



CONSENT AGENDA ITEMS NOVEMBER 2015

Purpose:

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

Note:

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

A. CEO November 2015 Report

- **Progress Reports**
 - ▶ HS/EHS Monthly Attendance
 - ▶ HS/EHS Enrollment Report
 - ▶ HS/EHS Statistical Report
 - ▶ Non-Federal Share (HS/EHS)
 - ▶ Child Care Food Inspection Report
 - ▶ SLC Fire Inspection
 - ▶ Child Care Facility License (Lincoln Park)
 - ▶ CAT Quarterly Report
- **Reimbursement Reports**
 - ▶ DOH Child Care Food Reports
 - ▶ ELC Reimbursement Report
 - ▶ LIHEAP Financial Status Report
 - ▶ Florida Non-Profit Housing
 - ▶ CSBG Financial Status Report
 - ▶ CSBG FOCUS Report
 - ▶ EHEAP Financial Status Report
 - ▶ E-Rate Reimbursement
- **Other Reports**
 - ▶ Advisory Councils' Meeting Reports
 - ▶ HS/EHS Policy Council Report
 - ▶ Board Annual Fundraising Report
(Please check names on the following reports to identify persons, business, church, organization, etc., who contributed as a result of their solicitation)
 - ▶ Bureau of Labor Statistics Report (BLS)

B. Other Information (SEE TAB 5)

- **CORRESPONDENCE**
 - ▶ CSC of SLC 2015/2016 Contract
 - ▶ DOE/Project Award - Emergency Services
 - ▶ Per Diem Rates
 - ▶ Request for Representative/Designee (CareerSource)
 - ▶ Directions to Doubletree/Downtown Orlando
- **UPCOMING CONFERENCES/MEETINGS**
- **BOARD & ADMINISTRATOR NEWSLETTER (October & November)**
- **COMMITTEE REPORTING FORM**

**CHIEF EXECUTIVE OFFICER'S
MONTHLY REPORT**



NOVEMBER 2015

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

STRATEGIC PLAN PERFORMANCE INDICATORS
<ul style="list-style-type: none"> • Conducted Senior Management Staff Meeting • Attended the SEACAA Annual Conference, DEO CAA Leadership Summit and facilitated management staff attendance and participation. • Facilitated the completion and successful implementation of the Regional Advisory Council Annual Meetings and election process. • Facilitated Senior Management Staff training opportunities in the areas of Program Governance via FHSA Fall Governance Institute, SEACAA Annual Training Conference, NCBW17th Annual Biennial Conference and CAP60 Data Management System follow-up training sessions. <p>Goal 1- Create Additional Educational Experiences and Opportunities for Staff</p> <ul style="list-style-type: none"> • Facilitated the start-up of the Computer Data Services, LLC automated answering services system and the CAT Program. Facilitated the completion and submission of the LIHEAP Mid - Year Mod Budget to expand services in specified target areas. <p>Goal 5 - Enhance program development for and service delivery to children and families</p>
BOARD/MANAGEMENT TASKS & TIMELINES
<ul style="list-style-type: none"> • Facilitated the completion of the following Board Management Tasks and Professional Development Opportunities. • Reimbursement Reports (DEO/LIHEAP, DEO/CSBG, CSC, Child Care Food, Non-Profit Housing, ELC/VPK, EHEAP, HUD, USAC E-Rate and DEO EA). • Board member(s) training opportunities via the SEACAA Annual Conference, National Coalition of 100 Black Women, Inc., and RIV Head Start Association Board Meeting. • Request for a replacement to fill CareerSource Polk Vacant Board Seat. • Conducted meeting with Workers Comp Agent to complete Renewal process. • Employee Retirement account distributions for 2015. • Implementation of the Regional Advisory Council Annual Meetings and 2015 election process. • Facilitated the completion of the agency's 2015 Annual Independent Audit. • Secured Engagement Agreement for 2015 Retirement Account Independent Audit. • Facilitated the completion and submission of the LIHEAP Mid - Year Mod Budget and the Child Care Food 2015-2016 Refunding application.

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

STRATEGIC PLAN PERFORMANCE INDICATORS
<ul style="list-style-type: none"> • NHSA Board Meeting - Washington, DC • NCBW 17th ANNUAL BIENNIAL Conference - Long Beach, CA • SEACAA ANNUAL Training Conference - Myrtle Beach, SC • DEO CAA Leadership Submit – St. Augustine, FL <p>Goal 3 - Partner With Other Entities For More Efficient Service Delivery</p>

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

PERFORMANCE INDICATOR(S)
<ul style="list-style-type: none"> • Receipt of FDOE Project Award Notification. • Receipt of E-Rate Funding Final Notification Approval for 2015-2016. • Completion of the 403b Retirement Employee Allocation and Account Distributions for 2015. • Successful startup of CAT program. • CCFP Contract Approval Notification.

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

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

- Employee Workers Comp Claims
- Legal Liability Claim Notification
- Completion of ALPI 2015 990 Tax Report
- Workers Comp Rate Increase
- LIHEAP Emergency Service Requests
- Frostproof Health and Safety Renovations and Marketing Plan

E. FUTURE MEETINGS/CONFERENCES

NOVEMBER 2015

- 10 Senior Management Staff Meeting – Lake Alfred, FL
- 11 Veterans Day Holiday – Office Closed
- 20 Senior Management Staff Meeting - Orlando, FL
- 20-21 ALPI Board Annual Planning Retreat – Orlando, FL
- 26-27 Thanksgiving Holiday – Office Closed

DECEMBER 2015

- 2-4 RIV Head Start Association Strategic Planning Retreat and Board Meeting – Atlanta, GA
- 8 Senior Management Staff Meeting - Lake Alfred
- 10-11 FACA Board Retreat and Board Meeting - Tampa, FL
- 12 NCBW Board Meeting - Winter Haven, FL
- 24-25 Christmas Holiday - Office Closed

JANUARY 2016

- 6-8 CAP Management & Leadership Conference - New Orleans, LA
- 9 NCBW Board - Winter Haven, FL
- 12 Senior Management Staff Meeting - Lake Alfred, FL
- 21 Community Action Legislative Day - Tallahassee, FL
- 21-23 ALPI Annual Staff Training Conference - Orlando, FL
- 22 – 23 ALPI Annual Corporate Meeting & Luncheon - Orlando, FL

FEBRUARY 2016

- 1-4 RIV Head Start Association Annual Training Conference - Atlanta, GA
- 9 Senior Management Staff Meeting - Lake Alfred, FL
- 13 NCBW Board Meeting - Winter Haven, FL
- 27 ALPI Shared Governance Training Session - Winter Haven, FL

THE AGRICULTURAL AND LABOR PROGRAM, INC.

MANAGEMENT REPORTS

NOVEMBER 2015

DEPARTMENTS ACTIVITIES SUMMARY

Outlined below is a summary from ALPI's department directors of major activities (E.g., Partnerships, Community Involvement, Advocacy, Public Relations, Funding Sources, etc.) participated in through the month of October 2015.

CHILDREN AND FAMILY SERVICES DIVISION

DIVISION ACTIVITIES SUMMARY

PROGRAM DESIGN AND MANAGEMENT, FACILITIES, MATERIALS AND EQUIPMENT

➤ **Planning Communication and Reporting: Polk County**

- Discussed child attendance with Family and Community Partnerships Manager. Information is being tracked in the PROMIS data system. The total program is in compliance with the Attendance Policy. Follow-up with parents/families with attendance issues are provided with program assistance to improve attendance. Attendance is being monitored closely and home visits are conducted along with letters and information being mailed out.
- ❖ Shared with management staff video presentation directly related to Program Operations in the areas of:
 - Child Development
 - Parent Involvement
 - Fiscal Management
 - Performance Standards
- ❖ Conducted Management meetings with Program Operations Directors. Agenda items included updates on the following:
 - Enrollment and attendance
 - Statement of Services to Children and Families
 - Identification of Services needed by Families
 - Program Goals
 - Contracted Center Compliance
 - Staff Training Activities
 - Submission of Invoices
- ❖ Agency Audit Review provided Child Care Food Program Report, noting the following:
 - Attendance
 - Program Information Report (PIR)
 - HS/EHS Attendance Program Eligibility Certification
- ❖ Program Budget Compliance
 - Allocation of costs
 - Scheduled Budget Review
- ❖ Child Care Food Program
 - Operating as planned, Program year starting October 1, 2015
 - Submitted Renewal Application for upcoming Program year 2015-16
 - Application is approved
- ❖ Human Resources
 - Continue to work with Human Resources Director to fill vacant positions. Positions in the CDFSD Deputy Director's office include IT/Data Management Specialist and Office Supervisor II

➤ **Quality Assurance Contract Compliance Manager**

- Attended the Head Start Program Governance two day workshops in Fort Pierce, FL. Presenter was Ms. Mable Jones, Jones Connection out of Atlanta, GA. This workshop was to educate parents on the program governance process for new and returning parents, staff and board members. New Policy Council Members

were selected, roles and responsibilities were explained. Ms. Jones gave information on the Performance Standards and the Head Start Act as it relates to program requirements.

