMFT)	0	0	0	0
3. Psychology	0	0	0	0
4. Sociology	0	0	0	0
5. Human services (include related areas such as child and family services or social services)	0	0	0	0
6. Nursing plus Nurse Practitioner (NP) license	0	0	0	0
7. Early childhood education	0	0	0	0
8. Other	0	0	0	0
Home-Based Visitors:				
Home-Based Visitor Supervisors:				
Family Child Care Providers:				
Family Child Care Specialists:				

	(1) # of Home-Based Visitors	(2) # of Home-Based Visitor Supervisors	(3) # of Family Child Care Providers	(4) # of Family Child Care Specialists
<b>Of the number of child development staff by position, the number with the following degrees and licenses:</b>				
<b>b. A baccalaureate degree in:</b>				
1. Social work	0	0	0	0
2. Psychology	0	0	0	0
3. Sociology	0	0	0	0
4. Human services (include related areas such as child and family services or social services)	0	0	0	0
5. Nursing plus Registered Nurse (RN) license	0	0	0	0
6. Early childhood education	0	0	0	0
7. Other	0	0	0	0
Home-Based Visitors:				
Home-Based Visitor Supervisors:				
Family Child Care Providers:				
Family Child Care Specialists:				

	(1) # of Home-Based Visitors	(2) # of Home-Based Visitor Supervisors	(3) # of Family Child Care Providers	(4) # of Family Child Care Specialists
<b>Of the number of child development staff by position, the number with the following degrees and licenses:</b>				
<b>c. An associate degree in:</b>				
1. Social work	0	0	0	0
2. Psychology	0	0	0	0
3. Sociology	0	0	0	0
4. Human services (include related areas such as child and family services or social services)	0	0	0	0
5. Nursing plus Registered Nurse (RN) license	0	0	0	0
6. Early childhood education	0	0	0	0
7. Other	0	0	0	0
Home-Based Visitors:				
Home-Based Visitor Supervisors:				
Family Child Care Providers:				
Family Child Care Specialists:				

	(1) # of Home-Based Visitors	(2) # of Home-Based Visitor Supervisors	(3) # of Family Child Care Providers	(4) # of Family Child Care Specialists
<b>Of the number of child development staff by position, the number with the following credentials:</b>				
<b>d. License, certification, or credential held:</b>				
1. Nursing, non-RN, i.e. LPN, CNA, etc.	0	0	0	0
2. Family development credential (FDC)	0	0	0	0
3. Child development associate credential (CDA)	0	0	0	0
4. State-awarded certification, credential, or license appropriate to the option in which they are working, i.e. home-based option or family child care option	0	0	0	0
5. Other	0	0	0	0
Home-Based Visitors:				
Home-Based Visitor Supervisors:				
Family Child Care Providers:				
Family Child Care Specialists:				

	(1) # of Home- Based Visitors	(2) # of Home- Based Visitor Supervisors	(3) # of Family Child Care Providers	(4) # of Family Child Care Specialists
<b>Of the number of child development staff by position:</b>				
<b>e. The number who do not have the qualifications listed in B.9.a through B.9.d</b>	0	0	0	0
<b>Of the child development staff in B.9.e above, the number enrolled in:</b>				
1. An advanced degree or license	0	0	0	0
2. A baccalaureate degree	0	0	0	0
3. An associate degree	0	0	0	0
4. Studies leading to a non-degree license, certificate, or credential	0	0	0	0



## NON-SUPERVISORY CHILD DEVELOPMENT STAFF

### Child development staff - ethnicity and race

B.12 Race and Ethnicity:	# of non-supervisory child development staff	
	(1) Hispanic or Latino origin	(1) Non-Hispanic or Non-Latino origin
a. American Indian or Alaska Native	0	0
b. Asian	0	0
c. Black or African American	0	50
d. Native Hawaiian or other Pacific Islander	0	0
e. White	0	14
f. Biracial/Multi-racial	0	0
g. Other	0	18
1. Explain: Hispanic		
h. Unspecified	0	0

### Child development staff - language

	# of non-supervisory child development staff
B.13 The number who are proficient in a language(s) other than English	16
a. Of these, the number who are proficient in more than one language other than English	16
B.14 Language groups in which staff are proficient	# of non-supervisory child development staff
a. Spanish	18
b. Native Central American, South American, and Mexican Languages (e.g., Mixteco, Quichean.)	0
c. Caribbean Languages (e.g., Haitian-Creole, Patois)	2
d. Middle Eastern & South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
e. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
f. Native North American/Alaska Native Languages	0
g. Pacific Island Languages (e.g., Palauan, Fijian)	0
h. European & Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
i. African Languages (e.g., Swahili, Wolof)	0
j. Other	0
k. Unspecified	0



**Child development staff - classroom teacher turnover**

	<i># of classroom teachers</i>
B.15 The number of classroom teachers who left your program during the year.	6
B.16 Of these, the number who left for the following reasons:	<i># of classroom teachers</i>
a. Higher compensation/benefits package in the same field	0
b. Change in job field	0
c. Other	6
1. Comments: Resignations/Retired	
B.17 Number of classroom teacher vacancies in your program that remained unfilled for a period of 3 months or longer	0
B.18 Number of classroom teachers hired during the year due to turnover	6

**Child development staff - Home-based visitor turnover**

	<i># of home-based visitors</i>
B.19 The number of home-based visitors who left your program during the year	0
B.20 Of these, the number who left for the following reasons:	
a. Higher compensation/benefits package in the same field	0
b. Change in job field	0
c. Other	0
B.21 Number of home-based visitor vacancies in the program that remained unfilled for a period of 3 months or longer	0
B.22 Number of home-based visitors hired during the year due to turnover	0

## FAMILY & COMMUNITY PARTNERSHIPS STAFF

### Family & community partnerships staff - qualifications

	(1) # of family workers	(2) # of FCP supervisors
B.23 Total number of family & community partnerships staff	14	4
a. Of the FCP supervisors, the number who work directly with families, i.e. staff with a family caseload		0

B.24 Comments on staff shared by Head Start and Early Head Start programs:	
--	--

	(1) # of family workers	(2) # of FCP supervisors
B.25 Of the family & community partnerships staff, the number with the following as the highest level of education completed:		
a. A related advanced degree	0	0
b. A related baccalaureate degree	2	1
c. A related associate degree	6	1
d. A family-development-related credential, certificate, or license	0	0
e. None of the qualifications listed in B.25.a through B.25.d above	6	2
Of the staff in B.25.e above, the number enrolled in:		
1. A related degree at the associate, baccalaureate, or advanced level	0	0
2. Studies leading to a non-degree credential, certificate, or license that is family-development-related	0	0
B.26 Of the family & community partnerships staff, the number with a family-development-related credential, regardless of highest level of education completed	6	2



## Education and Child Development Managers/Coordinators - Qualifications

	<b># of ECD managers/ coordinators</b>
B.27 Total number of education & child development managers/coordinators	2
	<b># of ECD managers/ coordinators</b>
Off the education & child development managers/coordinators, the number with the following degrees or credentials:	
a. An advanced degree in early childhood education, or an advanced degree in any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	1
b. A baccalaureate degree in early childhood education, or a baccalaureate degree in any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	1
	<b># of ECD managers/ coordinators</b>
Of the education & child development managers/coordinators, the number with the following degrees or credentials:	
c. An associate degree in early childhood education, or an associate degree in any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	0
Of the education & child development managers/coordinators preschool child development staff in B.27.c above, the number enrolled in:	
1. A baccalaureate degree in early childhood education, or a baccalaureate degree in any field and coursework equivalent to a major relating to early childhood education	0
	<b># of ECD managers/ coordinators</b>
Of the education & child development managers/coordinators, the number with the following degrees or credentials:	
d. A Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements	0
Of the education & child development managers/coordinators preschool child development staff in B.27.d above, the number enrolled in:	
1. A baccalaureate degree in early childhood education, or a baccalaureate degree in any field and coursework equivalent to a major relating to early childhood education	0
	<b># of ECD managers/ coordinators</b>
Of the education & child development managers/coordinators, the number with the following degrees or credentials:	
e. None of the qualifications listed in B.27.a through B.27.d	0
Of the education & child development managers/coordinators preschool child development staff in B.27.e above, the number enrolled in:	
1. A baccalaureate degree in early childhood education, or a baccalaureate degree in any field and coursework equivalent to a major relating to early childhood education	0
B.28 Comments on education & child development managers/coordinators shared by Head Start and Early Head Start programs:	



## C. CHILD & FAMILY SERVICES

### HEALTH SERVICES

#### Health insurance - children

	(1) # of children at enrollment	(2) # of children at end of enrollment year
C.1 Number of all children with health insurance	743	743
a. Number enrolled in Medicaid and/or CHIP	707	707
b. Number enrolled in state-only funded insurance (for example, medically indigent insurance)	9	9
c. Number with private health insurance (for example, parent's insurance)	22	22
d. Number with health insurance other than those listed above, for example, Military Health (Tri-Care or CHAMPUS)	5	5
1. Specify	Children are enrolled in a provider KidCare	
C.2. Number of children with no health insurance	33	33

#### Medical

#### Medical home - children

	(1) # of children at enrollment	(2) # of children at end of enrollment year
C.5 Number of children with an ongoing source of continuous, accessible health care	776	776
C.6 Number of children receiving medical services through the Indian Health Service	0	0
C.7 Number of children receiving medical services through a migrant community health center	0	0

#### Medical services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment year
C.8 Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care	776	776
		# of children at end of enrollment year
a. Of these, the number diagnosed by a health care professional with a chronic condition needing medical treatment since last year's PIR was reported		131
1. Of these, the number who have received or are receiving medical treatment		131
b. Specify the primary reason that children who needed medical treatment, for any chronic condition diagnosed by a health care professional since last year's PIR was reported, did not receive it:		

C.9 Number of all children who received medical treatment for the following chronic conditions since last year's PIR was reported, regardless of when the condition was first diagnosed by a health care professional:	# of children
a. Anemia	79
b. Asthma	125
c. Hearing Difficulties	1
d. Vision Problems	5
e. High Lead Levels	0
f. Diabetes	0

### Body Mass Index (BMI) - children (HS and Migrant programs)

C.10 Number of all children who are in the following weight categories according to the 2000 CDC BMI-for-age growth charts	# of children at enrollment
a. Underweight (BMI less than 5th percentile for child's age and sex)	24
b. Healthy weight (at or above 5th percentile and below 85th percentile for child's age and sex)	649
c. Overweight (BMI at or above 85th percentile and below 95th percentile for child's age and sex)	56
d. Obese (BMI at or above 95th percentile for child's age and sex)	47

### Immunization services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment year
C.11 Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	749	749
C.12 Number of children who have been determined by a health care professional to have received all immunizations possible at this time, but who have not received all immunizations appropriate for their age	1	1
C.13 Number of children who meet their state's guidelines for an exemption from immunizations	16	16

### Dental

#### Dental home - children

	(1) # of children at enrollment	(2) # of children at end of enrollment year
C.17 Number of children with continuous, accessible dental care provided by a dentist	604	750



## Preschool dental services (HS and Migrant programs)

	# of children
C.18 Number of children who received preventive care since last year's PIR was reported	311
C.19 Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination since last year's PIR was reported	750
a. Of these, the number of children diagnosed as needing treatment since last year's PIR was reported.	164
1. Of these, the number of children who have received or are receiving treatment	156
b. Specify the primary reason that children who needed dental treatment did not receive it:	Children left the program before their appointment date

## MENTAL HEALTH SERVICES

### Mental health professional

	# of hours
C.22 Average total hours per operating month a mental health professional(s) spends on-site	15

### Mental health services

	# of children at end of enrollment year
C.23 Indicate the number of enrolled children who were served by the mental health (MH) professional(s) since last year's PIR was reported.	
a. Number of children for whom the MH professional consulted with program staff about the child's behavior / mental health	23
1. Of these, the number for whom the MH professional provided three or more consultations with program staff since last year's PIR was reported	0
b. Number of children for whom the MH professional consulted with the parent(s) / guardian(s) about their child's behavior/mental health	23
1. Of these, the number for whom the MH professional provided three or more consultations with the parent(s) / guardian(s) since last year's PIR was reported	0
c. Number of children for whom the MH professional provided an individual mental health assessment	8
d. Number of children for whom the MH professional facilitated a referral for mental health services	8

### Mental health referrals

	# of children at end of enrollment year
C.24 Number of children who were referred by the program for mental health services outside of Head Start since last year's PIR was reported	8
a. Of these, the number who received mental health services since last year's PIR was reported	8



## DISABILITIES SERVICES

### Preschool disabilities services (HS and Migrant programs)

	# of children
C.25 Number of children enrolled in the program who have an Individualized Education Program (IEP) indicating they have been determined eligible by the LEA to receive special education and related services	82
a. Of these, the number who were determined eligible to receive special education and related services:	# of children
1. Prior to enrollment into the program for this enrollment year	49
2. During this enrollment year	33
b. Of these, the number who have not received special education and related services	0

### Preschool primary disabilities (HS and Migrant programs)

C.27 Diagnosed primary disability	(1) # of children determined to have this disability	(2) # of children receiving special services
a. Health impairment(i.e. meeting IDEA definition of 'other health impairments')	0	0
b. Emotional disturbance	0	0
c. Speech or language impairments	72	72
d. Intellectual disabilities	0	0
e. Hearing impairment, including deafness	0	0
f. Orthopedic impairment	0	0
g. Visual impairment, including blindness	0	0
h. Specific learning disability	0	0
i. Autism	0	0
j. Traumatic brain injury	0	0
k. Non-categorical/developmental delay	10	10
l. Multiple disabilities (excluding deaf-blind)	0	0
m. Deaf-blind	0	0

## EDUCATION AND DEVELOPMENT TOOLS/APPROACHES

### Screening

	# of children
C.28 Number of all newly enrolled children since last year's PIR was reported	335
C.29 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	434
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	77
C.30 The instrument(s) used by the program for developmental screening:	
Other (Please Specify) - Preschool Language Scale 5th Edition	
Other (Please Specify) - Devereux Early Childhood Assessment	
Other (Please Specify) - Development Indicators for the Assessment 4th Edition	

## Assessment

C.31 Approach or tool(s) used by the program to support ongoing child assessment:	
<i>Name/title</i>	<i>Locally designed</i>
Teaching Strategies GOLD Online	No

## Curriculum

C.32 What curriculum does your program use:	
a. For center-based services:	
<i>Name/title</i>	<i>Locally designed</i>
Creative Curriculum (PreSchool)	No

b. For family child care services:

c. For home-based services:

## STAFF-CHILD INTERACTION OBSERVATION TOOLS

		<i># of programs</i>
C.33 Does the program routinely use staff-child interaction observation tools to assess quality?		Yes
C.34 If yes, interaction observation tool(s) used by the program:		
	<sup>(1)</sup> <i>Name/title</i>	<sup>(2)</sup> <i>Locally designed</i>
a. Center-based settings	Classroom Assessment Scoring System	No
b. Home-based settings		
c. Family child care settings		



## FAMILY AND COMMUNITY PARTNERSHIPS

### Number of families

	# of families at enrollment
C.35 Total number of families:	719
a. Of these, the number of two-parent families	165
b. Of these, the number of single-parent families	554

