



CONSENT AGENDA ITEMS September 2018

Purpose:

The consent agenda is intended to streamline the process for approval of regular, routine issues that come 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 committee is provided for in the governance policies. There is a presumption that many committee actions will be placed on the consent agenda, if 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 the 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 2018 Report

- **Progress Reports**
 - › HS/EHS Monthly Attendance
 - › HS/EHS Enrollment Report
 - › HS/EHS Statistical Report
 - › Non-Federal Share (HS/EHS)
 - › Child Care Facility License (Francina Duval)
 - › Saint Lucie County Fire Inspections
 - › DCF Facility Inspection Report
 - › Child Care Food Inspection Report
 - › Department of Transportation Annual Inspections
 - › Cluster Monthly Disability Report
- **Reimbursement Reports**
 - › LIHEAP Financial Status Report
 - › Florida Non-Profit Housing
 - › EHEAP Financial Status Report
 - › CSBG Financial Status Report
 - › DOE Financial Report (EA)
 - › HUD Housing Counseling Report
- **Other Reports**
 - › Advisory Councils' Reports
 - › Multiple Worksite Report
 - › Board Annual Fundraising Report

B. Other Information (SEE TAB 5)

- **CORRESPONDENCE**
 - › FL Department of Economic Opportunity Upcoming Monitoring Visit
 - › Child Care Food Program Notification (Application Renewal and Mandatory Training)
 - › Affinity Nonprofits Social Service Renewal Supplemental Application
 - › ALPI 2018 Exposure Insurance Analysis
 - › Response to Early Learning Coalition of St. Lucie
 - › EEOC Dismissal and Notice of Rights
 - › FL Department of Education/VPK Good Cause Exemption Renewal
 - › Department of Treasury/Internal Revenue – Closing Inquiry w/no assessment
 - › Department of Health New Income Eligibility Guidelines and Eligibility Guide for 2018-2019
 - › Regional Advisory Councils Expiring Terms Notification
- **BOARD & ADMINISTRATOR NEWSLETTER**
- **COMMITTEE REPORTING FORM**

CHIEF EXECUTIVE OFFICER'S
MONTHLY REPORT



SEPTEMBER 2018

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

B.

STRATEGIC PLAN PERFORMANCE INDICATORS
<ol style="list-style-type: none"> 1. Conducted Senior Management Staff Meeting. 2. Facilitated the selection of alternative venue for the Staff Appreciation Program. 3. Facilitated training opportunities for staff via the Region IV Board Meeting, NHSA Annual Training Conference, Professional Development Day Training Opportunity for Office Support Staff, NCAP Annual Training Conference; Summer Goal Conference; <i>Goal 1- Create Additional Educational Experiences and Opportunities for Staff</i> 4. Facilitated the completion and submission of the 2018-2019 DOH Child Care Food Renewal Contract; VPK Funding Renewal Agreements; FL Non-Profit Housing Contract Renewal; CSC/CAT Program Budget Revisions; <i>Goal 3 – Partner With Other Entities For More Efficient Service Delivery</i> <i>Goal 5 - Enhance program development for and service delivery to children and families</i>
BOARD/MANAGEMENT TASKS & TIMELINES
<p>Facilitated the completion of the following Board Management Tasks and Professional Development Opportunities.</p> <ul style="list-style-type: none"> • Reimbursement Reports including the DEO/LIHEAP, DEO/CSBG, CSC, Child Care Food, Non-Profit Housing, ELC/VPK, EHEAP, and DEO EA were submitted for payment (See Board package for complete listing of reports). • Facilitated Board Members training and professional development opportunities via, Summer Goal Conference; NCAP; SEACAA Board Meeting, and RIV Board meeting. • Facilitated the start-up of the 2018 Independent Audit; 2018-2019 Employee Benefit Insurance Open Enrollment; and Agency Website Enhance Plan. • Facilitated the final plans for the Wall of Fame Induction Ceremony; Secured 2018 Indirect Cost Rate Certification; Secured Bank of America funding approval to begin agencywide IT network/equipment upgrade. • Secured Department of Treasury/IRS Employer Shared Responsibility Payment Resolution at no required payment due from the agency. • Start up of CEO Succession plan with incoming CEO. • Property and Casualty insurance renewal review for 2018-2019 .

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

STRATEGIC PLAN PERFORMANCE INDICATORS
<ul style="list-style-type: none"> • NCBW Board Meeting, Winter Haven, FL • Region IV Program Rep Meeting via Conference Call <p><i>Goal 3 - Partner With Other Entities For More Efficient Service Delivery</i></p>

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

PERFORMANCE INDICATOR(S)
<ol style="list-style-type: none"> 1. Department of Treasury/IRS Employer Shared Responsibility Payment Resolution. 2. Receipt of LIHEAP increase funding for 2018-2019. 3. Receipt of one-time Head Start Program Improvement Funding. 4. Resolution of pending Head Start Alarm System Access Fees at no cost to the agency.

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

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

- 2017-2018 Retirement Actuary Report
- 2018-2019 Child Care Food Renewal Application Revisions
- 2018 Indirect Cost Approval Certification
- Head Start One-Time funding application revision
- Head Start/EHS Budget Close-out
- Employee Benefit Open Enrollment
- LIHEAP/CSBG Data Tracking System Upgrade
- Regional Advisory Councils Annual Meeting/Elections
- Wall of Fame Induction Ceremony
- 2018-29 Annual Budget Revisions
- Head Start In-kind Compliance Certification
- Economic Census Report submission follow up.
- ALPI Network Proposal follow up and installation timelines.
- PIR report review and submission
- Employee termination notifications
- BOA ACH banking concern - Mid Florida deduction accounts

E. FUTURE MEETINGS/CONFERENCES**SEPTEMBER**

- | | |
|-------|--|
| 10 | Senior Management Staff Meeting & Key Management Transition Session |
| 17-20 | SEACAA Training Conference
Orlando, FL |
| 21 | Board Executive Committee Meeting
Orlando, FL |
| 22 | Board of Directors Meeting
Wall of Fame Induction Luncheon
Orlando, FL |

OCTOBER

- | | |
|-----|--|
| 4-5 | Region IV Board Meeting
Biloxi, MS |
| 9 | Senior Management Staff Meeting
Lake Alfred, FL |

NOVEMBER

- | | |
|-------|---|
| 16 | Senior Management Staff Meeting
Orlando, FL |
| 16-18 | Board of Directors Annual Planning Retreat
Orlando, FL |

DECEMBER

- | | |
|-----|---------------------------------|
| 3-7 | Sick Leave |
| 11 | Senior Management Staff Meeting |

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

DEPARTMENTS ACTIVITIES SUMMARY

Outline below is a summary from ALPI's Department Directors of major activities (i.e. Partnerships, Community Involvement, Advocacy, Public Relations, Funding Sources, etc.) participated in through the month of August 2018.

CHILDREN AND FAMILY SERVICES DIVISION

DIVISION ACTIVITIES SUMMARY

(Eg, Partnerships, Community Involvement, Advocacy, Public Relations, Funding Sources,)

Planning/Communication/Internal Reporting/ Governance:

Participated in the Senior Meeting of the CEO August 14, 2018 discussion items included:

- Agency Network Upgrade status
- Community Needs Assessment
- Agency Governance and Senior Management Support Assignments
- Agency Oversight Management & Approval Process Changes

Meeting/Discussion with Child Development & Family Services Division Lead Team on July 31, 2018 and August 9, 2018 items discussed are as follows:

- Enrollment and Up coming school year
- Training needs identified for staff
- Job Descriptions, Roles, Responsibilities division morale
- Pre-Service Agenda
- Monthly Reports, program calendars, receipts of email correspondence, staff monthly itinerary
- Policy Council & Monthly Report deadlines
- Monthly update with Federal Program Officer, confirmed the one-time program improvement for \$192,000 and COLA would be dispersed together
- HSES (PIR).Program Information Report completed and submitted
- Service Agreements and MOU for the 2018-2019 are being finalized for Polk and St. Lucie County

Child Care Food Program CCFP

- CCFP Review July 20th –no findings
- CCFP recommendations submitted to CEO for review and consideration
- CCFP Renewal contract has been completed and submitted for program year 2018-2019

Early Childhood Development and Education Services

- Education Manager prepared and planned pre-services activities with the Mental Health/Disabilities Specialist. Discussed guidance and discipline topics for staff prior to school starting. Designed training materials and make and take activities to utilize for the training.
- The Education Manager facilitated the pre-k creative curriculum training. A consultant from teaching strategies presented the two day training to give teachers more in-depth insight on the curriculum fidelity, lesson planning, how to implement the studies and research behind the revised curriculum.
- The Education provided training to caregivers and teacher assistants during pre-service on Guidance and Discipline. The objective of the training was to provide an overview of guidance and discipline best practices, directing, supporting and promoting social and emotional competencies for infant/toddler and preschool children.

- Education Manager conducted new staff orientation with one teacher and one teacher assistant. Topics discussed during the orientation were curriculum, education policies and procedures, active supervision of children, ongoing assessment and professional development opportunities.
- Distributed revised lesson plan templates to all centers. The template were revised to reflect the revisions to the curriculum and meeting curriculum fidelity requirements.
- Completed archiving all non-returning children from the Teaching Strategies Gold system and placing returning children into their assigned classrooms. Teachers are able to add new children and begin the baseline ongoing assessment task.

Family and Community Partnership and Family Engagement

- Participated in the annual Health Fair in St. Lucie County for Fort Pierce and Port St. Lucie, conducted the Parent Orientation for each session and assisted with the registration of parents and completion of needed documents.
- Met with provider (Jumpstart) and participated in their Parent Orientation session, spoke with the parents about Early Head Start and expectations. Discussed attendance, parent involvement and the new DCF requirements.
- Participated in the Pre-Service Training for all staff for the 2018-2019 school year, conducted several sessions during those days on Safety Practices, Child Abuse and Neglect and Authorization to Release for Children, also participated in the training sessions with the Family Services staff with consultant, Mable Jones on Family Partnerships and family outcomes.
- During the first week of school starting August 13th, visited all centers in the mornings to help the center staff with the overflow of parents coming in, speaking with parents, helping with completing forms, etc.
- Met with the Family Services staff to discuss the current enrollment and the PIR data and information. Also met with the Program Operations Director to discuss updates.
- Participated in the scheduled Service Area Meeting on the 27th. We discussed the upcoming In-Service trainings for counties, food services and family engagement.
- Conducted monthly Planning Meeting with the Center Managers, Family Support Services Coordinators and planned for the upcoming In-Services, discussed attendance issues and transfers/drops, also transportation signing in and out.
- Conducted a Service Delivery Team Meeting at Queen Townsend with the Family Services staff and reviewed files, health information from families and pulled the Health Condensed Summary Report from PROMIS to match what's in the file.
- Monitored the attendance in the PROMIS system during the month. Maintained the enrollment for the month of August and reported to the Office of Head Start.

Human Resources

- CDFSD team continues to work closely with Human Resources to fill vacancies

Facilities Updates for the Month of August

- All routine maintenance and daily check list were completed for the month of August

Monitoring during the Month of August

- All Sites were monitored during the month of August for compliance.

Fiscal

- CDFSD team continued working closely with the finance department to validate the 2017-2018 Non-Federal/In-kind of \$1,871,785.
- All invoices outstanding and current have been submitted to finance

IT Support Services

- Working closely with agency IT support staff on all IT related issues/concerns ie; web design HS/EHS, Policy Council Portal etc.
- A new projector was installed at Fort Pierce and Frost proof Child Development

Division Deficiencies if applicable:

- None

Proposed Strategy to Correct Deficiency/ (ies)

- N/A

Special Accomplishments:

-

Special Projects:

- None

Critical Concerns/Challenges:

- A team discussion has been hiring and retaining teaching staff, and recruitment process.

UPCOMING EVENTS

- Policy Council Meeting - September 5, 2018
- Policy Council Meeting September 20, 2018
- Board of Directors Meeting September 22, 2018
- PNC Planetarium Event – September 5-7, 2018
- Senior Management Meeting - September 11, 2018
- Lead Team Meeting – September 13, 2018

HEAD START/EHS – St. Lucie

Program Design and Management, Facilities, Materials, and Equipment

Planning/Communication/Internal Reporting:

- ✓ Participated in the monthly Early Learning Coalition of St. Lucie County Board of Director's meeting on August 1, 2018. The discussion included: financial reports, board vacancies and replacements, agency strategies plan, etc.
- ✓ Coordinated and facilitated thru Management Staff two Health Fairs conducted on August 1 and 2, 2018. These activities were held as part of our efforts to work towards the 45/90 screenings. The Health Services Manager and the Mental Health/Disabilities Specialist led these efforts along with the assistance of the Child Development Services Managers and the Child Development Center Coordinators. The events were a huge success that provided direct services to over 200 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: Safe Space, HAND's Dental Department, Women/Infant/Children (WIC), A+Therapy, Suncoast Mental Health Services, 211 Help Me Grow, Keiser University, etc.
- ✓ Coordinated and facilitated Management Staff meeting on August 3, 2018 to discuss the following items:
 - Administrative updates
 - 2018-2019 Enrollment
 - VPK Enrollment
 - Curriculum Implementation and Training
 - Food Services Reports
 - Staffing Patterns
 - 2018-2019 Planning Calendar
- ✓ Participated in Division Staff meeting held on August 8, 2018. This meeting was facilitated by Caroline W. Looney, Deputy Director. Items presented included:
 - Job Descriptions
 - Monthly Reports
 - CDFS Division Frostproof, St. Lucie, Staff training and orientation
 - Emails
 - Planning Calendars
 - Moral
 - Staff Monthly Itinerary

- ✓ Participated in the monthly Florida VPK Conference Call held on August 8, 2018. This call is facilitated by the Office of Early Learning. Items presented and up for questions included:
 - 1st Day of VPK Social Media Campaign
 - Transition to Kindergarten Project
 - Standards Website and Manual
 - VPK Curriculum Approval process for Providers on Probation
 - VPK Instructor Credential
- ✓ Coordinated and facilitated the Head Start/Early Head Start Program Pre-Service Trainings held on August 8-10, 2018. Over 180 staff members from St. Lucie and Polk County participated. Staff received from 7 to 10 hours of in-service training. Trainers included: Teaching Strategies GOLD Consultant; Mable Jones, The Jones Connection Consultant; Kevin Singletary, Kids At Hope Program Coordinator; Bessie Armstrong, Quality Assurance/Contract Compliance Manager; Iris Rivera, Health Services Manager; Alisa Thornton, Early Childhood Development and Education Services Manager; Donita Brunson, Family and Community Partnerships Manager; William Hopkins, Transportation Coordinator; and Management Staff. Training topics included:
 - Safety Practices
 - The Creative Curriculum Implementation
 - Family Engagement Outcomes
 - Transportation Vehicle Operation – Passenger Safety/Defensive Driving
 - Bridge of Poverty
 - Food Safety
 - Guidance and Discipline
- ✓ Participated in a meeting with the Children Services Council of St. Lucie County representative on August 15, 2018 to review and discuss Program Outcomes.
- ✓ Participated in the monthly Senior Directors Meeting on August 14, 2018. This meeting was facilitated by Deloris Johnson, CEO. Items of discussion included but were not limited to:
 - Agency computer network upgrades
 - Community needs assessments updates
 - Agency oversights management and approval process
 - 2018-2019 Enrollment status
 - 2018-2019 VPK enrollment status & State online system
 - 2018-2019 Budget at a glance
- ✓ Coordinated and facilitated Program Director’s Meeting on August 27, 2018. Items of discussion included:
 - Administrative updates
 - 2018-2019 Enrollment/Transfers/Drops
 - Implementation of curriculum
 - Food Services Reports/Internal procedure
 - Staffing/Reassignments
 - PNC Planetarium Visit
 - Head Start Awareness
 - First Parent Committees
 - Policy Council Orientation
 - In-Service Training in September 19, 2018
- ✓ Coordinated and facilitated the completion of the 2017-2018 Head Start and Early Head Start Program Information Report (PIR). The report was validated and submitted on August 29, 2018.
- ✓ During this reporting period, coordinated several desk reviews to assess the progress being made towards several program related activities to include but not limited to:
 - HS/EHS Recruitment and enrollment
 - CAT Recruitment and enrollment
 - VPK Assessment Materials
 - VPK Enrollment Status
 - Teaching Strategies GOLDs ongoing assessment

Community Relations/Collaborations:

- ✓ None during this reporting period.

Human Resources:

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

Computer Assisted Tutorial Program (CAT):

- ✓ Successfully completed the summer activities that included field trips, movie days, and STEM special program activities. During the summer months the program served between 75-90 students. As of July 31, 2018 the program has served a total of 154 students and their families.
- ✓ Anna Holmes, Program Coordinator attended the Coffee Connection on August 28, 2018 at the Children Services Council of St. Lucie County. The presenter Jennifer Wiggins, from Clear SEM Solutions gave tips for Marketing Nonprofit organizations.

Program Governance:

- ✓ No Policy Council Monthly Meeting was held in August 2018.

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

- ✓ All St. Lucie County Staff participated in the Safety Practices training: i.e., Administration Medication, Releasing Children, Handling Hazardous Materials, Child Abuse and Neglect, and Discipline on August 8-10, 2018. Iris Rivera, Health Services Manager and Donita Brunson, Family and Community Partnerships Manager facilitated the trainings. Staff received 2.5-5 training hours.
- ✓ Child Development Services Managers, Child Development Center Coordinators, and Teachers participated in the Creative Curriculum Implementation Training: i.e., resources, studies, alignment, lesson planning, parental engagement on August 8-9, 2018. Teaching Strategies GOLD Consultant facilitated the trainings. Staff received 4-6 training hours.
- ✓ Family Services Workers, Administrative Assistants, and Family Support Services Coordinators participated in the Family Engagement Outcomes training: i.e., parental engagement, promoting child outcomes, and family outcomes on August 9-10, 2018. Mable Jones, The Jones Connection Consultant facilitated the trainings. Staff received 2.5-6 training hours.
- ✓ Bus Drivers and Bus Monitors participated in the Transportation Vehicle Operation – Passenger Safety/Defensive Driving training: i.e., vehicle inspection, proper seat belt usage, handling emergencies, first aid kits, and critical elements of defensive driving including anticipating hazards on August 9, 2018. William Hopkins, Transportation Coordinator facilitated the training. Staff received 6 training hours.
- ✓ Teacher Assistants, Caregivers, Maintenance Workers, and After School Staff participated in the Bride of Poverty Training: i.e., the cycle of poverty on August 9, 2018. Kevin Singletary, Kids at Hope Program Coordinator facilitated the training. Staff received 6 training hours.
- ✓ Cook and Kitchen Helpers participated in the Food Safety training on August 9, 2018. Bessie Armstrong, Quality Assurance/Contract Compliance Manager facilitated the training. Staff received 6 training hours.
- ✓ Teacher Assistants and Caregivers participated in the Guidance and Discipline Training: i.e., best practice...directing, supporting, and promoting social and emotional competencies on August 10, 2018. Alisa Thornton, Early Childhood Development and Education Services Manager facilitated the training. Staff received 2.5 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 Program Annual Fixed Asset Inventory in St. Lucie County.
- ✓ Facilities Specialist coordinated with St. Lucie County School Board to repair the air conditioning unit at the Queen Townsend Head Start Center II on August 7, 2018.
- ✓ Facilities Specialist coordinated with ARS Rescue Rooter to install a 6 gallon water heater at the Garden Terrace Head Start Center on August 8, 2018.
- ✓ Facilities Specialist coordinated with St. Lucie County School Board to repair minor roof damage at the Administrative Office and Media Center on August 14, 2018.
- ✓ Facilities Specialist coordinated with ARS Rescue Rooter to repair the north grinder pump at the George W. Truitt Family Services Center on August 15, 2018.
- ✓ Facilities Specialist coordinated with Cherokee Air Conditioning and Heat to complete the air conditioning maintenance at the Francina Duval, Garden Terrace, George W. Truitt, Lincoln Park and Child Development and Family Services Centers throughout the month.

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 August 2, 2018. The center was found in 100% compliance.
- ✓ The Florida Department of Children and Families inspected/monitored the Garden Terrace Head Start Center on August 17, 2018. The center was found in 100% compliance.
- ✓ The Florida Department of Children and Families inspected/monitored the Child Development and Family Services Center on August 30, 2018. The center was found in 100% compliance.
- ✓ St. Lucie Battery and Tire conducted the Annual Vehicle Inspections on all three buses. The buses were found in 100% compliance.
- ✓ The Quality Assurance/Contract Compliance Manager, Bessie Armstrong monitored the Lincoln Park Head Start Center. No non-compliances were noted.

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.
- ✓ During this reporting period, we received communication from the Regional Office Program Specialist regarding the One-Time Program Improvement Grant Application. We were informed that funding available for grantees will not exceed \$192,000. Therefore, the grant narrative as well as approvals were revised to reflect \$192,000 instead of \$244,500 second revision submitted. The revisions breakdown of the \$192,000 included:
 - Replacement of playground equipment
 - Building security
 - Repairs (ramp/side walk)
- ✓ Continued working closely with the finance department to validate the 2017-2018 Non-Federal/In-kind of \$1,871,785.

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 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 needs.
- ✓ Family Support Services Coordinators assisted during the Annual Health Fairs and Parent Orientations at the ALPI Queen Townsend Head Start Center II on August 1, 2018 and at the ALPI Child Development and Family Services Center on August 2, 2018. All families accepted to the program were provided with a notice listing all the services provided during the health fairs. Family Support Services Coordinators also set up an information station for perspective parents and assisted by escorting parents to their designated areas.
- ✓ The Queen Townsend, George W. Truitt, and Child Development and Family Services Centers will serve a combined total of 64 infants, toddlers, and pregnant women. The Head Start program will serve 691. Both the Early Head Start and the Head Start Program began on August 13, 2018.
- ✓ 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 3 drops in the Head Start Program. These slots are being filled.