- ❖ Attended the Florida Head Start Association Institute on Program Governance. This workshop's intended audience was for Head Start staff, parents, CEO's and Board Members. Effective March 12, 2015 Agencies must train all Governing Body, Policy Council Members, Management, and staff who determine eligibility on applicable federal regulations and program policies and procedures within 180 days following the effective date of this rule and within 180 days of the beginning of the term of new Governing Body and Policy Council.
- ❖ Attended, the Polk County Healthy Families Advisory Committee meeting as a new member. A healthy family is a part of the nationally accredited Healthy Families Florida statewide home visiting program proven to prevent poor childhood outcomes before it ever starts. They provide free, voluntary home visiting services that increase knowledge and skills of parents so their children can grow up healthy, safe, nurtured and ready to succeed in life.
- ❖ Quarterly Monitoring Process began this month. This process will be conducted at all directly operated and contracted centers. This monitoring method will include all service areas.

➤ **Monitored George W. Truitt**

- **Findings:** This center's enrollment is 91 children with 8 classrooms. Observed all 8 classrooms. The overall classroom environment was friendly and inviting.
- **Strengths:** Teachers were responsive to children, provided individualization for each child. Teachers and Caregivers were nurturing and provided positive relationships with the children. I observed child initiated activities. Teachers showed active involvement with all children. Teachers supported a variety of learning experiences. I observed CDSM working in a classroom on my second visit as a Caregiver in the infant room modeling positive interaction. Areas of improvement are shared with Management Team to ensure improvement.
- **Performance Standards Non-compliance Area:** none noted

➤ **Monitored Garden Terrace**

- **Findings:** This center's enrollment is 90 with 5 classrooms. Observed all 5 classrooms. The overall classroom environment was friendly and inviting. Parents and children were greeted upon entrance and made to feel welcome.
- **Strengths:** Excellent program. Teachers were responsive to all of the children's needs, and provided individualization for each child. Teachers and Caregivers were nurturing and provided positive relationships with the children. I observed child initiated activities. Teachers showed active involvement with all children.
- **Performance Standards Non-Compliance Area:** none noted

➤ **Meetings / Community Partnerships**

- Attended Early Learning Coalition Meeting. Coalition has open enrollment serving children off the waiting list.
- Attended Health Advisory Meeting in Fort Pierce that was hosted by Iris Rivera, Health Manager. The Department of Health conducted a presentation on healthy eating for children.

➤ **Child Care Food Program Service Coordinator**

- Completed monthly Child Care Food Report. Submitted for reimbursement.
- Reconciled agency Child Care Food vendor Statements to ensure quality assurance in program design and management, record keeping and effort reporting.
- October Health Observance included:
 - ❖ Child Health Day – evaluating public knowledge and interest in children's Health and Nutrition.
 - ❖ National Apple Month & National School Lunch Week. October 12-16. Centers set aside one day to invite parents to the center for an activity during lunch.
- Completed first quality monitoring and Child Care Food Program. Program is in compliance in all areas of operation.
- Conducted Child Care Food Program Management Plan Staff Training.
- Participated in ALPI Health Advisory Committee Meeting. Maintain compliance in program design and management in Child Care Food Program.
- Provide staff Training Session on effort reporting in Child Care Food Program to maintain compliance in all areas with emphasis on Fiscal Compliance.

➤ **Early Childhood Development and Education Services Manager**

- Attended Division Management Team meeting. Topics discussed were new ongoing assessment, Teaching Strategies Gold (TSG), and its implementation, in-service training topics (CLASS for St. Lucie County, Teaching Strategies Gold refresher for Polk County, Updating the School Readiness plan, Quality Assurance monitoring tools, and next steps.

- Attended Policy Council Orientation training with consultant Mable Jones.
- Received communication from NAEYC that Francina Duval's annual report was complete and accreditation has been maintained.
- Contacted Early Childhood Coordinators to schedule a meeting to discuss the process of updating policies and procedures for the education department and noted reports that will be used from the new ongoing assessment Teaching Strategies Gold. The meeting was held October 8, 2015 in Frostproof.
- Attended a webinar on Using Video to Coach Teachers for Powerful Interactions in Early Childhood Classrooms. Received certificate.
- Facilitated the Education Team meeting with both Early Childhood Education Coordinators. Agenda topics included reviewing/revising education policies and procedures included Teaching Strategies Gold implementation, home visits, parent-teacher conferences, CLASS, and reports for child outcomes.
- Updated the Education File Checklist to include all newly revised forms from the ongoing assessment Teaching Strategies Gold. Form will be used by EHS/HS classroom staff.
- Worked with IT Support to fix some minor issues within the Teaching Strategies Gold System. The issues were immediately corrected.
- Conducted in-service training with caregiver staff including contracted sites in St. Lucie County, as well as in Polk County, on Teaching Strategies Gold (TSG).
- Participated in School Readiness Data Preliminary Analysis Meeting in St. Lucie County.
- Submitted draft education department policies and procedures to the Division Management Team for review, comments and immediate implementation.
- Sent out reminder email to all CDSC to finalize Teaching Strategies Gold (TSG) checkpoints for baseline results.
- Sent CLASS Video clips on dimension Concept Development to Francina Duval CDSM to support staff having difficulty in this dimension.
- Conducted education file review at Jumpstart Center in Lake Wales. Concerns were noted in the area of age appropriate goal setting and follow up on screening results. Communication was provided on ways to refocus on this area and ensure at all times that goals meet the needs of children. It was recommended that staff utilize the activities in Teaching Strategies Gold (TSG) and the Child Development Outcomes Framework.

➤ **Family and Community Partnerships Manager**

- Participated in the Team Meeting on the Division level on October 1st and shared information related to Family Community Partnerships and the file reviews being conducted.
- Attended and participated in the Policy Council Orientation/Training with Mable Jones, The Jones Connection on October 1st- 2nd 2015. Served as one of the meeting facilitators.
- Met with the Nurse Consultant and the Program Director (Polk County) and reviewed the contract and provided information about the Pregnant Women's Program. The Nurse signed the contract and received info on the women in the program along with the reporting forms used. During this visit also assisted the Family Services Worker with home visit questions and reviewed files.
- Met with a parent at the Child Development Site in Port St. Lucie, to discuss a plan for the child's attendance and the issues with the parent picking the child up on time. Developed a plan with the parent to follow and the center staff will work with parent to ensure compliance. Continued to meet with parent having issues of picking the children up on time. Emphases on parent following the established plan for child pick-ups from centers.
- Attended the Florida Head Start Association Program Governance Training. Two parents who serve on Policy Council attended the training as well. Served on the team to conduct interviews for the Family Services Coordinator position.
- Facilitated the Pregnant Women's Meeting (Polk County) and introduced the Nurse consultant. The meeting included ALPI's contracted center, Jumpstart. Met with the Program Director and discussed the Birth to Five Program, and the option to serve additional children at the Frostproof site.
- Participated in Polk County's In-Service Day, and facilitated a comprehensive file review of the cumulative files and met with the Director and the Family Services staff to review the files. Findings were noted and shared with the staff, and noted completion time lines.
- Participated in a Webinar training on Family Engagement.
- Attended the first Policy Council Meeting of the school year. Assisted with the meeting preparation.
- Traveled to Polk County at the request of the Program Director to meet with the new Family Support Services Coordinator. Provided orientation and a packet of information to assist as it relates to the position/ Family Services/ERSEA.
- Continued the orientation for the new FSSC by visiting Jumpstart for her to review the cumulative files and become familiar with the center staff.
- Accompanied the Education Manager to Jumpstart and completed a file review/follow up to ensure the new Family Support Services Coordinator knows file follow-up procedure.