C.36 Of the number of two-parent families, the number in which the parent/guardian figures are best described as:	# of two-parent families at enrollment
a. Parents (biological, adoptive, stepparents, etc.)	161
b. Grandparents	0
c. Relatives other than grandparents	0
d. Foster parents not including relatives	1
e. Other	3
1. Specify: Legal Guardian	

C.37 Of the number of single-parent families, the number in which the parent/guardian figure is best described as:	# of single-parent families at enrollment
a. Mother (biological, adoptive, stepmother, etc.)	476
b. Father (biological, adoptive, stepfather, etc.)	18
c. Grandparent	3
d. Relative other than grandparent	2
e. Foster parent not including relative	2
f. Other	53
1. Specify: Legal Guardian, Not Specified	

### Employment

C.38 Of the number of two-parent families, the number of families in which:	# of families at enrollment
a. Both parents/guardians are employed	26
b. One parent/guardian is employed	68
c. Both parents/guardians are not working (i.e. unemployed, retired, or disabled)	71

C.39 Of the number of single-parent families, the number of families in which:	# of families at enrollment
a. The parent/guardian is employed	170
b. The parent/guardian is not working (i.e. unemployed, retired, or disabled)	384

C.40 The number of all families in which:	# of families at enrollment
a. At least one parent/guardian is a member of the United States military on active duty	0
b. At least one parent/guardian is a veteran of the United States military	0



## Federal or other assistance

	(1) # of families at enrollment	(2) # of families at end of enrollment year
C.41 Total number of families receiving any cash benefits or other services under the Federal Temporary Assistance for Needy Families (TANF) Program	45	45
C.42 Total number of families receiving Supplemental Security Income (SSI)	87	87
C.43 Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	456	456
C.44 Total number of families receiving services under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	515	515

## Job training/school

	# of families at enrollment
C.45 Of the number of two-parent families, the number of families in which:	
a. Both parents/guardians are in job training or school	2
b. One parent/guardian is in job training or school	29
c. Neither parent/guardian is in job training or school	134
C.46 Of the number of single-parent families, the number of families in which:	
a. The parent/guardian is in job training or school	91
b. The parent/guardian is not in job training or school	463
C.47 Of the total number of all families, the number in which one or more parent/guardian:	
a. Completed a grade level in school, prior to high school graduation (e.g. 8th grade, 11th grade)	11
b. Completed high school or was awarded a GED during this program year	1
c. Completed an associate degree during this program year	0
d. Completed a baccalaureate or advanced degree during this program year	0
C.48 Of the total number of all families, the number in which one or more parent/guardian completed a job training program, professional certificate, or license during this program year	11

## Parent/guardian education

C.49 Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s):	# of families at enrollment
a. An advanced degree or baccalaureate degree	19
b. An associate degree, vocational school, or some college	74
c. A high school graduate or GED	523
d. Less than high school graduate	103

## Family services

C.50 Types of family services	(1) # of families with an expressed interest or identified need during the program year	(2) # of families that received the following services during the program year
a. Emergency/crisis intervention such as meeting immediate needs for food, clothing, or shelter	63	63
b. Housing assistance such as subsidies, utilities, repairs, etc.	27	27
c. Mental health services	34	34
d. English as a Second Language (ESL) training	56	56
e. Adult education such as GED programs and college selection	146	146
f. Job training	203	203
g. Substance abuse prevention	1	1
h. Substance abuse treatment	1	1
i. Child abuse and neglect services	719	719
j. Domestic violence services	5	5
k. Child support assistance	2	2
l. Health education	719	719
m. Assistance to families of incarcerated individuals	6	6
n. Parenting education	719	719
o. Relationship/marriage education	6	6
p. Asset building services (such as financial education, opening savings and checking accounts, debt counseling, etc.)	100	100
C.51 Of these, the number of families who were counted in at least one of the services listed above	719	719

## Father engagement

C.52 Number of fathers/father figures who were engaged in the following activities during this program year:	# of father/ father figures
a. Family assessment	27
b. Family goal setting	26
c. Involvement in child's Head Start child development experiences (e.g. home visits, parent-teacher conferences, etc.)	43
d. Head Start program governance, such as participation in the Policy Council or policy committees	1
e. Parenting education workshops	17



## Homelessness services

	<i># of families</i>
C.53 Total number of families experiencing homelessness that were served during the enrollment year	6
	<i># of children</i>
C.54 Total number of children experiencing homelessness that were served during the enrollment year	6
	<i># of families</i>
C.55 Total number of families experiencing homelessness that acquired housing during the enrollment year	5

## Foster care and child welfare

	<i># of children</i>
C.56 Total number of enrolled children who were in foster care at any point during the program year	1
C.57 Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	1

## Collaboration Agreements and Community Engagement

### Child care partners

	<i># of formal agreements</i>
C.58 Total number of formal agreements with Child Care Partners during program year	1
a. Of the Child Care Partners, the number of formal contractual agreements made void or broken during the program year	0

### Local education agency (LEA)

	<i># of LEAs</i>
C.59 Number of LEAs in the program's service area	1
C.60 Number of formal agreements the program has with LEAs:	<i># of formal agreements</i>
a. To coordinate services for children with disabilities	1
b. To coordinate transition services	1

### Public school pre-kindergarten programs

	<i>Yes / No</i>
C.61 Does the program have formal collaboration and resource sharing agreements with public school pre-kindergarten programs?	Yes
	<i># of formal agreements</i>
a. If yes, the number of formal agreements in which the program is currently participating	1



**Part C agencies**

C.62 Number of Part C agencies in the program's service area	<b># of Part C Agencies</b>	1
a. Number of formal agreements the program has with Part C agencies to coordinate services for children with disabilities	<b># of formal agreements</b>	1

**Child welfare agencies**

C.63 Does the program have formal collaboration agreements with child welfare agencies?	<b>Yes / No</b>	Yes
a. If yes, the number of formal agreements in which the program is currently participating	<b># of formal agreements</b>	1

**REPORTING INFORMATION**

PIR Report Status	Started
Last Update Date	08/29/2016

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**ST. LUCIE COUNTY**  
**FIRE INSPECTION**

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Occupancy Name: Alpi Lincoln Park  
 Building Location: Headstart  
 Agent/Owner: 1400 Avenue M  
 Date of Inspection: 7-27-16

Occupancy Type: DC  
 Contact Person: \_\_\_\_\_  
 Business Phone: \_\_\_\_\_  
 After Hours Phone: \_\_\_\_\_

Monitoring Company: Tyco ST LUCIE COUNTY  
 Sprinklers/Standpipes: - FIRE MARSHAL'S OFFICE  
 Number of Floors: 1 5160 NW Milner Drive  
 Inspector: Brian Putnam 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	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
2.	ELECTRICAL Improper use of extension cords Panel box/meter not accessible Panel box - open penetrations Electrical Room - improper storage Improper wiring or fixtures	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
3.	BUILDING AND CONTENTS Housekeeping/improper trash Improper storage of flammables Unprotected openings in firewalls Penetrations in ceilings or walls Pressurized cylinders not secure	10.	GENERATORS Not maintaining maintenance records Not being run weekly for 30 minute period No storage allowed in room
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	11.	STARWELLS Doors not self closing and/or positive latching Floor level sign missing Roof access sign missing
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	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
6.	HOOD SYSTEM Semi annual inspection complete Improper use of UL listed filters Grease accumulation Improper coverage	13.	FIRE ALARM SYSTEM Inspection Tag Inspection Reports Fire Alarm Permit # Devices Pull station horn/strobe inspections
7.	SPRINKLERS System flow test completed Maintain minimum of 18" clearance Valves opened and supervised Fire Department Connection Fire sprinkler riser Annual inspection tag	14.	ALF/GROUP HOMES License current Secondary egress Evacuation capabilities complete Adequate staff Improper number of citizens

NO VIOLATIONS NOTED X

no violations

B. Putnam

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.

Brian Putnam  
 Signature Represents  
 Receipt of Notification  
 Reinspection Date



# **REIMBURSEMENT REPORTS**

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**DOH CHILD CARE FOOD REPORTS**

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# Florida Department of Health

7/13/2016  
2:22PM

## 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: 6/2016    Date Received: 07/13/2016

Revision #: 0

Operating Days: 22    Average Daily Participation: 61

#### Sites Operated:

PNP: 0    OSHCC: 0    For-Profit: 0    HS: 3    Church: 0    Public: 0    Total: 3

#### Children Enrolled by Category:

Free 97    Reduced 0    Non-needy 0    Total 97

#### Meals Claimed:

Breakfast	Morning Snack	Lunch	Afternoon Snack	Supper	Evening Snack
<u>1,340</u>	<u>0</u>	<u>1,340</u>	<u>1,340</u>	<u>0</u>	<u>0</u>

Operating Expenditures	\$26,064.00	Meal Earnings:	\$7,463.80
Administrative Expenditures	\$6,848.00	Cash-In-Lieu:	\$318.25
Total Expenditures	\$32,912.00	Total Earnings:	\$7,782.05
Income	\$0.00	Adjustments:	\$0.00
		Total Reimbursement:	\$7,782.05



# Florida Department of Health

7/13/2016

2:22PM

## Child Care Food Program

### Child Care Center Claim

AN: 501 Fiscal Year: 2016 Claim Month/Year: 6/2016 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	\$518.01	\$22.09	\$540.10
Site Num/ Center Num	Site Name	Address	Meal Earnings	Cash-In-Lieu	Total Earnings
23890/23890	ALPI FROSTPROOF CHIL	701 HOPSON RD.	\$4,032.68	\$171.95	\$4,204.63
Site Num/ Center Num	Site Name	Address	Meal Earnings	Cash-In-Lieu	Total Earnings
23898/23898	ALPI GEORGE W. TRUIT	1814 NORTH 13TH STREET	\$2,913.11	\$124.21	\$3,037.32
			<b>\$7,463.80</b>	<b>\$318.25</b>	<b>\$7,782.05</b>

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## **ELC REIMBURSEMENT REPORT**

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

Report Date: 07/12/2016 08:22:48

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)

Reporting Period: 06/01/2016 - 06/30/2016

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: 06/01/2016 - 06/30/2016 <====											
TXL-14-7021	LEWIS, TREASURE	AT RISK OUT OF HOME	INF	20 PT Days	12.00	.00	.40	240.00	0.00	8.00	232.00
JXD-14-7022	DUPREE, JOSELYN	< 12 MTH AT RISK OUT OF HOME	TOD	20 PT Days				240.00	0.00	8.00	232.00
372-51-3030	HUTTO, LEVI H	PROTECT INVEST OUT HOME	TOD	21 PT Days	10.00	.00	.20	210.00	0.00	4.20	205.80
		Terminated 06/30/2016 SR REFERRAL ENDED		20 FT Days	20.00	.00	.80	400.00	0.00	16.00	384.00
		12 TO <24 MTH AT RISK OUT OF HOME		20 FT Days				400.00	0.00	16.00	384.00
		24 TO <36 MTH AT RISK OUT OF HOME	2YR	21 PT Days				210.00	0.00	4.20	205.80
BLL-12-8534	LEWIS, BRENDAN L	AT RISK OUT OF HOME		16 PT Days	9.50	.00	.20	152.00	0.00	3.20	148.80
		TOTALS FOR PERIOD:		16 PT Days				152.00	0.00	3.20	148.80
		TOTALS FOR PERIOD:		77 Days				1002.00	0.00	31.40	970.60



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

Report Date: 07/12/2016 08:32:48

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

Reporting Period: 06/01/2016 - 06/30/2016

\*\* GS CENTER SUB \*\* B08 ECONOMICALLY DISADVANTAGED (B08)

Class ID	Child	Eligibility Activity	Care Level	Days Reimbursed	Provider Gold Seal Rate	Parent Gold Seal Rate	Fee	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.	
====> Child Care For Period: 06/01/2016 - 06/30/2016 <====												
500-53-3611	BLAKE, KARSYN L	ECONOMICALLY DISADVANTAGE	INF	7 PT Days	12.00	.00	1.60	84.00	0.00	11.20	72.80	
867-53-4396	SMITH, SHANELL B	< 12 MTH TOTALS: ECONOMICALLY DISADVANTAGE	2YR	7 PT Days	9.50	.00	4.40	84.00	0.00	11.20	72.80	
158-69-7228	SLOAN, SAMONNI L	24 TO <36 MTH TOTALS: ECONOMICALLY DISADVANTAGE	PR3	7 PT Days	9.00	.00	1.20	66.50	0.00	30.80	35.70	
				18 PT Days	9.00	.00	1.20	162.00	0.00	21.60	140.40	
				18 PT Days				162.00	0.00	21.60	140.40	
TOTALS FOR PERIOD:				32 Days				312.50	0.00	63.60	248.90	

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

Report Date: 07/12/2016 08:22:48

Vendor #: ALP10  
 ALPI FROSTPROOF CHILD DEVELOPMENT CENTER (591634148.2)  
 701 HOPSON ROAD  
 FROSTPROOF, FL 33843  
 (863)635-3396

\*\* GS CENTER SUB \*\* BGI AT-RISK (BG1)

Reporting Period: 06/01/2016 - 06/30/2016

Child 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: 06/01/2016 - 06/30/2016 <==												
TXL-14-7021	LEWIS, TREASURE	AT RISK OUT OF HOME	INF	20 PT Days	12.00	.00	.40	240.00	0.00	8.00	232.00	
JXD-14-7022	DUPREE, JOSELYN	< 12 MTH AT RISK OUT OF HOME	TOD	20 PT Days				240.00	0.00	8.00	232.00	
372-51-3030	HUTTO, LEVI H	PROTECT INVEST OUT HOME	TOD	21 PT Days	10.00	.00	.20	210.00	0.00	4.20	205.80	
		Terminated 06/30/2016 SR REFERRAL ENDED		20 FT Days	20.00	.00	.80	400.00	0.00	16.00	384.00	
		12 TO <24 MTH AT RISK OUT OF HOME		20 FT Days				400.00	0.00	16.00	384.00	
		24 TO <36 MTH AT RISK OUT OF HOME	2YR	21 PT Days				210.00	0.00	4.20	205.80	
BLL-12-8534	LEWIS, BRENDAN L			16 PT Days	9.50	.00	.20	152.00	0.00	3.20	148.80	
		TOTALS FOR PERIOD:		16 PT Days				152.00	0.00	3.20	148.80	
				77 Days				1002.00	0.00	31.40	970.60	





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

Vendor # : ALP10  
 ALP1 FROSTPROOF CHILD DEVELOPMENT CENTER (591634148 2)  
 701 HOPSON ROAD  
 FROSTPROOF, FL 33843  
 (863)633-3396

\*\* CS CENTER SUB \*\* BGS ECONOMICALLY DISADVANTAGED (BGS)

Class ID	Child	Eligibility Activity	Care Level	Days Reimbursed	Provider Gold Seal Rate	Parent Fee	Report Gross Reimb.
==> Adjustments For Period: 06/01/2016 - 06/30/2016 <==							
500-53-3611	BLAKE, KARSYN L	ECONOMICALLY DISADVANTAGE	INF	12 PT Days	12.00	.00	144.00
		Adjustment Reason THE EARLY HADSTART PROGRAM ENDED JUN 28					
867-53-4396	SMITH, SHANELL B	ECONOMICALLY DISADVANTAGE	3YR	12 PT Days	9.50	4.40	114.00
		Adjustment Reason THE EARLY HADSTART PROGRAM ENDED JUN 28					
				TOTALS:			144.00
				TOTALS:			114.00
				TOTALS FOR PERIOD:			258.00