Early Childhood and Health Services:

- ✓ Health Services Manager and the Mental Health/Disabilities Specialist coordinated and facilitated two Health Fairs conducted on August 1 and 2, 2018. These activities were held as part of our efforts to work towards the 45/90 screenings. The events were a huge success that provided direct services to over 200 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:
 - Safe Space
 - HAND's Dental Department
 - Women/Infant/Children (WIC)
 - A+Therapy
 - Suncoast Mental Health Services
 - 211 Help Me Grow
 - Keiser University
- ✓ The Head Start/Early Head Start Program Pre-Service Trainings were held on August 8-10, 2018. Over 180 staff members from St. Lucie and Polk County participated. Trainers included: Teaching Strategies GOLD Consultant; Mable Jones, The Jones Connection Consultant; Kevin Singletary, Kids At Hope Program Coordinator; the Quality Assurance/Contract Compliance Manager; Health Services Manager; Early Childhood Development and Education Services Manager; Family and Community Partnerships Manager; Transportation Coordinator; and Management Staff. Training topics included:
 - Safety Practices
 - The Creative Curriculum Implementation
 - Family Engagement Outcomes
 - Transportation Vehicle Operation – Passenger Safety/Defensive Driving
 - Bridge of Poverty
 - Food Safety
 - Guidance and Discipline
- ✓ Health Services distributed supplies such as: toothpaste, tooth brushes, band aids, wipes and supplies for fanny packs to all the Head Start/Early Head Start Centers in St. Lucie County.
- ✓ Health Services completed follow-ups on children with special diets, food preferences, and health concerns at varied centers.
- ✓ Health Services Manager attended and participated in the Dental Health Coalition Meeting on August 22, 2018. Health Services Manager reported on the current activities that the program has participated in along with the activities from the Health Fair Activities; of which 200 children received services from HANDS Dental Clinic. Referrals were also completed to local pediatric dentists for children that need extensive work.
- ✓ Mental Health and Disabilities Specialist completed and submitted seven (7) referrals for Early Steps/Florida Diagnostic Learning Resources System (FDLRS) for children that were referred for services and Individual Education Plans were developed.
- ✓ Mental Health and Disabilities Specialist met with Robert Campbell, Mental Health Consultant at Suncoast on August 10, 2018 to review contract requirements for this school year, schedule onsite consultations and classroom observations, and the 2018-2019 Planning Calendar was provided.
- ✓ As of August the following table represents the total number of children that have been determined as children with disabilities:

FUNDED ENROLLMENT		HEAD START		691	
		EARLY HEAD START (St. Lucie 64)		64	
		Total 10%= 75 children			
1	Health Impairments	0	13	How many age 0?	0
2	Emotional/Behavior Disorders	0	14	How many age 1?	0
3	Speech/Language Impairments	43	15	How many age 2?	0
4	Mental Retardation	0	16	How many age 3?	12
5	Hearing Impairments/Deafness	0	17	How many age 4?	32
6	Orthopedic Impairments	0	18	How many age 5?	0
7	Visual Impairments/Blind	0	19	How many over income?	0
8	Learning Disabilities	0	20	How many pre-diagnosed?	31
9	Autism	0	21	How many dropped to date?	0
10	Traumatic Brain Injury	0	22	How many IEP's/IFSP current	44
11	Other Impairments	1	23	How many evaluated and found not eligible?	0
12	Total With Disabilities	44	24	How many suspected?	7

TRANSPORTATION:

- ✓ Transportation services were provided to 132 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.
- ✓ Transportation Coordinator facilitated the Transportation Vehicle Operation – Passenger Safety/Defensive Driving training on August 9, 2018 to the Bus Drivers and Bus Monitors.

DEFICIENT AREA(S):

None

PROPOSED STRATEGY TO CORRECT DEFICIENCY (IES):

None

SPECIAL ACCOMPLISHMENTS:

None

BOARD RELATED ACTIVITIES:

None

CRITICAL CONCERNS / CHALLENGES:

None

WORKSHOPS / TRAINING / CONFERENCES, ETC.:

None

UPCOMING EVENTS:

- Early Learning Coalition Board Meeting - September 5, 2018
- Policy Council Meeting - September 5, 2018
- PNC Planetarium Event – September 5-7, 2018

- Senior Management Meeting - September 11, 2018
- Pregnant Mom Meeting/Training (Substance Abuse Prevention & Treatment) - September 12, 2018
- Lead Team Meeting – September 13, 2018
- Dental Coalition Meeting – September 14, 2018
- St. Lucie County In-Service - September 19, 2018
- Board of Director's Meeting - September 22, 2018
- Program Director's Meeting - September 24, 2018
- Management Planning Meeting - September 24, 2018

HEAD START/EHS – Polk County

Planning/Communication/Internal Reporting/ Governance:

- Participated in the Senior Meeting of the CEO August 14, 2018 discussion items included:
 - Agency Network Upgrade status
 - Community Needs Assessment
 - Agency Governance and Senior Management Support Assignments
 - Agency Oversight Management & Approval Process Changes
- Participated in the Child Development & Family Services Division meeting facilitated by Deputy Director on July 31, 2018 & August 14, 2018 items discussed are as follows:
 - Training needs identified for staff
 - Job Descriptions, Roles, Responsibilities and Morale
 - Pre-Service Agenda
 - Monthly Reports, program calendars, receipts of email correspondence, staff monthly itinerary
 - Policy Council & Monthly Report deadlines
- Finalized all data for the 2018 Program Information Report (PIR).
- Service Agreements and MOU for the 2018-2019 are being finalized for Polk County
- Polk County has identified 51 children enrolled (6) have dropped due to relocation out of the area 2018-2019
- Polk County has received VPK vouchers /School Readiness certificates for 33 students for 2018-2019.
- Polk County is finalizing pre-service training for September 17, 2018
- Fire Drill was conducted August 23, 2018
- All Staff Participated in Pre-Service Training August 8-10
- EHS Orientation was held August 6 & 7, 2018
- Polk County held its annual Open House August 10, 2018
- 45 day screenings are in process; and immunizations and short records are current for all enrolled children.

Facilitated Program Directors Management meeting August 16 2018 discussion topics included:

- Attire at the Work Place Policy #120
- Job Description Policy #185
- Hours of Work, Lunch and Breaks Policy #175
- Standards of Conduct Policy #265
- Exempt vs. Non Exempt understanding the difference Policy #290
- Training needs were identified for staff (PROMIS/PIR/Statistical)

No Parent Meeting Month of August

First parent meeting scheduled for September 14, 2018

Statistical Report Moth of August

Polk County Statistical report is attached

Human Resources

Polk has hired one substitute for the month of August, with 2 additional openings for EHS and 2 individuals needed for before and aftercare the Operations Director is working with Human Resources and CSBG to assist with filling these vacancies.

Facilities Updates for the Month of August

- All routine maintenance and daily check list were completed for the month of August
- 2 Air conditioning units were repaired the month of August
- Playground mulch was evaluated and mulch added to remain in compliance
- Physical environment Inspection completed 8/31/18

Monitoring during the Month of August

- Winter Haven Behavioral Health completed initial visits August 22, 2018 at JumpStart
- Winter Haven Behavioral Health completed initial visits August 23, 2018 at FCDC

Fiscal

- Program Operations Director met with Finance to discuss the in-kind contributions and budgets for 2017-2018.
- All invoices have been submitted for the month of August to finance
- FCDC generated over \$3300 in childcare fees for the month of August;
- VPK and SR dollars are expected in September for August those dollars will be recorded in Septembers report.
- FCDC generated \$5284.82 in in-kind contributions; JumpStart in-kind \$2967.19

IT Support Services

A new projector was installed at Frostproof Child Development Center August 22, 2018

Family and Community Partnerships

- FCDC has referred (3) parents staff to CSBG to assist with getting their DCF certification to be eligible for employment with ALPI
- Lowe's of Avon Park has agreed to assist the center with is Fatherhood Initiative Program and will host quarterly workshops for our dads on site this program year.
- August 6, 2016 Dental Screenings
- Service Delivery Meeting was held August 27th

Nurturing Fatherhood Program

Meeting September 13, 2018

Early Childhood & Health Services

- Educational supplies have been distributed to the classroom
- ECEC & VPK lead participated in Creative Curriculum Training August 8-9, 2018
- ECEC attended Pay for Performance Funding Meeting with ELC August 22, 2018
- ECEC is currently working in the SR classroom until new staff identified
-

Critical Concerns/Challenges:

n/a

UPCOMING EVENTS

- Agency closed September 3, 2018 holiday
- Parent Meeting September 14, 2018
- Polk County In-Service September 17, 2018
- Policy Council Meeting September 20, 2018
- Board of Directors Meeting September 22, 2018

COMMUNITY & ECONOMIC DEVELOPMENT SERVICES DIVISION

ACTIVITIES SUMMARY

Deputy Director

- Periodically met one-on-one 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.
- Reviewed SERA System for June 2018 CSBG financial report and uploaded required documents for LIHEAP Reports for July, 2018.
- Began preparing for DEO Monitoring.
 - Prepared consolidated checklist
 - Met with staff to cover what was required
 - Compiled requested documents and checklists.
 - Uploaded DEO requested documents and checklists to DEO for desktop review.
- Prepared Division-wide Consolidated budget.
- Made corrections to DOE/EA Grant based on requests from DOE. **Goal 3 Objective: Apply for grants in a timely manner when money is available.)**
- Completed HUD Housing Counseling Grant Application and uploaded. **Goal 3 Objective: Apply for grants in a timely manner when money is available.)**
- Reviewed Shah Case Management System contract and made recommendations as to language. **(Goal 4 Objective: Continue to upgrade to new technology.)**
- Prepared draft of Housing Board March 2018 minutes and submitted to Auditor. **(Goal 3 Objective: Partner on collaborative projects with other agencies.)**
- Participated in CareerSource Polk annual meeting. **(Goal 3 Objective: Partner on collaborative projects with other agencies.)**
- Reviewed and/or signed off on \$270,774 in Voucher/Check Requests including: \$126,083 in LIHEAP Crisis Energy payments; \$116,126 in LIHEAP Home Energy payments; and, \$12,375 in CSBG Direct Services.

LIHEAP/Community Services Department Director

- LIHEAP (Low Income Home Energy Assistance Program) ENERGY FAIR in Polk County on *August 7, 2018* at the Bartow Civic Center.
- Senior Directors Meeting was held on *August 14, 2018* at the Corporate Office.
- SCC (Senior Connection Center) Surplus/ Deficit Conference Call was on *August 20, 2018*.
- The Southern Region Advisory Meeting was held on *August 20, 2018*.
- SCC (Senior Connection Center) monitoring documents were submitted on *August 24, 2018*.
- FCDP (Farmworker Career Development Program) Hurricane IRMA kits arrived for distribution on *August 29, 2018*.
- Prepared and submitted the following Financial Reports for the month of *July, 2018*:
 - EHEAP (Elderly Home Energy Assistance Program)
 - LIHEAP (Low Income Home Energy Assistance Program)

CSBG/Economic Development Department Director

- Director signed off 38 check requests for CSBG
- Director signed off 18 check requests for ESG
- Director completed the monthly FSR to DEO
- Director worked with Shah Software to begin training staff as part of conversion. **(Goal 4 Objective: Continue to upgrade to new technology.)**
- Director preparing monthly reports to Deputy Director
- Director prepared Northern Region Advisory Council minutes for Executive office.
- Lakeland Partnership Meeting in Lakeland, FL. **(Goal 3 Objective: Partner on collaborative projects with other agencies.)**
- Met with Boys and Girls Club, CIL and WRC sub-recipients in Lakeland, FL to go over their new contracts. **(Goal 3 Objective: Partner on collaborative projects with other agencies.)**
- Director facilitated monthly CSBG Team meeting in Auburndale, FL at New Horizon.
- Director worked on completing the HUD Counselor's modules online to able to sit for the National Certification

- Exam moving forward.
- Director sent four (4) staff to attend “The Accountable Case Management” training in Jacksonville, FL through FACA
- One staff was on FLMA leave until August 27, 2018
- One staff retired on August 24, 2018
- Director attended FAPSC conference.
- Director attended CAP National conference.
- Director facilitate NRAC/ATEC meeting in DeLand, FL.

COLLABORATIONS

Deputy Director

- CareerSource Polk Annual Meeting

LIHEAP/Community Services Department Director

- Office of Economic Self-Sufficiency
- Polk County Health Department
- Simply Healthcare
- Florida Health
- Early Learning Coalition of Polk County
- Senior Connection Center
- Dedicated Medical Center
- Central Florida Health Care
- Healthy Start Coalition
- Tri-County Human Services, Inc.
- Cornerstone Hospice and Palliative Care
- Peace River Center

CSBG/Economic Development Department Director

- Lakeland Partnership Meeting in Lakeland, FL. **(Goal 3 Objective: Partner on collaborative projects with other agencies.)**
- Met with Boys and Girls Club, CIL and WRC sub-recipients in Lakeland, FL to go over their new contracts. **(Goal 3 Objective: Partner on collaborative projects with other agencies.)**
- Director sent four (4) staff to attend “The Accountable Case Management” training in Jacksonville, FL through FACA

CONCERNS/CHALLENGES AND RESPONSE

Deputy Director

- Nothing to report at this time.

LIHEAP/Community Services Department Director

- Nothing to report at this time.

CSBG/Economic Development Director

- 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 Director

- Nothing to report at this time.

SPECIAL ACCOMPLISHMENTS

(Success beyond designated job duties)

Deputy Director

- Nothing to report at this time.

LIHEAP/Community Services Department Director

- Nothing to report at this time.

CSBG/Economic Development Director

- Nothing to report at this time.

BOARD RELATED ACTIVITIES**Deputy Director**

- Nothing to report at this time.

LIHEAP/Community Services Department Director

- Attended the Southern Region Advisory Council's Meeting on August 20, 2018 in Frostproof at Lakeview Park Community Center.

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

- Nothing to report at this time.

CSBG/Economic Development Director

- Nothing to report at this time.

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

- Senior Staff Meeting in Lake Alfred, August 14, 2018.
- DEO Monitoring review meeting with staff involved in process.
- CAP Annual Conference in Denver (August 27 through August 31).

LIHEAP/Community Services Department Director

- LIHEAP ENERGY FAIR in Bartow on August 7, 2018 at the Bartow Civic Center.
- LIHEAP Outreach Service Delivery on August 10, 2018 at Lakeview Park Community Center in Frostproof.
- Senior Directors Meeting on August 14, 2018 at the Corporate Office in Lake Alfred.
- SCC (Senior Connection Center) Surplus/Deficit Conference Call on August 20, 2018 at the Corporate Office.
- The SRAC (Southern Region Advisory Council) Meeting on August 20, 2018 at Lakeview Park Community Center.

CSBG/Economic Development Department Director

- Director attended CAP National Conference in Denver, CO
- Director attended FAPSC Conference at Champion's Gate
- Director facilitated NRAC/ATEC Meeting in DeLand, FL.
- Senior Staff Meeting in Lake Alfred, August 14, 2018.
- DEO Monitoring review meeting with staff involved in process.

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

- Senior Staff Meeting in Lake Alfred on September 11, 2018.
- Program Planning Committee meeting in Lake Alfred on September 21, 2018.
- Board of Directors meeting in Winter Haven on September 22, 2018.

LIHEAP/Community Services Department Director

- LBO (Local Board Organization) Meeting on September 5, 2018 in Naples at the Collier County Government Building.
- SHAH Computer training on September 5th and 6th at the Corporate Office in Lake Alfred.
- Senior Directors Meeting on September 11, 2018 at the Corporate Office in Lake Alfred.
- SCC (Senior Connection Center) Leadership Meeting on September 14, 2018 at the Corporate Office in Lake Alfred.
- SCC (Senior Connection Center) Surplus/Deficit Conference Call on September 17, 2018.
- LBO Meeting on September 19, 2018 in Naples at the Collier County Government Building.
- Membership Committee Meeting on September 22, 2018 at the Doubletree in Orlando.
- ALPI's Board of Directors Meeting on September 22, 2018 at the Doubletree in Orlando.
- LIHEAP (Low Income Home Energy Assistance Program) Monitoring is scheduled for September 24th – 28th, 2018 at the Corporate Office in Lake Alfred.

CSBG/Economic Development Department Director

- SETA Conference in Mobile, AL
- SEACAA Conference in Orlando, FL Senior Staff Meeting in Lake Alfred on September 11, 2018.
- Board of Directors meeting in Winter Haven on September 22, 2018.

OTHER**Deputy Director**

Nothing to report at this time.

LIHEAP/Community Services Department Director

- Nothing to report at this time.

CSBG/Economic Development Department Director

Nothing to report at this time.

MAJOR GRANT SUMMARIES**Low Income Home Energy Assistance Program (04/01/18 thru 03/31/19)**

Total Funding = \$3,971,408

Pro-Rated Funding (thru 08/31/18) = \$1,654,753 (41.7%)

Expended (as of 08/31/18) = \$886,147 (22.3% of Total Funding)

Crisis Energy = \$286,382 out of \$1,440,943 (19.9% of total "Crisis" allocation.)

Home Energy = \$271,678 out of \$1,568,130 (17.3% of total "Home Energy" allocation)

Performance = An additional \$89,643 in Crisis and \$82,022 in Home Energy payments have been made , and submitted to Finance, for the period ending August 31st but not in time to make the August preliminary finance report. Energy Fairs have been scheduled to spend down the funding. Staff will closely monitor expenditures over the next few months to assure complete expending by end of grant.

Emergency Home Energy Assistance Program (04/01/17 thru 09/30/18)

Total Funding = \$190,752

Pro-Rated Funding (thru 08/31/18) = \$180,155 (94.4% of Total Funding)

Expended (as of 08/31/18) = \$112,538 (59.0% of Total Funding)

Crisis Energy = \$95,671 out of \$160,338 (59.7% of total "Crisis" allocation.)

Performance: An additional \$3,317 in Crisis payments have been made, and submitted to finance, for the period ending August 31st but not in time to make the August preliminary finance report. Grant was recently extended through 09/30/18 with an increase in total funding to compensate for the extension. It is anticipated that all funding is will be spent by the end of the grant.

Community Services Block Grant (04/01/18 thru 03/31/19)

Total Funding = \$1,078,119

Pro-Rated Funding (as of 08/31/18) = \$449,217 (41.3 % of Total Funding)

Expended (as of 08/31/18) = \$411,738 (38.28% of Total Funding)

Performance: Expenditures are slightly under target for the reporting period. The carryover funding of \$38,555 increased the total funding slightly skewing the comparison. Staff will closely monitor expenditure to assure that all funds are expensed out as of end of Contract period.

Emergency Assistance to Farmworkers through Florida DOE (10/01/16 thru 09/30/18)

Total Funding = \$50,000.

Pro-Rated Funding (as of 08/31/18) = \$41,667 (83.3% of Total Funding)

Expended (as of 08/31/18) = \$49,880 (99.8% modems % of Total Funding)

Performance: This grant has been extended through September 2018 with no increased funding so the above reported expenditures are slightly ahead of schedule. Itt is anticipated that all funds will expended when grant is closed out.

MAJOR OUTCOMES – Division Programs Only ROMA Family Goals 1 and 6 (07/01/18 through 08/31/18)					
NPI	Description	CSBG/LIHEAP/EHEAP Clients		DOE/FNPH Clients	
		Seeking	Completing	Plan	Actual
1.1	Unemployed and obtained a job	8	2	n/a	n/a
	Employed and maintained a job for at least 90 days	6	1	n/a	n/a
	Employed and obtained an increase in employment income and/or benefits	4	1	n/a	n/a
1.2	Obtained skills/competencies required for employment	3	1	n/a	n/a
	Completed ABE/GED and received certificate	0	0	n/a	n/a
	Completed post-secondary education program and obtained certificate or diploma	2	1	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	1	1	n/a	n/a
	Obtained safe and affordable housing	1	1	n/a	n/a
	Obtained food assistance	0	0	n/a	n/a
6.1	Independent Living for Senior Citizens (55 or older)	1	1	n/a	n/a
	Independent Living for Individuals with Disabilities	1	1	n/a	n/a
6.2	Received Emergency fuel or utility payments (inc. fuel and utility payments)	10	10	0	0
	Received rental assistance	3	3	0	0
	Emergency transportation	4	4	0	0
	Received LIHEAP/EHEAP Crisis	764	764	n/a	n/a
	Received Emergency Food Assistance	n/a	n/a	0	0
	Received Emergency Legal Assistance	0	0	n/a	n/a
	Received Water Bill/Utilities Assistance	0	0	0	0

SERVICE DELIVERY BY COUNTY – Division Programs
Units of Service, By County
(07/01/18 through 08/31/18)

County	LIHEAP/EHEAP Only*		CSBG Only*		DOE/FNPH Only (thru 07/31/18 only)		Totals**	
	Units of Service	Total Expended*	Units of Service	Total Expended*	Units of Service	Total Expended	Units of Service	Total Expended
Collier	109	\$27,061.92			0	\$0.00	109	\$27,061.92
DeSoto					0	\$0.00	0	\$0.00
Glades	3	\$901.55	2	\$513.27	0	\$0.00	5	\$1,414.82
Hardee					0	\$0.00	0	\$75.00
Hendry	43	\$13,692.72	3	\$826.01	0	\$0.00	46	\$14,518.73
Highlands	80	\$27,300.64	32	\$5,714.59	0	\$0.00	112	\$33,015.23
Hillsborough					0	\$0.00	0	\$0.00
Indian River					0	\$0.00	0	\$0.00
Lake					0	\$0.00	0	\$0.00
Manatee					0	\$0.00	0	\$0.00
Martin	28	\$8,875.07			0	\$0.00	28	\$8,875.07
Miami-Dade					0	\$0.00	0	\$0.00
Orange					0	\$0.00	0	\$0.00
Palm Beach					0	\$0.00	0	\$0.00
Polk	802	\$262,217.43	73	\$28,644.94	16	\$6,618.19	891	\$297,480.57
Putnam					0	\$0.00	0	\$0.00
St. Lucie	508	\$167,789.03			0	\$0.00	508	\$167,789.03
Volusia					0	\$0.00	0	\$0.00
TOTAL	1,573	\$507,838.36	110	\$35,698.82	16	\$6,618.19	1,699	\$550,155.37

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

** = The primary DOE grant had not been received as of July, so service levels were impacted.

HUMAN RESOURCES

A SUMMARY OF HUMAN RESOURCES DEPARTMENT MAJOR ACTIVITIES

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

- The Human Resources Department continues to regularly interact and partner with Division Directors every day in order to identify training experiences and opportunities that will mutually benefit both our staff and the organization as a whole:
- **Training Opportunities and Potential Experiences in Action:**
ALPI's Board Chair, one Board member, Interim CEO, Deputy Director of Economic Services, CSBG Director, and HR Director attended the Community Action Partnership Annual Training Conference in Denver, CO on August 27th – August 31, 2018. Great conference!!