- Monitored and tracked the monthly attendance through PROMIS and generated reports.
 - Reported the enrollment data report online to the HSES system based on the data in PROMIS. Full enrollment was maintained throughout the month.
- **Program Governance**
- Facilitated incoming Policy Council training that was conducted by consultant Mable Jones. During the training, parents were elected to the Executive Committee and the Policy Council
 - Assisted with the select Policy Council members who also attended the Florida Head Start Association Governance Training
- **Deficient Area - None**
- **Proposed Strategy to Correct Deficiency - N/A**
- **Special Accomplishments - N/A**
- **Board Related Activities**
- Policy Council Meeting
 - Advisory Council Meeting
 - Governance Training
 -
- **Critical Concerns / Challenges - N/A**
- **Workshops/ Training Conferences**
See Program Operations Directors' Reports

HEAD START/EHS – St. Lucie

- **Planning/Communication/Internal Reporting:**
- Participated in the Division Directors meeting facilitated by Elizabeth Young, Deputy Director on October 2, 2015. Items for discussion included: Child Care Food Audit, Budget Reviews, Protocol, etc.
 - Received communication from the Early Learning Coalition of St. Lucie County's Board confirming that as of October 1, 2015 the office has been relocated to 4462 Okeechobee Road, Fort Pierce, FL 34947. The relocation was a discussion at the Board meetings for the past several months and now the relocation has been completed.
 - Participated in the monthly Florida Department of Education VPK Conference Call on October 14, 2015. Discussion items included:
 - ✓ Standards for Four-Year-Olds
 - ✓ Online Course – Mathematical Thinking for Early Learners
 - ✓ Parent Resources – November Family Engagement Month
 - ✓ Jumpstart's Read for the Record Day – October 22, 2015
 - ✓ Celebrate Literacy Week
 - ✓ VPK 10th Birthday
 - ✓ VPK Provider Profile (CARES-DCF)
 - ✓ Rules - Legislative Updates
 - ✓ VPK Pre and Post Assessment Compliance
 - ✓ VPK Assessment
 - ✓ Teaching Strategies GOLD
 - ✓ NAEYC Conference
 - Participated in the monthly Division Directors meeting on October 21, 2015. This meeting was facilitated by Elizabeth Young, Deputy Director. Items for discussion included:
 - ✓ 2015-2016 Program Budgets
 - ✓ 2015-2016 Budget Allocations
 - ✓ Training and Technical Assistance Funding
 - ✓ Conferences vs. Travel
 - Coordinated and facilitated several informal Program Directors' Management meetings throughout the month, to obtain status reports on the following bench marks:
 - ✓ Status of 45 and 90 Days Screenings Follow Up/Treatment
 - ✓ Teaching Strategies Gold/Splash Impact/Follow Up
 - ✓ Home Visits Status/Travel Authorizations

- ✓ Enrollment/Attendance
- ✓ VPK Enrollment and Attendance
- ✓ Transportation Services
- ✓ Staffing Patterns/Breaks/Ratios
- ✓ Children with Disabilities and Services
- ✓ Parent Trainings Number of Participants
- ✓ Head Start Awareness Kick off Extravaganza Outcome
- Participated in the monthly Senior Staff meeting on October 13, 2015. This meeting was facilitated by Deloris Johnson, Chief Executive Officer. Program Operations Directors' provided a program status report that included: Status of Enrollment of the CAT Program, 2016 Pre-K Annual Conference, PNC Partnership/Head Start Awareness, Funding, Larry Lee's Legislative Bill- Early Education, etc.
- Facilitated informational meetings to prepare and provide the information/documentation/reports to the auditors such as: List of Clients Served during the 2014-2015 program year, Program Information Report, Income Eligibility, etc.
- Facilitated several informal desk audits to follow up on specific program benchmarks that included but were not limited to:
 - ✓ Children Enrollment and Attendance
 - ✓ Service Delivery Activities/Status
 - ✓ Computer Assisted Tutorial Program Initiation
- Coordinated and facilitated a meeting with Denise Sirmons, Kids At Hope Coordinator on October 16, 2015 to discuss potential funding collaboration to work with parents. We concluded to set up a meeting with the Executive Director from Roundtable of St. Lucie County to further discuss this potential partnership.
- Facilitated a meeting on October 22, 2015 with the Executive Director, from Roundtable of St. Lucie County, Kids At Hope Coordinator, and included Kevin Singletary, CAT Program Coordinator, to further discuss collaboration of a potential partnership for the parents enrolled in the Head Start/Early Head Start Program as well as the parents enrolled in the Computer Assisted Tutorial (CAT) Program.
- Participated in the Children Services Council of St. Lucie County Quarterly Network Coffee meeting on October 30, 2015. We presented a board that represented the Computer Assisted Tutorial (CAT) Program showcasing the different tutorial/academic activities as well as the enrichment activities. Kevin Singletary, CAT Program Coordinator had the opportunity to promote the program and to network with other community agencies.
- During this reporting period several center activities were conducted to include but were not limited to the following:
 - ✓ 45/90 days Screening Status
 - ✓ Case Management of Children's Files (cum files, medical information, etc.)
 - ✓ Conducted Parent Meetings
 - ✓ Facilitated Parent Trainings

➤ **Community Relations/Collaborations:**

- Program Staff participated in several Community Relations/Collaboration activities to address various topics that impact the community as a whole; these activities included:
 - ✓ St. Lucie County School Board
 - ✓ Early Learning Coalition of St. Lucie County
 - ✓ HANDS Dental Coalition
 - ✓ Communitywide Inclusion Collaborative Committee
 - ✓ Health Department of St. Lucie County
 - ✓ Big Brothers Big Sisters of St. Lucie County
 - ✓ Kids At Hope

➤ **Human Resources:**

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

➤ **Governance:**

- Coordinated the Policy Council Governance Orientation/Training on October 1-2, 2015. Training/Orientation topics included the following:
 - ✓ Overview of the Agency/Status
 - Divisions
 - Services
 - ✓ Board of Director Composition
 - Membership

- Committees
 - Roles and Responsibilities
- ✓ Policy Council Structure
 - ❖ Membership
 - ❖ Committees
 - ❖ Roles and Responsibilities
 - ❖ Committees Responsibilities
 - ❖ Major Timelines
 - ❖ Sunshine Law
- ✓ Seating of the New Council
- ✓ Election Process. Election results were as follows:
 - Chairperson: Mercadez Estime
 - Vice-Chairperson: Alicia Villegas
 - Secretary: Crystal Mike
 - Treasurer: Jennifer Judkins
 - PC Board Representative: TBA
- The first Policy Council Meeting took place on October 21, 2015. Sixteen members were present. Items of discussion included but were not limited to:
 - ✓ Program Progress Reports
 - ✓ Program Financial Reports
 - ✓ Program Human Resources of New Hires and Terminations

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

- Coordinated and facilitated the Parent Orientation for the Computer Assisted Tutorial Program on September 30, 2015. Approximately fifteen (15) parents were present. Kevin Singletary, Program Coordinator, provided an overview of the program services and expectations. Other participants included: Children Services Council Executive Director Sean Boyle, and Program Specialist Sandy Mack, as well as Kids At Hope Coordinator Denise Simons.
- The Computer Assisted Tutorial Program was successfully relocated and has begun its operation at the new location on October 1, 2015. As of today, we have served 55 students. We have been actively communicating and engaging parents to reinforce program participation.
- Fourteen students prepared a dance of which they were able to perform at the Eastern Region Advisory Annual Luncheon on October 17, 2015. This dance was a wonderful success and an achievement for all the students.
- Completed the Final 2014-2015 Progress Report. This report was submitted on October 29, 2015.
- The Mayor of Fort Pierce Linda Hudson, received a tour and briefing about the CAT Program on October 3, 2015, and promised to render her support to the program. County Commissioner Kim Johnson and the Executive Director of the Roundtable of St Lucie County, Sheniak Maynard visited the program and also offer their support on October 13, 2015
- The CAT Program was featured on the local radio station 104.7FM The Flame on October 23, 2015. The Children Services Council of St Lucie County hosted its weekly radio show and featured Kevin Singletary, CAT Program Coordinator. During the interview, Mr. Singletary shared the benefits of the CAT Program, the future plans and goals, and the current recruitment effort. The radio show touches a large listening audience along the Treasure Coast and the Palm Beaches.

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

- The Early Childhood Education Coordinator and the Child Development Services Managers facilitated the Refresher: Overview CLASS training during In-Service Training on October 16, 2015. Staff received 6 training hours
- The Early Childhood Development and Education Services Manager facilitated the Teaching Strategies GOLD Overview during In-Service Training on October 16, 2015. Staff received 6 training hours.
- The Transportation Coordinator facilitated the Transportation Safety training during In-Service Training on October 16, 2015. Staff received 4 training hours.
- The Child Care Food Services Coordinator facilitated the Menu Planning and Meal Pattern Requirements training during In-Service Training on October 16, 2015. Staff received 4 training hours.
- The Early Childhood Education Coordinator facilitated the three-day Teaching Strategies GOLD: Introduction for Teachers trainings on October 5-7, 2015; October 12-14, 2015; and October 20-22, 2015. Staff received 12 training hours.
- Teachers, Caregivers, and Teacher Assistants continued participating in the Teaching Strategies GOLD Interrater Reliability Certification (Mixed ages including Infants, Toddlers, Preschool Children, and

Kindergarten Children) training. The training was presented by Teaching Strategies GOLD. Staff received 12 training hours.

- Teachers, Caregivers, and Teacher Assistants continued participating in the Teaching Strategies GOLD Basic: Module 1-Introducing Teaching Strategies GOLD; Module 2- Looking Closer: Teaching Strategies GOLD; Module 3- The Assessment Cycle: Linking Teaching, Learning and Assessment; and Module 4- How Do I...? Exploring the Features of Teaching Strategies GOLD Online training. The training was presented by Teaching Strategies GOLD. Staff received 12 training hours.
- Teachers and Teacher Assistants continued to complete/renew the Adult, Child, and Infant CPR, AED, and Basic First Aid courses. The trainings were presented by the American Safety and Health Institute. Staff received 8 training hours.
- Continued to receive Pre-K CLASS Observer Renewal Certifications from the Child Development Services Managers.