Program ID: CC223B

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# **LIHEAP FINANCIAL STATUS REPORT**

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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:	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)
<b>VENUE AND FUNDING</b>				
LIHEAP FUNDS (No Leveraging Funds)	\$4,258,448.00	\$260,492.84	\$349,273.63	\$3,909,174.37
<b>WINTER ADMINISTRATIVE EXPENSE</b>				
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
<b>WINTER OUTREACH EXPENSE</b>				
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
<b>DIRECT CLIENT ASSISTANCE</b>				
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
Crisis Benefits Payments	\$2,155,113.00	\$96,115.45	\$119,757.45	\$2,035,355.55
Weather Related/Supply Shortage (must be at least 2% of Line 1)	\$85,169.00	\$0.00	\$0.00	\$85,169.00
<b>SUBTOTAL (Lines 4-6)</b>	<b>\$3,304,894.00</b>	<b>\$192,101.41</b>	<b>\$225,183.42</b>	<b>\$3,079,710.58</b>
<b>WINTER LEVERAGING EXPENSE</b>				
Home Energy Assistance	\$0.00	\$0.00	\$0.00	\$0.00
Crisis Assistance	\$0.00	\$0.00	\$0.00	\$0.00
<b>SUBTOTAL (Line 8 + 9)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>GRAND TOTAL ALL EXPENSES (Line 2 + 3 + 7 + 10)</b>	<b>\$4,258,448.00</b>	<b>\$260,492.84</b>	<b>\$349,273.63</b>	<b>\$3,909,174.37</b>

**CASH POSITION**

Total grant funds received from DEO Y-T-D	\$363,743.76
Interest Income Received to Date	\$0.00
Program Income Received to Date	\$0.00
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	<b>NUMBER OF HOUSEHOLDS</b>				
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		
<b>TOTALS :</b>			<b>9942</b>	<b>587</b>	<b>686</b>		

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



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:	6 2016-6 2016	Invoice #:	16EA0014	
LIHEAP FUNDS				
BUDGET CATEGORIES	Budget Allocation (A)	Current Month (B)	Total To Date (C)	Unexpended Balance (D) (A-C)
<b>REVENUE AND FUNDING</b>				
1. LIHEAP FUNDS (No Leveraging Funds)	\$4,258,448.00	\$356,603.12	\$705,876.75	\$3,552,571.25
<b>GRANTEE ADMINISTRATIVE EXPENSE</b>				
2. Salaries including Fringe, Rent, Utilities, Travel, Other (Total cannot exceed 8% of Line 1)	\$314,432.00	\$52,522.15	\$95,278.49	\$219,153.51
<b>GRANTEE OUTREACH EXPENSE</b>				
3. Salaries including Fringe, Rent, Utilities, Travel, Other (Cannot Exceed 15% of Line 1 minus Line 2)	\$639,122.00	\$52,999.55	\$134,333.42	\$504,788.58
<b>DIRECT CLIENT ASSISTANCE</b>				
4. Home Energy Assistance Payments (Must be at least 25% of Line 1)	\$1,064,612.00	\$138,407.81	\$243,833.78	\$820,778.22
5. Crisis Benefits Payments	\$2,155,113.00	\$112,673.61	\$232,431.06	\$1,922,681.94
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	\$251,081.42	\$476,264.84	\$2,828,629.16
<b>GRANTEE LEVERAGING EXPENSE</b>				
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	\$356,603.12	\$705,876.75	\$3,552,571.25

**CASH POSITION**

1. Total grant funds received from DEO Y-T-D	\$624,236.60
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)	\$356,603.12

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:	7/15/2016
Current Authority	\$3,227,904.00	<b>Type of Assistance</b>	<b>NUMBER OF HOUSEHOLDS</b>				
Year-to-Date Disbursed	\$624,236.60		Approved Workplan	Served with these Funds	Served to Date		
Available Authority	\$2,603,667.40	Summer Home Energy	1700	441	778		
Payment Number		Winter Home Energy	1701	0	0		
Payment Amount		Summer Crisis	3141	360	709		
Approved		Winter Crisis	3142	0	0		
Date		Weather Related	258	0	0		
		<b>TOTALS:</b>	<b>9942</b>	<b>801</b>	<b>1487</b>		

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

Deloris Johnson  
Printed Name

Signature

7/15/2016  
Date

Agency: Agricultural and Labor Program, Inc.

## Low Income Home Energy Assistance Program (LIHEAP)

Program: Low Income Home Energy Assistance Program (LIHEAP)

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

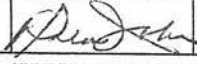
## FINANCIAL STATUS REPORT

Reporting Period:	7/2016-7/2016	Invoice #:	16EA0015	
LIHEAP FUNDS				
BUDGET CATEGORIES	Budget Allocation (A)	Current Month (B)	Total To Date (C)	Unexpended Balance (D) (A-C)
<b>REVENUE AND FUNDING</b>				
LIHEAP FUNDS (No Leveraging Funds)	\$4,258,448.00	\$497,428.95	\$1,203,305.70	\$3,055,142.30
<b>WARRANTY ADMINISTRATIVE EXPENSE</b>				
Salaries including Fringe, Rent, Utilities, Travel, Other (Total cannot exceed 8% of Line 1)	\$314,432.00	\$30,721.46	\$125,999.95	\$188,432.05
<b>WARRANTY OUTREACH EXPENSE</b>				
Salaries including Fringe, Rent, Utilities, Travel, Other (Cannot Exceed 15% of Line 1 minus Line 2)	\$639,122.00	\$51,553.98	\$185,887.40	\$453,234.60
<b>WARRANTY CLIENT ASSISTANCE</b>				
Home Energy Assistance Payments (Must be at least 25% of Line 1)	\$1,064,612.00	\$215,315.40	\$459,149.18	\$605,462.82
Crisis Benefits Payments	\$2,155,113.00	\$199,838.11	\$432,269.17	\$1,722,843.83
Weather Related/Supply Shortage (Must be at least 2% of Line 1)	\$85,169.00	\$0.00	\$0.00	\$85,169.00
<b>SUBTOTAL (Lines 4-6)</b>	<b>\$3,304,894.00</b>	<b>\$415,153.51</b>	<b>\$891,418.35</b>	<b>\$2,413,475.65</b>
<b>WARRANTY LEVERAGING EXPENSE</b>				
Home Energy Assistance	\$0.00	\$0.00	\$0.00	\$0.00
Crisis Assistance	\$0.00	\$0.00	\$0.00	\$0.00
<b>J. SUBTOTAL (Line 8 + 9)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>I. GRAND TOTAL ALL EXPENSES (Line 2 + 3 + 7 + 10)</b>	<b>\$4,258,448.00</b>	<b>\$497,428.95</b>	<b>\$1,203,305.70</b>	<b>\$3,055,142.30</b>

## CASH POSITION

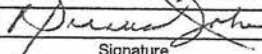
Total grant funds received from DEO Y-T-D	\$980,839.72
Interest Income Received to Date	\$0.00
Program Income Received to Date	\$0.00
Amount of Reimbursement Requested (not to exceed undisbursed balance)	\$497,428.95

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:	8/17/2016
Current Authority	\$3,227,904.00	Type of Assistance		NUMBER OF HOUSEHOLDS			
Year-to-Date Disbursed	\$980,839.72			Approved Workplan	Served with these Funds	Served to Date	
Available Authority	\$2,247,064.28	Summer Home Energy	1700	688	1466		
Payment Number		Winter Home Energy	1701	0	0		
Payment Amount		Summer Crisis	3141	638	1347		
Approved		Winter Crisis	3142	0	0		
Date		Weather Related	258	0	0		
		<b>TOTALS:</b>	<b>9942</b>	<b>1326</b>	<b>2813</b>		

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

Deloris Johnson  
Printed Name

  
Signature

8/17/2016  
Date

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**FLORIDA NON-PROFIT HOUSING**

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**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
	<b>Total Cost</b>	<b>\$47,053.00</b>	<b>\$30,335.53</b>	<b>\$12,836.66</b>	<b>\$43,172.19</b>	<b>\$3,880.81</b>

  
SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

9-Jun-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:** 11-Jul-16  
**FOR THE MONTH OF:** JUNE, 2016 **FINAL REPORT**

**AMOUNT OF THIS REQUEST \$** \$3,880.81

	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	\$1,711.76	\$764.24	\$2,476.00	\$0.00
505	Fringes	\$619.00	\$413.79	\$205.21	\$619.00	\$0.00
52000	Workmen's Comp.	\$59.00	\$39.84	\$19.16	\$59.00	\$0.00
57810	Housing Assist. Payment	\$42,775.00	\$40,068.63	\$2,706.37	\$42,775.00	\$0.00
52300	Travel	\$716.00	\$627.30	\$88.70	\$716.00	\$0.00
990	Sub-Total	\$46,645.00	\$42,861.32	\$3,783.68	\$46,645.00	\$0.00
597	Indirect	\$408.00	\$310.87	\$97.13	\$408.00	\$0.00
	<b>Total Cost</b>	<b>\$47,053.00</b>	<b>\$43,172.19</b>	<b>\$3,880.81</b>	<b>\$47,053.00</b>	<b>\$0.00</b>

  
 \_\_\_\_\_  
 SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

11-Jul-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:** 8-Sep-16  
**FOR THE MONTH OF:** AUGUST, 2016

**AMOUNT OF THIS REQUEST \$** \$2,384.13

	BUDGET LINE ITEM	APPROVED BUDGET	CUM. COST PRIOR PERIOD	ACTUAL COST THIS PERIOD	CUM. COST TO DATE	BAL. OF BUDGET
500	Salaries	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00
505	Fringes	\$625.00	\$0.00	\$0.00	\$0.00	\$0.00
52000	Workmen's Comp.	\$57.00	\$0.00	\$0.00	\$0.00	\$0.00
57810	Housing Assist. Payment	\$44,000.00	\$0.00	\$2,384.13	\$2,384.13	\$41,615.87
52300	Travel	\$805.00	\$0.00	\$0.00	\$0.00	\$0.00
990	Sub-Total	\$47,987.00	\$0.00	\$2,384.13	\$2,384.13	\$41,615.87
597	Indirect	\$413.00	\$0.00	\$0.00	\$0.00	\$0.00
	<b>Total Cost</b>	<b>\$48,400.00</b>	<b>\$0.00</b>	<b>\$2,384.13</b>	<b>\$2,384.13</b>	<b>\$41,615.87</b>

  
SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

8-Sep-16  
DATE

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



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**DOE/FJEP DISBURSEMENT REPORT (EA)**

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## Monthly Cost Summary

The Agricultural And Labor Program, Inc.

Run Date: 08/22/2016

Project 36317 16/17 DOE Emergency Assistance

Run Time: 5:19:11 pm

Project Period: 7/1/2016 - 6/30/2017

Page 1 of 1

Ending Period: 07/31/16

507217 16/17 DOE Emergency Assistance

Expenses

Date	Ty	Bat	Vendor	Doc#	GL	Description	Amount	Additional Information
7/29/2016	GJ	2784	VR 8294/182515 Xreo	13525	52900	Printing	0.60	
7/29/2016	GJ	2784	VR 8287/182378 Xreo	13524	52900	Printing	6.22	
						Subtotal	6.82	
7/5/2016	VR	8254	CDW GOVERNMENT	181682	53000	Office Supplies	0.42	LOGI MX Master Wrls Mou
7/6/2016	VR	8197	FedEx Office	180484	53000	Office Supplies	0.47	
7/6/2016	VR	8254	CDW GOVERNMENT	181683	53000	Office Supplies	0.43	LVO HDMI VGA Adapter C
7/14/2016	VR	8254	Apex Office Products, I	181680	53000	Office Supplies	0.50	Exec/Acct#10020000
7/14/2016	VR	8254	Apex Office Products, I	181681	53000	Office Supplies	0.50	Exec/Acct#10020000
7/18/2016	VR	8246	Apex Office Products, I	181515	53000	Office Supplies	0.66	HR/Acct#10020000
7/22/2016	VR	8249	Apex Office Products, I	181567	53000	Office Supplies	2.75	Corp/Acct#10020000
						Subtotal	5.73	
7/1/2016	VR	8191	Republic Services #654	180365	53500	Utilities	0.98	Corp/Acct# 3-0654-1024971
7/1/2016	VR	8191	Stanley Convergent Sec	180377	53500	Utilities	0.98	Corp/Acct#111123023336
7/1/2016	VR	8265	Stanley Convergent Sec	181895	53500	Utilities	0.98	Corp/Acct#111123023336
7/1/2016	VR	8218	Republic Services #654	181051	53500	Utilities	2.97	Corp/Acct#3-0654-1024971
7/25/2016	VR	8266	TAMPA ELECTRIC C	181923	53500	Utilities	53.93	Corp
7/29/2016	GJ	2784	VR 8294/182513 City I	13526	53500	Utilities	1.02	
7/30/2016	GJ	2784	VR 8267/181998 Duke	13518	53500	Utilities	3.51	
						Subtotal	64.37	
7/31/2016	VR	8275	GRANT'S MANAGEM	182026	55000	In-Service Training	0.16	Corp/Acct#255
						Subtotal	0.16	
						Direct Costs	77.08	
						Element Revenues	0.00	
						Element Expenses	77.08	
						Element Balance	-77.08	
						Project Revenues	0.00	
						Project Expenses	77.08	
						Project Balance	-77.08	

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**HUD HOUSING COUNSELING REPORT**