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

➤ **2.1 Provide individual opportunities for creativity**

- I am hopefully that the new leadership team will create projects for the staff to work on that will encourage on-going creativity.

- **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 give the employee an opportunity to gain on-the-job experience.

- Several promotions this month: Amalia Cardenas Aquilar was promoted from substitute Teacher Assistant to Caregiver; Christine Dvorak Teacher Assistant to Teacher III; Joshua Benjamine from substitute Teacher Assistant to Teacher Assistant.

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

- **3.1 Each member of the Senior Management Team will maintain active membership in at least one community service organization, attend meetings regularly, and use available opportunities to market ALPI's programs and seek support for the same**
 - Attended –meeting w/ Marianne George –orientation as V-President PSC
 - Attended –benefit meeting –Ft. Pierce, Frostproof and Winter haven
 - Attended – Winter Haven -City Commissioner meetings
 - Attended – CareerSource Annual meeting
 - Attended - City of Winter Haven renaming of Dr. MLK Blvd
 - Attended - CAP conference in Denver- lots of contacts

RECRUITING:

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

Grantee Administration Support Services:

- None

Community & Economic Development

- Work Experience – on-going

Child Development & Family Services Division

- (1) Office Supervisor – Corporate -
- (1) Food Service Coordinator – Corporate
- (1) Senior Accountant II - Corporate
- (1) Early Child Education Coor. – St. Lucie
- (6) Teacher – St. Lucie
- (3) Caregiver –Frostproof
- (1) Caregiver – St. Lucie
- (2) Teacher Asst. – St. Lucie
- Sub Teacher, TA & Caregiver – on-going

The Human Resources Department advertised, scheduled interviews for and filled the following positions by utilizing in house posting, Employ Florida, area colleges, universities, newspapers and other internal as well as external partner

- (1) Teacher Assistant
- (3) Sub. TA
- (1) Sub. Caregiver

DAILY ACTIVITIES:

- Attended CAP training conference in Denver
- Met with Interim CEO and CDFS division
- Met with CDFS Deputy Director numerous times during the month
- Met with LIHEAP Director regarding temporary position and adding staff
- Met with Program Directors regarding vacancies and possible solution
- Prepared paperwork for CSBG & LIHEAP monitoring
- Met with Deputy Director and his team regarding the monitoring tool
- Visited the Centers in Ft. Pierce; Answered benefit questions and walked thru classrooms – checked bulletin boards and looked for safety issues
- Staff incident/accident – (2) employee accident(s) – (0) student accident(s)
- Retirement request forms processed –on-going

- Reviewed driving record and completed the certification forms – 90% in compliance
- Completed monthly reports
- Reviewed element codes sheet for grants ending June 30th
- Followed up on evaluations - HR has 90% of the evaluations – other 10% w/ the CEO
- Completing application for property and auto insurance renewals
- Review and process monthly benefit payments
- Attended City Commissioner meetings
- Attended the unveiling ceremony and the renaming of the street to Dr. Martin Luther King Jr. HR Director was named as one of the people who made this happened
- Attended ERAC meeting –followed the timelines – everything is up to date
- Attended City of Winter Haven Pension BOD meeting
- Attended CareerSource Polk Annual meeting – excellent attendance- excellent program!
- Uploaded all HR forms to the H-drive
- Drafted a Safety Policy and updated Policy 250 Restricted Areas and Security Measures – pending
- Reviewing opening and advertising
- Review SHRM daily updates
- Review Constangy, Brooks & Smith, LLC. updates
- Employee Handbook – ongoing (answering of questions)
- VOYA processing request– on-going
- Interpret ALPI Policies and Procedures -Ongoing
- Recruitment, Selection and Retention-Ongoing
- New Staff Orientations-Ongoing
- Staff Verifications of Employment - Ongoing
- Workers Compensation Claims and Appeals – (0)
- EEOC Claim – (0)
- FMLA – processing request - Ongoing
- Unemployment Compensation Claims - (0)
- Grievances and employee concerns – (0)
- Liability Insurance and Loss Control –(0)
- 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:

<u>Employee Accidents</u>	2
<u>Child Accidents</u>	0
<u>Resignations</u>	8
<u>Involuntary Terminations</u>	2
<u>Lay-offs</u>	0
<u>New Hires</u>	1
<u>Transfers/Promotions</u>	3
<u>Temps & Substitutes</u>	4
<u>Unemployment</u>	0
<u>Unemployment Hearings</u>	0
<u>Family Medical Leave</u>	8
<u>Disability Claims</u>	0

<u>Worker Compensation</u>	0
<u>Equal Opportunity Claims</u>	0
<u>Child incident case</u>	- (1) w/ attorney – still pending

CHALLENGE

- Employee improvement plans: **Status (0) on plan**
- Bi-Annual Driving Record: **Status– 90% complete**
- Timely submission of paperwork– PCNs, Hiring Requisitions, Resignation/Termination notices, FMLA request - on-going – **Status: 85% Improved**
- Ensuring all human resources issues are addressed and are in compliance based on the requirements of the grants/programs – Directors are doing a better job of sharing changes in the grant or laws that affects their grant **Status: Improved - on going**
- Supervisors/Directors addressing employee issues/concerns in a timely manner – Status: **improved -80 %**
- Directors ensuring staffing request and funding codes are correct and timely submitted – **Status: 85% Improved – on going**
- Directors and Managers monitor their Centers and become proactive in the prevention of accidents. **Status: improved good (0) child accident (2) staff accident this month**

PROPOSED STRATEGY TO PREVENT POSSIBLE DEFICIENCY (IES):

- Consistently working with Division Directors and Organizational Partners on all fronts in order to be pro-active and not re-active with respect to all obligations HR has to ALPI and the clients we serve. – on-going
- Met with CDFS & Community & Economic Development Divisions on numerous occasions during the month
- Worked with CEO on personnel issues during the month

SPECIAL ACCOMPLISHMENTS:

- No student accidents
- All insurance paperwork was completed in a timely manner and processed with little to no errors
- The vendors have done an excellent job in processing claims for our employees
- The new year is starting off with challenges; too many vacancies 8 employees resigned this month; if we could come together to find out..."why" would be a great starting point.

OPERATIONS & QUALITY CONTROL

- **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.
 - ✓ Coordinated and facilitated the Central Region Advisory Council bi-monthly meeting.
 - ✓ Coordinated the services for the 2018 Independent Audit.
 - ✓ Coordinating outgoing correspondence for the upcoming 2018 Annual Advisory Councils' Elections.
 - ✓ Facilitated the ordering of the awards to be presented for the 2018 Annual Meetings of the Advisory Councils.
- **CENTRAL REGION ADVISORY COUNCIL**
Facilitated bi-monthly meeting to discuss the outcome regarding applicants for the Arabell Wiggins Scholarship recipient; 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 Region IV BOD Meeting & SEACAA Conference,
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.

- **WORKSHOPS/MEETING ATTENDED**

Central Region Advisory Council Meeting
Senior Directors' Meeting

August 8, 2018
August 14, 2018

- **UPCOMING EVENTS:**

Jamestown Annual Cemetery Cleanup
Executive Committee Meeting
Board of Directors Meeting
Wall of Fame Presentation

September 3, 2018
September 21, 2018
September 22, 2018
September 22, 2018

PROGRESS REPORTS

**HEAD START/EARLY HEAD START
MONTHLY ATTENDANCE**

**HEAD START/EARLY HEAD START
ENROLLMENT REPORT**



04CH4739 - AGRICULTURAL & LABOR PROGRAM INC, THE

End-Of-Month Enrollment - August 2018

Total

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

Head Start

	<i>Operated this month</i>	<i>Last day of services provided</i>	<i>Reported Enrollment</i>	<i>Funded Enrollment</i>	<i>Grant Status</i>
	Yes	Aug 31, 2018	691	691	Reported
Initially Reported:	On 09/04/2018 by Donita Brunson				
Last Updated:	On 09/04/2018 01:54:56 PM, EST by Donita Brunson				

Early Head Start

	<i>Operated this month</i>	<i>Last day of services provided</i>	<i>Reported Enrollment</i>	<i>Funded Enrollment</i>	<i>Grant Status</i>
	Yes	Aug 31, 2018	140	140	Reported
Initially Reported:	On 09/04/2018 by Donita Brunson				
Last Updated:	On 09/04/2018 01:54:56 PM, EST by Donita Brunson				

**HEAD START/EARLY HEAD START STATISTICAL
REPORT**

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

REPORT FOR THE MONTH OF: August 2018		DATE:	8/31/2018
CENTER: Frostproof CDC			
ERSEA		THIS MONTH	TO DATE
1. Enrollment			
a.	The number of EHS and HS Children served (As of 9/1).	EHS 63	4 YEARS 63
b.	Of the number of HS children in A1, the number in the VPK program.		
c.	Of the number of EHS and HS Children in A1, the number enrolled for a second year.	37	37
2. Of the number of HS Children eligible for kindergarten			
3. Dropouts			
a.	Number of EHS and HS children who have dropped	1	1
b.	Of the number in B1, the number who dropped prior to 45 days of attendance.	1	1
4. Attendance/ADA		79.25%	79.25%

SERVICE DELIVERY		EHS	HS	THIS MONTH	TO DATE
A. Family and Community Engagement					
1. Total number of Head Start Families					
a.	Of these, the number of two parent families	57		57	57
b.	Of these, the number of single parent families	18		18	18
c.	Of these, the number of families receiving assistance under TANF Program	39		39	39
d.	Of these, the number of families receiving Supplemental Security Income (SSI)				
e.	Of these, the number of families over income	3		3	3
2. Total number of families identified as needing services or identified an interest in the following areas:					
a.	Emergency Crisis intervention/Assistance (food, clothing, shelter, etc.)				
b.	Housing assistance such as subsidies, utilities, repairs, etc.				
c.	Counseling or mental health services				
d.	Education/Literacy/English as a Second Language				
e.	Adult education such as GED program and college education	1		1	1
f.	Job Training				
g.	Substance abuse prevention or treatment				
h.	Child Abuse and Neglect Services/Training				
i.	Domestic violence services				
j.	Child support assistance				
k.	Health education				
l.	Assistance to families of incarcerated individuals				
m.	Parent Education				
n.	Marriage education				
o.	Asset building services (such as financial education, opening savings and checking account etc.				

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

SERVICE DELIVERY cont'd	EHS	HS	THIS MONTH	TO DATE
B. Early Childhood Development and Health Services				
1. Number of EHS and HS Children who have completed the following screenings:				
a. Height	14		14	14
b. Weight	14		14	14
c. Vision	15		15	15
d. Hearing	15		15	15
e. Speech/Language	15		15	15
f. Behavioral	15			
g. Developmental			13	13
h. Blood Pressure			13	13
i. Hemoglobin	28		28	28
j. Lead	24		24	24
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	1		1	1
c. Hearing Difficulties				
d. Overweight				
e. Vision Problems				
5. Number of EHS and HS children enrolled in Medicaid	62		62	62
6. Number of EHS and HS children with private insurance				
7. Number of EHS and HS children with "Medical Home"	15		15	15
8. Number of EHS and HS children who have completed a professional dental examination	8		8	8
9. Of the children in B8, the number of children diagnosed as needing treatment				
10. Of the children diagnosed in B9, the number of children who received or are receiving treatment				
11. Of the children examined in B8, the number of children who received preventive (care X-ray Cleaning Only)				
12. Number of EHS and HS children with up-to-date immunizations	49		49	49
13. Number of EHS and HS children with complete immunizations				
14. Number of EHS and HS children with current physicals	40		40	40
15. Number of EHS and HS children receiving WIC services				
16. Number of EHS and HS children receiving meals via Child Care Food Program	51		51	51
17. Number of teacher and caregivers home visits completed (1 st)				
18. Number of teacher and caregivers home visits completed (2 nd)				
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				

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

22. Number of EHS/HS with final assessments completed	EHS	HS	THIS MONTH	TO DATE
SERVICE DELIVERY cont'd				
C. Father Engagement				
Number of father/father figures who were engaged in the following activities during this program:				
a) Family assessment	15		15	15
b) Family goal setting	15		15	15
c) Involvement in child's Head Start child development experiences (e.g. home visits, parent/teacher conf.)	15		15	15
d) Head Start program governance, such as participation in the Policy Council	1		1	1
e) Parenting education workshops				
D. Mental Health and Disabilities				
1. Number of EHS and HS children with a diagnosed disability	1		1	1
2. Of the EHS and HS children in E1 with a diagnosed disability, the number with an IEP or IFSP	1		1	1
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				
E. Pregnant Women Services			4	4
1. Indicate the number of pregnant women who received the following services while enrolled in EHS				
a. Prenatal and postpartum health care				
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				
F. Transportation				
1. Number of children receiving transportation services				
2. Number of field trips taken				
Comment:				
SIGNATURE: Christine Wilson			DATE: 8/31/2018	
		JOB TITLE: CDSM		

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

3 REPORT FOR THE MONTH AUGUST 2018	
OF:	
CENTER: ALPI FROSTPROOF/JUMPSTART Early Head Start	DATE: August 2018

ERSEA	THIS MONTH	TO DATE
1. Enrollment		
a. The number of EHS and HS Children served (As of 8/1)	69	69
b. Of the number of HS children in A1, the number in the VPK program.	0	0
c. Of the number of EHS and HS Children in A1, the number enrolled for a second year.	22	22
2. Of the number of HS Children eligible for kindergarten		
3. Dropouts		
a. Number of EHS and HS children who have dropped	01	01
b. Of the number in B1, the number who dropped prior to 45 days of attendance	01	01
4. Attendance/ADA	79.25%	79.25%

SERVICE DELIVERY	EHS	HS	THIS MONTH	TO DATE
A. Family and Community Engagement				
1. Total number of Head Start Families	57		57	57
a. Of these, the number of two parent families	03		03	03
b. Of these, the number of single parent families	10		10	10
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)	03		03	03
e. Of these, the number of families over income	0		0	0
2. Total number of families identified as needing services or identified as interest in the following areas:				
a. Emergency Crisis intervention/Assistance (food, clothing, shelter, etc.)	0		0	0
b. Housing assistance such as subsidies, utilities, repairs, etc.	0		0	0
c. Counseling or mental health services	0		0	0
d. Education/Literacy/English as a Second Language	0		0	0
e. Adult education such as GED program and college education	01		01	01

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

	EHS	HS	THIS MONTH	TO DATE
9. Of the children in B8, the number of children diagnosed as needing treatment	0		0	0
10. Of the children diagnosed in B9, the number of children who received or are receiving treatment	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
12. Number of EHS and HS children with up-to-date immunizations	34		34	34
13. Number of EHS and HS children with complete immunizations	0		0	0
14. Number of EHS and HS children with current physicals	26		26	26
15. Number of EHS and HS children receiving WIC services	0		0	0
16. Number of EHS and HS children receiving meals via Child Care Food Program	51		51	51
17. Number of teacher and caregivers home visits completed (1 st)	0		0	0
18. Number of teacher and caregivers home visits completed (2 nd)	0		0	0
19. Number of parent/teacher/ caregivers conferences completed	0		0	0
20. Number of EHS/HS with baseline assessments completed	0		0	0
21. Number of EHS/HS with mid-year assessments completed	0		0	0
22. Number of EHS/HS with final assessments completed	0		0	0
SERVICE DELIVERY cont'd	EHS	HS	THIS MONTH	TO DATE
C. Mental Health and Disabilities				
1. Number of EHS and HS children with a diagnosed disability	0		0	0
2. Of the EHS and HS children in E1 with a diagnosed disability, the number with an IEP or IFSP	01		01	01
3. Of the EHS and HS children in E1 with a diagnosed disability, the number determined by LEA or Part C	0		0	0
4. Number of EHS and HS children with suspected disabilities	0		0	0
5. Number of referred EHS and HS children awaiting testing or staffing	0		0	08
6. Number of EHS and HS children referred for mental health services outside of the program	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
8. Of the children in E7, the number the MH Professional provided three or more consultations.	0		0	0
9. Number of children the MH Professional consulted with the parent about their child's behavior/mental health.	0		0	0
10. Number of children the MH Professional provided an individual mental health assessment	0		0	0
11. Number of children the MH Professional facilitated a referral for mental health services	0		0	0
12. Number of MDT's meetings	0		0	0
13. Of the number of MDT meetings, the number of children the team determined to have a disability	0		0	0
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

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

1. Number of children receiving transportation services	0	0
2. Number of field trips taken	0	0

SIGNATURE: Christine Wilson	JOB TITLE: CDSM	DATE: 8/31/2018
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ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

REPORT FOR THE MONTH OF: August, 2018		DATE: 8/31/2018	
CENTER: ERSEA			
		THIS MONTH	TO DATE
1. Enrollment			
a. The number of EHS and HS Children served (As of 9/1).	EHS	3 YEARS	4 YEARS
	65	275	443
b. Of the number of HS children in A1, the number in the VPK program.	0	0	443
c. Of the number of EHS and HS Children in A1, the number enrolled for a second year.	20	0	303
2. Of the number of HS Children eligible for kindergarten			
3. Dropouts			
a. Number of EHS and HS children who have dropped	0	2	1
b. Of the number in B1, the number who dropped prior to 45 days of attendance.	0	2	1
4. Attendance/ADA			

SERVICE DELIVERY	EHS	HS	THIS MONTH	TO DATE
A. Family and Community Engagement				
1. Total number of Head Start Families				
a. Of these, the number of two parent families	63	674	737	737
b. Of these, the number of single parent families	7	144	151	151
c. Of these, the number of families receiving assistance under TANF Program	56	530	586	586
d. Of these, the number of families receiving Supplemental Security Income (SSI)	5	21	26	26
e. Of these, the number of families over income	3	71	74	74
	0	50	50	50
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	1	1	1
e. Adult education such as GED program and college education	0	1	1	1
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
o. Asset building services (such as financial education, opening savings and checking account etc.	0	0	0	0

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

SERVICE DELIVERY cont'd	EHS	HS	THIS MONTH	TO DATE
B. Early Childhood Development and Health Services				
1. Number of EHS and HS Children who have completed the following screenings:				
a. Height	50	682	732	732
b. Weight	50	580	630	630
c. Vision	25	588	613	613
d. Hearing	23	583	606	606
e. Speech/Language	0	30	30	30
f. Behavioral	0	134	134	134
g. Developmental	0	9	9	9
h. Blood Pressure	3	580	583	583
i. Hemoglobin	28	566	594	594
j. Lead	25	548	573	573
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	1	0	1	1
b. Asthma	2	25	27	27
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	40	598	638	638
6. Number of EHS and HS children with private insurance	1	19	20	20
7. Number of EHS and HS children with "Medical Home"	19	378	397	397
8. Number of EHS and HS children who have completed a professional dental examination	31	590	621	621
9. Of the children in B8, the number of children diagnosed as needing treatment	0	0	0	0
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	47	416	463	463
13. Number of EHS and HS children with complete immunizations	0	278	278	278
14. Number of EHS and HS children with current physicals	50	693	743	743
15. Number of EHS and HS children receiving WIC services	44	343	387	387
16. Number of EHS and HS children receiving meals via Child Care Food Program	0	0	0	0
17. Number of teacher and caregivers home visits completed (1 st)	0	0	0	0
18. Number of teacher and caregivers home visits completed (2 nd)	0	0	0	0
19. Number of parent/teacher/ caregivers conferences completed	0	0	0	0
20. Number of EHS/HS with baseline assessments completed	0	0	0	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

REPORT FOR THE MONTH OF: August, 2018		DATE: 8/31/2018	
CENTER: All centers combined – St. Lucie			
ERSEA		THIS MONTH TO DATE	
1. Enrollment			
a.	The number of EHS and HS Children served (As of 9/1).	EHS	4 YEARS
		65	443
b.	Of the number of HS children in A1, the number in the VPK program.	0	443
c.	Of the number of EHS and HS Children in A1, the number enrolled for a second year.	20	303
2. Of the number of HS Children eligible for kindergarten		443	
3. Dropouts			
a.	Number of EHS and HS children who have dropped	0	1
b.	Of the number in B1, the number who dropped prior to 45 days of attendance.	0	1
4. Attendance/ADA			

		EHS	HS	THIS MONTH	TO DATE
SERVICE DELIVERY					
A. Family and Community Engagement					
1. Total number of Head Start Families					
a.	Of these, the number of two parent families	63	674	737	737
b.	Of these, the number of single parent families	7	144	151	151
c.	Of these, the number of families receiving assistance under TANF Program	56	530	586	586
d.	Of these, the number of families receiving Supplemental Security Income (SSI)	5	21	26	26
e.	Of these, the number of families over income	3	71	74	74
		0	50	50	50
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	1	1	1
e.	Adult education such as GED program and college education	0	1	1	1
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
o.	Asset building services (such as financial education, opening savings and checking account etc.	0	0	0	0

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

SERVICE DELIVERY cont'd	EHS	HS	THIS MONTH	TO DATE
B. Early Childhood Development and Health Services				
1. Number of EHS and HS Children who have completed the following screenings:				
a. Height	50	682	732	732
b. Weight	50	580	630	630
c. Vision	25	588	613	613
d. Hearing	23	583	606	606
e. Speech/Language	0	30	30	30
f. Behavioral	0	134	134	134
g. Developmental	0	9	9	9
h. Blood Pressure	3	580	583	583
i. Hemoglobin	28	566	594	594
j. Lead	25	548	573	573
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	1	0	1	1
b. Asthma	2	25	27	27
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	40	598	638	638
6. Number of EHS and HS children with private insurance	1	19	20	20
7. Number of EHS and HS children with "Medical Home"	19	378	397	397
8. Number of EHS and HS children who have completed a professional dental examination	31	590	621	621
9. Of the children in B8, the number of children diagnosed as needing treatment	0	0	0	0
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	47	416	463	463
13. Number of EHS and HS children with complete immunizations	0	278	278	278
14. Number of EHS and HS children with current physicals	50	693	743	743
15. Number of EHS and HS children receiving WIC services	44	343	387	387
16. Number of EHS and HS children receiving meals via Child Care Food Program	0	0	0	0
17. Number of teacher and caregivers home visits completed (1 st)	0	0	0	0
18. Number of teacher and caregivers home visits completed (2 nd)	0	0	0	0
19. Number of parent/teacher/ caregivers conferences completed	0	0	0	0
20. Number of EHS/HS with baseline assessments completed	0	0	0	0
21. Number of EHS/HS with mid-year assessments completed	0	0	0	0

**NON-FEDERAL SHARE
(HEAD START/EARLY HEAD START)**

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

MONTH REPORTING: AUGUST 2018			
PROGRAM TYPE	HEAD START/EARLY HEAD START		
GRANT #	04CH4739		
FAA PERIOD	Beginning	7/1/2018	Ending 6/30/2019

FAA TYPE	REFUNDING	TOTAL
80% Federal Share	\$ 7,877,534.00	\$ 7,877,534.00
20% Non-Federal	\$ 1,989,384.00	\$ 1,989,384.00

MONTHLY TYPE CATEGORY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL	%
VOLUNTEERS								19,566.30												19,566.30					619,387.70	3%
SPACE COST								47,595.83												47,595.83					475,959.34	17%
OTHER								73,730.59												73,730.59					685,179.42	10%
CASH																										0%
TOTAL								141,282.71												141,282.71					1,780,505.46	19%

CERTIFICATION	DATE	9/4/2018
PROGRAM OPERATIONS DIRECTORS: Myrna Rodriguez	DATE	9/4/2018
CERTIFIED BY: Myrna Rodriguez	DATE	9/4/2018

Comments: This report represents St. Lucie County only. Pelt will be submitted at a later time.