➤ **Facilities:**

- The Facilities Specialist is working closely with the Maintenance Staff as well as the Child Development Services Managers in maintaining all facilities/offices clean and free of debris; in order to maintain a healthy and safe environment for the children, families and staff.
- Several projects generated by Work Requests have been completed such as: replacing light bulbs and a bathroom faucet and repairing a bathroom sink, cots, and gates. The Facilities Specialist coordinated services for the instant water heater to be replaced at Garden Terrace, and for a refrigerator and air conditioner unit to be repaired at the Queen Townsend Head Start Center II.
- The Facilities Specialist completed several projects for ALPI's Computer Assisted Tutorial (CAT) Program to include but not limited to: moving and rearranging furniture; and installing soap dispensers, toilet paper dispensers and hand towel dispensers.
- The Facilities Specialist conducted the Physical Environment Inspections at all of St. Lucie County Head Start/Early Head Start Centers.
- The Facility Specialist together with the Health Service Manager conducted the Health and Safety Screener at all of St. Lucie County Head Start/Early Head Start Centers.

➤ **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 Food Services Coordinator, Hilda Walker monitored the Francina Duval Head Start Center on October 14, 2015. No non-compliances were noted.
- The St. Lucie County Fire District conducted the required Annual Fire Inspection at the Queen Townsend Head Start Center II on October 14, 2015. No violations were noted.
- The St. Lucie County School Board conducted the required Annual Fire Inspections at the Child Development and Family Services Center and the Queen Townsend Head Start Center II. No violations 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.

➤ **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:**

- The Family Support Services Coordinators continued to complete intake applications, verify applications, place families on the Head Start/Early Head Start waitlist and complete enrollment applications. Information was also provided to families about services provided in the local community.
- Family Support Services Coordinators continued to provide technical assistance to the Child Development Services Managers and the Family Services Workers with the verification of Intakes and any issues or concerns with PROMIS or the Enrollment Process.

- Family Support Services Coordinators attended and participated in the Head Start Awareness Kick Off Extravaganza on October 3, 2015. Family Support Services Coordinators assisted with registration and greeted and assisted parents and guests. The Family Support Services Coordinators also used this event as a recruitment opportunity. The Mayor of Fort Pierce Linda Hudson was in attendance as well as other local agencies from our community.
- Several of our present and former Head Start/Early Head Start Parents were graduates from the Just Getting Ahead In a Just Getting By World Class sponsored by our community partner Grace Way Village. The graduation ceremony was held on October 15, 2015. The parents examined their personal reasons why they are in property and they are writing plans and setting goals to get out of property.
- Funded enrollment for the month of October for St. Lucie County consisted of 755. The breakdown is as follows: 691 preschool children; 56 infants/toddlers; and 8 pregnant women for a total of 755. There were 12 drops in the Head Start program; 3 drops in the Early Head Start program; and one transfer in the Head Start and the Early Head Start program. Five mothers in the Pregnant Mother's Program delivered and 1 dropped. A total of 15 new children started in the Head Start and Early Head Start program.

➤ **Early Childhood and Health Services:**

- The Early Childhood Education Coordinator provided the Parent-Child Engagement to Promote School Readiness Folders (PCEPSR) for October 2015. An activities packet was created based on the Head Start Child Development and Early Learning Framework (3-5 year olds) and the Florida Early Learning and Developmental Standards for Four Year Olds. The activities encourage parents/guardians to work with their children for 10-15 minutes each day through hands-on learning experiences that require minimal materials. A literacy activity along with a reading log is included to promote literacy growth in the home.
Items included in the folders for October 2015 are as follows:
 - ✓ Nightly Reading Record
 - ✓ Calendars
 - ✓ Various Games
 - ✓ Sight Words
- The Early Childhood Education Coordinator facilitated and coordinated ALPI's Head Start Awareness Kick Off Extravaganza on October 3, 2015. The PNC Mobile Learning Adventure provided activities for parents with children under the age of 5; including an interactive kiosks, the What I Want to Be When I Grow Up photo station, crafts, and giveaways. Stations were also setup for staff from St. Lucie County Head Start/Early Head Start Centers to provide early childhood activities, instructions and materials. Several vendors participated during this event to include: Treasure Coast Parenting, Molina Health Insurance, Curious George, and Kids At Hope.
- The Early Childhood Education Coordinator facilitated the three-day Teaching Strategies GOLD: Introduction for Teachers trainings on October 5-7, 2015; October 12-14, 2015; and October 20-22, 2015.
- The Education Team to include the Early Childhood Development and Education Services Manager and the Early Childhood Education Coordinators from St. Lucie County and Polk County, met to address all educational needs at the Frostproof Child Development Center, in Polk County on October 8, 2015. The Education Team primarily focused on revising the Child Development/Education Policies and Procedures to reflect the changes in the curriculum, On-Going Assessments, Screenings, and the new Head Start Early Learning Framework: Birth to Age Five.
- The Early Childhood Education Coordinator met with Dee Coe, Vice President Branch Manager and Julie Sacco-Lunsford from PNC Bank on October 9, 2015 to discuss the Grow Up Great Partnership. The primary focus of this meeting was to review the guidelines of the partnership as well as to discuss various opportunities that prospective volunteers may have.
- The Early Childhood Education Coordinator and the Child Development Services Managers facilitated the Refresher: Overview CLASS training during In-Service Training on October 16, 2015
- The Health Services Manager and the Mental Health/Disabilities Specialist completed validation of the 45-day screenings on October 1, 2015.
- The Health Services Manager continued to follow-up on health concerns by submitting Health Summary information forms to physicians for additional follow-up and completing health alerts.
- The Health Services Manager coordinated with Dermody Dental Services to provide dental exams for children from the George W. Truitt, Child Development and Family Services Center, Sunrise Country Preschool, and Loving Care Child Development Center. A total of sixty-two (62) children were provided with dental services.
- The Health Services Manager coordinated with Indian River State College to provide dental exams for children from the Queen Townsend Head Start Center II and Learning Tree. A total of thirty-two (32) children were provided with dental services.
- The Health Services Manager attended and participated in the HANDS Dental Clinic meeting on October 9, 2015. Topics discussed included but were not limited to the coordination of dental services for the Head Start Centers and the Early Learning Coalition-VPK Centers.

- The Health Services Manager coordinated and facilitated the Pregnant Mother's Training on October 14, 2015. Topics discussed included: Substance Abuse and Prevention and Smoking During Pregnancy.
- The Health Services Manager participated in the Keiser University Dietetics and Nutrition Advisory Board meeting on October 28, 2015. Topics discussed included but were not limited to: Dietetics and Nutrition Objectives and Goals; Students attending the centers; Curriculum, and Plans for expansion.
- The Health Services Manager facilitated the Health Advisory Committee meeting on October 22, 2015. Topics discussed included but were not limited to the following: Year to Date Report, Federal Review Information, Tobacco Coalition Presentation, Disability Report, Mental Health Up-date, Polk County's Head Start/Early Head Start Report, Child Care Food Report, and Community News.
- The Mental Health and Disabilities Specialist coordinated ten (10) evaluations and submitted eighteen (18) referrals to Early Steps/Florida Diagnostic Learning Resources System (FDLRS) for children with concerns.
- The Mental Health and Disabilities Specialist Coordinated and attended two (2) eligibility staffing with Early Steps/Florida Diagnostic Learning Resources System for children that were referred for services and Individual Educational Plans were developed. One referral was also submitted for Mental Health Services.
- As of October 2015 the following table represents the total number of children that have been determined as children with disabilities:

FUNDED ENROLLMENT		HEAD START		691
		EARLY HEAD START (St. Lucie 64 & Polk 76)		140
1	Health Impairments		13	How many age 0?
2	Emotional/Behavior Disorders		14	How many age 1?
3	Speech/Language Impairments	43	15	How many age 2?
4	Mental Retardation		16	How many age 3?
5	Hearing Impairments/Deafness		17	How many age 4?
6	Orthopedic Impairments		18	How many age 5?
7	Visual Impairments/Blind		19	How many over income?
8	Learning Disabilities		20	How many pre-diagnosed?
9	Autism		21	How many dropped to date?
10	Traumatic Brain Injury		22	How many IEP's/IFSP current
11	Other Impairments	12	23	How many evaluated and found not eligible?
12	Total With Disabilities	55	24	How many suspected?

➤ **TRANSPORTATION:**

- Transportation services were provided to 187 children to and from the centers for the month of October.
- Transportation Coordinator assisted with having repairs that included but were not limited to the following: reparations of a water pump on Bus 3.
- Transportation Coordinator provided the Transportation Safety training for In-Service training on October 16, 2015. Training topics discussed included but were not limited to the following: Driving Techniques; Emergency Maneuvers; Passenger Safety; Using Your Mirrors; and Defensive Driving Training.