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Housing Counseling Agency Activity Report		U.S. Department of Housing and Urban Development Office of Housing Federal Housing Commissioner	
<b>1. Counseling Agency Name</b>		<b>2. Reporting Period and Budget</b>	
Agency Name THE AGRICULTURE AND LABOR PROGRAM, INC. Agency ID: 80049 Agency Type: LHCA 300 Lynchburg Road LAKE ALFRED, FL 33850-2576 Parent Agency Name (if applicable)		Reporting Period: Quarter 3 ▾ Fiscal Year: 2016 From: 10/01/2015 To: 06/30/2016 Submission Date: 07/26/2016 Update Date: 07/26/2016 Total budget, all sources: \$37,346.00 Total HUD Funding, all grants: \$15,363.00	
		<b>HUD Funding Sources Passed @ 41%</b> 2015-1 COMP 10/01/2014 - 03/31/2016 Notice of Funds Availability (NOFA) for the Department's Fiscal Year 2014 - 2015 Comprehensive Housing Counseling Program; FY 2015 Awards is the 2nd part of applicants awarded in 2014 Funding: \$0.00 Projection: HUD Approved; 12-29-2015  2016-1 COMP 10/01/2015 - 03/31/2017 Notice of Funding Availability (NOFA) for the Department's Fiscal Years 2016 and 2017 Comprehensive Housing Counseling Grant Program. FR-6000-N-33 - FY 2016 Awards Funding: \$15,363.00 Projection: Entered; Not submitted to HUD	
Validated: Validated Last Validated: 07/26/2016 Validated by: System		Only reports completed by 07/31/2016 will be credited for on time submission.	
<input type="button" value="Update"/> <input type="button" value="PDF Version"/> <input type="button" value="Cancel"/>		<b>TOTAL</b>	
<input type="button" value="Show HUD Grant Activity"/>		All Activities	All HUD Funded Activities
			Projected HUD Housing Counseling Activities
<b>3. Ethnicity of Households (select only one)</b>			
a. Hispanic	7	5	
b. Not Hispanic	59	50	
c. Chose not to respond	2	0	
Section 3 Total	68	55	
<b>4. Race of Households</b>			
<b>Single Race</b>			
a. American Indian/Alaskan Native	0	0	
b. Asian	0	0	
c. Black or African American	31	25	
d. Native Hawaiian or Other Pacific Islander	0	0	
e. White	29	25	
<b>Multi-Race</b>			
f. American Indian or Alaska Native and White	0	0	
g. Asian and White	0	0	
h. Black or African American and White	0	0	
i. American Indian or Alaska Native and Black or African American	0	0	
j. Other multiple race	6	5	
k. Chose not to respond	2	0	
Section 4 Total	68	55	
<b>5. Income Levels</b>			
a. < 30% of Area Median Income (AMI)	39	33	
b. 30 - 49% of AMI	10	7	
c. 50 - 79% of AMI	16	13	
d. 80 - 100% of AMI	0	0	
e. > 100% AMI	3	2	
f. Chose not to respond	0	0	
Section 5 Total	68	55	
<b>6. Rural Area Status</b>			
a. Household lives in a rural area	1	1	
b. Household does not live in a rural area	66	53	



c. Chose not to respond	1	1	
Section 6 Total	68	55	
<b>7. Limited English Proficiency Status</b>			
a. Household is Limited English Proficient	0	0	
b. Household is not Limited English Proficient	68	55	
c. Chose not to respond	0	0	
Section 7 Total	68	55	
<b>8. Households Receiving Group Education by Purpose</b>			
a. Completed financial literacy workshop, including home affordability, budgeting and understanding use of credit	0	0	0
b. Completed predatory lending, loan scam or other fraud prevention workshop	0	0	0
c. Completed fair housing workshop	0	0	0
d. Completed homelessness prevention workshop	0	0	0
e. Completed rental workshop	0	0	0
f. Completed pre-purchase homebuyer education workshop	0	0	10
g. Completed non-delinquency post-purchase workshop, including home maintenance and/or financial management for homeowners	0	0	0
h. Completed resolving or preventing mortgage delinquency workshop	0	0	0
i. Completed other workshop	0	0	0
Section 8 Total	0	0	10
<b>9. Households Receiving One-on-One Counseling by Purpose</b>			
a. Homeless Assistance	1	1	0
b. Rental Topics	30	30	15
c. Prepurchase/Homebuying	1	1	0
d. Home Maintenance and Financial Management for Homeowners (Non-Delinquency Post-Purchase)	16	11	15
e. Reverse Mortgage	1	1	0
f. Resolving or Preventing Mortgage Delinquency or Default	19	11	15
Section 9 Total	68	55	45
Households Served Sections 8 and 9 Total:	68	55	55
<b>10. Impact and Scope of One-on-One Counseling Services</b>			
a. Households that received one-on-one counseling that also received group education services.	0	0	
b. Households that received information on fair housing, fair lending and/or accessibility rights.	0	0	
c. Households for whom counselor developed a sustainable household budget through the provision of financial management and/or budget services.	0	0	
d. Households that improved their financial capacity (e.g. increased discretionary income, decreased debt load, increased savings, increased credit score) after receiving Housing Counseling Services.	0	0	
e. Households that gained access to resources to help them improve their housing situation (e.g. down payment assistance, rental assistance, utility assistance, etc.) after receiving Housing Counseling Services.	43	42	
f. Households that gained access to non-housing resources (e.g. social service programs, legal services, public benefits such as Social Security or Medicaid, etc) after receiving Housing Counseling Services.	3	1	
g. Homeless or potentially homeless households that obtained temporary or permanent housing after receiving Housing Counseling Services.	0	0	
h. Households that received rental counseling and avoided eviction after receiving Housing Counseling Services.	0	0	
i. Households that received rental counseling and improved living conditions after receiving Housing Counseling Services.	0	0	
j. Households that received prepurchase/homebuying counseling and purchased housing after receiving Housing Counseling Services.	0	0	

k.	Households that received reverse mortgage counseling and obtained a Home Equity Conversion Mortgage (HECM) after receiving Housing Counseling Services.	0	0	
l.	Households that received non-delinquency post-purchase counseling that were able to improve home conditions or home affordability after receiving Housing Counseling Services.	0	0	
m.	Households that prevented or resolved a mortgage default after receiving Housing Counseling Services.	0	0	
Section 10 Total		46	43	

Last Updated: 06/16/2016 Version 14.8.0.0

**United States Department of Housing and Urban Development**

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# **CSBG FINANCIAL STATUS REPORT**

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Agency: Agricultural and Labor Program, Inc.

Version 4.0

Program: Community Services Block Grant Program (CSBG)

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

Contract #: 16SB-0D-07-63-08-001

Reporting Period:	July 2016-July 2016	Invoice #:	16SB00110
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BUDGET CATEGORIES	TOTAL EXPENDITURES			
	Budget Allocation (A)	Current Month (B)	Total To Date (C)	Unexpended Balance (D) (A-C)
CSBG Grant Funds	\$1,110,027.00	\$121,490.51	\$944,831.93	\$165,195.07
Cash Match	\$0.00	\$0.00	\$0.00	\$0.00
In-Kind Match	\$0.00	\$0.00	\$0.00	\$0.00
Total Match (Line 2 + Line 3)	\$0.00	\$0.00	\$0.00	\$0.00
Total Funds (Line 1 + Line 4)	\$1,110,027.00	\$121,490.51	\$944,831.93	\$165,195.07

CSBG FUNDS ONLY BELOW THIS LINE (No Match Funds)

**MINISTRATIVE EXPENSES**

Recipient Administrative Expenses (Salaries, Rent, Utilities, Travel, Other)	\$166,504.00	\$7,474.62	\$166,504.00	\$0.00
Sub-Recipient Administrative Expenses (Salaries, Rent, Utilities, Travel, Other)	\$0.00	\$0.00	\$0.00	\$0.00
Total Administrative Expenses (Line 6 + Line 7)	\$166,504.00	\$7,474.62	\$166,504.00	\$0.00
Administrative Expense Percentage (Line 8 divided by Line 1)	15.00	Cannot Exceed 15% of CSBG Allocation		

**Program Expenses**

Recipient Direct Client Assistance Expenses	\$513,295.00	\$46,730.50	\$447,231.73	\$66,063.27
Recipient Other Program Expenses (Salaries, Rent Utilities, Travel, Other)	\$283,228.00	\$38,958.84	\$263,305.20	\$19,922.80
Subtotal Recipient Program Expenses (Line 10 + Line 11)	\$796,523.00	\$85,689.34	\$710,536.93	\$85,986.07
Sub-Recipient Direct Client Assistance Expense	\$147,000.00	\$28,326.55	\$67,791.00	\$79,209.00
Sub-Recipient Other Program Expenses (Salaries, Rent, Utilities, Travel, Other)	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Sub-Recipient Program Expenses (Line 13 + Line 14)	\$147,000.00	\$28,326.55	\$67,791.00	\$79,209.00
Total Program Expense (Line 12 + Line 15)	\$943,523.00	\$114,015.89	\$778,327.93	\$165,195.07
Secondary Admin. Expense	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total Expense (Line 8 + Line 16 + Line 17)	\$1,110,027.00	\$121,490.51	\$944,831.93	\$165,195.07

**CASH POSITION**

Total grant funds received from DEO Y-T-D	\$830,341.56
Interest Income Received to Date	\$0.00
Program Income Received to Date	\$0.00
Amount of Reimbursement Requested (not to exceed undisbursed balance)	\$121,490.51

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	8/17/2016

Signature: 

Current Authority	\$832,520.00	Totals	Achieved This Month	Total Year to Date
Year-to-Date Disbursed	\$832,520.00	CSBG Dollars Expended This Month	\$121,490.51	\$944,831.93
Available Authority	\$0.00	# of Individuals Assisted with CSBG Dollars this Month	158	1969
Payment Number		# of Individuals Achieving Outcome in NPI 1.1 A-D	7	142

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

Deloris Johnson  
Printed Name

  
Signature

8/17/2016  
Date

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: June 2016-June 2016 Invoice #: 16SB0019

BUDGET CATEGORIES	TOTAL EXPENDITURES			
	Budget Allocation (A)	Current Month (B)	Total To Date (C)	Unexpended Balance (D) (A-C)
1. CSBG Grant Funds	\$1,110,027.00	\$114,438.99	\$823,341.42	\$286,685.58
2. Cash Match	\$0.00	\$0.00	\$0.00	\$0.00
3. In-Kind Match	\$0.00	\$0.00	\$0.00	\$0.00
4. Total Match (Line 2 + Line 3)	\$0.00	\$0.00	\$0.00	\$0.00
5. Total Funds (Line 1 + Line 4)	\$1,110,027.00	\$114,438.99	\$823,341.42	\$286,685.58

CSBG FUNDS ONLY BELOW THIS LINE (No Match Funds)

**ADMINISTRATIVE EXPENSES**

6. Recipient Administrative Expenses (Salaries, Rent, Utilities, Travel, Other)	\$166,504.00	\$15,620.09	\$159,029.38	\$7,474.62
7. Sub-Recipient Administrative Expenses (Salaries, Rent, Utilities, Travel, Other)	\$0.00	\$0.00	\$0.00	\$0.00
8. Total Administrative Expenses (Line 6 + Line 7)	\$166,504.00	\$15,620.09	\$159,029.38	\$7,474.62
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	\$68,120.80	\$400,501.23	\$112,793.77
11. Recipient Other Program Expenses (Salaries, Rent Utilities, Travel, Other)	\$283,228.00	\$23,300.10	\$224,346.36	\$58,881.64
12. Subtotal Recipient Program Expenses (Line 10 + Line 11)	\$796,523.00	\$91,420.90	\$624,847.59	\$171,675.41
13. Sub-Recipient Direct Client Assistance Expense	\$147,000.00	\$7,398.00	\$39,464.45	\$107,535.55
14. Sub-Recipient Other Program Expenses (Salaries, Rent, Utilities, Travel, Other)	\$0.00	\$0.00	\$0.00	\$0.00
15. Subtotal Sub-Recipient Program Expenses (Line 13 + Line 14)	\$147,000.00	\$7,398.00	\$39,464.45	\$107,535.55
16. Total Program Expense (Line 12 + Line 15)	\$943,523.00	\$98,818.90	\$664,312.04	\$279,210.96
17. Secondary Admin. Expense	\$0.00	\$0.00	\$0.00	\$0.00
18. Grand Total Expense (Line 8 + Line 16 + Line 17)	\$1,110,027.00	\$114,438.99	\$823,341.42	\$286,685.58

**CASH POSITION**

1. Total grant funds received from DEO Y-T-D	\$715,902.57
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)	\$114,438.99

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.

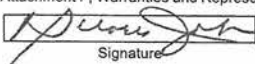
* Name (Please Type) :	* Title :	* Date :
Deloris Johnson	Chief Executive Officer	7/12/2016

\* Signature 

Current Authority	\$832,520.00	Totals	Achieved This Month	Total Year to Date
Year-to-Date Disbursed	\$814,111.86	CSBG Dollars	\$114,438.99	\$823,341.42
Available Authority	\$18,408.14	Expended This Month		
Payment Number		* # of Individuals Assisted with CSBG Dollars this Month	167	1811
Payment Amount				
Approved		* # of Individuals Achieving Outcome in NPI 1.1 A-D	67	135
Date				

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

Deloris Johnson  
Printed Name

  
Signature

7/12/2016  
Date



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**CSBG QUARTERLY FOCAS REPORT**

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# FFY 2016 CSBG QUARTERLY FOCAS REPORT

STEP 1: Complete contact information

GRANTEE: The Agricultural and Labor Program, Incorporated (ALPI)

CONTACT: Pa Houa Lee-Yang, CSBG/Economic Development Director

AGREEMENT NUMBER: 16SB-0D-07-63-08-001

PHONE: (863) 956-3491, ext. 218

EMAIL: pyang@alpi.org

STEP 2: Enter the date each report was generated:						
Units Expected To Be Achieved	Actual Year-to-Date Units Achieved	Actual Year-to-Date Percent Achvd	Units Achieved this Quarter			
			1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
37,449	21,272	56.8%	8,647	7,982	4,643	
12,435	7,029	56.5%	3,124	307	3,598	

STEP 3: Enter the total number of individuals and families served during the quarter

## NUMBER OF CLIENTS SERVED

Total Number of Individuals Served  
Total Number of Families Served

STEP 4: Enter your quarterly expenditures by category						
EXPENDITURES REPORT						
Table 1 Expenditures by Category	Units Expected To Be Achieved	Actual Year-to-Date Units Achieved	Actual Year-to-Date Percent Achvd	Units Achieved this Quarter		
				1st Quarter	2nd Quarter	3rd Quarter
A. Community Services Block Grant	1,284,681	800,528	62.3%	192,377	316,162	291,989
B. Federal Government Resources other than CSBG	18,273,899	13,306,202	72.8%	7,225,264	3,598,589	2,482,349
C. State Resources (Non-federal, state-appropriated funds)	21,116,276	1,435,011	6.8%	581,369	492,400	361,242
D. Local Government Resources	103,599	53,423	51.6%	16,928	14,804	21,691
E. Private Sector Resources	2,293,038	2,264,866	98.8%	656,220	991,423	617,223
<b>TOTAL NON-CSBG RESOURCES (Federal+State+Local Government+Private Sector)</b>	<b>41,786,812</b>	<b>17,059,502</b>	<b>40.8%</b>	<b>8,479,781</b>	<b>5,097,216</b>	<b>3,482,505</b>
<b>TOTAL CSBG Funds</b>	<b>1,284,681</b>	<b>800,528</b>	<b>62.3%</b>	<b>192,377</b>	<b>316,162</b>	<b>291,989</b>
<b>TOTAL AGENCY BUDGET</b>	<b>43,071,493</b>	<b>17,860,030</b>	<b>41.5%</b>	<b>8,672,158</b>	<b>5,413,378</b>	<b>3,774,494</b>