ESTIMATED VOLUNTEER PARTICIPANTS YEAR-TO-DATE

MONTHLY TYPE CATEGORY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
Parents								454					454.00
Professionals								15					15.00
Hours								1085					1085.00

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

CHILD CARE FACILITY LICENSE

(Francina Duval)

Child Care Facility Certificate of License

S501

Certificate Number: C19SL0058

Name of Facility: ALPI Francina C Duval Head Start Center

Address: 1035 South 27th Circle County: Saint Lucie

City: Fort Pierce Zip: 34950

Owner: The Agricultural & Labor Program Inc

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

This certificate is effective

July 7, 2018 Through July 6, 2019

This license may be revoked or suspended for cause.

Maximum Licensed Capacity: 40

Hours of Operation:

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

Region Administrator or Designee

CF-FSP5115



Annual



State of Florida

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

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

**ST. LUCIE COUNTY
FIRE INSPECTION
(Lincoln Park)**

St. Lucie County Fire District
5160 NW MILNER DRIVE
Port Saint Lucie, FL 34983



Fire Marshal
Captain Debbie Knupp
772-621-3322

A1 - REQUIRED ANNUAL Assigned To PUTNAM, Brian on 8/2/2018

Start Date:
Business Name: ALPI LINCOLN PARK HEADSTART
Address: 1400 M AVE
Fort Pierce, FL 34950

Completion Date:
Business Phone:

**A fire inspection conducted by the
SLCFD Fire Marshal's Office
on the above date and time revealed the following:**

Violations	Date Found	Date Cleared	Fee
NO VIOLATION			
NO VIOLATION FOUND			\$0.00
Standard: :			
Long Desc: NO VIOLATION			

Signatures

Recipient:

Debbie Knupp

Inspector

Brian Putnam

BRIAN Putnam

DEPARTMENT OF CHILDREN AND FAMILIES
FACILITY INSPECTION REPORT



Child Care Facility Information

Name: A L P I Garden Terrace Head Start Center
 ID Number: C19SL0051
 Address: 1110 N 32nd St, Fort Pierce FL 34947-2435
 Phone Number: (772) 488-0300 Capacity: 94
 Owner/Director/Staff Responsible: Sandra Monroe

DCF Standards
 DCF & SR Standards
 SR Standards

Inspection Information

Type: Abbreviated Date: 08/17/2018 Arrival/Departure Time: 10:15 AM to 11:45 AM
 Staff Present: 13 Children Present: 83 Onsite Visit: Yes

INSPECTION CHECKLIST

GENERAL REQUIREMENTS

- | | |
|--|-----------------------|
| <p>01. License Displayed/Citation Posted/Advertising s.402.3125(1)(a), F.S.
 <u>Not Monitored Comments</u>
 This program is eligible for an abbreviated inspection; therefore, some standards will be marked NA.</p> | <p>Not Monitored</p> |
| <p>02. Minimum Age Requirements CCF Handbook, Section 2.2</p> | <p>Compliance</p> |
| <p>03. Ratio Sufficient CCF Handbook, Section 2.3
 <u>Compliance Comments</u>
 Three-year-olds 2:15, 2:15
 Four-year-olds 2:17, 2:17, 2:19</p> | <p>Compliance</p> |
| <p>04. Supervision CCF Handbook, Section 2.4</p> | <p>Compliance</p> |
| <p>05. Transportation CCF Handbook, Section 2.5
 <u>Not Applicable Comments</u>
 Transportation is not provided. Standards #5-#8 are NA.</p> | <p>Not Applicable</p> |
| <p>06. Driver's License, Physician Certification & First Aid/CPR Training CCF Handbook, Section 2.5 and CCF Handbook, Section 7.4</p> | <p>Not Applicable</p> |
| <p>07. Vehicle Insurance and Inspection CCF Handbook, Section 2.5.4</p> | <p>Not Applicable</p> |
| <p>08. Seat Belts/Child Restraints CCF Handbook, Section 2.5.4 and CCF Handbook, Section 2.5.5</p> | <p>Not Applicable</p> |
| <p>09. Planned Activities CCF Handbook, Section 2.6</p> | <p>Compliance</p> |
| <p>10. Field Trip Permission CCF Handbook, Section 2.7</p> | <p>Not Monitored</p> |
| <p>11. Child Discipline CCF Handbook, Section 2.8</p> | <p>Not Monitored</p> |

PHYSICAL ENVIRONMENT

- | | |
|--|-------------------|
| <p>12. Facility Environment CCF Handbook, Section 3.1</p> | <p>Compliance</p> |
| <p>13. Toxic Substances, Hazardous Materials and Weapons CCF Handbook, Section 3.2</p> | <p>Compliance</p> |



Name: A L P I Garden Terrace Head Start Center License #: C195L0051
 Address: 1110 N 32nd St, Fort Pierce FL 34947-2435
 Type: Abbreviated Data: 08/17/2018

14. Lighting, Temperature, and Ventilation CCF Handbook, Section 3.3	Compliance
15. Licensed Capacity CCF Handbook, Section 3.4	Compliance
16. Indoor Floor Space CCF Handbook, Section 3.4	Compliance
17. Outdoor Play Area/Fencing CCF Handbook, Section 3.5	Compliance
18. Bedding and Linens CCF Handbook, Section 3.6	Not Monitored
19. Nap/Sleep Space Requirements CCF Handbook, Section 3.6.2	Not Monitored
20. Crib Requirements CCF Handbook, Section 3.6 <u>Not Applicable Comments</u> There are no infants or toddlers enrolled. This is a Head Start Program serving children 3 through 5 years old. Any standard that applies specifically to infants and toddlers will be marked NA.	Not Applicable
21. Restrooms and Bath Facilities CCF Handbook, Section 3.7	Compliance
22. Operable Phone CCF Handbook, Section 3.8.1	Compliance
23. Fire Drills & Emergency Preparedness CCF Handbook, Section 3.8 <u>Compliance Comments</u> This program operates during the school year only. This is the first week of school so a drill has not been done for August. The log documents on 5/30/18 a fire drill was conducted with 15 adults and 71 children present. The fire extinguishers expire 10/2018.	Compliance
FOOD AND NUTRITION	
24. Food Preparation Area CCF Handbook, Section 3.9	Compliance
25. Meals and Snacks CCF Handbook, Section 3.9	Compliance
26. Meal and Snack Menus CCF Handbook, Section 3.9.3 & Section 7	Compliance
27. Catered Food and Food Provided by Outside Sources CCF Handbook, Section 7 & Section 3.9.3	Compliance
28. Bottles, Breastmilk, Formula and Infant Food CCF Handbook, Section 3.9	Not Applicable
SANITATION AND EQUIPMENT	
29. Health and Sanitation CCF Handbook, Section 3.8, 3.9, and 3.10 <u>Compliance Comments</u> The dual use sinks have been designated for water fountain and brushing teeth. There is a second sink in the bathroom for hand washing.	Compliance
30. Diapering CCF Handbook, Section 3.10 <u>Not Applicable Comments</u> There are no children in diapers enrolled.	Not Applicable



Name: A L P I Garden Terrace Head Start Center License #: C19SLD051
 Address: 1110 N 32nd St, Fort Pierce FL 34947-2435
 Type: Abbreviated Date: 08/17/2018

- | | |
|--|---------------|
| 31. Indoor Equipment CCF Handbook, Section 3.11 | Compliance |
| 32. Outdoor Equipment CCF Handbook, Section 3.12 | Not Monitored |

TRAINING

- | | |
|--|---------------|
| 33. Training Requirements CCF Handbook, Section 4
<u>Compliance Comments</u>
Staff completed in-service for 2018-2019 during pre-service training 8/8/18-8/10/18. Last year's in-service 2017-2018 was completed in August 2017. | Compliance |
| 34. Credentialed Staff CCF Handbook, Section 4.6 & 4.7 | Not Monitored |

HEALTH REQUIREMENTS

- | | |
|---|---------------|
| 35. Communicable Disease Control CCF Handbook, Section 6.1 | Not Monitored |
| 36. CPR Requirements CCF Handbook, Section 4.2.4 | Compliance |
| 37. First Aid Requirements CCF Handbook, Section 4.2.4 and 6.2 | Compliance |
| 38. Emergency Telephone Numbers CCF Handbook, Section 6.3 | Not Monitored |
| 39. Accident/ Incident Notification and Documentation CCF Handbook, Section 6.3 & 6.4 | Compliance |
| 40. Medication CCF Handbook, Section 6.5 | Not Monitored |

RECORD KEEPING

- | | |
|---|---------------|
| 41. Immunization Records CCF Handbook, Section 7.1
<u>Compliance Comments</u>
Twenty children's files were reviewed. | Compliance |
| 42. Student Health and Records CCF Handbook, Section 7.2
<u>Compliance Comments</u>
Twenty children's files were reviewed. | Compliance |
| 43. Enrollment Information CCF Handbook, Section 7.3 & s. 402.3054(2), F.S.
<u>Compliance Comments</u>
Twenty children's files were reviewed.
Parents have been provided with Influenza information. | Compliance |
| 44. Personnel Records CCF Handbook, Section 7.4 | Not Monitored |
| 45. Background Screening Documents CCF Handbook, Section 7.4.1 | Compliance |
| 46. Daily Attendance CCF Handbook, Section 7.5 | 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: 08/17/2018

ENFORCEMENT

47. Access/Child Safety CCF Handbook, Section 8

Not Monitored

Sandra Monroe

Received by: Sandra Monroe
Date: Friday, August 17, 2018

Kathleen Walters

Inspected by: Kathleen Walters
Date: Friday, August 17, 2018



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: 08/17/2018

SUPPLEMENTAL INSPECTION SHEET

Comments:

Rilya Wilson Act information page and Distracted Adult flyer were provided today.

Sandra Monroe

Received by: Sandra Monroe
Date: Friday, August 17, 2018

Kathleen Walters

Inspected by: Kathleen Walters
Date: Friday, August 17, 2018



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

DCF Standards
DCF & SR Standards 080
SR Standards

Inspection Information

Type: Routine Date: 08/30/2018 Arrival/Departure Time: 09:20 AM to 11:30 AM
Staff Present: 23 Children Present: 138 Onsite Visit: Yes

INSPECTION CHECKLIST

GENERAL REQUIREMENTS

- | | |
|---|------------|
| 01. License Displayed/Citation Posted/Advertising s.402.3125(1)(a), F.S. | Compliance |
| 02. Minimum Age Requirements CCF Handbook, Section 2.2 | Compliance |
| 03. Ratio Sufficient CCF Handbook, Section 2.3 | Compliance |
| 04. Supervision CCF Handbook, Section 2.4
<u>Compliance Comments</u>
Twos 2:7
Threes 2:14, 2:14
Threes & Fours 2:13
Fours 2:19, 2:19, 2:17, 2:19, 2:16 | Compliance |
| 05. Transportation CCF Handbook, Section 2.5 | Compliance |
| 06. Driver's License, Physician Certification & First Aid/CPR Training CCF Handbook, Section 2.5 and CCF Handbook, Section 7.4 | Compliance |
| 07. Vehicle Insurance and Inspection CCF Handbook, Section 2.5.4 | Compliance |
| 08. Seat Belts/Child Restraints CCF Handbook, Section 2.5.4 and CCF Handbook, Section 2.5.5 | Compliance |
| 09. Planned Activities CCF Handbook, Section 2.6 | Compliance |
| 10. Field Trip Permission CCF Handbook, Section 2.7 | Compliance |
| 11. Child Discipline CCF Handbook, Section 2.8 | Compliance |

PHYSICAL ENVIRONMENT

- | | |
|--|------------|
| 12. Facility Environment CCF Handbook, Section 3.1 | Compliance |
|--|------------|

13. Toxic Substances, Hazardous Materials and Weapons CCF Handbook, Section 3.2	Compliance	081
14. Lighting, Temperature, and Ventilation CCF Handbook, Section 3.3	Compliance	
15. Licensed Capacity CCF Handbook , Section 3.4	Compliance	
16. Indoor Floor Space CCF Handbook, Section 3.4	Compliance	
17. Outdoor Play Area/Fencing CCF Handbook, Section 3.5	Compliance	
18. Bedding and Linens CCF Handbook, Section 3.6	Compliance	
19. Nap/Sleep Space Requirements CCF Handbook, Section 3.6.2	Compliance	
20. Crib Requirements CCF Handbook, Section 3.6	Compliance	
21. Restrooms and Bath Facilities CCF Handbook, Section 3.7	Compliance	
22. Operable Phone CCF Handbook, Section 3.8.1	Compliance	
23. Fire Drills & Emergency Preparedness CCF Handbook, Section 3.8	Compliance	
<u>Compliance Comments</u> A fire drill was conducted today during this inspection. This is the first drill for the new school year. Staff and children evacuated in an organized and timely manner. Fire extinguishers expire 10/2018. There were 138 children and 22 adults present.		

FOOD AND NUTRITION

24. Food Preparation Area CCF Handbook, Section 3.9	Compliance	
25. Meals and Snacks CCF Handbook, Section 3.9	Compliance	
26. Meal and Snack Menus CCF Handbook, Section 3.9.3 & Section 7	Compliance	
27. Catered Food and Food Provided by Outside Sources CCF Handbook, Section 7 & Section 3.9.3	Compliance	
28. Bottles, Breastmilk, Formula and Infant Food CCF Handbook, Section 3.9	Not Applicable	
<u>Not Applicable Comments</u> There are no infants enrolled.		

SANITATION AND EQUIPMENT

29. Health and Sanitation CCF Handbook, Section 3.6, 3.9, and 3.10	Compliance	
--	------------	--

30. Diapering CCF Handbook, Section 3.10

Compliance

082

31. Indoor Equipment CCF Handbook, Section 3.11

Compliance

32. Outdoor Equipment CCF Handbook, Section 3.12

Compliance

TRAINING

33. Training Requirements CCF Handbook, Section 4

Compliance

Compliance Comments

All staff completed in-service requirements for 2017-2018 in August 2017, and recently during pre-service training in August, 2018 for 2018-2019.

34. Credentialed Staff CCF Handbook, Section 4.6 & 4.7

Compliance

HEALTH REQUIREMENTS

35. Communicable Disease Control CCF Handbook, Section 6.1

Compliance

36. CPR Requirements CCF Handbook, Section 4.2.4

Compliance

37. First Aid Requirements CCF Handbook, Section 4.2.4 and 6.2

Compliance

38. Emergency Telephone Numbers CCF Handbook, Section 6.3

Compliance

39. Accident/ Incident Notification and Documentation CCF Handbook, Section 6.3 & 6.4

Compliance

40. Medication CCF Handbook, Section 6.5

Compliance

RECORD KEEPING

41. Immunization Records CCF Handbook, Section 7.1

Compliance

Compliance Comments

Fifty-five children's files were reviewed from Counselor Amy's group.

42. Student Health and Records CCF Handbook, Section 7.2

Compliance

Compliance Comments

Fifty-five children's files were reviewed from Counselor Amy's group.

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

Compliance

Compliance Comments

The child care facility director provided parents with information detailing the causes, symptoms, and transmission of the influenza virus Aug. – Sept. 2017. Verification is on file

44. Personnel Records CCF Handbook, Section 7.4

Compliance

45. Background Screening Documents CCF Handbook, Section 7.4.1

Compliance



46. Daily Attendance CCF Handbook, Section 7.5

Compliance 083

ENFORCEMENT

47. Access/Child Safety CCF Handbook, Section 8

Compliance

Received by: Crystal Damas
Date: Thursday, August 30, 2018

Inspected by: Kathleen Walters
Date: Thursday, August 30, 2018

SUPPLEMENTAL INSPECTION SHEET

Comments:

A copy of the Distracted Adult flyer and Rilya Wilson Act procedure were provided today.
Other resources provided: ELFL website and training requirements, Hand Washing poster, Staff & Children's files checklist and updated forms #5268, Child Abuse Mandated Reporter and Attestation, October 2017.

Crystal Damas

Received by: Crystal Damas
Date: Thursday, August 30, 2018

Kathleen Walters

Inspected by: Kathleen Walters
Date: Thursday, August 30, 2018

CHILD CARE FOOD INSPECTION REPORT

Location and Address of Center: Lincoln Park

**Child Care Food Program
SITE REVIEW FORM**

Name of Sponsoring Organization: ALPL 086

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

(For Use by Sponsors of Affiliated and Unaffiliated Centers)

Reviewer's Name: Bessie Ametry

Refer to Instructions Before Completing the Review

DCF License #/Religious Accreditation Info: <u>C-195L 70'14</u>	Exp. Date	Capacity	Enrollment	Date of Review	Arrival Time	Departure Time
	<u>10/25/18</u>	<u>108</u>	<u>105</u>	<u>8/16/18</u>	<u>9:00</u>	<u>12:15</u>
Meals Approved to Claim: <u>13</u> <u>(B) MS (L) AS (S) ES</u>	Meal Observed: <u>(L)</u> B MS <u>(L)</u> AS S ES			Date of Last Site Review: _____		
	<input type="checkbox"/> Non-Meal Review (U's only)			Date of Last F/U Review: _____		
			CAP Required Yes <input checked="" type="checkbox"/> No _____			
			Failed 5-Day Test Yes <input checked="" type="checkbox"/> No _____			

RECORD KEEPING/ELIGIBILITY REQUIREMENTS				YES	NO	N/A	COMMENTS
1.	The center has a current license and operates within its licensed capacity, age limits, and staff/child ratios.	<input checked="" type="checkbox"/>					
2.	The center has a current license/permit/certificate, which allows for operation of food service.	<input checked="" type="checkbox"/>					
3.	The center has an up-to-date enrollment roster for this fiscal year.	<input checked="" type="checkbox"/>					Date of last inspection: <u>5/22/18</u>
4.	Copies of completed Free and Reduced-Price applications are on file at the center for every child who is claimed as free or reduced.	<input checked="" type="checkbox"/>					
5.	Copies of current and complete Enrollment Forms and CCFP Child Participation Forms are on file at the center for every child.	<input checked="" type="checkbox"/>					
6.	Copies of complete and accurate Infant Feeding Forms are on file at the center for each child under the age of 12 months, if applicable.			<input checked="" type="checkbox"/>			
7.	If for-profit, the center has the required number of low-income children enrolled to be eligible for the CCFP.			<input checked="" type="checkbox"/>			
8.	The center is taking daily attendance on an approved form and copies of attendance records are accurately maintained at the center for all enrolled children.	<input checked="" type="checkbox"/>					
9.	The center retains program records for the current fiscal year plus the prior three years (or number of years on program if less than three years).	<input checked="" type="checkbox"/>					
10.	If the center receives catered meal service, a current catering contract is on file that meets DOH policies.	<input checked="" type="checkbox"/>					
11.	The center followed proper procurement procedures (formal or informal) to secure a catered meal service contract.	<input checked="" type="checkbox"/>					
12.	If the initial meal service contract totals \$50,000 or more, the center submitted required documents to the sponsor for DOH written approval before signing contract.	<input checked="" type="checkbox"/>					

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

Center only), answer questions marked with an asterisk (*) and mark all others "N/A". (Sponsors of Unaffiliated