➤ **DEFICIENT AREA(S):** None

➤ **PROPOSED STRATEGY TO CORRECT DEFICIENCY (IES):** None

- **SPECIAL ACCOMPLISHMENTS:** None
- **BOARD RELATED ACTIVITIES:** None
- **CRITICAL CONCERNS / CHALLENGES:** None
- **WORKSHOPS / TRAINING / CONFERENCES, ETC.:** None
- **UPCOMING EVENTS:**
 - Senior Management Meeting-November 10, 2015
 - HANDS Clinic Board Meeting-November 13, 2015
 - Management Planning Meeting-November 17, 2015
 - Pregnant Mother's Orientation/Training "Prenatal and Post Partum Health Care"-November 18, 2015
 - Director's Meeting-November 18, 2015
 - Policy Council Meeting-November 18, 2015
 - Board of Director's Annual Retreat-November 20-21, 2015
 - Parent Trainings-November 17 and 23, 2015
 - Program Director's Meeting-November 30, 2015
 - HMH/Public School Early Childhood Meeting-TBA
 - Bridges Out of Poverty of St. Lucie Steering Committee Meeting-TBA

HEAD START/EHS – Polk County

- **Planning/Communication/Internal Reporting/ Governance:**
 - Program is fully enrolled with 70 EHS children and 6 Pregnant Moms
 - Two children dropped this month due to relocations
 - Two new children were enrolled during the month from the waiting list.
 - Attendance & recruitment remains at the forefront and the Center & ERSEA Manager are consistent in contacting parents regarding absenteeism
 - 95% of home visits are complete
 - All communication with parents, staff and community partners were done through flyers, announcements, and notices.
 - In-Service Oct. 19, 2015 on Teaching Strategies Gold and Active Supervision
- **Policy Committee** meeting on Oct. 21, 2015: Discussion included but not limited to the following:
 - CSBG training opportunities
 - Policy Council Representatives 2015-2016
 - CareerSource Polk "Interviewing Skills"
- **Record Keeping & Reporting**
 - Reports were received from the Program Operations staff via monthly narratives, statistical reports, PROMIS reports, and cluster disability reports.
 - Enrollment for Polk County Early Head Start program was 70 infants, toddlers, and 6 pregnant mothers.
 - Continue to work with the Operations Director of St. Lucie County, Finance Director, and Deputy Director on the budget to ensure compliance of budget allocations.
- **Human Resources**
 - Health Services Manager & Facility Specialist positions have been filled.
 - Family Support Services Coordinator position has been filled.
 - Full-time Caregiver opening and we will be interviewing for that position within the next 30 days.
 - Continue to closely monitor and update teaching, support, and administrative staff professional development and provide opportunities for their development.

➤ **Facilities**

- Health and Safety Environment Screening completed 10/26/15
- Playground equipment base has been repaired
- Continue to work closely with Deputy Director on future improvement plans for the center
- Fire Drill 10/27/15 all children and staff out of building under a minute
- Semi-annual inspection of stove completed 9/11/15
- Annual grease trap inspection completed 9/15/15
- Physical Environment Inspection completed 9/4/15 & 9/18/15

➤ **Fiscal**

- Continue to process all requisitions, purchase orders, and invoices in a timely manner.
- Completed and submitted in-kind contribution match for the Early Head Start program.
- The Program Operations Director will continue to work with the Fiscal Department to ensure the fiscal management and compliance of the Early Head Start program.

➤ **IT Support Services**

- Continue to work with IT support to ensure the effective and efficient functioning of software for the program record keeping and service delivery.
- Continue to work with IT support on Teaching Strategies Gold, PROMIS and Galileo system to ensure the smooth record keeping and reporting occurs.

➤ **E.R.S.E.A.**

- As of October 2015 enrollment at the centers are as follows: Early Head Start
- Frostproof CDC – 53 infants and toddlers; 3 pregnant mothers
- Jumpstart Development Center – 17 infants and toddlers; 3 pregnant mothers
- Recruitment activities are ongoing and continuous throughout the school year
- Recruitment activities are being done throughout Frostproof, Babson Park, and Lake Wales.
- Some improvements in child daily attendance & parents are reminded of HS standard
- Family Service Manager assisting with internal file review, FPA's & T/TA of new FSSC

➤ **Monitoring**

ERSEA Manager & CM are conducting review of children files to ensure service delivery and follow-up is complete.

➤ **Health and Safety**

- Facility Specialist continues to complete the daily checklist to ensure day to day cleanliness of the center.
- Facility Specialist distributes and tracks all supplies and completes work orders in a timely fashion to ensure safety.

➤ **Early Childhood and Health Services**

- Developed and facilitated staff training on federal review monitoring protocol on 10/19.
- Developed parent training on stages of child development.
- Provided technical assistance for staff with Teaching Strategies Gold and monitored staff input of documentation.
- Provided monitoring, follow-up, comprehensive education file review and technical assistance at Jumpstart with ECDESM on 10/23/1
- Completed classroom observations and mentor/coaching sessions for Frostproof CDC
- Monitored home visit completion for Polk County centers and input of documentation into PROMIS
- 98% of the physicals & immunizations are complete
- Fifteen referrals to Early Step were made in the month of October
- Six children have IFSP's
- Forty-five day are in compliance and 90day are in process
- Dental Exams & fluoride treatments are scheduled for the newly enrolled children.

- **Family and Community Partnerships**
 - The Family Support Services Coordinator continues to provide support to the Family Services Workers and Child Development Services Manager in delivering services to families.
 - The Family Support Services Coordinator continues to certify and process intake applications, enrollments, and update the wait list.
 - Coordinated services with CSBG for families and (2) parents
- **Nurturing Fatherhood Program**

Two dads were accepted into training under CSBG and will be getting their CDL
- **Community Relations/Collaborations:**
 - 10/20/15 Frostproof Chamber of Commerce
 - 10/21/15 Policy Council Meeting
 - CSBG has assisted (2) Frostproof Child Developments Centers parents already this year with their educational goals by assisting them with school fees and childcare.
- **Workshops/Trainings/Conferences etc., attended:**
 - Deficient Area (s): Attendance below 85%
 - Proposed Strategy to Correct Deficiency/(ies)
 - Closely monitoring attendance and contacting families to discuss barriers
 - Working closely with ELC to build wait list
- **UPCOMING EVENTS**
 - 11/17 Frostproof Chamber of Commerce Meeting
 - 11/18 Policy Council Meeting
 - 11/21 Board Annual Retreat

COMMUNITY & ECONOMIC DEVELOPMENT SERVICES DIVISION

Deputy Director

- Periodically met with Division Department Directors and Division Support Staff re: program status updates.
- Periodically reviewed Grants.gov for grant and funding announcements. **(Goal 3 Objective: Apply for grants in a timely manner when money is available)**
- Finalized and submitted LIHEAP base Modification. **(Goal 3 Objective: Apply for grants in a timely manner when money is available)**
- Prepared modification to Florence Villa Office Lease.
- Prepared and submitted FOCAS report to Department of Economic Opportunities.
- Assisted with coordinating travel for SEACAA Self-Sufficiency winner.
- Modified Voucher/Check Request tracking database to generate reports, as needed, on the number of Voucher/Check Requests review by office.
- Finalized Strategic Planning Performance Report for 12-month period ending June 30, 2015 and submitted to Senior Management for review and feedback.
- Began work on 2015 IS Survey.
- Continued coordinating CAP60 Installation plan and schedule. **(Goal 4 Objective: Continue to upgrade new technology)**
- Prepared and submitted monthly division-wide report.
- Reviewed and/or signed off on more than \$486,000 in Voucher/Check Requests including: \$149,302 in LIHEAP Home Energy and \$292,205 in LIHEAP Crisis Assistance.

LIHEAP/Community Services Department Director

- Coordinated and participated in Community Outreach EVENT on October 2, 2015 in Lakeland. **(Goal 3: Objective: Partner on collaborative projects with other entities.)**
- Senior Directors Meeting on October 13, 2015 at Corporate Office. **(Goal 1 Objective: Provide more professional development.)**
- Coordinated and participated in an ENERGY FAIR in COLLIER County on October 14th and 15th. Served approximately (84) low-income families. **(Goal 4: Increase the client base.)**
- Met with ALPI's Auditors on October 16, 2015 at Corporate Office. **(Goal 4: Objective: Expand programmatic thrusts.)**
- The Southern Region Advisory Council's Annual Meeting on October 19, 2015 in Frostproof . **(Goal 3: Partner on collaborative projects with other entities.)**
- Participated in Tampa Electric Company (TECO) Portal Training on October 20, 2015 at Corporate Office in Lake Alfred. **(Goal 3: Objective: Partner on collaborative projects with other entities.)**
- Participated in CAP 60 (Staff) DEMO on October 22, 2015 at Corporate Office in Lake Alfred. **(Goal 1: Objective: Provide more professional development.)**
- Participated Florida Department of Education (FCDP) Conference Call on October 28, 2015 to finalize Annual Conference Training Emergency Assistance presentation scheduled for November 5, 2015 in Homestead, FL. **Goal 1: Objective: Provide more professional development.**

CSBG/Economic Development Department Director

- Team monthly meeting, triage and training. **(Goal 1 Objective: Provide more professional development opportunities)**
- Participated in the Refugee Job Fair in Lakeland on Oct. 2, 2015. **(Goal 3 Objective: Partner on collaborative projects with other entities)**
- Participated with FPP Advisory on "Make A Difference Day" on Oct. 24, 2015. **(Goal 3 Objective: Partner on collaborative projects with other entities)**
- Staff participated in the TECO training at corporate office on Oct. 20, 2015. **(Goal 1 Objective: Provide more professional development opportunities)**
- Attended the SEACAA Conference in Myrtle Beach, SC. **(Goal 1 Objective: Provide more professional development opportunities)**
- Staff provided Orientation to Early Headstart Fathers and parents. **(Goal 1 Objective: Provide more professional development opportunities)**
- Submitted two FSSP success stories to SEACAA Conference
- ATEC finally had a quorum of a total of 7 members to the ATEC Advisory Council and Council met on Oct. 13, 2015. **(Goal 3 Objective: Partner on collaborative projects with other entities)**

COLLABORATIONS

Deputy Director - None to report at this time.