STEP 5: Complete NPI's 1-8 below

NPI	Units Expected To Be Achieved		Actual Year-to-Date Units Achieved	Actual Year-to-Date Percent Achvd	Units Achieved this Quarter			
	Expected	Achieved			1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
<b>1.1 Employment</b>	97	42	43.3%	8	18	16		
A. Unemployed and obtained a job	22	35	159.1%	1	5	29		
B. Employed and obtained an increase in employment income and/or benefits	20	15	75.0%	1	4	10		
C. Achieved "living wage" employment and benefits	0			0	0	0		
<b>1.2 Employment Supports</b>								
A. Obtained skills/competencies required for employment	60	28	46.7%	9	10	9		
B. Completed ABE/GED and received certification or diploma	37	5	13.5%	1	0	4		
C. Completed post-secondary education program and obtained certificate or diploma	39	27	69.2%	9	8	10		
D. Enrolled children in before or after school programs	499	581	116.4%	552	13	16		
E. Obtained care for child or other dependent	842	467	55.5%	0	465	2		
F. Obtain access to reliable transportation and/or driver's license	9	2	22.2%	0	1	1		
G. Obtained health care services for themselves or a family member	950	1,026	108.0%	898	102	26		
H. Obtained and/or maintained safe and affordable housing	75	21	28.0%	5	5	11		
I. Obtained food assistance	65	196	301.5%	59	131	6		
J. Obtained non-emergency LIHEAP energy assistance	18	2	11.1%	1	1	0		
K. Obtained non-emergency WX energy assistance	0	0		0	0	0		
L. Obtained other non-emergency energy assistance (State/local/private energy programs. Do Not include LIHEAP or WX)	14	18	128.6%	2	8	8		
Other (Obtained identification or work permit documentation for employment (social security card, work permit, etc.)	0			0	0	0		



**STEP 4: Enter your quarterly expenditures by category**  
**EXPENDITURES REPORT**

1.3 Economic Asset Enhancement and Utilization	Units Expected To Be Achieved	Actual Year-to-Date Units Achieved	Actual Year-to-Date Percent Achvd	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
				Expected	Achieved	Achieved	Oppor	Achieved	Oppor	Achieved	Oppor
<b>Enhancement</b>											
A. Participants in tax preparation programs who qualified for any type of Federal or State tax credit.	0			0	0	0	0	0	0	0	0
B. Participants obtaining court-ordered child support payments.	0			0	0	0	0	0	0	0	0
C. Number enrolled in telephone lifeline and/or energy discounts with agency assistance.	0			0	0	0	0	0	0	0	0
<b>Utilization</b>											
D. Participants demonstrating ability to complete and maintain a budget for over 90 days	0			0	0	0	0	0	0	0	0
E. Participants opening an Individual Development Account (IDA) or other savings account	0			0	0	0	0	0	0	0	0
F. Participants who increased their savings through IDA or other savings account	0			0	0	0	0	0	0	0	0
G. Number capitalizing a small business with accumulated savings	0			0	0	0	0	0	0	0	0
H. Number pursuing post-secondary education with savings	0			0	0	0	0	0	0	0	0
I. Number purchasing a home with accumulated savings	0			0	0	0	0	0	0	0	0
J. Number purchasing other assets with accumulated savings	0			0	0	0	0	0	0	0	0

2.1 Community Improvement and Revitalization	Proj	Oppor	Achvd	%	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Expected	Achieved	Achieved	Oppor	Achieved	Oppor	Achieved	Oppor
A. Jobs created, or saved, from reduction or elimination in the community	0	0			0	0	0	0	0	0	0	0
B. Accessible "living wage" jobs created, or saved from reduction or elimination in the community	0	0			0	0	0	0	0	0	0	0
C. Safe and affordable housing units created in the community	0	0			0	0	0	0	0	0	0	0
D. Safe, affordable housing units in the community preserved or improved through Community Action or advocacy	1	57	1	100.0%	1	57	0	0	0	0	0	0
E. Accessible, safe and affordable health care services/facilities for low-income people created or saved.	0	0			0	0	0	0	0	0	0	0
F. Accessible, safe & affordable child care/child development placement opportunities created or saved.	2	8	2	100.0%	2	16	0	0	0	0	0	0
G. Accessible before/after school program placement opportunities for low-income families created or saved.	5	504	5	100.0%	5	454	0	16	0	33	0	0
H. Accessible new/preserved/expanded transportation resources available to low-income people (public/private)	0	0			0	0	0	0	0	0	0	0
I. Accessible new/preserved/increased educational and training placement opportunities for low-income people	1	20	1	100.0%	1	5	0	9	0	0	0	0
<b>2.2 Community Quality of Life and Assets</b>												
A. Increase in community assets due to a change in law/regulation/policy, resulting in better quality of life	0	0			0	0	0	0	0	0	0	0
B. Increase availability/preservation of community facilities (schools, libraries, community centers, etc.)	2	242	2	100.0%	2	237	0	0	0	0	0	0
C. Increase in the availability or preservation of community services to improve public health and safety	0	0			0	0	0	0	0	0	0	0
D. Increase in the availability or preservation of commercial services within low-income neighborhoods	0	0			0	0	0	0	0	0	0	0
E. Increase in or preservation of neighborhood quality-of-life resources	0	0			0	0	0	0	0	0	0	0
<b>2.3 Community Engagement</b>												
A. Community members mobilized to participate in community revitalization and anti-poverty initiatives	128	Expected	Achieved	Percent	Achieved	Oppor	Achieved	Oppor	Achieved	Oppor	Achieved	Oppor
			120	93.8%	117	2	2	1	1	1	1	1

Hours donated by low-income people												
<b>A. Community members mobilized to participate in community revitalization and anti-poverty initiatives</b>												
Total number of volunteer hours donated to the agency												
16,768												
<b>B. Hours donated by non low-income people</b>												
Total number of volunteer hours donated to the agency												
40,841												
<b>Total volunteer hours from low income people</b>												
16,768												
<b>Total volunteer hours from non low-income people</b>												
40,841												
<b>Total number of volunteer hours donated to the agency</b>												
57,609												

2.4 Community Engagement	Proj	Oppor	Achvd	%	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Expected	Achieved	Achieved	Oppor	Achieved	Oppor	Achieved	Oppor
<b>Hours donated by low-income people</b>												
Total number of volunteer hours donated to the agency												
16,768												
<b>Hours donated by non low-income people</b>												
Total number of volunteer hours donated to the agency												
40,841												
<b>Total volunteer hours from low income people</b>												
16,768												
<b>Total volunteer hours from non low-income people</b>												
40,841												
<b>Total number of volunteer hours donated to the agency</b>												
57,609												



**STEP 4: Enter your quarterly expenditures by category**  
**EXPENDITURES REPORT**

	Units Expected To Be Achieved	Actual Year-to-Date Units Achieved	Actual Year-to-Date Percent Achvd	1st Quarter Units Achieved this Quarter	2nd Quarter Units Achieved this Quarter	3rd Quarter Units Achieved this Quarter	4th Quarter Units Achieved this Quarter
3.1 Community Enhancement through Maximum Feasible Participation	Expected	Achieved	Percent	Achieved	Achieved	Achieved	Achieved
A. Total number of volunteer hours donated by LOW-INCOME INDIVIDUALS only to Community Action <i>(auto-populated)</i>	15,768	40,841	259.0%	4,858	24,254	11,731	0
3.2 Community Empowerment Through Maximum Feasible Participation	Expected	Achieved	Percent	Achieved	Achieved	Achieved	Achieved
A. Low-income people in formal, decision-making, community organizations, government, boards or councils	127	117	92.1%	84	33	0	0
B. Number of low-income people acquiring businesses in their community as a result of Community Action	0	0		0	0	0	0
C. Number of low-income people purchasing their own home in their community as a result of Community Action	0	0		0	0	0	0
D. Low-income people in non-governance community activities/groups created/supported by Community Action	0	0		0	0	0	0

	# Orgs	# Parts	Achvd	Achvd	%	# Orgs	# Parts	# Orgs	# Parts	# Orgs	# Parts	# Orgs	# Parts
4.1 Expanding Opportunities Through Community-Wide Partnerships	18	19	17	18	94.4%	17	18	0	0	0	0	0	0
A. Non-Profit	7	7	12	12	171.4%	12	12	0	0	0	0	0	0
B. Faith Based	3	3	10	10	333.3%	10	10	0	0	0	0	0	0
C. Local Government	7	7	12	12	171.4%	12	12	0	0	0	0	0	0
D. State Government Entity	2	2	2	2	100.0%	2	2	0	0	0	0	0	0
E. Federal Government Entity	242	242	250	250	103.3%	250	250	0	0	0	0	0	0
F. For-Profit Business or Corporation	1	1	2	2	200.0%	2	2	0	0	0	0	0	0
G. Consortiums/Collaboration	0	0	1	1		1	1	0	0	0	0	0	0
H. Housing Consortiums/Collaboration	2	2	2	2	100.0%	2	2	0	0	0	0	0	0
I. School Districts	2	2	4	4	200.0%	4	4	0	0	0	0	0	0
J. Institutions of post secondary education/training	3	3	4	4	133.3%	4	4	0	0	0	0	0	0
K. Financial/Banking Institutions	9	9	9	9	100.0%	9	9	0	0	0	0	0	0
L. Health Service Institutions	2	2	2	2	100.0%	2	2	0	0	0	0	0	0
M. State-wide associations or collaborations													
Others: Please identify:													
1)													
2)													
N. Total unduplicated number of organizations agency actively works with to expand resources & opportunities	298	299	327	328	109.7%	327	328	0	0	0	0	0	0

	Expected	Achieved	Percent	Achieved	Achieved	Achieved	Achieved
5.1 AGENCY DEVELOPMENT - Agency Increases Its Capacity to Achieve Results Through Training	Expected	Achieved	Percent	Achieved	Achieved	Achieved	Achieved
A. Number of Certified Community Action Professionals	0	2	100.0%	2	0	0	0
B. Number of Nationally Certified ROMA Trainers	2	2	100.0%	2	0	0	0
C. Number of Family Development Certified Staff	2	2	100.0%	2	0	0	0
D. Number of Child Development Certified Staff	2	2	100.0%	2	0	0	0
E. Number of staff attending trainings	230	184	80.0%	121	61	2	2
F. Number of board members attending trainings	18	18	100.0%	16	2	0	0
G. Hours of staff in trainings	8,268	5,934	71.8%	1,011	1,916	3,007	
H. Hours of board members in training	366	407	111.2%	96	36	275	

	Expected	Achieved	Percent	Achieved	Achieved	Achieved	Achieved
6.1 Independent Living	Expected	Achieved	Percent	Achieved	Achieved	Achieved	Achieved
A. Senior Citizens (55 years old or older)	0	16		1	7	8	0
Individuals with Disabilities	36	28	77.78%	4	8	16	0
1. Ages 0 - 17	0	0		0	0	0	0
2. Ages 18 - 54	18	17	94.44%	4	2	11	
3. Ages 55 and Over	18	11	61.11%	0	6	5	
4. Age Unknown				0	0	0	



**STEP 4: Enter your quarterly expenditures by category**  
**EXPENDITURES REPORT**

	Units Expected To Be Achieved	Actual Year-to-Date Units Achieved		Actual Year-to-Date Percent Achvd		1st Quarter Units Achieved this Quarter	2nd Quarter Units Achieved this Quarter	3rd Quarter Units Achieved this Quarter	4th Quarter Units Achieved this Quarter
		Expected	Achieved	Percent	Percent				
<b>6.2 Emergency Assistance</b>									
A. Emergency Food	42	135	321.4%	49	0	86			Achieved
B. Emergency Fuel or Utility payments (including LIHEAP or other public or private funding source)	17,719	20,693	115.8%	4,803	2,330	13,560			
C. Emergency Rent or Mortgage Assistance	232	446	192.2%	0	14	390			
D. Emergency Car or Home Repair (i.e. structural, appliance, heating system, etc.)	0			0	0	0			
E. Emergency Temporary Shelter	0			0	0	0			
F. Emergency Medical Care	0			0	0	0			
G. Emergency Protection from Violence	0			0	0	0			
H. Emergency Legal Assistance	0			0	0	0			
I. Emergency Transportation	0	26		0	22	4			
J. Emergency Disaster Relief	0			0	0	0			
K. Emergency Clothing	0			0	0	0			
Other Provide translation assistance in order for person to receive emergency services	0			0	0	0			
<b>6.3 Child and Family Development</b>									
<b>Infants and Children</b>									
A. Infants and children obtain age appropriate immunizations, medical and dental care	830	558	67.2%	441	96	21			
B. Infants and children health and physical development are improved as a result of adequate nutrition	820	877	107.0%	775	102	0			
C. Children participate in pre-school activities to develop school readiness skills	1,206	1,100	91.2%	973	107	20			
D. Children participating in pre-school activities are developmentally ready for Kindergarten or 1st Grade	1,206	1,100	91.2%	973	107	20			
<b>Youth</b>									
E. Youth improve health and physical development	148	140	94.6%	0	5	135			
F. Youth improve social/emotional development	148	140	94.6%	0	5	135			
G. Youth avoid risk-taking behavior for a defined period of time	148	140	94.6%	0	5	135			
H. Youth have reduced involvement with criminal justice system	148	140	94.6%	0	5	135			
I. Youth increase academic, athletic or social skills by participating in before or after school programs	148	140	94.6%	0	5	135			
<b>Adults</b>									
J. Parents and other adults learn and exhibit improved parenting skills	635	866	136.4%	531	335	0			
K. Parents and other adults learn and exhibit improved family functioning skills	635	866	136.4%	531	335	0			
<b>6.4 Family Supports</b>									
A. Enrolled children in before or after school programs	0			0	0	0			
B. Obtained care for child or other dependent	0			0	0	0			
C. Obtained access to reliable transportation and/or driver's license	0			0	0	0			
D. Obtained health care services for themselves or a family member	0			0	0	0			
E. Obtained safe and affordable housing	66	106	160.6%	35	1	70			
F. Obtained food assistance	32	135	421.9%	45	50	40			
G. Obtained non-emergency LIHEAP energy assistance	15,500	9,991	64.5%	3,154	1,086	5,751			
H. Obtained non-emergency WX energy assistance	0			0	0	0			
I. Obtained other non-emergency energy assistance (State/local/private energy program. Do NOT include LIHEAP or WX.	0			0	0	0			
<b>6.5 Service Counts</b>									
A. Food Boxes	0			0	0	0			
B. Pounds of Food	0			0	0	0			
C. Units of Clothing	0			0	0	0			
D. Rides Provided	0			0	0	0			
E. Information and Referral Calls	0			0	0	0			

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**EHEAP**

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

<b>CONTRACTOR NAME, ADDRESS, PHONE# and FEID#</b>  AGRICULTURAL AND LABOR PROGRAM, INC WYNCHBURG ROAD LAKE ALFRED, FL 33850-2576 (813) 956-3491 FEID # 59-1634148	<b>TYPE OF REPORT :</b>  Advance Request _____  Reimbursement Request <input checked="" type="checkbox"/>	This Request Period <u>6/01/2016 - 6/30/2016</u> PSA # <u>6</u> Report # <u>3</u> Contract # <u>EH-16/17 - ALPI</u> Contract Period <u>04/01/2016 - 03/31/2017</u>
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Justification: 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: 7/6/16 Approved by: Date: 7-6-16

PART A: BUDGET SUMMARY	ADMINISTRATION SERVICES	OUTREACH SERVICES	CRISIS SERVICES	WEATHER RELATED	ADMINISTRATION WEATHER RELATED	TOTAL
Approved Contract Amount	\$1,743.00	\$17,384.00	\$92,948.00	\$2,548.00	\$0.00	\$114,623.00
Previous Funds Received for Contract Period	\$250.46	\$2,330.07	\$18,681.67	\$0.00	\$0.00	\$21,262.20
Contract Balance (line 1 minus line 2)	\$1,492.54	\$15,053.93	\$74,266.33	\$2,548.00	\$0.00	\$93,360.80
Previous Funds Requested and Not Received for Contract Period	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contract Balance (line 3 minus line 4)	\$1,492.54	\$15,053.93	\$74,266.33	\$2,548.00	\$0.00	\$93,360.80

PART B: CONTRACT FUNDS REQUEST	ADMINISTRATION SERVICES	OUTREACH SERVICES	CRISIS SERVICES	WEATHER RELATED	ADMINISTRATION WEATHER RELATED	TOTAL
Anticipated Cash Needs (1st - 2nd month, Attach Justification)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Expenditures For Month (DOEA Form 105P, Part B, Line 6)	\$141.14	\$1,164.84	\$6,784.94	\$0.00	\$0.00	\$8,090.92
<b>TOTAL</b>	\$141.14	\$1,164.84	\$6,784.94	\$0.00	\$0.00	\$8,090.92

PART C: NET FUNDS REQUESTED	ADMINISTRATION SERVICES	OUTREACH SERVICES	CRISIS SERVICES	WEATHER RELATED	ADMINISTRATION WEATHER RELATED	TOTAL
Net Advance Applied	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL FUNDS REQUESTED</b> (Part B, Line 3 minus Part C, Line 1)	\$141.14	\$1,164.84	\$6,784.94	\$0.00	\$0.00	\$8,090.92

**PART D: SERVICE INFORMATION**

Number of individuals (units) served with crisis energy assistance during the report month: \_\_\_\_\_ 26

Justification 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: 6/01/2016 TO: 6/30/2016 CONTRACT PERIOD: 4/1/2016 3/31/2017 CONTRACT # EH-16/17-ALPI REPORT # 3 PSA# 6
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CERTIFICATION : I certify to the best of my knowledge and belief that this report is complete and all outlays herein are for purposes set forth in the contract.