MEAL OBSERVATION

YES NO N/A COMMENTS 087

22. Posted Menu:				Observed Meal: <input checked="" type="checkbox"/> Same as posted menu
23. The observed meal was served at the proper time.	<input checked="" type="checkbox"/>			
24. The observed meal corresponds to the posted menu.	<input checked="" type="checkbox"/>			
25. The observed meal contains all required components, served in the required quantities. If no, list any missing and/or inadequate components:	<input checked="" type="checkbox"/>			
26. If catered, the observed meal meets all requirements of the Catering Contract, including delivery, receipt and service. (Refer to Catering Contract Review).	<input checked="" type="checkbox"/>			
27. All the meals on the posted weekly or monthly menu meet minimum CCFP meal pattern requirements.* Refer to Meal Pattern and Menu Review Guidance.	<input checked="" type="checkbox"/>			
28. If using commercially processed/main dish combination foods, the center is following regulatory guidelines.*	<input checked="" type="checkbox"/>			
29. Ready-to-eat cereal products served contain no more than 6 grams of sugar, per serving.*	<input checked="" type="checkbox"/>			
30. One grain serving per day, across all eating occasions, is 100% whole grain.	<input checked="" type="checkbox"/>			
31. Grain based desserts are not served as part of a reimbursable meal.*	<input checked="" type="checkbox"/>			
32. Juice is served no more than once a day.*	<input checked="" type="checkbox"/>			
33. Flavored milk is not served to children under 6 years of age.*	<input checked="" type="checkbox"/>			
34. Flavored milk is fat-free (skim) or low-fat (1%) milk, and served only to children 6 years and older.*	<input checked="" type="checkbox"/>			
35. Low-fat (1%) and/or fat-free (skim) milk is being served to children age 2 and older.*	<input checked="" type="checkbox"/>			
36. The observed meal contains a variety of colors, textures, etc.	<input checked="" type="checkbox"/>			
37. The center follows regulatory requirements for feeding infants.*	N/A			
38. If applicable, parent notes and/or medical statements are maintained on file authorizing menu substitutions.*	<input checked="" type="checkbox"/>			Sng - milk (10-200) (Dr. provided)
39. An accurate meal count is taken at the point of service and recorded within one hour of meal service.*	<input checked="" type="checkbox"/>			
40. If required, the center records meal counts by name.*	<input checked="" type="checkbox"/>			
41. If taking meal counts by name, or by individual classrooms, the site consolidates them on the Monthly Meal Count Record form on a daily basis.*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

TRAINING AND MONITORING

YES NO N/A COMMENTS

42. Program staff has attended required sponsor training.	<input checked="" type="checkbox"/>			
43. Issues of non-compliance noted on previous reviews have been completely and permanently corrected.				None - Noted

CIVIL RIGHTS

YES NO N/A COMMENTS

44. The organization allows equal access to its site and provides meals regardless of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.	<input checked="" type="checkbox"/>			
45. The "And Justice for All" poster is posted in a conspicuous place.	<input checked="" type="checkbox"/>			
46. The WIC flyer and Building for the Future letter are posted in a conspicuous place or distributed to parents.				
47. Record meal count by child's racial/ethnic categories below:				

Ethnicity

(Combined ethnicity total should equal the observed meal count)

HISPANIC OR LATINO	NOT HISPANIC OR LATINO	ETHNICITY TOTAL
10		19

Race

(Children can be counted in more than one race category; combined race total can be more than combined ethnicity total but cannot be less)

AMERICAN INDIAN or ALASKAN NATIVE	WHITE	BLACK or AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER	RACE TOTAL
	2	5		2-0	9-3

48. If any civil rights problems are identified in questions #44-47 above, please provide an explanation in the Review Summary. N/A

Menus posted

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

TRAINING MATERIALS PROVIDED: _____

Center Representative: Linda Johnson

Date 8/16/18

Sponsor Representative: Bessie Christy

Date 8/16/18

Sponsor's Second Party Check: _____

Date _____

**DEPARTMENT OF TRANSPORTATION
ANNUAL INSPECTIONS**

Bus 1

VEHICLE HISTORY RECORD	
REPORT NUMBER	FLEET UNIT NUMBER 660
41661994 # 1	
DATE 7-9-2018	

MOTOR CARRIER OPERATOR ALPI	INSPECTOR'S NAME (PRINT OR TYPE) Nick Garza
ADDRESS 300 LYNCHBURG ROAD	THIS INSPECTOR MEETS THE QUALIFICATION REQUIREMENTS IN SECTION 396.19 <input checked="" type="checkbox"/> YES
CITY, STATE ZIP CODE LAKE ALFRED FL 33850	VEHICLE IDENTIFICATION (✓ AND COMPLETE) <input type="checkbox"/> LIC. PLATE NO. <input type="checkbox"/> VIN <input type="checkbox"/> OTHER 1RAKFCR44HF331747
VEHICLE TYPE <input type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/> TRUCK <input checked="" type="checkbox"/> BUS <input type="checkbox"/> (OTHER)	INSPECTION AGENCY/LOCATION (OPTIONAL) SS00 Orange Ave St. Louis Battery Inc #7 Police FL 34987

VEHICLE COMPONENTS INSPECTED			
OK	NEEDS REPAIR	REPAIRED DATE	ITEM
<input checked="" type="checkbox"/>			1. BRAKE SYSTEM
<input checked="" type="checkbox"/>			a. Service Brakes
<input checked="" type="checkbox"/>			b. Parking Brake System
<input checked="" type="checkbox"/>			c. Brake Drums or Rotors
<input checked="" type="checkbox"/>			d. Brake Hose
<input checked="" type="checkbox"/>			e. Brake Tubing
<input checked="" type="checkbox"/>			f. Low Pressure Warning Device
<input checked="" type="checkbox"/>			g. Tractor Protection Valve
<input checked="" type="checkbox"/>			h. Air Compressor
<input checked="" type="checkbox"/>			i. Electric Brakes
<input checked="" type="checkbox"/>			j. Hydraulic Brakes
<input checked="" type="checkbox"/>			k. Vacuum Systems
<input checked="" type="checkbox"/>			l. Antilock Brake System
<input checked="" type="checkbox"/>			m. Automatic Brake Adjusters
<input checked="" type="checkbox"/>			2. COUPLING DEVICES
<input checked="" type="checkbox"/>			a. Fifth Wheels
<input checked="" type="checkbox"/>			b. Pintle Hooks
<input checked="" type="checkbox"/>			c. Drawbar/Towbar Eye
<input checked="" type="checkbox"/>			d. Drawbar/Towbar Tongue
<input checked="" type="checkbox"/>			e. Safety Devices
<input checked="" type="checkbox"/>			f. Saddle-Mounts
<input checked="" type="checkbox"/>			3. EXHAUST SYSTEM
<input checked="" type="checkbox"/>			a. Exhaust system leaking forward of or directly below the driver/sleeper compartment.
<input checked="" type="checkbox"/>			b. Bus exhaust system leaking or discharging in violation of standard.
<input checked="" type="checkbox"/>			c. Exhaust system likely to burn, char, or damage the electrical wiring, fuel supply, or any combustible part of the motor vehicle.
<input checked="" type="checkbox"/>			4. FUEL SYSTEM
<input checked="" type="checkbox"/>			a. Visible leak.
<input checked="" type="checkbox"/>			b. Fuel tank filler cap missing.
<input checked="" type="checkbox"/>			c. Fuel tank securely attached.
<input checked="" type="checkbox"/>			5. LIGHTING DEVICES
<input checked="" type="checkbox"/>			All lighting devices and reflectors required by Part 393 shall be operable.
<input checked="" type="checkbox"/>			6. SAFE LOADING
<input checked="" type="checkbox"/>			a. Part(s) of vehicle or condition of loading such that the spare tire or any part of the load or dunnage can fall onto the roadway.
<input checked="" type="checkbox"/>			b. Protection against shifting cargo.
<input checked="" type="checkbox"/>			c. Container securement devices on intermodal equipment.
<input checked="" type="checkbox"/>			7. STEERING MECHANISM
<input checked="" type="checkbox"/>			a. Steering Wheel Free Play
<input checked="" type="checkbox"/>			b. Steering Column
<input checked="" type="checkbox"/>			c. Front Axle Beam and All Steering Components Other Than Steering Column
<input checked="" type="checkbox"/>			d. Steering Gear Box
<input checked="" type="checkbox"/>			e. Pitman Arm
<input checked="" type="checkbox"/>			f. Power Steering
<input checked="" type="checkbox"/>			g. Ball and Socket Joints
<input checked="" type="checkbox"/>			h. Tie Rods and Drag Links
<input checked="" type="checkbox"/>			i. Nuts
<input checked="" type="checkbox"/>			j. Steering System
<input checked="" type="checkbox"/>			8. SUSPENSION
<input checked="" type="checkbox"/>			a. Any U-bolt(s), spring hanger(s), or other axle positioning part(s) cracked, broken, loose or missing resulting in shifting of an axle from its normal position.
<input checked="" type="checkbox"/>			b. Spring Assembly
<input checked="" type="checkbox"/>			c. Torque, Radius or Tracking Components
<input checked="" type="checkbox"/>			9. FRAME
<input checked="" type="checkbox"/>			a. Frame Members
<input checked="" type="checkbox"/>			b. Tire and Wheel Clearance
<input checked="" type="checkbox"/>			c. Adjustable Axle Assemblies (Sliding Subframes)
<input checked="" type="checkbox"/>			10. TIRES
<input checked="" type="checkbox"/>			a. Tires on any steering axle of a power unit.
<input checked="" type="checkbox"/>			b. All other tires.
<input checked="" type="checkbox"/>			c. Installation of speed-restricted tires unless specifically designated by motor carrier.
<input checked="" type="checkbox"/>			11. WHEELS AND RIMS
<input checked="" type="checkbox"/>			a. Lock or Side Ring
<input checked="" type="checkbox"/>			b. Wheels and Rims
<input checked="" type="checkbox"/>			c. Fasteners
<input checked="" type="checkbox"/>			d. Welds
<input checked="" type="checkbox"/>			12. WINDSHIELD GLAZING
<input checked="" type="checkbox"/>			Requirements and exceptions as stated pertaining to any crack, discoloration or vision reducing matter (reference 393.60 for exceptions).
<input checked="" type="checkbox"/>			13. WINDSHIELD WIPERS
<input checked="" type="checkbox"/>			Any power unit that has an inoperative wiper, or missing or damaged parts that render it ineffective.
<input checked="" type="checkbox"/>			14. MOTORCOACH SEATS
<input checked="" type="checkbox"/>			Any passenger seat that is not securely fastened to the vehicle structure.
<input checked="" type="checkbox"/>			15. OTHER
<input checked="" type="checkbox"/>			List any other condition(s) which may prevent safe operation of this vehicle.

INSTRUCTIONS: MARK COLUMN ENTRIES TO VERIFY INSPECTION OK, NEEDS REPAIR, NA IF ITEMS DO NOT APPLY, _____ REPAIRED DATE

CERTIFICATION: THIS VEHICLE HAS PASSED ALL THE INSPECTION ITEMS FOR THE ANNUAL VEHICLE INSPECTION IN ACCORDANCE WITH 49 CFR PART 396.

RUS-3

VEHICLE HISTORY RECORD	
REPORT NUMBER	FLEET UNIT NUMBER
41661974	3
DATE 8-27-2018	

MOTOR CARRIER OPERATOR THE AGRICULTURAL + LABOR PROGRAM INC.	INSPECTOR'S NAME (PRINT OR TYPE) Nick Garza
ADDRESS P.O. BOX 3126	THIS INSPECTOR MEETS THE QUALIFICATION REQUIREMENTS IN SECTION 396.19. <input checked="" type="checkbox"/> YES
CITY, STATE, ZIP CODE WINTER HAVEN, FL 33885	VEHICLE IDENTIFICATION (✓ AND COMPLETE) <input type="checkbox"/> LIC. PLATE NO. <input checked="" type="checkbox"/> VIN <input type="checkbox"/> OTHER 1BAAKCPA1A F271517
VEHICLE TYPE <input type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/> TRUCK <input checked="" type="checkbox"/> BUS <input type="checkbox"/> (OTHER)	INSPECTION AGENCY/LOCATION (OPTIONAL) 5820 GORGE AVE Stucie B. Kelly Tire Ft. Pierce FL 34947

VEHICLE COMPONENTS INSPECTED											
OK	NEEDS REPAIR	REPAIRED DATE	ITEM	OK	NEEDS REPAIR	REPAIRED DATE	ITEM	OK	NEEDS REPAIR	REPAIRED DATE	ITEM
<input checked="" type="checkbox"/>			1. BRAKE SYSTEM	<input checked="" type="checkbox"/>			6. SAFE LOADING	<input checked="" type="checkbox"/>			10. TIRES
<input checked="" type="checkbox"/>			a. Service Brakes	<input checked="" type="checkbox"/>			a. Part(s) of vehicle or condition of loading such that the spare tire or any part of the load or dunnage can fall onto the roadway.	<input checked="" type="checkbox"/>			a. Tires on any steering axle of a power unit.
<input checked="" type="checkbox"/>			b. Parking Brake System	<input checked="" type="checkbox"/>			b. Protection against shifting cargo.	<input checked="" type="checkbox"/>			b. All other tires.
<input checked="" type="checkbox"/>			c. Brake Drums or Rotors	<input checked="" type="checkbox"/>			c. Container securement devices on intermodal equipment.	<input checked="" type="checkbox"/>			c. Installation of speed-restricted tires unless specifically designated by motor carrier.
<input checked="" type="checkbox"/>			d. Brake Hose	<input checked="" type="checkbox"/>			7. STEERING MECHANISM	<input checked="" type="checkbox"/>			11. WHEELS AND RIMS
<input checked="" type="checkbox"/>			e. Brake Tubing	<input checked="" type="checkbox"/>			a. Steering Wheel Free Play	<input checked="" type="checkbox"/>			a. Lock or Side Ring
<input checked="" type="checkbox"/>			f. Low Pressure Warning Device	<input checked="" type="checkbox"/>			b. Steering Column	<input checked="" type="checkbox"/>			b. Wheels and Rims
<input checked="" type="checkbox"/>			g. Tractor Protection Valve	<input checked="" type="checkbox"/>			c. Front Axle Beam and All Steering Components Other Than Steering Column	<input checked="" type="checkbox"/>			c. Fasteners
<input checked="" type="checkbox"/>			h. Air Compressor	<input checked="" type="checkbox"/>			d. Steering Gear Box	<input checked="" type="checkbox"/>			d. Welds
<input checked="" type="checkbox"/>			i. Electric Brakes	<input checked="" type="checkbox"/>			e. Pitman Arm	<input checked="" type="checkbox"/>			12. WINDSHIELD GLAZING
<input checked="" type="checkbox"/>			j. Hydraulic Brakes	<input checked="" type="checkbox"/>			f. Power Steering	<input checked="" type="checkbox"/>			Requirements and exceptions as stated pertaining to any crack, discoloration or vision reducing matter (reference 393.60 for exceptions).
<input checked="" type="checkbox"/>			k. Vacuum Systems	<input checked="" type="checkbox"/>			g. Ball and Socket Joints	<input checked="" type="checkbox"/>			13. WINDSHIELD WIPERS
<input checked="" type="checkbox"/>			l. Antilock Brake System	<input checked="" type="checkbox"/>			h. Tie Rods and Drag Links	<input checked="" type="checkbox"/>			Any power unit that has an inoperative wiper, or missing or damaged parts that render it ineffective.
<input checked="" type="checkbox"/>			m. Automatic Brake Adjusters	<input checked="" type="checkbox"/>			i. Nuts	<input checked="" type="checkbox"/>			14. MOTORCOACH SEATS
<input checked="" type="checkbox"/>			2. COUPLING DEVICES	<input checked="" type="checkbox"/>			j. Steering System	<input checked="" type="checkbox"/>			Any passenger seat that is not securely fastened to the vehicle structure.
<input checked="" type="checkbox"/>			a. Fifth Wheels	<input checked="" type="checkbox"/>			8. SUSPENSION	<input checked="" type="checkbox"/>			15. OTHER
<input checked="" type="checkbox"/>			b. Pintle Hooks	<input checked="" type="checkbox"/>			a. Any U-bolt(s), spring hanger(s), or other axle positioning part(s) cracked, broken, loose or missing resulting in shifting of an axle from its normal position.	<input checked="" type="checkbox"/>			List any other condition(s) which may prevent safe operation of this vehicle.
<input checked="" type="checkbox"/>			c. Drawbar/Towbar Eye	<input checked="" type="checkbox"/>			b. Spring Assembly	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			d. Drawbar/Towbar Tongue	<input checked="" type="checkbox"/>			c. Torque, Radius or Tracking Components	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			e. Safety Devices	<input checked="" type="checkbox"/>			9. FRAME	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			f. Saddle-Mounts	<input checked="" type="checkbox"/>			a. Frame Members	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			3. EXHAUST SYSTEM	<input checked="" type="checkbox"/>			b. Tire and Wheel Clearance	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			a. Exhaust system leaking forward of or directly below the driver/sleeper compartment.	<input checked="" type="checkbox"/>			c. Adjustable Axle Assemblies (Sliding Subframes)	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			b. Bus exhaust system leaking or discharging in violation of standard.	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			c. Exhaust system likely to burn, char, or damage the electrical wiring, fuel supply, or any combustible part of the motor vehicle.	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			4. FUEL SYSTEM	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			a. Visible leak.	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			b. Fuel tank filler cap missing.	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			c. Fuel tank securely attached.	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			5. LIGHTING DEVICES	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			All lighting devices and reflectors required by Part 393 shall be operable.	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>			

INSTRUCTIONS: MARK COLUMN ENTRIES TO VERIFY INSPECTION. ✓ OK, X NEEDS REPAIR, NA IF ITEMS DO NOT APPLY. REPAIRED DATE

CERTIFICATION: THIS VEHICLE HAS PASSED ALL THE INSPECTION ITEMS FOR THE ANNUAL VEHICLE INSPECTION IN ACCORDANCE WITH 49 CFR PART 396.

Bus 6

VEHICLE HISTORY RECORD	
REPORT NUMBER	FLEET UNIT NUMBER
41661945	# 6
DATE	7-9-2018

MOTOR CARRIER OPERATOR
ALPI
 ADDRESS
300 LYAKHURG ROAD
 CITY, STATE, ZIP CODE
LAKE ALFRED FL 32850
 VEHICLE TYPE TRACTOR TRAILER TRUCK BUS
 (OTHER)

INSPECTOR'S NAME (PRINT OR TYPE)
Nick Garza
 THIS INSPECTOR MEETS THE QUALIFICATION REQUIREMENTS IN SECTION 396.19
 YES
 VEHICLE IDENTIFICATION (✓ AND COMPLETE) LIC. PLATE NO. VIN OTHER
1BAKGCPTFF 306648
 INSPECTION AGENCY/LOCATION (OPTIONAL) **SSOP Orange Ave**
St Lucie Bakery & Tire Ft. Pierce FL 34947

VEHICLE COMPONENTS INSPECTED											
OK	NEEDS REPAIR	REPAIRED DATE	ITEM	OK	NEEDS REPAIR	REPAIRED DATE	ITEM	OK	NEEDS REPAIR	REPAIRED DATE	ITEM
<input checked="" type="checkbox"/>			1. BRAKE SYSTEM	<input checked="" type="checkbox"/>			6. SAFE LOADING	<input checked="" type="checkbox"/>			10. TIRES
<input checked="" type="checkbox"/>			a. Service Brakes	<input checked="" type="checkbox"/>			a. Part(s) of vehicle or condition of loading such that the spare tire or any part of the load or dunnage can fall onto the roadway.	<input checked="" type="checkbox"/>			a. Tires on any steering axle of a power unit.
<input checked="" type="checkbox"/>			b. Parking Brake System	<input checked="" type="checkbox"/>			b. Protection against shifting cargo.	<input checked="" type="checkbox"/>			b. All other tires.
<input checked="" type="checkbox"/>			c. Brake Drums or Rotors	<input checked="" type="checkbox"/>			c. Container securement devices on intermodal equipment.	<input checked="" type="checkbox"/>			c. Installation of speed-restricted tires unless specifically designated by motor carrier.
<input checked="" type="checkbox"/>			d. Brake Hose	<input checked="" type="checkbox"/>			7. STEERING MECHANISM	<input checked="" type="checkbox"/>			11. WHEELS AND RIMS
<input checked="" type="checkbox"/>			e. Brake Tubing	<input checked="" type="checkbox"/>			a. Steering Wheel Free Play	<input checked="" type="checkbox"/>			a. Lock or Side Ring
<input checked="" type="checkbox"/>			f. Low Pressure Warning Device	<input checked="" type="checkbox"/>			b. Steering Column	<input checked="" type="checkbox"/>			b. Wheels and Rims
<input checked="" type="checkbox"/>			g. Tractor Protection Valve	<input checked="" type="checkbox"/>			c. Front Axle Beam and All Steering Components Other Than Steering Column	<input checked="" type="checkbox"/>			c. Fasteners
<input checked="" type="checkbox"/>			h. Air Compressor	<input checked="" type="checkbox"/>			d. Steering Gear Box	<input checked="" type="checkbox"/>			d. Welds
<input checked="" type="checkbox"/>			i. Electric Brakes	<input checked="" type="checkbox"/>			e. Pitman Arm	<input checked="" type="checkbox"/>			12. WINDSHIELD GLAZING
<input checked="" type="checkbox"/>			j. Hydraulic Brakes	<input checked="" type="checkbox"/>			f. Power Steering	<input checked="" type="checkbox"/>			Requirements and exceptions as stated pertaining to any crack, discoloration or vision reducing matter (reference 393.60 for exceptions).
<input checked="" type="checkbox"/>			k. Vacuum Systems	<input checked="" type="checkbox"/>			g. Ball and Socket Joints	<input checked="" type="checkbox"/>			13. WINDSHIELD WIPERS
<input checked="" type="checkbox"/>			l. Antilock Brake System	<input checked="" type="checkbox"/>			h. Tie Rods and Drag Links	<input checked="" type="checkbox"/>			Any power unit that has an inoperative wiper, or missing or damaged parts that render it ineffective.
<input checked="" type="checkbox"/>			m. Automatic Brake Adjusters	<input checked="" type="checkbox"/>			i. Nuts	<input checked="" type="checkbox"/>			14. MOTORCOACH SEATS
<input checked="" type="checkbox"/>			2. COUPLING DEVICES	<input checked="" type="checkbox"/>			j. Steering System	<input checked="" type="checkbox"/>			Any passenger seat that is not securely fastened to the vehicle structure.
<input checked="" type="checkbox"/>			a. Fifth Wheels	<input checked="" type="checkbox"/>			8. SUSPENSION	<input checked="" type="checkbox"/>			15. OTHER
<input checked="" type="checkbox"/>			b. Pintle Hooks	<input checked="" type="checkbox"/>			a. Any U-bolt(s), spring hanger(s), or other axle positioning part(s) cracked, broken, loose or missing resulting in shifting of an axle from its normal position.	<input checked="" type="checkbox"/>			List any other condition(s) which may prevent safe operation of this vehicle.
<input checked="" type="checkbox"/>			c. Drawbar/Towbar Eye	<input checked="" type="checkbox"/>			b. Spring Assembly	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			d. Drawbar/Towbar Tongue	<input checked="" type="checkbox"/>			c. Torque, Radius or Tracking Components	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			e. Safety Devices	<input checked="" type="checkbox"/>			9. FRAME	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			f. Saddle-Mounts	<input checked="" type="checkbox"/>			a. Frame Members	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			3. EXHAUST SYSTEM	<input checked="" type="checkbox"/>			b. Tire and Wheel Clearance	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			a. Exhaust system leaking forward of or directly below the driver/sleeper compartment.	<input checked="" type="checkbox"/>			c. Adjustable Axle Assemblies (Sliding Subframes)	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			b. Bus exhaust system leaking or discharging in violation of standard.	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			c. Exhaust system likely to burn, char, or damage the electrical wiring, fuel supply, or any combustible part of the motor vehicle.	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			4. FUEL SYSTEM	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			a. Visible leak.	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			b. Fuel tank filler cap missing.	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			c. Fuel tank securely attached.	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			5. LIGHTING DEVICES	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			All lighting devices and reflectors required by Part 393 shall be operable.	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>			

INSTRUCTIONS: MARK COLUMN ENTRIES TO VERIFY INSPECTION: OK, X NEEDS REPAIR, NA IF ITEMS DO NOT APPLY. _____ REPAIRED DATE

CERTIFICATION: THIS VEHICLE HAS PASSED ALL THE INSPECTION ITEMS FOR THE ANNUAL VEHICLE INSPECTION IN ACCORDANCE WITH 49 CFR PART 396.