LIHEAP/Community Services Department Director

- Florida Power & Light (FPL). **(Goal 3 Objective: Partner on collaborative projects with other entities.)**
- Catholic Charities **(Goal 3 Objective: Partner on collaborative projects with other entities.)**
- Collier Senior Resources **(Goal 3 Objective: Partner on collaborative projects with other entities.)**
- Legal Aid of Collier County **(Goal 3 Objective: Partner on collaborative projects with other entities.)**
- David Lawrence Center **(Goal 3 Objective: Partner on collaborative projects with other entities.)**

CSBG/Economic Development Department Director

- Staff provided Orientation to Early Headstart Fathers and parents. **(Goal 3 Objective: Partner on collaborative projects with other entities)**
- Participated with FPP Advisory on "Make A Difference Day" on Oct. 24, 2015. **(Goal 3 Objective: Partner on collaborative projects with other entities)**

- Participated in the Refugee Job Fair in Lakeland on Oct. 2, 2015. (**Goal 3 Objective: Partner on collaborative projects with other entities**)
- Staff participated in the TECO training at corporate office on Oct. 20, 2015. (**Goal 1 Objective: Provide more professional development opportunities**)

CONCERNS/CHALLENGES AND RESPONSE

Deputy Director

Concern: Increasing Housing Counseling Clients.

Response: All homeowners receiving LIHEAP Crisis Assistance are sent a letter advising of the availability of Housing Counseling services, in needed by client. Will explore working with Keystone Challenge to recruit additional clients. Installation of CAP60 system should assist in intra-agency recruitment.

LIHEAP/Community Services Department Director - Nothing to report at this time.

CSBG/Economic Development Department Director - Nothing to report at this time.

DEFICIENT AREA(S) AND STRATEGIES TO CORRECT

Deputy Director - Nothing to report at this time.

LIHEAP/Community Services Department Director - Nothing to report at this time.

CSBG/Economic Development Department Director - Nothing to report at this time.

SPECIAL ACCOMPLISHMENTS

(Success beyond designated job duties)

Deputy Director

Continued work on converting CM Tools and Promis to CAP60 system.

LIHEAP/Community Services Department Director - Nothing to report at this time.

CSBG/Economic Development Director

A family Self-Sufficiency client from Highlands County won the SEACAA Award for 2015.

BOARD RELATED ACTIVITIES

Deputy Director

Attended Annual Meeting and installed new elected Southern Regional Advisory Council members

LIHEAP/Community Services Department Director

Attend and participate with the Southern Region's Advisory Council's Annual Meeting on October 19, 2015 at Lakeview Park Community Center in Frostproof.

CSBG/Economic Development Director

ATEC Advisory Council met on Oct. 13, 2015, 7 members were present at the meeting.

SPECIAL PROJECTS

Deputy Director

Assisted with Central and Southern Region Advisory Council annual elections and installed newly elected members.

LIHEAP/Community Services Department Director

- Facilitated the COLLIER County ENERGY FAIR EVENT on October 14th and 15th. The Event will be in Naples at the Golden Gate Community Center.
- Approximately (5) Vendors will be participating.

CSBG/Economic Development Director - Nothing to report at this time.

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

Deputy Director

Senior Director's Meeting on October 13, 2015 at Corporate Office.

LIHEAP/Community Services Department Director

- Community Outreach Event on October 2, 2015 in Lakeland.
- Senior Director's Meeting on October 13, 2015 at the Corporate Office.
- ENERGY FAIR in Collier County (Naples) on October 14th and 15th, 2015 at the Golden Gate Community Center.
- The Southern Region Annual Meeting on October 19, 2015 at the Lake View Park Community Center in Frostproof
- LIHEAP/Community Services Department Staff Meeting on October 29, 2015, at New Horizons Complex.

CSBG/Economic Development Department Director

- Senior Director's Meeting on October 13, 2015 at Corporate Office.
- SEACAA Conference in Myrtle Beach, NC.

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

Deputy Director

- Senior Management Staff meeting – November 20, 2015.
- Annual Board of Director's retreat – 11/20 – 11/22
- CAP60 Training – November 3, 4, 9, 10, 16, and 17

LIHEAP/Community Services Department Director

- CAP 60 Training November 3, 2015
- Florida Department of Education (FCDP) Annual Training Conference on November 4 – 6, 2015 in Homestead, FL.
- Senior Directors Meeting on November 20, 2015 in Orlando.
- Shared Governance Board Retreat November 20 – 23, 2015 in Orlando.

CSBG/Economic Development Department Director

- Senior Management Staff meeting – November 20, 2015.
- Annual Board of Director's retreat – 11/20 – 11/22

MAJOR GRANT EXPENDITURE SUMMARIES

Low Income Home Energy Assistance Program (03/01/15 thru 03/31/16)

Total Funding = \$4,329,956

Pro-Rated Funding (thru 10/31/15) = \$2,664,588 (61.5%)

Expended (as of 10/31/15) = \$2,776,516

% of Total Funding paid as of 10/31/15 = 64.1%

Crisis Energy = \$1,267,925 out of \$2,189,990

Home Energy = \$921,622 out of \$1,082,513

Performance: With the recently submitted Modification (no reflected here), expenditures appear to be "on track".

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

Total Funding = \$113,008

Pro-Rated Funding (as of 10/31/15) = \$65,921 (58.3%)

Expended (as of 10/31/15) = \$65,251

% of Total Funding = (57.7%)

Performance: Expenditures are "on track".

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

Total Funding = \$47,053

Pro-Rated Funding (as of 10/31/15) = \$15,684 (33.3%)

Expended (as of 10/31/15) = \$7,444

% of Total Funding = (15.8%)

Performance: Expenditures always begin slowly; however, it is expected that the grant should be at or around 50% spent by the end of the year (December).

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

Total Funding = \$60,000

Pro-Rated Funding (as of 10/31/15) = \$20,000 (33.3%)

Expended (as of 10/31/15) = \$20,065

% of Total Funding = (33.4%)

Performance: Expenditures are "on target".

Community Services Block Grant (10/01/14 thru 09/30/15)

Total Funding = \$1,046,948.

Pro-Rated Funding (as of 09/30/15) = \$1,046,948 (100.0%)

Expended (as of 08/31/15) = \$1,046,948

% of Total Funding = 100.0%

Performance: Expenditures are "on target".

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

Total Funding = \$1,110,027.

Pro-Rated Funding (as of 10/31/15) = \$92,502 (8.3%)

Expended (as of 10/31/15) = \$49,082

% of Total Funding = 4.4%

Performance: Contract was not received in-house until late September or early October so expenditures started off slowly. Should be at 25% by December 2015.

Client Demographic Information – Division Programs (07/01/15 through 10/31/15)						
Type of Demographic		LIHEAP AND EHEAP	CSBG - FSSP	CSBG - EA	Other Programs	TOTAL
Number of Families Served		15,791	346	391	24	16,552
Number of Persons Served		4,489	102	117	75	4,783
Family Type	Single Parent Households	10,565	64	74	n/a	10,703
	Two Parent Household	580	13	23	n/a	616
	Single Person	1,202	14	22	n/a	1,238
	Two Adults/No Children	306	7	3	n/a	316
Other Family Char.	Receiving Food Stamps	2,907	67	74	n/a	3,048
	Seasonal Farmworker	47	0	0	n/a	47
	Migrant Farmworker	4	0	0	n/a	4
	At Least one (1) member age 55+	1,346	23	23	n/a	1,392
	Receiving SSI	1,248	21	29	n/a	1,298
	Receiving Social Security	1,159	12	25	n/a	1,196
Sex	Male	6,088	124	168	n/a	6,380
	Female	8,703	222	223	n/a	9,148
Age	0 to 23	8,358	214	236	n/a	8,808
	24 to 44	3,503	97	103	n/a	3,703
	45 and over	2,914	35	50	n/a	2,999
Race	White	3,635	63	84	n/a	3,782
	African American	10,579	252	258	n/a	11,089
	Other or unreported	1,577	31	49	n/a	1,657
Ed. Level	Non-Graduate	2,270	26	34	n/a	2,330
	HS Graduate/GED	3,411	78	90	n/a	3,579
	Post HS	76	3	7	n/a	86
	College Graduate	367	19	16	n/a	402