Prepared by: Date: 7/6/16 Approved by: Date: 7-6-16

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	\$21,262.20	\$21,262.20	18.55%
2. Interest on Agreement Funds		\$0.00	\$0.00	\$0.00	0.00%
3. TOTAL AGREEMENT AMOUNT		\$114,623.00	\$21,262.20	\$21,262.20	18.55%

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	\$141.14	\$391.60	22.47%
2. Outreach		\$17,384.00	\$1,164.84	\$3,494.91	20.10%
3. Crisis Services		\$92,948.00	\$ 6,784.94	\$ 25,466.61	27.40%
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	\$8,090.92	\$29,353.12	25.61%

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

<b>FACTORY NAME, ADDRESS, PHONE# and FEID#</b>  IE AGRICULTURAL AND LABOR PROGRAM, INC 0 LYNCHBURG ROAD WILKE ALFRED, FL 33850-2576 (813) 956-3491 ID # 59-1634148	<b>TYPE OF REPORT :</b>  Advance Request _____  Reimbursement Request <input checked="" type="checkbox"/>	This Request Period <u>7/01/2016 - 7/31/2016</u> PSA # <u>6</u> Report # <u>4</u> Contract # <u>EH-16/17 - ALPI</u> Contract Period <u>04/01/2016 - 03/31/2017</u>
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RTIFICATION: 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: 8/2/16 Approved by: [Signature] Date: 8-2-16

RT A: BUDGET SUMMARY	ADMINISTRATION SERVICES	OUTREACH SERVICES	CRISIS SERVICES	WEATHER RELATED	ADMINISTRATION WEATHER RELATED	TOTAL
Approved Contract Amount	\$1,743.00	\$17,384.00	\$92,948.00	\$2,548.00	\$0.00	\$114,623.00
Previous Funds Received for Contract Period	\$250.46	\$2,330.07	\$18,681.67	\$0.00	\$0.00	\$21,262.20
Contract Balance (line 1 minus line 2)	\$1,492.54	\$15,053.93	\$74,266.33	\$2,548.00	\$0.00	\$93,360.80
Previous Funds Requested and Not Received for Contract Period	\$141.14	\$1,164.84	\$6,784.94	\$0.00	\$0.00	\$8,090.92
Contract Balance (line 3 minus line 4)	\$1,351.40	\$13,889.09	\$67,481.39	\$2,548.00	\$0.00	\$85,269.88

RT B: CONTRACT FUNDS REQUEST	ADMINISTRATION SERVICES	OUTREACH SERVICES	CRISIS SERVICES	WEATHER RELATED	ADMINISTRATION WEATHER RELATED	TOTAL
Anticipated Cash Needs (1st - 2nd month, Attach Justification)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Expenditures For Month (DOEA Form 105P, Part B, Line 6)	\$218.48	\$2,007.26	\$5,884.26	\$0.00	\$0.00	\$8,110.00
TOTAL	\$218.48	\$2,007.26	\$5,884.26	\$0.00	\$0.00	\$8,110.00

RT C: NET FUNDS REQUESTED	ADMINISTRATION SERVICES	OUTREACH SERVICES	CRISIS SERVICES	WEATHER RELATED	ADMINISTRATION WEATHER RELATED	TOTAL
Less Advance Applied	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL FUNDS REQUESTED (Part B, Line 3 minus Part C, Line 1)	\$218.48	\$2,007.26	\$5,884.26	\$0.00	\$0.00	\$8,110.00

**RT D: SERVICE INFORMATION**

Number of individuals (units) served with crisis energy assistance during the report month: 20

Verification 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: 7/01/2016 TO: 7/31/2016 CONTRACT PERIOD: 4/1/2016 3/31/2017 CONTRACT # EH-16/17-ALPI REPORT # 4 PSA# 6
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CERTIFICATION : I certify to the best of my knowledge and belief that this report is complete and all outlays herein are for purposes set forth in the contract.

Prepared by: *[Signature]* Date: 8/2/16 Approved by: *[Signature]* Date: 8-2-16

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	\$21,262.20	\$21,262.20	18.55%
2. Interest on Agreement Funds	\$0.00	\$0.00	\$0.00	0.00%
<b>3. TOTAL AGREEMENT AMOUNT</b>	<b>\$114,623.00</b>	<b>\$21,262.20</b>	<b>\$21,262.20</b>	<b>18.55%</b>

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	\$218.48	\$610.08	35.00%
2. Outreach	\$17,384.00	\$2,007.26	\$5,502.17	31.65%
3. Crisis Services	\$92,948.00	\$ 5,884.26	\$ 31,350.87	33.73%
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%
<b>6. TOTAL EXPENDITURES</b>	<b>\$114,623.00</b>	<b>\$8,110.00</b>	<b>\$37,463.12</b>	<b>32.68%</b>



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

<b>CONTRACTOR NAME, ADDRESS, PHONE# and FEID#</b>  E AGRICULTURAL AND LABOR PROGRAM, INC 300 LYNCHBURG ROAD KE ALFRED, FL 33850-2576 (813) 956-3491 FEID # 59-1634148	<b>TYPE OF REPORT :</b>  Advance Request _____  Reimbursement Request <input checked="" type="checkbox"/>	This Request Period <u>8/01/2016 - 8/31/2016</u> PSA # <u>6</u> Report # <u>5</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: 8/2/16 Approved by: [Signature] Date: 8/16/16

ART A: BUDGET SUMMARY	ADMINISTRATION SERVICES	OUTREACH SERVICES	CRISIS SERVICES	WEATHER RELATED	ADMINISTRATION WEATHER RELATED	TOTAL
Approved Contract Amount	\$1,743.00	\$17,384.00	\$92,948.00	\$2,548.00	\$0.00	\$114,623.00
Previous Funds Received for Contract Period	\$391.60	\$3,494.91	\$25,466.61	\$0.00	\$0.00	\$29,353.12
Contract Balance (line 1 minus line 2)	\$1,351.40	\$13,889.09	\$67,481.39	\$2,548.00	\$0.00	\$85,269.88
Previous Funds Requested and Not Received for Contract Period	\$218.48	\$2,007.26	\$5,884.26	\$0.00	\$0.00	\$8,110.00
Contract Balance (line 3 minus line 4)	\$1,132.92	\$11,881.83	\$61,597.13	\$2,548.00	\$0.00	\$77,159.88

ART B: CONTRACT FUNDS REQUEST	ADMINISTRATION SERVICES	OUTREACH SERVICES	CRISIS SERVICES	WEATHER RELATED	ADMINISTRATION WEATHER RELATED	TOTAL
Anticipated Cash Needs (1st - 2nd month, Attach Justification)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Expenditures For Month (DOEA Form 105P, Part B, Line 6)	\$163.06	\$1,331.60	\$4,159.90	\$0.00	\$0.00	\$5,654.56
<b>TOTAL</b>	\$163.06	\$1,331.60	\$4,159.90	\$0.00	\$0.00	\$5,654.56

ART C: NET FUNDS REQUESTED	ADMINISTRATION SERVICES	OUTREACH SERVICES	CRISIS SERVICES	WEATHER RELATED	ADMINISTRATION WEATHER RELATED	TOTAL
Less Advance Applied	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL FUNDS REQUESTED</b> (Part B, Line 3 minus Part C, Line 1)	\$163.06	\$1,331.60	\$4,159.90	\$0.00	\$0.00	\$5,654.56

**ART D: SERVICE INFORMATION**

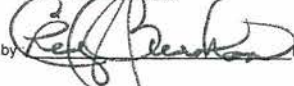

Number of individuals (units) served with crisis energy assistance during the report month: 13

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: 8/01/2016 TO: 8/31/2016 CONTRACT 4/1/2016 PERIOD: 3/31/2017 CONTRACT # EH-16/17-ALPI REPORT # 5 PSA# 6
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CERTIFICATION : I certify to the best of my knowledge and belief that this report is complete and all outlays herein are for purposes set forth in the contract.

Prepared by:  Date: 9/2/16 Approved by:  Date: 9-6-16

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	\$29,353.12	\$29,353.12	25.61%
2. Interest on Agreement Funds	\$0.00	\$0.00	\$0.00	0.00%
3. TOTAL AGREEMENT AMOUNT	\$114,623.00	\$29,353.12	\$29,353.12	25.61%

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	\$163.06	\$773.14	44.36%
2. Outreach	\$17,384.00	\$1,331.60	\$6,833.77	39.31%
3. Crisis Services	\$92,948.00	\$ 4,159.90	\$ 35,510.77	38.20%
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	\$5,654.56	\$43,117.68	37.62%

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## **E-RATE REIMBURSEMENT**

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Schools and Libraries Division



**Quarterly E-Rate Payment Authorization Report  
(2nd Quarter 2016)**

June 30, 2016

Deloris Johnson  
THE AGRICULTURAL AND LABOR PROGRAM, INC.  
300 Lynchburg Road  
Lake Alfred, FL 33850

**Re: Billed Entity Number 16045101**

Enclosed you will find your Quarterly E-Rate Payment Authorization Report (Report) reflecting payment activity under the program for your billed entity for the period of April 1, 2016 through June 30, 2016.

This report is issued each quarter to provide you with timely information and reflects the invoice payment authorization activity related to all E-Rate fund years for your billed entity. You may expect your next Report in early October 2016 for the 3rd quarter 2016 payment authorization activity. The payment authorizations are a direct result of invoices submitted by your service provider(s) [FCC Form 474, Service Provider Invoice (SPI) Form] and/or invoices submitted on behalf of your billed entity [FCC Form 472, Billed Entity Applicant Reimbursement (BEAR) Form].

Please take the time to review this report and ensure the payment authorization activity is accurate. We want to be sure that you are receiving services and discounts for which payments have been authorized. If you have not received reimbursement from your service provider on an approved BEAR payment and more than 30 days has passed since the service provider was paid by USAC, please contact your service provider. In addition, you may report it using "Submit a Question" on our website. Please provide the following information:

Applicant Name  
Form 471 Application Number  
Service Provider Name  
Service Provider Identification Number (SPIN)  
Funding Request Number (FRN)  
Amount of payment  
Your name and contact information

Schools and Libraries Division  
Universal Service Administrative Company

Enclosure

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Schools and Libraries Division - Correspondence Unit  
30 Lanidex Plaza West, PO Box 685, Parsippany, NJ 07054-0685  
Visit us online at: [www.usac.org/sl](http://www.usac.org/sl)

Billed Entity Number: 16045101 Billed Entity Name: THE AGRICULTURAL AND LABOR PROGRAM, INC.

Funding Year	APPL #	FRN #	FRN Committed Amount	FRN Authorized Disbursements To Date	Service Provider Name	Disbursement Authorization Date	SPI	BEAR	Total
07/01/2015-06/30/2016	1049349	2867075	\$65,129.40	\$65,129.40	BellSouth Telecommunica	05/26/2016		\$22,729.06	\$22,729.06
					SPIN Total			\$22,729.06	\$22,729.06
		2869158	\$1,683.86	\$1,683.86	Verizon Wireless (Cellc	05/26/2016		\$545.56	\$545.56
					SPIN Total			\$545.56	\$545.56
		2870102	\$7,713.13	\$5,059.59	Verizon Florida LLC.	05/26/2016		\$1,691.48	\$1,691.48
					SPIN Total			\$1,691.48	\$1,691.48
		2870330	\$6,828.52	\$6,828.52	Bright House Networks,	05/26/2016		\$6,828.52	\$6,828.52
					SPIN Total			\$6,828.52	\$6,828.52
		2870434	\$8,572.82	\$7,254.49	Comcast Business Commun	05/26/2016		\$2,657.38	\$2,657.38
					SPIN Total			\$2,657.38	\$2,657.38
		2870543	\$4,654.69	\$4,139.37	Fort Pierce Utilities A	06/02/2016		\$1,521.83	\$1,521.83
					SPIN Total			\$1,521.83	\$1,521.83
					Application Total			\$35,973.83	\$35,973.83
					Total Fund Year Applications			\$35,973.83	\$35,973.83
					Total Applications All Fund Years			\$35,973.83	\$35,973.83

Disbursement Authorization Date: Date SLD authorized disbursement unit to disburse funds.  
 SPI: Service Provider Invoice; payments authorized based on this form.  
 BEAR: Billed Entity Applicant Reimbursement Form; payments authorized based on this form.

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**CHASE SETTLEMENT GRANT  
QUARTERLY REPORT**

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**Chase Settlement Grant Quarterly Report**  
**The Agricultural and Labor Program, Inc.**  
**Second Quarter Report**  
**April thru June 2016**

<b>Date</b>	<b>Funds</b>	<b>Service</b>	<b># of units of services (\$600 = 1 unit of service)</b>	<b>County</b>	<b>Justification for expenditure</b>
4/21/2016	\$137.98	Electricity	0.25	Hendry	Client came in needing electric assistance. Client relocated from Naples to Hendry County. Client is a senior citizen, single widow with limited resources.
6/27/2016	\$600.00	Rent	1	Hendry	Client is a homeless mother of 3 children. Client residing with a friend in unsafe, overcrowded dwelling
6/27/2016	\$552.00	Mortgage arrears	1	Hendry	Client is a recent separated from husband, mother of 2 children is not getting paid for Summer months from job
4/13/2016	\$450.00	Rent deposit	0.75	Glades	Client was evacuated from an unsafe and unhealthy dwelling
					Code Enforcement & Fire Dept. removed tenants along with Sheriff Deputies. Client became homeless in with 45 minutes
4/25/2016	\$350.00	Rent deposit	0.58	Glades	Client was evacuated from an unsafe and unhealthy dwelling
					Code Enforcement & Fire Dept. removed tenants along with Sheriff Deputies. Client became homeless in with 45 minutes
5/3/2016	\$450.00	Rent deposit	0.75	Glades	Client was evacuated from an unsafe and unhealthy dwelling
					Code Enforcement & Fire Dept. removed tenants along with Sheriff Deputies. Client became homeless in with 45 minutes
5/19/2016	\$450.00	Rent deposit	0.75	Glades	Client was evacuated from an unsafe and unhealthy dwelling
					Code Enforcement & Fire Dept. removed tenants along with Sheriff Deputies. Client became homeless in with 45 minutes
6/24/2016	\$296.37	Utilities	0.5	Glades	Client is a single mother of 3 children, had unexpected medical expenses with son's bike accident.
4/25/2016	\$695.00	Monthly Rent	1.16	Highlands	Client was removed from dwelling due to unhealthy condition. Client was in a nursing home and not allowed to return to her dwelling. Client was able to secure another residence.