CLUSTER MONTHLY DISABILITY REPORT

CLUSTER MONTHLY DISABILITY REPORT
Local Program Information
2018

CLUSTER CODE:

Agency Name: ALPI FROSTPROOF

Date Form Completed: 8/31/2018

TONI JONES
 Person Completing This Form

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

Information from a) 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		0		How many age 0?
2	Emotional/Behavior Disorders		0		14		0		How many age 1?
3	Speech/Language Impairments		0		15		1		How many age 2?
4	Mental Retardation		0		16		0		How many age 3?
5	Hearing Impairments/Deafness		0		17		0		How many age 4?
6	Orthopedic Impairments		0		18		0		How many age 5?
7	Visual Impairments/Blind		0		19		0		How many over income?
8	Learning Disabilities		0		20		1		How many pre-diagnosed?
9	Autism		0		21				How many dropped to date?
10	Traumatic Brain Injury		0		22		1		How many IEP's/FSP current
11	Other Impairments		1		23		0		How many evaluated and Found not eligible?
12	Total With Disabilities		0		24		1		How many suspected?

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: Sebastian Najera is a returning child with an IFSP. On 8-29-18, I referred Je'Niya Smith to Early Steps.

REIMBURSEMENT REPORTS

**LOW INCOME HOME ENERGY ASSISTANCE
PROGRAM
FINANCIAL STATUS REPORT**

**Certification & Data
Supplement Form
Low Income Home Energy Assistance Program (LIHEAP/LEA)**

Agency Name: The Agricultural and Labor Program, Inc.
 Notice of Funding Availability (NFA) #: 036346
 Financial Activity (FA) #: FA-276540
 Amount of Financial Activity: \$316,676.99
 Reporting Period (Month & Year): 7/1/2018

Type of Assistance	Approved Workplan	Served w/these Funds	Served to Date
Summer Home Energy	2400	384	747
Winter Home Energy	2610		
Summer Crisis	2100	405	813
Winter Crisis	2101		
Weather Related	242		
TOTALS:	9453	789	1560

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.

Futhermore, 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 Representation of the FY2018 LIHEAP Agreement.

Authorized Agency Representative:



Date:

8/21/2018

SERA Reimbursement Printout

NFA ID: 036346

Contract Number: E1953

Financial Activity Name: FA-276540

Type: Reimbursement

Status: Submitted

Reporting Time Period Start Date: 07/01/2018

Reporting Time Period End Date: 07/31/2018

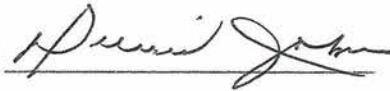
Requested Date	Funds Requested	Approved Date	Funds Approved
08/21/2018	\$316,676.99		\$0.00

Cost Category Name	Activity	Budget Allocation	Budget Remaining	Funds Requested	Unexpended Balance
Grantee Administrative Expense	Salaries Including Fringe, Rent, Utilities, Travel, Other	\$337,400.00	\$257,363.08	\$32,633.77	\$224,729.31
Grantee Outreach Expense	Salaries Including Fringe, Rent, Utilities, Travel, Other	\$545,075.00	\$438,019.74	\$34,016.08	\$404,003.66
Direct Client Assistance	Home Energy Assistance Payments	\$1,568,130.00	\$1,452,755.66	\$121,878.08	\$1,330,877.58

Cost Category Name	Activity	Budget Allocation	Budget Remaining	Funds Requested	Unexpended Balance
Direct Client Assistance	Crisis Benefit Payments	\$1,440,943.00	\$1,323,675.22	\$128,149.06	\$1,195,526.16
Direct Client Assistance	Weather Related/Supply Shortage	\$79,860.00	\$79,860.00	\$0.00	\$79,860.00
Grantee Leveraging Expense	Home Energy Assistance	\$0.00	\$0.00	\$0.00	\$0.00
Grantee Leveraging Expense	Crisis Assistance	\$0.00	\$0.00	\$0.00	\$0.00

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 FY2018 LIHEAP Agreement.

Date: 8/23/18

Signed: 

Financial Activity
FA-276540

Financial Activity Type: Reimbursement
 Notice of Fund Availability: 036346 - Low Income Home Energy Assistance (LIHEAP) - 20...
 Reporting Time Period Start: 7/1/2018

Financial Activity Name: FA-276540
 Notice of Fund Availability: 036346 - Low Income Home Energy Assistance (LIHEAP) - 2018 (/grant/s/subrecipient-agreement/a061400002Zo0IAAC/036346-low-income-home-energy-assistance-liheap-2018)
 Notice of Fund Availability Start Date: 10/1/2017
 NFA ID: 036346
 Total Award Amount: \$5,721,135.00
 Prior LTD Expenditure: \$0.00
 Long Contract Number: 17EA-0F-07-63-08-001
 Contract Number Name: E1953

Status: New
 Reporting Time Period Start: 7/1/2018
 Reporting Time Period End: 7/31/2018
 Requested Date:
 Approved Date:
 Funds Expended: \$0.00

Financial Activity Cost Categories

Name	Cost Category Name	Activity	Cost Code	Budget Remaining	Funds Requested
FACC - 541052	Direct Client Assistance	Crisis Benefit Payments		\$1,323,675.22	128,149.06
FACC - 541051	Direct Client Assistance	Home Energy Assistance Payments		\$1,452,755.66	121,878.08
FACC - 541053	Direct Client Assistance	Weather Related/Supply Shortage		\$79,860.00	0.00
FACC - 541049	Grantee Administrative Expense	Salaries Including Fringe, Rent, Utilities, Travel, Other		\$257,363.08	32,633.77
FACC - 541055	Grantee Leveraging Expense	Crisis Assistance		\$0.00	0.00
FACC - 541054	Grantee Leveraging Expense	Home Energy Assistance		\$0.00	0.00
FACC - 541050	Grantee Outreach Expense	Salaries Including Fringe, Rent, Utilities, Travel, Other		\$438,019.74	34,016.08
Grand Total:					\$316,676.99



County Expenditures

Records saved.

Fin Activity County Expenditure Name	County Name	County Funds Expended	County Expenditure
FA CTY ALLO - 007355	St. Lucie	\$496,794.92	94,066.65
FA CTY ALLO - 007357	Polk	\$856,158.99	162,592.18
FA CTY ALLO - 007358	Martin	\$136,841.21	5,420.16
FA CTY ALLO - 007359	Hendry	\$124,124.09	9,227.34
FA CTY ALLO - 007360	Glades	\$78,081.79	353.24
FA CTY ALLO - 007361	Collier	\$212,626.57	15,278.10
FA CTY ALLO - 007362	Highlands	\$226,988.06	29,739.32
Grand Total:			\$316,676.99

[BWR Household Data \(0\)](#)

Files (0) Add Files

Upload Files

Financial Activity County Expenditures (6+)	New
FINANCIAL ACTIVITY COUNTY EXPENDITURE: FIN ACTIVITY COUNTY EXPENDITURE NAME	
FA CTY ALLO - 007356 (/grant/s/detail/a0of4000000mJuiAAE)	▼
FA CTY ALLO - 007357 (/grant/s/detail/a0of4000000mJujAAE)	▼
FA CTY ALLO - 007358 (/grant/s/detail/a0of4000000mJukAAE)	▼
FA CTY ALLO - 007359 (/grant/s/detail/a0of4000000mJulAAE)	▼
FA CTY ALLO - 007360 (/grant/s/detail/a0of4000000mJumAAE)	▼
FA CTY ALLO - 007361 (/grant/s/detail/a0of4000000mJunAAE)	▼
View All	

2017 State of Florida Department of Economic Opportunity



**Certification & Data
Supplement Form
Low Income Home Energy Assistance Program (LIHEAP/LEA)**

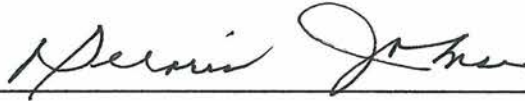
Agency Name: The Agricultural and Labor Program, Inc.
 Notice of Funding Availability (NFA) #: 036346
 Financial Activity (FA) #: FA-274763
 Amount of Financial Activity: \$ 265,829.94
 Reporting Period (Month & Year): 6/1/2018

Type of Assistance	Approved Workplan	Served w/these Funds	Served to Date
Summer Home Energy	2400	215	216
Winter Home Energy	2610		
Summer Crisis	2100	249	249
Winter Crisis	2101		
Weather Related	242		
TOTALS:	9453	464	465

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.

Futhermore, 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 Representation of the FY2018 LIHEAP Agreement.

Authorized Agency Representative:



Date:

7/20/2018

SERA Reimbursement Printout

NFA ID: 036346

Contract Number: E1953

Financial Activity Name: FA-274763

Type: Reimbursement

Status: Submitted

Reporting Time Period Start Date: 06/01/2018

Reporting Time Period End Date: 06/30/2018

Requested Date	Funds Requested	Approved Date	Funds Approved
07/23/2018	\$216,664.53		\$0.00

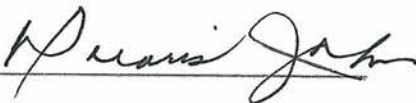
Cost Category Name	Activity	Budget Allocation	Budget Remaining	Funds Requested	Unexpended Balance
Grantee Administrative Expense	Salaries Including Fringe, Rent, Utilities, Travel, Other	\$337,400.00	\$297,604.34	\$40,241.26	\$257,363.08
Grantee Outreach Expense	Salaries Including Fringe, Rent, Utilities, Travel, Other	\$545,075.00	\$474,324.86	\$36,305.12	\$438,019.74
Direct Client Assistance	Home Energy Assistance Payments	\$1,568,130.00	\$1,521,833.99	\$69,078.33	\$1,452,755.66

Generated on 07/24/2018

Cost Category Name	Activity	Budget Allocation	Budget Remaining	Funds Requested	Unexpended Balance
Direct Client Assistance	Crisis Benefit Payments	\$1,440,943.00	\$1,394,715.04	\$71,039.82	\$1,323,675.22
Direct Client Assistance	Weather Related/Supply Shortage	\$79,860.00	\$79,860.00	\$0.00	\$79,860.00
Grantee Leveraging Expense	Home Energy Assistance	\$0.00	\$0.00	\$0.00	\$0.00
Grantee Leveraging Expense	Crisis Assistance	\$0.00	\$0.00	\$0.00	\$0.00

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 FY2018 LIHEAP Agreement.

Date: 7/24/18

Signed: 

Financial Activity
FA-274763

Financial Activity Type: Notice of Fund Availability
 Reimbursement: 036346 - Low Income Home Energy Assistance (LIHEAP) - 20...
 Reporting Time Period Start: 6/1/2018

Financial Activity Name: FA-274763
 Notice of Fund Availability: 036346 - Low Income Home Energy Assistance (LIHEAP) - 2018
 (/grant/s/subrecipient-agreement/a0614000002Z001AAC/036346-low-income-home-energy-assistance-liheap-2018)
 Notice of Fund Availability Start Date: 10/1/2017
 NFA ID: 036346
 Total Award Amount: \$5,721,135.00
 Prior LTD Expenditure: \$0.00
 Long Contract Number: 17EA-0F-07-63-08-001
 Contract Number Name: E1953

Status: New
 Reporting Time Period Start: 6/1/2018
 Reporting Time Period End: 6/30/2018
 Requested Date:
 Approved Date:
 Funds Expended: \$0.00

Financial Activity Cost Categories

Name	Cost Category Name	Activity	Cost Code	Budget Remaining	Funds Requested
FACC - 533087	Direct Client Assistance	Crisis Benefit Payments		\$1,394,715.04	<input type="text" value="71,039.82"/>
FACC - 533086	Direct Client Assistance	Home Energy Assistance Payments		\$1,521,833.99	<input type="text" value="69,078.33"/>
FACC - 533088	Direct Client Assistance	Weather Related/Supply Shortage		\$79,860.00	<input type="text" value="0.00"/>
FACC - 533084	Grantee Administrative Expense	Salaries Including Fringe, Rent, Utilities, Travel, Other		\$297,604.34	<input type="text" value="40,241.26"/>
FACC - 533090	Grantee Leveraging Expense	Crisis Assistance		\$0.00	<input type="text" value="0.00"/>
FACC - 533089	Grantee Leveraging Expense	Home Energy Assistance		\$0.00	<input type="text" value="0.00"/>
FACC - 533085	Grantee Outreach Expense	Salaries Including Fringe, Rent, Utilities, Travel, Other		\$474,324.86	<input type="text" value="36,305.12"/>
				Grand Total:	\$216,664.53

County Expenditures

Records saved.

Fin Activity County Expenditure Name	SR County Name	County Funds Expenditure	County Expenditure
FA CTY ALLO - 006556	St. Lucie	\$496,794.92	<input type="text" value="12,730.37"/>
FA CTY ALLO - 006557	Polk	\$856,158.99	<input type="text" value="404.65"/>
FA CTY ALLO - 006558	Martin	\$136,841.21	<input type="text" value="9,863.37"/>
FA CTY ALLO - 006559	Hendry	\$124,124.09	<input type="text" value="33,375.15"/>
FA CTY ALLO - 006560	Glades	\$78,081.79	<input type="text" value="7,341.79"/>
FA CTY ALLO - 006561	Collier	\$212,626.57	<input type="text" value="119,429.46"/>
FA CTY ALLO - 006562	Highlands	\$226,988.06	<input type="text" value="33,519.74"/>
			Grand Total: \$216,664.53

[BWR Household Data \(0\)](#)

Files (0) Add Files

Upload Files

Financial Activity County Expenditures (6+) New

FINANCIAL ACTIVITY COUNTY EXPENDITURE: FIN ACTIVITY COUNTY EXPENDITURE NAME	
FA CTY ALLO - 006556 (/grant/s/detail/a0of4000000YI9AAE)	▼
FA CTY ALLO - 006557 (/grant/s/detail/a0of4000000YIAAAU)	▼
FA CTY ALLO - 006558 (/grant/s/detail/a0of4000000YIBAAU)	▼
FA CTY ALLO - 006559 (/grant/s/detail/a0of4000000YICAAU)	▼
FA CTY ALLO - 006560 (/grant/s/detail/a0of4000000YIDAAU)	▼
FA CTY ALLO - 006561 (/grant/s/detail/a0of4000000YIEAAU)	▼

[View All](#)

2017 State of Florida Department of Economic Opportunity



FLORIDA NON-PROFIT HOUSING

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

MONTHLY REQUEST

DATE SUBMITTED: 17-Jul-18
FOR THE MONTH OF: June, 2018

AMOUNT OF THIS REQUEST \$ \$2,887.96

	BUDGET LINE ITEM	APPROVED BUDGET	CUM. COST PRIOR PERIOD	ACTUAL COST THIS PERIOD	CUM. COST TO DATE	BAL. OF BUDGET
500	Salaries	\$1,563.00	\$1,719.07	\$0.00	\$1,563.00	\$0.00
505	Fringes	\$391.42	\$438.60	\$0.00	\$391.42	\$0.00
52000	Workmen's Comp.	\$29.70	\$36.57	\$0.00	\$29.70	\$0.00
57810	Housing Assist. Payment	\$24,000.00	\$21,112.04	\$2,887.96	\$24,000.00	\$0.00
52300	Travel	\$157.98	\$0.00	\$0.00	\$157.98	\$0.00
990	Sub-Total	\$26,142.10	\$23,306.28	\$2,887.96	\$26,142.10	\$0.00
597	Indirect	\$257.90	\$205.76	\$0.00	\$257.90	\$0.00
	Total Cost	\$26,400.00	\$23,512.04	\$2,887.96	\$26,400.00	\$0.00


SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

17-Jul-18
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: 13-Sep-18
FOR THE MONTH OF: July, 2018

AMOUNT OF THIS REQUEST \$ \$0.00

	BUDGET LINE ITEM	APPROVED BUDGET	CUM. COST PRIOR PERIOD	ACTUAL COST THIS PERIOD	CUM. COST TO DATE	BAL. OF BUDGET
500	Salaries	\$1,700.00	\$0.00	\$0.00	\$0.00	\$1,700.00
505	Fringes	\$425.00	\$0.00	\$0.00	\$0.00	\$425.00
52000	Workmen's Comp.	\$37.06	\$0.00	\$0.00	\$0.00	\$37.06
57810	Housing Assist. Payment	\$27,000.00	\$0.00	\$0.00	\$0.00	\$27,000.00
52300	Travel	\$257.44	\$0.00	\$0.00	\$0.00	\$257.44
990	Sub-Total	\$29,419.50	\$0.00	\$0.00	\$0.00	\$29,419.50
597	Indirect	\$280.50	\$0.00	\$0.00	\$0.00	\$280.50
	Total Cost	\$29,700.00	\$0.00	\$0.00	\$0.00	\$29,700.00


SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

13-Sep-18
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: 13-Sep-18
FOR THE MONTH OF: August, 2018

AMOUNT OF THIS REQUEST \$ \$0.00

	BUDGET LINE ITEM	APPROVED BUDGET	CUM. COST PRIOR PERIOD	ACTUAL COST THIS PERIOD	CUM. COST TO DATE	BAL. OF BUDGET
500	Salaries	\$1,700.00	\$0.00	\$0.00	\$0.00	\$1,700.00
505	Fringes	\$425.00	\$0.00	\$0.00	\$0.00	\$425.00
52000	Workmen's Comp.	\$37.06	\$0.00	\$0.00	\$0.00	\$37.06
57810	Housing Assist. Payment	\$27,000.00	\$0.00	\$0.00	\$0.00	\$27,000.00
52300	Travel	\$257.44	\$0.00	\$0.00	\$0.00	\$257.44
990	Sub-Total	\$29,419.50	\$0.00	\$0.00	\$0.00	\$29,419.50
597	Indirect	\$280.50	\$0.00	\$0.00	\$0.00	\$280.50
	Total Cost	\$29,700.00	\$0.00	\$0.00	\$0.00	\$29,700.00


SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

13-Sep-18
DATE

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

**EMERGENCY HOME ENERGY ASSISTANCE
PROGRAM
FINANCIAL STATUS REPORT**

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

PROVIDER NAME, ADDRESS, PHONE# AND FEID# THE AGRICULTURAL AND LABOR PROGRAM, INC 300 LYNCHBURG ROAD LAKE ALFRED, FL 33850-2576 (863) 956-3491 FEID # 59-1634148	Program Funding Source : EHEAP (Emergency Home Energy Assistance for the Elderly Program)	THIS REPORT PERIOD FROM: 06/01/2018 TO: 06/30/2018 CONTRACT PERIOD: 4/1/2018 3/31/2019 CONTRACT # EH-18/19-ALPI REPORT # 3 PSA# 6
--	--	---

CERTIFICATION : I certify to the best of my knowledge and belief that this report is complete and all outlays herein are for purposes set forth in the contract.

Prepared by: *[Signature]* Date: 7/9/18 Approved by: *[Signature]* Date: 7/9/18

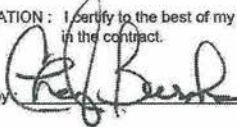

PART A : BUDGETED INCOME/ RECEIPTS	1. Approved Budget	2. Actual Receipts For This Report	3. Total Receipts Year to Date	4. Percent of Approved Budget
1. Agreement Amount	\$125,308.00	\$100,268.79	\$100,268.79	80.02%
2. Interest on Agreement Funds	\$0.00	\$0.00	\$0.00	0.00%
3. TOTAL AGREEMENT AMOUNT	\$125,308.00	\$100,268.79	\$100,268.79	80.02%

PART B : EXPENDITURES	1. Approved Budget	2. Expenditures For This Report	3. Expenditures Year to Date	4. Percent of Approved Budget
1. Administration	\$1,963.00	\$507.40	\$1,430.46	72.87%
2. Outreach	\$17,390.00	\$692.52	\$14,564.08	83.75%
3. Crisis Services	\$105,955.00	\$3,357.49	\$88,587.12	83.61%
4. Weather Related Services	\$0.00	\$0.00	\$0.00	0.00%
5. Weather Related Administration	\$0.00	\$0.00	\$0.00	0.00%
6. TOTAL EXPENDITURES	\$125,308.00	\$4,557.41	\$104,581.66	83.46%

**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: 07/01/2018 TO: 07/31/2018 CONTRACT 4/1/2018 PERIOD: 3/31/2019 CONTRACT # EH-18/19-ALPI REPORT # 4 PSA# 6
--	--	---

CERTIFICATION : I certify to the best of my knowledge and belief that this report is complete and all outlays herein are for purposes set forth in the contract.