MAJOR OUTCOMES – Division Programs Only ROMA Family Goals 1 and 6 (07/01/15 through 10/31/15)					
NPI	Description	CSBG/LIHEAP Clients		DOE/FNPH Clients TOTAL	
		Seeking	Completing	Plan	Actual
1.1	Unemployed and obtained a job	20	17	n/a	n/a
	Employed and maintained a job for at least 90 days	19	6	n/a	n/a
	Employed and obtained an increase in employment income and/or benefits	8	6	n/a	n/a
1.2	Obtained skills/competencies required for employment	18	13	n/a	n/a
	Completed ABE/GED and received certificate	2	2	n/a	n/a
	Completed post-secondary education program and obtained certificate or diploma	18	2	n/a	n/a
	Enrolled children in before or after school programs	21	21	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	8	7	n/a	n/a
	Obtained food assistance	3	3	n/a	n/a
6.1	Independent Living for Senior Citizens (55 or older)	11	11	n/a	n/a
	Independent Living for Individuals with Disabilities	16	16	n/a	n/a
6.2	Received Home Energy Assistance other than LIHEAP	10	10	24	24
	Received rental assistance	18	18	0	0
	Received LIHEAP Crisis	10,142	9,724	n/a	n/a
	Received LIHEAP Home Energy	6,670	6,587	n/a	n/a
	Received Emergency Food Assistance	0	0	0	0
	Received Water Bill/Utilities Assistance	4	4	0	0

* = Number of unduplicated individuals receiving services, inclusive of all family members at 3.2 members per service.

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

SERVICE DELIVERY BY COUNTY – Division Programs Units of Service, By County (07/01/15 through 10/31/15)								
County	LIHEAP/EHEAP Only*		CSBG Only*		DOE/FNPH Only		Totals	
	Units of Service	Total Expended*	Units of Service	Total Expended*	Units of Service	Total Expended	Units of Service	Total Expended
Collier	235	\$63,218	0	\$0	0	\$0	235	\$63,218
Glades	44	\$14,365	0	\$0	0	\$0	44	\$14,365
Hendry	94	\$32,666	56	\$8,703	0	\$0	150	\$41,369
Highlands	343	\$118,724	122	\$17,023	0	\$0	465	\$135,747
Lake	0	\$0	0	\$0	1	\$250	1	\$250
Martin	326	\$73,017	0	\$0	0	\$0	326	\$73,017
Polk	2,579	\$852,177	418	\$58,110	19	\$3,875	3,016	\$914,162
St. Lucie	1,427	\$492,089	0	\$0	0	\$0	1,427	\$492,089
Volusia	0	\$0	0	\$0	4	\$1,000	4	\$1,000
TOTAL	5,048	\$1,646,256	596	\$83,836	24	\$5,125	5,668	\$1,735,217

HUMAN RESOURCES

A SUMMARY OF HUMAN RESOURCES DEPARTMENT MAJOR ACTIVITIES THROUGH THE MONTH OF OCTOBER 2015

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:**
Head Start/Early received in-service training during the month.

Goal 2 – Devise a Plan of Upward Mobility within the Agency (objective 2.2 & 2.4)

- The Human Resources Department continues to support employees being temporarily promoted to acting status while a higher level position is on leave or when a position is vacant. This gives the employee an opportunity to gain on-the- job experience.
Promotion Opportunities in Action: Ronald Pryor was promoted to Facility Specialist in Frostproof; Lisa Pugh was rehired as Family Support Services Coordinator after being laid off in 2013 due to sequestration. This is a promotion for Ms. Pugh. She was a Family Service Worker when she was laid off.

RECRUITING:

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

Grantee Administration Support Services:

- none

Child Development & Family Services Division

- (1) Family Service Worker – Ft. Pierce
- (1) Caregiver –Frostproof
- (1) CDS Manager – St. Lucie
- CAT Program –(1) Part-time Teacher (1) Recreation Instructor (New)
- IT/Data mgt Spec. – Corporate Office

CSBG

- (1) Client Services Specialist II

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

- (1) Administrative Assistant –Ft. Pierce
- (1) Bus Driver – Ft. Pierce
- (1) Teacher (CAT) – Ft. Pierce
- (1) Teacher Assistant – Ft. Pierce
- (1) Family Support Service Coord. - Frostproof

DAILY ACTIVITIES:

- Child Development Staff Improvement plans – follow-up due by 12/1/15
- 99% of employees annual evaluations have been received – 1% past due
- Met with Deputy Director Young several times staff and employee issues
- Visited All ALPI Child Development Centers in St. Lucie County on 10/2/15
- Participated in the Governance Policy Council training on 10/1/15 & 10/2/15
- In Ft. Pierce – excellent training
- Attended the first Florida Head Start Fall Governance Institute in Tampa on 10/8/15 & 10/9/15
- Completed and submitted Monthly and Senior Director's reports for approval
- Attended meetings for insurance renewals- Students accident, crime, property etc. –All policies renewed
- Coordinated meeting to change retirement provide
- Facilitated the successful ERAC annual meeting. The meeting was well attended by parents, children, Staff, ERAC and the community
- Follow – up on the success of the student internship program from Indian River State College
- All information requested by the auditors was presented – no questions or concerns
- Provided the list of employees eligible for cost of living increase – no professional development incentives provided this year
- Conducted Human Resources Department meeting
- Completed monthly sick leave/leave without pay tracking form
- 6 month driving record for all employee –99.5% completed – several non-drivers have be identified – management is aware
- Attended Senior Staff meeting on October 13th
- Attended the Girls Inc. Executive Board & BOD meetings
- Attended NAACP executive, regular and finance committee meetings
- Assisted with and attended the Haines City Branch NAACP Banquet on October 10th
- Employee Handbook – ongoing (answering of questions)
- Retirement Plan Booklet – ongoing review
- 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 – one old claim re-opened
- EEOC Claim – (0) new close (1) pending- 2yrs old
- FMLA – processing request - Ongoing

- Unemployment Compensation Claims – none
- Grievances and employee concerns – (0)
- Liability Insurance and Loss Control – Ongoing
- Benefits Administration – Ongoing
- Retirement 403(b) Plan Request – on-going
- Monitoring and processing of bills – on going
- Review and processing of Timesheets – on- going

STATISTICS:

Employee Accidents	4
Child Accidents	0
Resignations	1
Involuntary Terminations	1
Lay-offs	0
New Hires	5
Transfers/Promotions	1
Temps & Substitutes	0
Unemployment	0
Unemployment Hearings	0
Family Medical Leave	4
Disability Claims	0
Worker Compensation	0 (1) re-open
Equal Opportunity Claims	0

CHALLENGE

- Employee improvement plans: 4 staff are on improvement plans: **Status: follow-up due by 12/1/15**
- Bi-Annual Driving Record are not always completed in a timely manner by all departments - **Status: 99.5 % completed**
- Timely submission of paperwork– PCNs, Hiring Requisitions, Resignation/Termination notices, FMLA request - on-going – **Status: 80% Improved**
- Ensuring all human resources issues are addressed and are in compliance based on the requirements of the grants/programs – **Status: Improved - on going**
- HR Director currently reviewing program grants to ensure compliance – **Status: Improved - ongoing**
- Supervisors/Directors addressing employee issues/concerns in a timely manner – **Status: 75% Improved - on going**
- Directors ensuring staffing request and funding codes are correct and timely submitted – **Status: 50% Improved – on going**
- Directors and Managers monitor their Centers and become proactive in the prevention of accidents. **Status: 70 % Improved –on-going**

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.
- Met with the following Directors several times during the month, CD&FS Deputy Director and Program Directors.
- Attend ALPI Head Start Policy Council Governance Trainings
- Attended Girls Inc. meetings: Executive and Board
- Attended NAACP Executive, Regular & Finance meeting

SPECIAL ACCOMPLISHMENTS:

- Evaluations are being completed – 99% completed
- All insurance renewal meetings are completed
- All employees credentials are up to date
- All background screenings are current
- 99.5 % of driving records are current
- Retirement information provided to new vendor

OPERATIONS & QUALITY CONTROL

DEPARTMENT ACTIVITIES SUMMARY

➤ GOVERNANCE

- ✓ Facilitated registration & travel arrangements for Board and/or Council participation @ the following meetings/conferences: FHSA, RIVHS, NCAF, SEACAA, FACA & NHSA.

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

- ✓ Facilitated and coordinated Board Meeting
 - Secured meeting venue, hotel accommodations, and meals; distributed board packets.
- ✓ Coordinated and facilitated the Central Region Advisory Council Annual Meeting.
- ✓ Provided technical assistance to all Regional Advisory Councils' with the preparation of Annual Meetings and Elections.
- ✓ Coordinated the services for the 2015 Independent Audit.