Chase Settlement Grant Quarterly Report  
 The Agricultural and Labor Program, Inc.  
 Second Quarter Report  
 April thru June 2016

4/27/2016	\$500.00	Monthly Rent	0.83	Highlands	Client was a victim of identity theft, her vehicle was reposed which was her means of income. Client is a single person Client does not have relatives in the area.
5/17/2016	\$400.00	Monthly Rent	0.67	Highlands	Client had unexpected medical bills that prevented her to make monthly rent payment. Client is a single working person.
6/1/2016	\$525.00	Monthly Rent	0.88	Highlands	Client received eviction papers from Landlord. Client is a DV single mother of 3 children. Homelessness was prevented.
6/24/2016	\$450.00	Monthly Rent	0.75	Highlands	Client felt and incurred in medical expenses, placed in medical leave until Doctor's release and clearance.
4/1/2016	\$1,167.00	Mortgage arrears	1.95	Polk	Client had unexpected car repairs, only mean of transport Widower senior citizen lives alone.
5/26/2016	\$400.00	Rent Deposit	0.67	Polk	Client is a single parent with 3 children. Client was residing with his Mother and his family under overcrowded and unsafe conditions. Client secured a dwelling for his family.
5/31/2016	\$600.00	Rent deposit	1	Polk	Client was in a homeless situation. Client is a single mother of 6 children.
Total	<b>\$6,574.98</b>		13.49		

## **OTHER REPORTS**



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**ADVISORY COUNCILS' MEETING REPORT**

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## ADVISORY COUNCIL/COMMITTEE MEETING REPORT FORM

**INSTRUCTIONS:** Complete and submit to the full Board.

\_\_\_\_\_  
Central Region Advisory Council  
Council/Committee

\_\_\_\_\_  
August 10, 2016  
Date of Report

**Members Present/Absent:** Meeting Attendance Roster 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 5:38 p.m. by Chairperson Johnnie McNair
- II. **MISSION STATEMENT:** Read in unison
- III. **MOMENT OF SILENCE:** Observed by all
- IV. **ROLL CALL:** See attached
- V. **SECRETARY REPORT:** The minutes (June 8, 2016): Louvenia Crumity moved to accept the minutes as presented with any necessary changes; seconded by Elizabeth Scaife. Motion carried.
- VI. **CORRESPONDENCE:** Benevolent Committee Report (see attached)  
Josephine Howard moved to accept the written and presented policy; seconded by Elizabeth Scaife. Motion carried. The Committee was charged to go back and bring a recommendation to address sick members.
- VII. **BOARD REPRESENTATIVE REPORT:** Josephine Howard reported in Ruby Willix absence.
- VIII. **NEW BUSINESS:**
  - **2016 Annual Meeting**
    - ✓ Proposed location: Senior Center – Winter Haven
    - ✓ Proposed Keynote Speaker: Shawn Kinsey (Glenda Jones will make contact to confirm)
    - ✓ Mistress of Ceremony: Hollis Jackson (confirmed)
    - ✓ Meeting/Program Theme: Building Unity In Our Community
    - ✓ Caterer: Sonny's/serve 50 ppl
  - **Arabell Wiggins Scholarship Committee:**  
Received seven (7) applications; the scholarship was awarded to recipient Rodvason Alnord. Other applications didn't meet criteria (i.e. incomplete, over income, etc.)
  - **2017 Agency's CRAC/Community Service Award** – Johnnie McNair and Margaree Simon nominated Libby Combee from Mosaic Café. The council agreed.
  - **One Goal Summer Conference** – Josephine Howard reported on her attendance/participation.
  - **Voter's Registration, Council Recruitment & LIHEAP Energy Fair** – Several members volunteered for these activities on August 10, 2016.

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?)

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.**  
**2015-2016 CRAC Attendance Roster**  
 (Scheduled Meetings: October, March, May, August)

<b>Council Member</b>	<b>Oct 2015</b>	<b>Jan 2016</b>	<b>Feb</b>	<b>Mar</b>	<b>May</b>	<b>Aug</b>	<b>Sept</b>
	<b>Annual Corporate Membership Meeting</b>	<b>Agency's 48<sup>th</sup> Annual Mtg</b>	<b>Agency's Shared Gov. Orientation</b>				<b>Special Events Planning Meeting</b>
Louvenia Crumity	P	E	E	E	E	P	
Earnestine Davis	E	P	E	A	P	P	
John Doles	E	E	E	A	A	RESIGNED	
Clora Dubose	E	E	P	E	P	P	
Patricia Gamble	P	P	E	E	P	P	
Clarence Grier	P	E	P	E	P	P	
Josephine Howard	P	P	P	E	E	P	
Hollis Jackson	P	E	E	P	P	P	
Lillie Jackson	E	E	E	P	E	E	
Glenda Jones	E	P	P	P	E	P	
Annie Larkins	P	P	P	P	P	P	
Johnnie McNair	P	P	E	P	P	P	
Doris Parker	P	E	P	E	P	P	
Jacqueline Rentz	P	P	P	P	P	E	
Helen Rowe	P	P	P	P	E	P	
Elizabeth Scaife	P	P	E	P	P	P	
Margaree Simon	E	E	E	P	P	P	
Dorothy Spencer	P	E	E	E	P	P	
Lydia Thomas	P	E	P	P	P	P	
Ruby Willix	P	P	P	P	E	E	
<b>Total Present</b>	<b>14</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>13</b>	<b>15</b>	


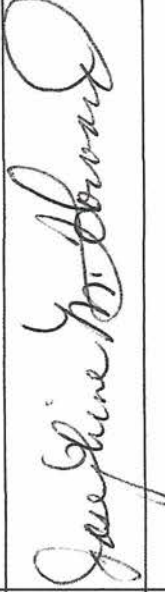




P = Present

E = Excused

A = Absent



THE AGRICULTURAL AND LABOR PROGRAM, INC.  
 CENTRAL REGION ADVISORY COUNCIL MEETING  
 AUGUST 10, 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	
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	
Dorothy Spencer, Treasurer	602 N. Brunnell Parkway Lakeland, FL 33815	Hm: 863/688-1906 Work: 863/534-7100 ext. 3	
Clarence Grier, Parliamentarian	1048 W. 8 <sup>th</sup> Street Lakeland, FL 33805	Hm: 863/683-1941 Cell: 863/660-8057	
Louvenia Crumity	101 Avenue V. N.W. Winter Haven, FL 33881	Hm: 863/293-2981	
Earnestine Davis	3079 Buckeye Point Drive Winter Haven, FL 33881	Hm: 863/268-6011	

THE AGRICULTURAL AND LABOR PROGRAM, INC.  
 CENTRAL REGION ADVISORY COUNCIL MEETING  
 AUGUST 10, 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	7
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	
Glenda Jones	P.O. Box 3311 Winter Haven, FL 33881	Hm: 863/294-5860 Wk: 863/294-5860	<i>Glenda Jones</i>
Annie Larkins	P.O. Box 4044 Winter Haven, FL 33885	Hm: 863/294-1493	<i>Annie B. 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  
 AUGUST 10, 2016  
 SIGN-IN SHEET

NAME	ADDRESS	TELEPHONE	SIGNATURE
Jacqueline Rentz	1004 Wildwood East Lakeland, FL 33805	Hm: 863/665-3131	
Helen Rowe	1400 Old Bartow/Eagle Lake Rd #4113 Bartow, FL 33831	Cell: 863/595-6501	<i>Helen Rowe</i>
Elizabeth Scaife	2462 6 <sup>th</sup> 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: <del>863/533-7872</del> Cell: 863/512-2453	<i>Margaree B. Simon</i>
Lydia Thomas	3717 Feather Drive Lakeland, FL 33812	Hm: 863/644-3224 Wk: 863/499-2222 ext138 Cell: 863/602-6778	<i>Lydia Thomas</i>
Ruby Willix	2876 Dudley Drive Bartow, FL 33830	Hm: 863/537-6292 Cell: 863/207-1822	





## COUNCIL/COMMITTEE MEETING REPORT FORM

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

Eastern Region Advisory  
COUNCIL/COMMITTEE

August 15, 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 May 16, 2016 meeting and correspondences from Fannie Moore and Tiffany Wilder.
- Motion to accept a new member, Mercedes Connelly Estime, to the Council by Marjorie Gaskin, 2<sup>nd</sup> by Gena Spivey, approved by Council.
- Approved the Treasurer Report with a current balance of \$297.70.
- Energy Fair that was held on July 13 – 14, 2016 was discussed in depth.
- June Annual Picnic that was held in Clewiston, Florida in June was discussed.
- Annual meeting update with the theme: "ALPI Paving the way in Unity" approved. Also discussed the program with the speaker being Dr. Donna Mills, Saint Lucie County School Board member and completing the program participants.
- Discussed that ERAC have no representation on the ALPI Board Special Events Committee, Constance Griffin was selected.
- Gena Spivey nominated that Arthur Sheffield as ERAC Public Service Award, 2<sup>nd</sup> by Constance Griffin and approved by Council.
- 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.
- Added Beverly Richardson and Mercedes Connelly to the Scholarship committee and meeting to award scholarship TBA.
- The following monies were collected for the scholarship fund: Constance Griffin - \$5.00; Katherine Sims - \$23.00; and Beverly Richardson - \$20.00 for a total of \$48.00.
- Motion to approve the food vendor, C J's Chicken and Ribs, for ERAC annual meeting in October 2016 by Marjorie Gaskin, 2<sup>nd</sup> by Constance Griffin, approved by Council.
- Discussed the upcoming fish fry, Saturday, August 20, 2016, starting with set up at 8:30 a.m. with council members donating items to make the maximum amount for the Scholarship fund.
- Motion to adjourn by Constance Griffin, 2<sup>nd</sup> by Marjorie Gaskin, meeting adjourned at 7:40 p.m.

**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, Council Secretary






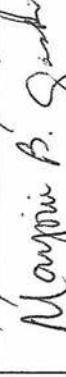







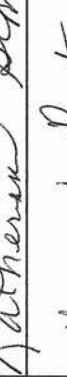

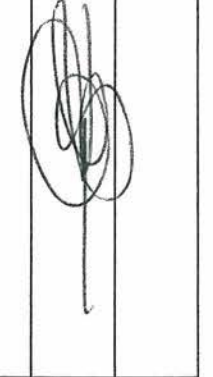
**EASTERN REGION ADVISORY COUNCIL  
2016 ATTENDANCE ROSTER**

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



August 15, 2016 6:30 PM

Eastern Region Advisory Council

NAME	ADDRESS	TELEPHONE	SIGNATURE
William Holt, Chairperson	4129 57 <sup>th</sup> Ave. Vero Beach, FL 32967	Cell: 772-538-4280 Home: 772-562-8377	
Constance Griffin, Vice Chairperson	3500 Ave. S Ft. Pierce, FL 34947	Cell: 772-882-1552 Home: 772-467-8872	
Gena Spivey, Treasurer	2310 SE Shelter Drive Port St. Lucie, FL 34952	Cell: 772-360-8840 Home: 772-398-0656	
Marjorie Gaskin, Secretary	1511 N 21st Street Ft. Pierce, FL 34950	Cell: 772-475-3194 Home: 772-464-0243	
Angela Jules	P.O. Box 1084 Ft. Pierce, FL 34950	Cell: 772-708-8828	
Betty Bradwell	2905 Kingsley Dr. Ft. Pierce, FL 34946	Cell: 772-882-2676	
Beverly Richardson	3400 Ave. S Ft. Pierce, FL 34950	Cell: 772-801-4268 Home: 772-595-0616	
Bobby Byrd	795 Bentcreek Dr. Ft. Pierce, FL 34947	Cell: 772-360-8840 Home: 772-398-0656	
Debra Williams	513 N 15 <sup>th</sup> St. Ft. Pierce, FL 34950	Cell: 772-519-8017 Home: 772-460-9896	
Fannie Moore	P.O. Box 1004 Port Salerno, FL 34992	Cell: 772-209-2093	
Frances Cooper	2606 Atlantic Ave. Ft. Pierce, FL 34947	Cell: 772-353-8554 Home: 772-464-2868	
Katherine Sims	5809 NW Gillespie Ave Port St. Lucie, FL 34986	Cell: 772-985-5791	
Margaret Porter	1905 N 41 <sup>st</sup> St Ft. Pierce, FL 34947	Cell: 772-332-2007 Home: 772-461-6422	
Tiffany Wilder	318 N 13 <sup>th</sup> St. Ft. Pierce, FL 34950	Cell: 772-882-0163	
Mercadez Esteime-Connelly Sweet.mercadez@yahoo.com	4218 SW Santiago Ave. Port St. Lucie, FL 34953 5220 Pinetree Drive Fort Pierce, FL 34982	Home: (772) 742-8197 Cell: (772) 882-1002	



**ADVISORY COUNCIL/COMMITTEE  
MEETING REPORT FORM**



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

**Northern Region Advisory Council**

August 15, 2016

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**Council/Committee**

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**Date of Report**

**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:**

- ✓ First meeting of the NRAC and ATEC
- ✓ Minutes of March, 2016 meeting was approved
- ✓ The NRAC scholarship was awarded to Faith Nathan
- ✓ Annual meeting activities were discussed

**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?)**

- ✓ The Northern Region Advisory Council met with ATEC. The meeting of both groups was held in DeLand, Florida.
- ✓ It was agreed that the Annual Meeting will be hosted by ATEC and the meeting will be held in DeLand.
- ✓ The Northern Region Advisory Council and ATEC will continue to meet on a regular basis to share information and plan activities that involve the council and ATEC within the Northern Region communities.