Prepared by:  Date: 8/3/18 Approved by:  Date: 8.3.18

PART A : BUDGETED INCOME/ RECEIPTS	1. Approved Budget	2. Actual Receipts For This Report	3. Total Receipts Year to Date	4. Percent of Approved Budget
1. Agreement Amount	\$125,308.00	\$104,826.20	\$104,826.20	83.65%
2. Interest on Agreement Funds	\$0.00	\$0.00	\$0.00	0.00%
3. TOTAL AGREEMENT AMOUNT	\$125,308.00	\$104,826.20	\$104,826.20	83.65%

PART B : EXPENDITURES	1. Approved Budget	2. Expenditures For This Report	3. Expenditures Year to Date	4. Percent of Approved Budget
1. Administration	\$1,963.00	\$385.57	\$1,816.03	92.51%
2. Outreach	\$17,390.00	\$469.61	\$15,033.89	86.45%
3. Crisis Services	\$105,955.00	\$7,084.21	\$95,671.33	90.29%
4. Weather Related Services	\$0.00	\$0.00	\$0.00	0.00%
5. Weather Related Administration	\$0.00	\$0.00	\$0.00	0.00%
6. TOTAL EXPENDITURES	\$125,308.00	\$7,939.59	\$112,521.25	89.80%

**REQUEST FOR PAYMENT
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	TYPE OF REPORT : Advance Request _____ Reimbursement Request <input checked="" type="checkbox"/>	CONTRACT # <u>EH-18/19 - ALPI</u> Contract Period <u>04/01/2018 - 03/31/2019</u> REQUEST PERIOD <u>8/1/2018-8/31/18</u> Report # <u>04</u> PSA # <u>6</u> 6 INVOICE #
---	---	---

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 9/4/18 Approved by [Signature] Date 9/4/18

PART A: BUDGET SUMMARY	Administration Services	Outreach Services	Crisis Services	Weather Related	Administration Weather Related	TOTAL
1. Approved Contract Amount	\$2,814.00	\$25,567.00	\$160,338.00	\$2,298.00	\$0.00	\$191,017.00
2. Previous Funds Received for Contract Period	\$1,466.75	\$14,822.64	\$96,410.90	\$0.00	\$0.00	\$112,700.29
3. Contract Balance (line 1 minus line 2)	\$1,347.25	\$10,744.36	\$63,927.10	\$2,298.00	\$0.00	\$78,316.71
4. Previous Funds Requested but Not Received for Contract Period	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5. Contract Balance (line 3 minus line 4)	\$1,347.25	\$10,744.36	\$63,927.10	\$2,298.00	\$0.00	\$78,316.71

PART B: CONTRACT FUNDS REQUEST	Administration Services	Outreach Services	Crisis Services	Weather Related	Administration Weather Related	TOTAL
1. Anticipated Cash Needs (1st - 2nd month, Attach Justification)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2. Net Expenditures For Month (DOEA Form 105P, Part B, Line 6)	\$486.04	\$916.36	\$8,663.67	\$0.00	\$0.00	\$10,066.07
3. TOTAL	\$486.04	\$916.36	\$8,663.67	\$0.00	\$0.00	\$10,066.07

PART C: NET FUNDS REQUESTED	Administration Services	Outreach Services	Crisis Services	Weather Related	Administration Weather Related	TOTAL
1. Less Advance Applied	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2. TOTAL FUNDS REQUESTED (Part B, Line 3 minus Part C, Line 1)	\$486.04	\$916.36	\$8,663.67	\$0.00	\$0.00	\$10,066.07

PART D: SERVICE INFORMATION

Number of individuals served with crisis assistance during the report month: 34

Number of individuals ineligible or denied assistance during the report month: 0

Number of individuals served by referral to other community resources for energy assistance during the report month: 0

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.

**COMMUNITY SERVICES BLOCK GRANT
FINANCIAL STATUS REPORT**

SERA Reimbursement Printout

NFA ID: 036566

Contract Number: E1921

Financial Activity Name: FA-275024

Type: Reimbursement

Status: New

Reporting Time Period Start Date: 06/01/2018

Reporting Time Period End Date: 06/30/2018

Requested Date	Funds Requested	Approved Date	Funds Approved
	\$90,561.14		\$0.00

Cost Category Name	Activity	Budget Allocation	Budget Remaining	Funds Requested	Unexpended Balance
Administrative Expenses	Recipient Administrative Expenses (Salaries, Rent Utilites, Other)	\$109,776.41	\$89,162.19	\$15,555.35	\$73,606.84
Administrative Expenses	Sub-Recipient Administrative Expenses (Salaries, Rent Utilites, Other)	\$0.00	\$0.00	\$0.00	\$0.00
Program Expenses	Recipient Direct Client Assistance Expenses	\$0.00	\$0.00	\$0.00	\$0.00

Generated on 07/17/2018

Cost Category Name	Activity	Budget Allocation	Budget Remaining	Funds Requested	Unexpended Balance
Program Expenses	Recipient Other Program Expenses (Salaries, Rent Utilites, Other)	\$0.00	\$0.00	\$0.00	\$0.00
Program Expenses	Sub-Recipient Direct Client Assistance Expenses	\$273,394.07	\$223,608.65	\$40,517.59	\$183,091.06
Program Expenses	Sub-Recipient Other Program Expenses (Salaries, Rent Utilites, Other)	\$317,259.87	\$259,454.48	\$34,488.20	\$224,966.28
Program Expenses	Secondary Administrative Expense	\$31,691.65	\$31,691.65	\$0.00	\$31,691.65

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 FY2018 CSBG Agreement.

Date: 7-18-18

Signed: 

**Certification & Data
Supplement Form
Community Services Block Grant (CSBG/SBG)**

Agency Name: The Agricultural and Labor Program, Inc.
 Notice of Funding Availability (NFA) #: NFA 036566 - Community Services Block Grant (CSBG)
 Financial Activity (FA) #: FA - 275024
 Amount of Financial Activity: \$ 90,561.14
 Reporting Period (Month & Year): Jun-18

Type of Assistance	Achieved This Month	Total Year to Date
CSBG Dollars Expended This Month	\$90,561.14	\$218,766.17
# of Individuals Assisted with CSBG Dollars This Month	27	84
# of Individuals Achieving Outcome in NPI 1.1 A-D	2	16
TOTALS:	29	100

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.

Futhermore, 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 Representation of the FY2018 CSBG Agreement.

Authorized Agency Representative:

Harold Johnson, CEO

Date:

7-18-18

SERA Reimbursement Printout

NFA ID: 036566

Contract Number: E1921

Financial Activity Name: FA-276603

Type: Reimbursement

Status: New

Reporting Time Period Start Date: 07/01/2018

Reporting Time Period End Date: 07/31/2018

Requested Date	Funds Requested	Approved Date	Funds Approved
	\$108,438.73		\$0.00

Cost Category Name	Activity	Budget Allocation	Budget Remaining	Funds Requested	Unexpended Balance
Administrative Expenses	Recipient Administrative Expenses (Salaries, Rent Utilites, Other)	\$109,776.41	\$73,606.84	\$27,530.37	\$46,076.47
Administrative Expenses	Sub-Recipient Administrative Expenses (Salaries, Rent Utilites, Other)	\$0.00	\$0.00	\$0.00	\$0.00
Program Expenses	Recipient Direct Client Assistance Expenses	\$0.00	\$0.00	\$0.00	\$0.00

Cost Category Name	Activity	Budget Allocation	Budget Remaining	Funds Requested	Unexpended Balance
Program Expenses	Recipient Other Program Expenses (Salaries, Rent Utilites, Other)	\$0.00	\$0.00	\$0.00	\$0.00
Program Expenses	Sub-Recipient Direct Client Assistance Expenses	\$273,394.07	\$183,091.06	\$48,672.14	\$134,418.92
Program Expenses	Sub-Recipient Other Program Expenses (Salaries, Rent Utilites, Other)	\$317,259.87	\$224,966.28	\$32,236.22	\$192,730.06
Program Expenses	Secondary Administrative Expense	\$31,691.65	\$31,691.65	\$0.00	\$31,691.65

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 FY2018 CSBG Agreement.

Date: 8-23-18

Signed: 

**Certification & Data
Supplement Form
Community Services Block Grant (CSBG/SBG)**

Agency Name: The Agricultural and Labor Program, Inc.
 Notice of Funding Availability (NFA) #: NFA 036566 - Community Services Block Grant (CSBG)
 Financial Activity (FA) #: FA - 276603
 Amount of Financial Activity: \$ 108,438.73
 Reporting Period (Month & Year): July 1 through July 31, 2018


Type of Assistance	Achieved This Month	Total Year to Date
CSBG Dollars Expended This Month	\$108,438.73	\$327,204.90
# of Individuals Assisted with CSBG Dollars This Month	101	185
# of Individuals Achieving Outcome in NPI 1.1 A-D	7	23
TOTALS:	108	208

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.

Furthermore, 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 Representation of the FY2018 CSBG Agreement.

Authorized Agency Representative: _____

Date: _____


8-23-18

SERA Reimbursement Printout

NFA ID: 036566

Contract Number: E1921

Financial Activity Name: FA-277021

Type: Reimbursement

Status: New

Reporting Time Period Start Date: 08/01/2018

Reporting Time Period End Date: 08/31/2018

Requested Date	Funds Requested	Approved Date	Funds Approved
	\$85,601.86		\$0.00

Cost Category Name	Activity	Budget Allocation	Budget Remaining	Funds Requested	Unexpended Balance
Administrative Expenses	Recipient Administrative Expenses (Salaries, Rent Utilites, Other)	\$109,776.41	\$73,606.84	\$10,236.78	\$63,370.06
Administrative Expenses	Sub-Recipient Administrative Expenses (Salaries, Rent Utilites, Other)	\$0.00	\$0.00	\$0.00	\$0.00
Program Expenses	Recipient Direct Client Assistance Expenses	\$0.00	\$0.00	\$0.00	\$0.00

Generated on 09/10/2018

Cost Category Name	Activity	Budget Allocation	Budget Remaining	Funds Requested	Unexpended Balance
Program Expenses	Recipient Other Program Expenses (Salaries, Rent Utilites, Other)	\$0.00	\$0.00	\$0.00	\$0.00
Program Expenses	Sub-Recipient Direct Client Assistance Expenses	\$273,394.07	\$183,091.06	\$27,716.94	\$155,374.12
Program Expenses	Sub-Recipient Other Program Expenses (Salaries, Rent Utilites, Other)	\$317,259.87	\$224,966.28	\$47,648.14	\$177,318.14
Program Expenses	Secondary Administrative Expense	\$31,691.65	\$31,691.65		\$31,691.65

Recipient hereby certifies that it has been open and operating during its normal business hours for the month of August, as described in Attachment F, Warranties and Representations, of the FY2018 CSBG Agreement.

Date: 9-11-18

Signed: 

**Certification & Data
Supplement Form
Community Services Block Grant (CSBG/SBG)**

Agency Name: The Agricultural and Labor Program, Inc.
 Notice of Funding Availability (NFA) #: NFA 036566 - Community Services Block Grant (CSBG)
 Financial Activity (FA) #: FA - 277021
 Amount of Financial Activity: \$ 85,601.86
 Reporting Period (Month & Year): July 1 through July 31, 2018

Type of Assistance	Achieved This Month	Total Year to Date
CSBG Dollars Expended This Month	\$85,601.86	\$412,806.76
# of Individuals Assisted with CSBG Dollars This Month	92	277
# of Individuals Achieving Outcome in NPI 1.1 A-D	1	24
TOTALS:	93	301

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.

Furthermore, Recipient hereby certifies that it has been open and operating during its normal business hours for the month of August, as described in Attachment F, Warranties and Representation of the EY2018 CSBG Agreement.

Authorized Agency Representative: _____

Date: _____

[Signature]
9-11-18

**DEPARTMENT OF EDUCATION
FINANCIAL REPORT (EA)**

**U.S. DEPARTMENT OF HOUSING AND URBAN
DEVELOPMENT
COUNSELING REPORT**

Housing Counseling Agency Activity Report		U.S. Department of Housing and Urban Development Office of Housing Counseling Federal Housing Commissioner		OMB Approval No: 2502-0261 Exp. 07/31/2019										
1. Counseling Agency Name		2. Reporting Period and Budget												
Agency Name THE AGRICULTURE AND LABOR PROGRAM, INC. Agency ID: 80049 Agency Type: LHCA 300 Lynchburg Rd Lake Alfred, FL 33850-2576		Reporting Period: Quarter 3 ▾ Fiscal Year: 2018 From: 10/01/2017 To: 06/30/2018 Submission Date: 07/27/2018 Update Date: 07/30/2018		Total budget, all sources: \$42,500.00 Total HUD Funding, all grants: \$0.00										
Parent Agency Name (if applicable)		HUD Funding Sources Passed @ 0% 2017-1 COMP 10/01/2016 - 03/31/2018 2017 Comprehensive Housing Counseling Grant Program. FR-6000-N-33; FR-6100-N-33 Funding: \$0.00 Projection: HUD Approved; 09-15-2017												
Validated: Validated Last Validated: 07/30/2018 Validated by: System		Only reports completed by 07/31/2018 will be credited for on time submission.												
<input type="button" value="Update"/> <input type="button" value="PDF Version"/> <input type="button" value="Close"/>		<table border="1"> <thead> <tr> <th colspan="3">TOTAL</th> </tr> <tr> <th>All Activities</th> <th>All HUD Funded Activities</th> <th>Projected HUD Housing Counseling Activities</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>				TOTAL			All Activities	All HUD Funded Activities	Projected HUD Housing Counseling Activities			
TOTAL														
All Activities	All HUD Funded Activities	Projected HUD Housing Counseling Activities												
3. Ethnicity of Households (select only one)														
a. Hispanic		2		2										
b. Not Hispanic		26		25										
c. Chose not to respond		0		0										
Section 3 Total		28		27										
4. Race of Households														
Single Race														
a. American Indian/Alaskan Native		0		0										
b. Asian		0		0										
c. Black or African American		20		19										
d. Native Hawaiian or Other Pacific Islander		0		0										
e. White		8		8										
Multi-Race														
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		0		0										
k. Chose not to respond		0		0										
Section 4 Total		28		27										
5. Income Levels														
a. < 30% of Area Median Income (AMI)		16		16										
b. 30 - 49% of AMI		5		5										
c. 50 - 79% of AMI		3		3										
d. 80 - 100% of AMI		3		2										
e. > 100% AMI		1		1										
f. Chose not to respond		0		0										
Section 5 Total		28		27										
6. Rural Area Status														
a. Household lives in a rural area		7		6										
b. Household does not live in a rural area		20		20										
c. Chose not to respond		1		1										
Section 6 Total		28		27										
7. Limited English Proficiency Status														
a. Household is Limited English Proficient		0		0										
b. Household is not Limited English Proficient		28		27										
c. Chose not to respond		0		0										

	Section 7 Total	28	27	
8. Households Receiving Group Education by Purpose				
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	0
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	0
9. Households Receiving One-on-One Counseling by Purpose				
a. Homeless Assistance		0	0	0
b. Rental Topics		13	13	7
c. Prepurchase/Homebuying		1	1	5
d. Home Maintenance and Financial Management for Homeowners (Non-Delinquency Post-Purchase)		4	4	5
e. Reverse Mortgage		0	0	0
f. Resolving or Preventing Mortgage Delinquency or Default		10	9	30
Section 9 Total		28	27	47
Households Served Sections 8 and 9 Total:		28	27	47
10. Impact and Scope of One-on-One Counseling Services				
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.		10	10	
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.		0	0	
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.		9	9	
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		0	0	

Equity Conversion Mortgage (HECM) after receiving Housing Counseling Services.			
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.	7	6	
Section 10 Total	26	25	

Public reporting burden for this collection of information is estimated to average .03 hours per response. With universal CMS use, the HUD-9902 will be populated automatically based on electronic client files. Consequently, the estimated burden hour per response includes only the time necessary to send the document electronically (estimated time: 2 minutes). This agency may not conduct, sponsor, and a person is not required to, an information collection unless that collection displays a valid OMB control number.

This information is collected in connection with HUD's Housing Counseling Program and will be used by HUD to measure the performance and effectiveness of HUD's Housing Counseling Program. In addition, the data will help to determine that the grant applicant meets the requirements of the Notice of Fund Availability (NOFA) and to assign points for awarding grant funds on a competitive and equitable basis. The information is required to obtain funding under Section 106 of the Housing and Community Development Act of 1974. The information is considered sensitive and is protected by the Privacy Act which requires the records to be maintained with appropriate administrative, technical, and physical safeguards to ensure their security and confidentiality.

Last Updated: 09/08/2018 Version 14.16.0.0

United States Department of Housing and Urban Development

OTHER REPORTS

ADVISORY COUNCILS' REPORTS

**COUNCIL/COMMITTEE
 MEETING REPORT FORM**

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

Central Region Advisory Council

August 8, 2018

Type of Report

- Reporting/Updating
- Recommending Board Action
- Recommending Policy Changes

- I. **CALL TO ORDER:** The Meeting was called to order at 5:35 p.m. by Chairperson Glenda Jones.
- II. **MISSION STATEMENT:** Observed by all
- III. **MOMENT OF SILENCE:** Recited in unison
- IV. **ROLL CALL:** See attached attendance roster and sign-in sheet
 Twila Smith introduced our new Interim CEO – Ms. Arlene Dobison. Ms. Dobison gave positive remarks; followed by applause from all attendees.
- V. **SECRETARY’S REPORT:** Minutes (May 14, 2018)
 Josephine Howard moved to accept the minutes as presented; seconded by Vermell Brown. Motion carried.
- VI. **BOARD REPRESENTATIVE REPORT: Ruby Willix, reporting:**
 - Board of Directors Meeting was June 30, 2018 in Sanford, FL at the Hilton. The Annual Picnic was the highlight of the culmination of the Board Meeting. The food was delicious, and was enjoyed by all, as well as fun and games.
 - Board Planning Retreat will be November at the Double Tree Hilton in Orlando
- VII. **NEW BUSINESS**
 - **Review 2017-2018 Corporate Membership Roster**
 All clear and completed as signed by Glenda Jones, Central Region Advisory Committee Chair.
 - **Review of CRAC Membership Roster /2017-2018**
 - ✓ Expiring Membership with Terms ending
 All members who wish to continue serving on the Central Region Advisory Council are encouraged to write a letter stating their desires.
 - **Scholarship Committee Report**
 - ✓ 2018 Arabell Wiggins Scholarship
 Two applicants were recommended by Pat Salary, Chair of the Scholarship Committee
 Courtney Reyes who currently attends Auburndale High School - Polk State College
 Tiana Johnson who currently attends Lake Region High School – Florida Agricultural and Mechanical University
 The Scholarships will be awarded on October 6, 2018 at the Central Region Advisory Council Annual Membership Meeting. The presentation will be made by Mrs. Bailey in the absence of Pat Salary who will be in Tallahassee helping out with the Homecoming Celebration of the Florida Agricultural and Mechanical University.
 - **Discussion of Council’s Recommendation for 2019 Agency’s Community Service Award Recipient**
 There was a unanimous decision in selecting Mr. Lawrence Colston to be recognized as the Community Service Award recipient from the Central Region Advisory Council. His name will be submitted to Special Events Committee.
 - **One Goal Summer Conference: Josephine Howard reporting:**
Theme: Putting Families and Children First for 32 Years
 Some of the sessions that I attended:
 - ✓ Using Developmentally Appropriate Interactive Technology in the Pre-K Setting
 - ✓ Mom, Dad We Need to Talk....
 - ✓ Cultural Diversity
 - ✓ Multicultural Education
 - ✓ Everyone Speaks Music
 The conference was well organized, and very informative. The attendance was high. Thank you to the Council for allowing me to represent you all.
- VIII. **OLD BUSINESS**
 - **2018 Annual Corporate Meeting (October 6, 2018)**
 - Proposed Location (Confirmed: Adult Senior Center)
 - Proposed Keynote Speaker
 - Proposed Annual Meeting Theme: Exceeding the Vision and Making A Difference In The Community
 - Proposed Caterer:
 - ✓ Panera Bread – Linda Bailey
 - ✓ Olive Garden – Vermell Brown

- ✓ Touched By An Angel – Jennie Calhoun
 - ✓ Sonny's
 - ✓ Desserts with be donated by Council Members
- 50 Person Audiences and a \$500.00 Budget**

IX. OTHER BUSINESS

- Josephine Howard moved to make Louvenia Crumity an emeritus of the Central Region Advisory Council; seconded by Glenda Jones. Motion carried.
- We have five (5) vacancies on our Council
- Josephine Howard moved that we approve Dawnetta Haynes-Wearing as a member for 2019; seconded by Vermell Brown. Motion carried.
- Chairperson, Glenda Jones opened the floor for nominations for a Parliamentarian. Pat Gamble moved to nominate Doris Parker; seconded by Josephine Howard. Motion carried.

Funds Collected - \$205.00

Scholarship

Johnnie McNair	20.00
Pat Salary	30.00
	<u>\$50.00</u>

Benevolent

Josephine Howard	10.00
Johnnie McNair	20.00
Pat Salary	20.00
Vermell Brown	20.00
Jennie Calhoun	20.00
Clora Dubose	20.00
Dartha Shular	10.00
Ruby Willix	5.00
Doris Parker	5.00
Pat Gamble	5.00
Mary Shepherd	<u>20.00</u>
	<u>\$155.00</u>

X. ADJOURNMENT

Meeting adjourned at 7:00 p.m.