**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.**

- ✓ N/A



## NORTHERN REGION ADVISORY COUNCIL

### 2015-2016 Attendance Roster (Scheduled Meetings: October, March, May, August)

Name	Oct 2015	Feb 2016 Shared Governance Orientation	Mar 2016	May 2016	Aug 2016
Donald Tillman	P	P	P		P
Yvonne Grey	P	A	P		A
Constance Anderson	A	P	A		P
Charles Harris, Jr.	P	P	P		A
Marva Hawkins	P	P	P		P
Evelyn Seabrook	P	P	P		P
Sheila Dixon	A	A	A		P
Grace Miller	E	E	E		E
Dorothy Curry	P	P	P		P
David Rucker	P	P	P		A
<b>Total Present</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>Canceled</b>	<b>6</b>

P = Present



E = Excused

A = Absent

■ = No Meeting Held

THE AGRICULTURAL AND LABOR PROGRAM, INC.  
NORTHERN REGION

August 15, 2016  
SIGN-IN SHEET

NAME	ADDRESS	TELEPHONE	SIGNATURE
DONALD TILLMAN, CHAIRPERSON	930 Saint George Street Orlando, FL 32805	Work: (407) 905-3710 ext. 2311 Cell: (407) 924-1950	
YVONNE GREY, VICE CHAIRPERSON	222 Tuskegee Avenue Sanford, FL 32771	Home: (407) 322-8715 Cell: (407) 322-5461	
CONSTANCE ANDERSON, SECRETARY/CO-CHAIR SPECIAL EVENTS COMMITTEE	2480 Crawford Drive Sanford, FL 32771	Home: (407) 323-5475 Cell: (407) 314-9324	Constance Anderson
EVELYN SEABROOK, CO-CHAIR SPECIAL EVENTS COMMITTEE	2506 Carmel Lane Eustis, FL 32726	Home: (352) 589-9704 Cell: (352) 267-2168	
MARVA HAWKINS, TREASURER	P O BOX 492 Sanford, FL 32772	Home: (407) 322-5418 Cell: (407) 419-4234	Marva Hawkins
CHARLES HARRIS, JR., PARLIAMENTARIAN	6607 Old Hwy 441 south Mt. Dora, FL 32757	Home: (352) 383-5867 Cell: (352) 223-7683	
SHEILA DIXON	P O Box 200 Sanford, FL 32772	Home: (407) 330-2876 Cell: (407) 314-1067	Sheila Dixon
GRACE MILLER	1302 Deerock Drive Orlando, FL 32811	Home: (407) 299-3494	Excused
DOROTHY CURRY	P O Box 2935 Sanford, FL 32772	Home: (407) 323-2099 Cell: (407) 314-8343	Dorothy Curry
DAVID RUCKER	4557 Frisco Circle Orlando, FL	Home: (407) 299-7672 Cell: (407) 247-8876	





## COUNCIL/COMMITTEE MEETING REPORT FORM

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

The Southern Region Advisory Council

August 15, 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:

- Annette Jones, Scholarship Chair shared information in reference to the two '2016' *Seigler, Sims & Wade Scholarship recipients*. They are: Destiny Smith from Labelle, who will be attending Bethune- Cookman University in Daytona Beach, FL and Jaquez Pugh from Clewiston, who will be attending Full Sail University in Winter Park, FL. Scholarship amount is \$500.00 per recipient.
- The Southern Region Advisory Council '2016' Community Award Nominee is: "*B" Street Community Center in Lake Wales, FL. 'B" Street has been a very supportive partner of the LIHEAP (Low Income Home Energy Assistance Program).*
- The Southern Region Advisory Council's Annual Meeting is scheduled for Monday, October 17, 2016 at Lake View Community Center in Frostproof, FL. Time: 7:00 PM. The program was discussed and participants confirmed. Annette Jones was assigned to contact Olympia Restaurant as a possible caterer for the event. Letters will be sent to the awardees requesting their attendance at the Annual Meeting (if available) to receive their scholarship checks. If not available checks will be mailed.

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)


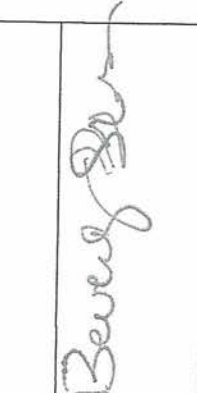
Name	October 2015 Annual Meeting	March 2016	May 2016	August 2016
John Ash	P	P	P	P
Keith Brown	A	A	A	A
Patricia Brown	P	E	P	P
Annessa Chilous	P	E	A	A
Katie Clarke	P	P	E	E
Noemi R. Cruz	P	E	A	P
Minister Kelly Paul Galati	P	A	A	P
Ruth Gay	P	P	P	P
Barbara Grace	P	P via phone	P	P
Rosa Hampton	E	P via phone	P	E
LaVita Holmes	P	P via phone	P	E
Annette Jones	P	P	P	P
N’Kosi Jones	A	P	P	A
Bernice Lopez	P	P	P	P
Emma Malcolm	P	A	P	P via Phone
Tracy Maloy	P	E	P	P via Phone
Pamela Moxley	P	P via phone	P	P via Phone
Lester Roberts	P	P	A	E
Annie Robinson	P	P	P	P
Kimberly Ross	P	P	P	E
Beverly Sloan	P	E	E	P
Terry Wellington	P	P	P	A
		10 present 4 via phone		10 Present 3 Phone
<b>Total Present</b>	19	14	15	13

P = Present

E = Excused





A = Absent

**THE AGRICULTURAL AND LABOR PROGRAM, INC.**  
 The Southern Region Advisory Council  
 August 15, 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	
Emma Malcolm	P.O. Box 723 Frostproof, FL 33843	Cell (863)-528-6847	
Tracy Maloy	2959 W. Gordon Avon Park, FL 33825	Home (863) 257-2412	
Pamela Moxley	2000 Rhodes Rd. N Haines City, FL 33844	Cell (863)585-6131 Work (863) 439-0864 Home (863)582-3012	
Lester Roberts	1002 S. Waldron Ave Avon Park, FL 33825	Home (863) 257-4164	
Kimberly R. Ross	P.O. Box 1214 Clewiston, FL 33440	(863)233-6500	
Beverly Sloan	453 Hopson Rd. Frostproof, FL 33843	Home (863) 546-6114	



**THE AGRICULTURAL AND LABOR PROGRAM, INC.**  
 The Southern Region Advisory Council  
 August 15, 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	
Barbara Grace	905 Entrance Rd. Avon Park, FL 33825	Home (863) 452-4627 (305) 562-4425	
Rosa Hampton	506 Palmetto Ave Frostproof, FL 33843	(941) 635-2300	
La Vita A. Holmes	901 Florida Avenue Clewiston, FL 33440	Home (863) 228-2076 Work (863) 983-9900	
Annette Jones	2940 Buckingham Rd. Avon Park, FL 33825	Home (863) 452-6883 Work (863) 773-3435 Cell (863) 443-0269	

**THE AGRICULTURAL AND LABOR PROGRAM, INC.**  
 The Southern Region Advisory Council  
**August 15, 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	<i>Annie Robinson</i>
Noemi Cruz, Treasurer	P.O. Box 292 Frostproof, FL 33843	Home: (863)635-1686 Cell: (561-441-3562)	<i>Noemi Cruz</i>
John Ash	13 7 <sup>th</sup> Street S. W. Ft. Meade, FL 33841	Home: (863-)285-8569)	<i>John Ash</i>
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	<i>Patricia Brown</i>

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**HS/EHS POLICY COUNCIL REPORT**

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## COUNCIL/COMMITTEE MEETING REPORT FORM

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

Policy Council  
**COUNCIL/COMMITTEE**

September 8, 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 June 22, 2016 to review, discuss and approve the following:

- Program progress monthly reports
- Program financial reports
- Parent committee reports
- Environmental Health and Safety Corrective Action Plan and Supported Documentation
- Human Resources Report
- CLASS Observation Federal Review Letter
- 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  
June 22, 2016**

**MINUTES**

**1. CALL TO ORDER**

E. Mercadez Estime-Connelly, Policy Council Chairperson called the meeting to order at 12:43 p.m.

**2. ROLL CALL**

E. Mercadez Estime-Connelly, Policy Council Chairperson conducted the roll call. Members present: Shemeeka Nettles, Sandra Chester Kerr, Katina Smith, Arlene Jones, Roneeka Robinson, E. Mercadez Estime-Connelly, Samantha Lindsay, and Sabrina Harriell.

Representative: Felicia Sweeting-Harris, Tom Peer, Karen Bailey and LaVita Holmes.

A quorum was established.

Staff present: Myrna Rodriguez and Aletta Stroder.

**3. MISSION STATEMENT**

Samantha Lindsay, Policy Council Member read the Mission Statement.

**4. SECRETARY'S REPORT**

E. Mercadez Estime-Connelly asked if there were any questions to the minutes from the meeting held on May 18, 2016. No questions or corrections were made.

Tom Peer made a motion to approve the Secretary's Report as presented. Sabrina Harriell seconded. Motion carried.

**5. CORRESPONDANCE**

Myrna Rodriguez presented the correspondence received from the Administration for Children and Families Office of Head Start regarding the outcome of the CLASS Observations Federal Review conducted on May 9, 2016 thru May 15, 2016. Ms. Rodriguez explained the process of the review and stated that the report showed the program exceeded the 2015 National CLASS Scores threshold/results on all the three domains that included: Emotional Support, Classroom Organization, and Instructional Support. Ms. Rodriguez also explained that we expect that the result for 2016 National CLASS Scores to be out around December or January.

Karen Bailey made a motion to approve the correspondence from the Administration for Children and Families Office of Head Start as presented. Arlene Jones seconded. Motion carried.

## **6. POLICY COUNCIL COMMITTEES**

Personnel/Grievance Committee: Personnel/Grievance Committee: Aletta Stroder presented and distributed the Human Resources List of terminations for review, discussion and approval. The list included: Terminations: 2 Caregivers.

Felicia Sweeting-Harris made a motion to approve the Policy Council Human Resources Listing as presented. Karen Bailey 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 program's financial reports (2 months) and the Child Care Food Program for May 2016. Ms. Rodriguez provided a brief explanation and stated that the SunTrust Shine Account has been received and therefore it 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. Karen Bailey 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. There was a question about the Computer Assisted Tutorial (CAT) Program. Ms. Rodriguez provided an explanation about the program's durations, waitlist, etc.

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

Board of Directors: E. Mercadez Estime-Connelly provided an overview of the National Head Start Conference in Nashville, Tennessee held on May 16-20, 2016. Mrs. Estime-Connelly encouraged members to participate in these types of events when the opportunity presents itself. The Policy Council Members and the Program Operations Directors expressed the gratitude of being a part of the Head Start and Early Head Start Program. Mrs. Estime-Connelly expressed how proud she is to represent ALPI and grateful for the involvement that it offers to parents.



Samantha Lindsay made a motion to approve the reports as presented. Karen Bailey seconded. Motion carried.

**8. PARENT COMMITTEE REPORTS**

E. Mercadez Estime-Connelly asked if there were any questions regarding the enclosed Parent Committee Reports. Reports were enclosed as part of the monthly package. There were two corrections to be made; these corrections will be presented at the next meeting. In addition, Myrna Rodriguez reminded the Policy Council members that there will be no meetings in July, August or September based on the Bylaws; however if the need presents itself, everyone will be notified of the meeting.

Samantha Lindsay made a motion to approve the reports as presented. Arlene Jones seconded. Motion carried.

**9. OLD BUSINESS**

Myrna Rodriguez presented the Corrective Action Plan that represents the response to the Environment Health and Safety federal review conducted January 12-15, 2016. Ms. Rodriguez provided an overview to include the following: Correction Action Plan, Performance Standards, Federal and State Regulations, Policies and Procedures, etc. Ms. Rodriguez indicated that the plan serves as the verification of corrections for the two areas found to be out of compliance. The timeframe given for corrections was 120 days.

Sabrina Harriell made a motion to approve the Corrective Action Plan and the corrections made for the two areas found to be out of compliance as presented. Shemeaka Nettles seconded. Motion carried.

**10. NEW BUSINESS**

E. Mercadez Estime-Connelly reminded the Policy Council members of the upcoming agency's picnic this Saturday, June 25, 2016 held at Clewiston, FL. All members received the invitation via mail. Three families will participate.

**11. ADJOURNMENT**

The meeting was adjourned at 1:47 p.m.

  
\_\_\_\_\_  
Policy Council Chairperson

**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	P			
Lincoln Park Head Start	Trichina Henry				P	A	P	A	P	A			
Garden Terrace Head Start	Guirlene Francois				A	P	P	P	P	A			
Garden Terrace Head Start	Roneeka Robinson	p	P	P	P	P	P	P	P	P			
Queen Townsend HSC II	Katina Smith	P	P	A	P	P	P	E	P	P			
Queen Townsend HSC II	Arlene Jones							P	A	P			
Child Development & Family Services	Crystal Mike	P	P	P	P	P	E	P	P	A			
Child Development & Family Services	Tangelia Delancy	P	P	P	A	P	E	P	A	A			
Francina Duval Head Start	Shemeaka Nettles	P	P	P	P	P	E	P	A	P			
George W. Truitt Family Services	Alicia Villegas	P	P	P	A	P	P	E	P	A			
George W. Truitt Family Services	Samantha Lindsay	P	E	P	A	P	P	P	P	P			
Frostproof Child Development	Christa Wineberger			A	A	A	P	A	A	A			
EHS Contracted Site St. Lucie	Mercadez Estime	P	P	P	P	P	P	P	E	P			
HS Contracted Site St. Lucie	Sabrina Harriell	P	A	A	A	A	P	P	P	P			
Community Representative	Karen Bailey						P	P	E	P			
Community Representative	Tom Peer	P	P	E	P	P	E	P	E	P			
Community Representative	Denise Sirmons	P	P	E	A	P	E	A	P	A			
Community Representative	Felicia Sweeting-Harris	P	P	P	P	P	P	P	P	P			
Board Representative	LaVita Holmes	E	P	E	P	P	E	P	P	P			

*Total Representatives Present:*

CENTER	NAME	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
<b>ALTERNATES</b>													
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**



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## **BOARD ANNUAL FUNDRAISING REPORT**

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

	<b>Assessed</b>	<b>Contributed To Date</b>	<b>Balance Due</b>
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	653.00	347.00
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
Pat Gamble	1,000.00	-	1,000.00
Glenda Jones	1,000.00	625.00	375.00
Patricia Brown	1,000.00	-	1,000.00
Chester McNorton	1,000.00	500.00	500.00
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	1,500.00	(500.00)
David Walker	1,000.00	-	1,000.00
Annie Robinson	1,000.00	70.00	930.00
Ruby Willix	1,000.00	205.00	795.00
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
<b>Total</b>	<b>21,000.00</b>	<b>16,203.00</b>	<b>4,797.00</b>

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

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**BUREAU OF LABOR STATISTICS REPORT**

**(BLS)**

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CES Report Number: 120476400

## REVIEW PAY GROUP 1

Reporting for the pay period that includes the 12 <sup>th</sup> of August, 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	209	186	248,376		16,379
Nonsupervisory Workers	148		148,492		11,499
Reason for Large Changes	19-Employment returns to normal or returning to normal				



**CES Report Number: 120476400**

**Thank you for reporting your August 2016 data!**

Your data have been received by BLS. Your Confirmation Number is **917296**. Please report again next month.

NOTE: If you made a data entry error or selected the incorrect month, click [Re-enter data for this month](#).  
The system will disregard your prior submission.

**To Report More Data**

[Enter data for another report number](#)

[Enter data for another month](#)

[Re-enter data for this month](#)

**To Obtain More Information About CES Data**

[See how your data were used last month](#)

[Economy at a glance](#)

[BLS Home Page](#)

[National CES data](#)