Brief Background information and possible impact of issue/area (i.e.: Why is it an issue? Will funding, staff utilization, services and/or facility changes are necessary?) N/A

Recommendation for Board Action, if any (State in the form of a motion(s) to be acted upon by the full Board). Attach brief summary of request. N/A

The Agricultural and Labor Program, Inc.
 Central Region Advisory Council
 August 8, 2018

Name	Signature	Email Address
Glenda Jones		nsc1glenda@netscape.net
Dorothy Spencer		jerihaynes@aol.com
Josephine Howard		jolizhow13@yahoo.com
Patricia Gamble		gambpt@aol.com
Jennie Calhoun		calhounj.63@gmail.com
Louvenia Crumley	_____	_____
Earnestine Davis		
Clora Dubose		
Annie Larkins		annielarkins44@verizon.net
Johnnie McNair		jsugarmac1@hotmail.com
Doris Parker		dorisp9235@gmail.com
Jacqueline Rentz		jorentz@hotmail.com
Marian Owens		
Elizabeth Scaife		
Margaree Simon		margaree3@yahoo.com
Ruby Willix		rubywillix@comcast.net
Patricia Salary		asalary10@gmail.com
Mary Shepherd		maryshepherd1948@gmail.com
Datha Shular		msdshular@gmail.com
Vermell Brown		vermellbrown35@gmail.com
Sandra Henry		
Linda Bailey		bmunchnstuff@aol.com



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 20, 2018
DATE

Members Present/Absent: Attach Meeting Attendance Roster

Type of Report

- Reporting/Updating
- Recommending Board Action
- Recommending Policy Changes

Brief Statement of Committee's Issue/Area Reporting:

The ERAC met to discuss the upcoming events for this year including the ERAC 2018 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?)

- Minutes of May 21, 2018 were approved as presented
- Excused Bobby Byrd, Frances Cooper, Beverly Richardson, Katherine Sims, and Gena Spivey from this meeting.
- Approved the Treasurer Report with a current balance of \$1,000.70.
- Approved the seating of Ms. Annette Wilson-Brown on ERAC Council.
- Received Scholarship applications as of today.
- Reviewed the ERAC Scholarship plan including bringing new Council member up to date and discussed upcoming deadlines for fundraising and ads for the souvenir book.
- Discussed Energy Fair that was held in Fort Pierce at Saint Mark MB Church July 10-11, 2018 and had a total of four council members in attendance for the Martin County Energy Fair.
- Completed the ERAC Annual meeting program with the theme of "Stepping Toward Success with ALPI".
- Selected vendor for annual meeting CJ's Chicken & Ribs.
- Selected Tiffany Wilder as the 2019 FACA representative with Margaret Porter as the alternate.
- Council Members selected Mr. Clarence Brown as the recipient for the Community Service award.
- Ms. Wilson-Brown gave the Council an update on the Voting Initiatives in Saint Lucie County.
- Mr. Holt gave the Board report.
- Reviewed the Region Membership roster.
- Birthday cards for Council Members having birthdays from July to September were presented to each person.
- The following monies were collected for the scholarship fund: William Holt - \$100.00, Constance Griffin - \$10.00 and Ann Jules - \$100.00 for a total of \$210.00 to be reported at the next Board meeting.
- Meeting adjourned at 7:31 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
2018 ATTENDANCE ROSTER**

Council Members:	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Bradwell, Betty			P		P			P				
Brown, Clarence			**		EA			P				
Byrd, Bobby			EA		P			EA				
Connolly-Estime, Mercedes			P		P			P				
Cooper, Frances			P		P			EA				
Gaskin, Marjorie			P		P			P				
Griffin, Constance			P		P			P				
Holt, William			EA		P			P				
Jules, Angela			P		A			P				
Mills, Donna Dr.			A		EA			A				
Porter, Margaret			P		P			P				
Richardson, Beverly			P		P			EA				
Sims, Katherine			P		P			EA				
Spivey, Gena			EA		P			EA				
Wilcox, Mario					P			A				
Wilder, Tiffany			P		A			P				
Williams, Debra			P		P			P				
Wilson-Brown, Annette**								P				
Total Present			11		13			11				

NOTE: ** Approved for Council



The Agricultural and Labor Program, Inc.
ERAC Meeting Sign-In

Date: Aug. 20, 2018

Staff Liaison: *Christine Lane*

Council Member	Mailing Address	Phone	Email Address	Signature
Bradwell, Betty	2905 Kingsley Dr Ft. Pierce, FL 34946	772-882-2676	bjbradwell52@gmail.com	<i>Betty Bradwell</i>
Brown, Clarence	31003 Ave. R Ft. Pierce, FL 34972	772-461-4449		<i>Clarence Brown</i>
Byrd, Bobby	795 Bentscreek Dr. Ft. Pierce, FL 34947	W-772-221-2300 C-772-215-8259	bobbyb.5876@gmail.com	
Cooper, Frances	2606 Atlantic Ave. Ft. Pierce, FL 34947	H-772-464-2868 C-772-353-8554	clarkecf960@yahoo.com	
Estime-Connelly, Mercedes	5220 Pinetree Dr. Ft. Pierce, FL 34982	H-772-742-8197 C-772-882-1062 W-772-462-7884	sweet.mercadez@yahoo.com eeetime@irsc.edu	
Gaskin, Marjorie	1511 N 21 st St. Ft. Pierce, FL 34950	H-772-464-0243 C-772-940-9365 C-772-475-3194	mbraskin2@gmail.com	<i>Marjorie Gaskin</i>
Griffin, Constance	3500 Ave. S Ft. Pierce, FL 34947	C-772-882-1552	constance.griff@flhealth.gov cvggriffin62@gmail.com	<i>Constance Griffin</i>
Holt, William	4129 57 th Ave. Vero Bch, FL 32967	H-772-562-8377 C-772-538-4280	1946holt@gmail.com	<i>William Holt</i>
Jules, Ann	P.O. Box 1084 Ft. Pierce, FL 34950	C-772-708-8828	angelajules66@hotmail.com	<i>Ann Jules</i>
Mills, Donna	1330 SW Briarwood Dr PSL, FL 34986	H-772-336-7311 C-772-267-7364 W-772-429-3914	donna.mills@stlucieschools.org	
Porter, Margaret	1905 N 41 st St. Ft. Pierce, FL 34947	H-772-461-6422 C-772-332-2007	porter.margaret@vmail.com	<i>Margaret Porter</i>
Richardson, Beverly	3400 Ave S Ft. Pierce, FL 34950	H-772-595-0616 C-772-801-4268	beverlyrichardson772@gmail.com	
Sims, Katherine	5809 NW Gillespie Ave PSL, FL 34986	C-772-985-5791	C/O F Cooper clarkecf960@yahoo.com	
Spivey, Gena	2310 SE Shelter Dr. PSL, FL 34952	H-772-398-0656 C-772-360-8840	genaspivey@att.net	
Wilder, Tiffany	318 N 13 th St Ft. Pierce, FL 34950	C-772-882-0163	twbeauty23@gmail.com	<i>Tiffany Wilder</i>
Williams, Debra	513 N 15 th St Ft. Pierce, FL 34950	H-772-460-9896 C-772-519-8017	dmmwibw58@gmail.com	<i>Debra Williams</i>
Wilcox, Mario	1655 N 29 th St--Apt 106 Ft. Pierce, FL 34947	C-772-985-5989	Wilcoxvictor275@yahoo.com	

Wilson, Brown, Annette 772-216-3201
Annette Brown 2015
@yahoo.com



THE AGRICULTURAL AND LABOR PROGRAM, INC.
BOARD COMMITTEE REPORT

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

Northern Region & ATEC Advisory Council
Name of Committee

Monday August 20, 2018
Date of Report

Members Present

Members Absent

Donald Tillman, Chair

Marva Hawkins, Treasure (Excused)

David Rucker

Charles Harris Jr. (Excused)

Evelyn Seabrook

Nereida Jackson

Constance Anderson, Secretary

Sheila Dixon, Asst. Secretary

Chester McNorton, V-Chair

Pa Houa Lee-Yang, Staff Liasion

Type of Report

Reporting/Updating

Recommending Board Action

Recommending Policy Changes

Brief Statement of Committee's Issue/Area Reporting:

Meeting started at 7:00 pm

- Reviewed May 2018 meeting minutes
- Reviewed Treasure report
- Reviewed old business and new business
- Reviewed Scholarship update

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?)

- Secretary's Report – May 21, 2018 reviewed – motioned by Shelia Dixon, second by David Rucker to approve May 21, 2018 meeting minutes
- Treasurer's Report – Will review treasure report at the Annual Meeting on Oct. 13, 2018
- Old Business
 - Reviewed the picnic event held in Sanford, FL for the Board
 - Picnic was success, even though, the weather was not favorable. All enjoyed the day.

- Suggestion by Ms. Jackson to maybe use Gemini Springs next time; they have an air condition pavilion and other activities by all.
- Other members shared other locations in the surrounding areas
- Scholarship Updates-report given by Shelia Dixon
 - No one from any of the school in the Seminole County area that council had reached out to, submitted any students for the scholarship fund 2017-2018 year
 - Next year council will reach out to High Schools in Lake County area
 - Fund raiser need to be done to secure more scholarships for students
 - Mr. Rucker along with Ms. Jackson will head fundraising ideas for scholarship fund
 - Ms. Seabrook suggested having a Senior Prom as a fundraiser
 - A location for this suggested fund raiser will be explore by Nereida Jackson
- New Business
 - Upcoming even is the NRAC & ATEC Annual Meeting
 - Location of the Annual Meeting will be at;
 - First Baptist Church in Mount Dora
 - Location: 1000 First Ave, Mount Dora, FL
 - Date: Saturday Oct. 13, 2018
 - Time: 10:00 am to 12:00 pm
 - Speaker: TBA
 - Theme: Community...People...With Purpose
 - Community Services Award
 - TBA

Meeting Adjourn at: 8:13 pm

Recommendation for Board Action, if any (State in the form of a motion(s) to be acted upon by the full Board):

- No Board Action at this time.

The Agricultural and Labor Program, Inc.
2017-2018 SRAC Attendance Roster
(Scheduled Meetings: October, March, May, August)

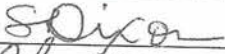
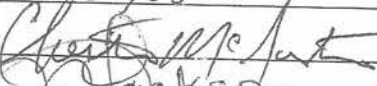

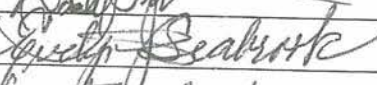
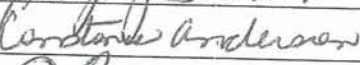
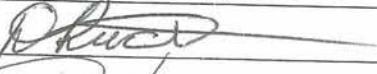

Name	October 2017 Annual Meeting	March 2018	May 2018	August 2018
John Ash	P	P	P	P
Katie Clarke	P	<i>Via telephone</i>	E	P
Noemi R. Cruz	P	E	P	P
Minister Kelly Paul Galati	P	A	P	E
Ruth Gay	P	E	P	P
Barbara Grace	P	P	P	P
Rosa Hampton	P	P	P	P
LaVita Holmes	P	E	E	<i>Via Phone</i>
Annette Jones	P	P	P	P
N'Kosi Jones	P	P	E	Via Phone
Bernice Lopez	P	<i>Via telephone</i>	P	E
Emma Malcolm	P	A	P	E
Tracy Maloy	P	P	P	P
Lester Roberts	A Resigned			
Annie Robinson	P	P	P	P
Kimberly Ross	P	E	E	<i>Via</i>
Beverly Sloan	A	A	A	A Resigned
Terry Wellington	P	A	P	
Total Present	17	9	12	0

P = Present

E = Excused

A = Absent

Agricultural and Labor Program, Inc.
 Northern Region & ATEC Advisory
 Council
 August 20, 2018

Name	Signature	Email Address
Shelia Dixon		DixonS@seminolestate.edu
Chester McNorton		ChesterbMcNorton@yahoo.co
Nettie Jackson		nettiejackson@gmail.com
Donald EVELYN SEABROOK	Donald 	donaldhillmark@ymail.com
Constance Anderson		evelynseabrook@hotmail.com
David Rucker		Constanceanderson1951@gmail.com
Pa Houa Lee-Yang		ru.kend@bellsouth.net
		pyang@alpi.org

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

The Southern Region Advisory Council
 COUNCIL/COMMITTEE

August 20, 2018
 DATE

Members Present/Absent: *See Attach Meeting Attendance Roster*

Type of Report

- Reporting/Updating
 Recommending Board Action
 Recommending Policy Changes

Brief Statement of Committee's Issue/Area Reporting:

The following agenda items were reviewed and approved by the Southern Region Advisory Council:

- Annie Robinson, Council Secretary read "May" minutes with one noted correction: Annette Jones attended the Florence Villa CDC Banquet held in April, 2018.
- Annette Jones, Scholarship Chair announced the *Seigler, Sims and Wade '2018'* recipient as Essence Wright, who will be attending Tallahassee Community College. Ms. Wright will be presented the \$500.00 scholarship donation at the SRAC's Annual Corporate Membership Meeting in October. Funds to date: \$500.00.
- Beverly Sloan submitted her resignation letter from the council. *It was motioned and seconded to accept Ms. Sloan's letter of resignation.*
- N'Kosi Jones (via phone) shared an update on Mr. Lester Robert's gift to be presented at the council's Annual Membership Meeting. SRAC group pictures were viewed by all in attendance. Staff Liaison, Cheryl Burnham will forward pictures to members not in attendance for their input before final decision is made. All council members are requested to bring \$10.00 at the Annual Meeting to pay for cost of the gift. Tracy Maloy suggested if there are funds remaining, to place in card to present to Mr. Roberts along with the token of appreciation gift from the Council.
- Katie Clarke shared information on the upcoming RUMMAGE SALE to be held on Saturday, October 6th at Lakeview Park Community Center in Frostproof. Council members are asked to bring any donated items on Friday night, October 5th. Council is reminded to POST letter for donations in view at the community center during the RUMMAGE SALE.
- Corporate Roster was reviewed with one name to be added to the '2018' roster.
- Barbara Grace, Chair submitted one application for council review. *It was motioned and seconded by the members to accept application for membership to the SRAC (Southern Region Advisory Council).*
- Terry Wellington brought a guest to the Council. An application for membership will be submitted at a later date.
- The '2018' Annual Corporate Membership Meeting was discussed in detail. Program tasks were assigned to the council. Staff Liaison will follow up with Olympia Restaurant as possible food vendor for the event.
- Arlene Dobison, ALPI's Interim CEO was introduced to the Council. Ms. Dobison graciously agreed to be on the Annual Corporate Membership Meeting program to give "Greetings".

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.
2017-2018 SRAC Attendance Roster
(Scheduled Meetings: October, March, May, August)

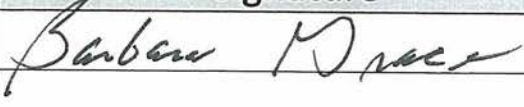
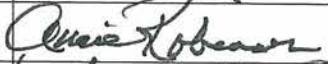
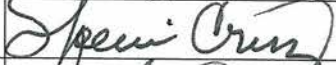
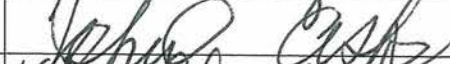

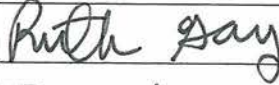

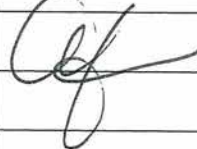
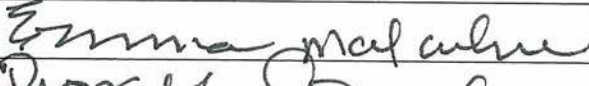
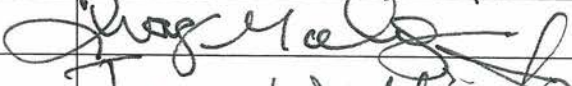
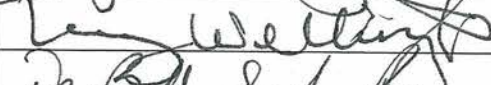
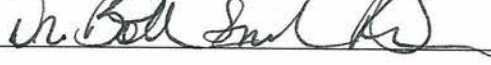
Name	October 2017 Annual Meeting	March 2018	May 2018	August 2018
John Ash	P	P	P	P
Katie Clarke	P	<i>Via telephone</i>	E	P
Noemi R. Cruz	P	E	P	P
Minister Kelly Paul Galati	P	A	P	E
Ruth Gay	P	E	P	P
Barbara Grace	P	P	P	P
Rosa Hampton	P	P	P	P
LaVita Holmes	P	E	E	<i>Via Phone</i>
Annette Jones	P	P	P	P
N'Kosi Jones	P	P	E	Via Phone
Bernice Lopez	P	<i>Via telephone</i>	P	E
Emma Malcolm	P	A	P	E
Tracy Maloy	P	P	P	P
Lester Roberts	A Resigned			
Annie Robinson	P	P	P	P
Kimberly Ross	P	E	E	<i>Via</i>
Beverly Sloan	A	A	A	A Resigned
Terry Wellington	P	A	P	
Total Present	17	9	12	0

P = Present

E = Excused

A = Absent

The Agricultural and Labor Program, Inc.
 Southern Region Advisory Council
 August 20, 2018

Name	Signature	E-Mail Address
Barbara Grace		akagrace@bellsouth.net
Kimberly Ross		rossixnine@zero.net
Annie Robinson		arobinson@ecmhsp.org
Noemi Cruz		noemiyjulio@yahoo.com
John Ash		
Katie Clarke		
Minister Kelly Paul Galati		
Ruth A. Gay		JG1400@Nova.Edu
Rosa Hampton		rhampton54@yahoo.com
La Vita A Holmes		Kwikrelease863@gmail.com
Annette Jones		annettejon@gmail.com
N'Kosi Jones		jones nkosi@yahoo.com
Bernice Lopez		LopezBernice1107@gmail.com
Emma Malcolm		
Tracy Maloy		Williamtracy2959@gmail.com
Terry Wellington		
Dr. Bobbie S. Powell		scbdteacher@yahoo.com

MULTIPLE WORKSITE REPORT

Summary of your Account on the Web

We have received the data that you submitted. You may wish to print this page for your records.

Legal Name :
THE AGRICULTURAL AND LABOR PROGRAM
UI Account Number :
0020435850
State :
Florida

**You have completed entering data for 1 of 1 accounts.
Enter data for another UI Account:**

Worksite	Quarter ending June 30, 2018			Quarterly Wages
	Number of Employees			
	Apr	May	Jun	
THE AGRICULTURAL AND LABOR PROGRAM 1814 N 13TH ST FORT PIERCE, FL 34950 GEORGE W. TRUITT FAMILY SERVICES	24	24	14	\$132,147.00
THE AGRICULTURAL AND LABOR PROGRAM 701 HOPSON ROAD FROSTPROOF, FL 33843 FROSTPROOF CDC	26	26	25	\$188,176.00
THE AGRICULTURAL AND LABOR PROGRAM 300 LYNCHBURG RD LAKE ALFRED, FL 33850 ALPI CORPORATE OFFICE	27	29	30	\$326,991.00
THE AGRICULTURAL AND LABOR PROGRAM 1110 N 32ND STREET FORT PIERCE, FL 34947 GARDEN TERRACE HEAD START	16	16	1	\$83,716.00

Worksite	Quarter ending June 30, 2018			Quarterly Wages
	Number of Employees			
THE AGRICULTURAL AND LABOR PROGRAM 1400 AVENUE M FORT PIERCE, FL 34950 LINCOLN PARK HEAD START	Apr	May	Jun	
	17	17	2	\$90,047.00
THE AGRICULTURAL AND LABOR PROGRAM 1035 S 27TH CIRCLE FORT PIERCE, FL 34950 FRANCINA DUVAL HEAD START	Apr	May	Jun	
	7	7	1	\$41,941.00
THE AGRICULTURAL AND LABOR PROGRAM 1031 S DELANEY AVE AVON PARK, FL 33825 AVON PARK	Apr	May	Jun	
	1	1	1	\$9,019.00
THE AGRICULTURAL AND LABOR PROGRAM 1326 E INTL SPEEDWAY BLVD #6 DELAND, FL 32724 PROJECT ACHIEVE	Apr	May	Jun	
	2	2	2	\$12,123.00
THE AGRICULTURAL AND LABOR PROGRAM 198 MARION AVE NW PORT SAINT LUCIE, FL 34983 MS CHILD DEV/ FAM SVCS CENTER	Apr	May	Jun	
	33	34	11	\$160,315.00
THE AGRICULTURAL AND LABOR PROGRAM 2202 AVENUE Q FORT PIERCE, FL 34947 QUEEN TOWNSEND II	Apr	May	Jun	
	58	57	22	\$373,980.00

151

Worksite	Quarter ending June 30, 2018			Quarterly Wages
	Number of Employees			
Total of all Worksites :	211	213	109	\$1,418,455.00

152

**You have completed entering data for 1 of 1 accounts.
Enter data for another UI Account:**

If you have questions or comments, please send e-mail to: mwr.helpdesk@bls.gov

Version: 5.1.3

If you have questions or concerns about your data, please contact:

Florida Department of Economic Opportunity
Bureau of Labor Market Statistics
107 East Madison St, MSC G-020
Tallahassee, FL 32399-4111
PH: (800) 672-4664 or PH: (850) 245-7228, FAX: (850) 245-7202

BOARD ANNUAL FUNDRAISING REPORT

**THE AGRICULTURAL AND LABOR PROGRAM, INC
2018 BOARD OF DIRECTORS**

	Assessed	Contributed To Date	Balance Due
Katie Clark	1,000.00	165.00	835.00
Sheila Dixon	1,000.00	35.00	965.00
Kim Johnson	1,000.00	-	1,000.00
Kimberly Ross	1,000.00	1,000.00	-
Marjorie Gaskin	1,000.00	210.00	790.00
Marva Hawkins	1,000.00	1,400.00	(400.00)
William Holt	1,000.00	1,120.00	(120.00)
Josephine Howard	1,000.00	700.00	300.00
Pat Gamble	1,000.00	175.00	825.00
Annette Jones	1,000.00	70.00	930.00
Glenda Jones	1,000.00	270.00	730.00
Chester McNorton	1,000.00	500.00	500.00
Vernon McQueen	1,000.00	9,000.00	(8,000.00)
Vacant	1,000.00	-	1,000.00
Stacy Campbell-Domineck	1,000.00	1,000.00	-
David Walker(deceased)	1,000.00	95.00	905.00
Barbara Grace	1,000.00	105.00	895.00
Ruby Willix	1,000.00	105.00	895.00
Shannyn Serrano	1,000.00	-	1,000.00
LaVita Holmes	1,000.00	1,000.00	-
Vacant	1,000.00	-	1,000.00
Total	21,000.00	16,950.00	4,050.00

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

9/10/2018