➤ CORPORATE OFFICE

- ✓ Continued ongoing support to all divisions/departments via meetings, correspondence, purchasing, & signatures.
- ✓ Coordinated the attendance of CEO (via conference registration and travel) at FHSA, NCAF, SEACAA, NHSA and FACA.

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

- ✓ Coordinated the completion of reimbursement reports (LIHEAP, CSBG, CSC, Child Care Food, Non-Profit Housing, & DOE).
- ✓ Facilitated the ongoing building and ground maintenance of the Central Office to ensure a healthy and safe work and service environment.
- ✓ Facilitated training opportunities for staff to receive professional development requisite.
Goal 1: Create Additional Training Experiences and Opportunities for Staff (Objective 1.1 – 1.5)
- ✓ Facilitated the completion of annual Performance Evaluations for all eligible employees.
- ✓ Facilitated the gathering and submission of documents to auditors for the completion of the Agency's and Housing Development Form 990.
- ✓ Coordinated and facilitated the completion of the repaving of the Corporate Office parking lot.
- ✓ Continue the ongoing building and ground maintenance upkeep at the Corporate Office.

➤ WORKSHOPS/MEETING ATTENDED

CRAC Annual Meeting	October 3, 2015
Senior Directors' Meeting	October 13, 2015

➤ UPCOMING EVENTS:

Northeast Rattlers Youth Sports Board Meeting	November 17, 2015
Senior Directors' Meeting	November 10, 2015
Annual Board Retreat	November 20-22, 2015
Executive Committee Meeting	November 20, 2015
Board of Directors Meeting	November 22, 2015

PROGRESS REPORTS

HS/EHS MONTHLY ATTENDANCE

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

MONTHLY ATTENDANCE REPORT

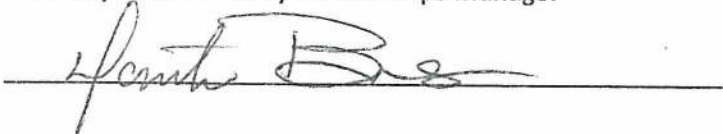
HEAD START- OCTOBER 2015 (21 DAYS)

CENTERS	FUNDED ENROLLMENT	ACTUAL ENROLLMENT	CHILDREN PRESENT	ADA FOR MONTH
Queen Townsend II	237	237	4413	89%
ACDFSC	151	151	2861	90%
Lincoln Park	102	102	1808	84%
Garden Terrace	90	90	1703	90%
George W. Truitt	51	51	1001	93%
Francina Duval	40	40	751	89%
Learning Tree	20	20	376	90%
TOTALS	691	691	12,913	89%

EARLY HEAD START- OCTOBER 2015 (21 DAYS)

CENTERS	FUNDED ENROLLMENT	ACTUAL ENROLLMENT	CHILDREN PRESENT	ADA FOR MONTH
George W. Truitt	40	40	555	83%
ACDFSC	8	8	145	86%
Loving Care	8	8	145	86%
Sunrise	8	8	146	87%
TOTALS	64	64	991	86%

Family & Community Partnerships Manager

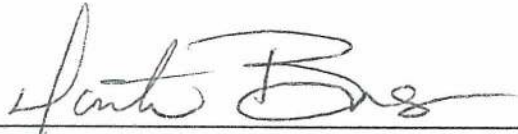


AGRICULTURAL AND LABOR PROGRAM, INC.
FAMILY & COMMUNITY PARTNERSHIPS
POLK COUNTY
2015-2016

MONTHLY ATTENDANCE REPORT

EARLY HEAD START-OCTOBER 2015 (21 DAYS)

CENTERS	FUNDED ENROLLMENT	ACTUAL ENROLLMENT	CHILDREN PRESENT	ADA FOR MONTH
FROSTPROOF	56	56	935	84%
JUMPSTART	20	20	281	79%
TOTALS	76	76	1,216	82%



Family & Community Partnerships Manager

HS/EHS ENROLLMENT REPORT



End-Of-Month Enrollment - October 2015

Total

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

Head Start

	<i>Operated this month</i>	<i>Last day of services provided</i>	<i>All clases/options in session</i>	<i>Reported Enrollment</i>	<i>Funded Enrollment</i>	<i>Status</i>
	Yes	Oct 30, 2015	Yes	691	691	Reported
Initially Reported:	On 11/06/2015 by Donita Brunson					
Last Updated:	On 11/06/2015 10:15:11 AM, EST by Donita Brunson					

Early Head Start

	<i>Operated this month</i>	<i>Last day of services provided</i>	<i>All clases/options in session</i>	<i>Reported Enrollment</i>	<i>Funded Enrollment</i>	<i>Status</i>
	Yes	Oct 30, 2015	Yes	140	140	Reported
Initially Reported:	On 11/06/2015 by Donita Brunson					
Last Updated:	On 11/06/2015 10:15:11 AM, EST by Donita Brunson					

HS/EHS MONTHLY STATISTICS REPORT

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

REPORT FOR THE MONTH OF: October			
CENTER:	ALPI FROSTPROOF/JUMPSTART Early Head Start	DATE:	10/26/2015

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	1
		76			
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.	38			38
2. Of the number of HS Children eligible for kindergarten					
3. Dropouts					
a.	Number of EHS and HS children who have dropped				2
b.	Of the number in B1, the number who dropped prior to 45 days of attendance.				27
					21
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	50			17
b.	Of these, the number of single parent families	11			55
c.	Of these, the number of families receiving assistance under TANF Program	40			2
d.	Of these, the number of families receiving Supplemental Security Income (SSI)	1			4
e.	Of these, the number of families over income	4			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.	25			25
c.	Counseling or mental health services				
d.	Education/Literacy/English as a Second Language				
e.	Adult education such as GED program and college education	6			6
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				

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

l. Assistance to families of incarcerated individuals				
m. Parent Education				
n. Marriage education				
SERVICE DELIVERY cont'd	EHS	HS	THIS MONTH	TO DATE
B. Early Childhood Development and Health Services				
1. Number of EHS and HS Children who have completed the following screenings:				
a. Height			18	73
b. Weight			18	73
c. Vision			14	14
d. Hearing			19	19
e. Speech/Language				
f. Behavioral				
g. Developmental	68			68
h. Blood Pressure				
i. Hemoglobin				47
j. Lead			2	43
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	6			6
c. Hearing Difficulties				
d. Overweight				
e. Vision Problems				
5. Number of EHS and HS children enrolled in Medicaid	76		1	98
6. Number of EHS and HS children with private insurance				
7. Number of EHS and HS children with "Medical Home"	76		1	98
8. Number of EHS and HS children who have completed a professional dental examination	47		25	72
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	76		1	98
13. Number of EHS and HS children with complete immunizations				
14. Number of EHS and HS children with current physicals	76		1	98
15. Number of EHS and HS children receiving WIC services	70		1	71
16. Number of EHS and HS children receiving meals via Child Care Food Program	56		1	98
17. Number of teacher and caregivers home visits completed (1 st)			54	54
18. Number of teacher and caregivers home visits completed (2 nd)				

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

19. Number of parent/teacher/ caregivers conferences completed				
20. Number of EHS/HS with baseline assessments completed				
21. Number of EHS/HS with mid-year assessments completed				
22. Number of EHS/HS with final assessments completed				
SERVICE DELIVERY cont'd	EHS	HS	THIS MONTH	TO DATE
C. Mental Health and Disabilities				
1. Number of EHS and HS children with a diagnosed disability	4			4
2. Of the EHS and HS children in E1 with a diagnosed disability, the number with an IEP or IFSP	4			4
3. Of the EHS and HS children in E1 with a diagnosed disability, the number determined by LEA or Part C	4			6
4. Number of EHS and HS children with suspected disabilities	15			15
5. Number of referred EHS and HS children awaiting testing or staffing	15		11	15
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 E1, 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				
D. Pregnant Women Services				
1. Indicate the number of pregnant women who received the following services while enrolled in EHS				
a. Prenatal and postpartum health care		2		3
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				8
E. Transportation				
1. Number of children receiving transportation services			N/A	N/A
2. Number of field trips taken			N/A	N/A

Comments: Problems encountered, specific assistance needed (Attach additional pages if necessary)

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

SIGNATURE:	Toni Jones	JOB TITLE:	Health Services Manager	DATE:	10/26/15
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ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

REPORT FOR THE MONTH OF: October, 2015
 CENTER: All centers combined - St. Lucie

DATE: 11/6/15

ERSEA

1. Enrollment		THIS MONTH		TO DATE	
		EHS		HS	
		3 YEARS	4 YEARS	THIS MONTH	TO DATE
a.	The number of EHS and HS Children served (As of 9/1).	3	7	5	15
b.	Of the number of HS children in A1, the number in the VPK program.	0	0	5	454
c.	Of the number of EHS and HS Children in A1, the number enrolled for a second year.	0	0	1	281
2.	Of the number of HS Children eligible for kindergarten				454
3.	Dropouts				
a.	Number of EHS and HS children who have dropped	3	9	3	15
b.	Of the number in B1, the number who dropped prior to 45 days of attendance.	0	0	0	0
4.	Attendance/ADA				

SERVICE DELIVERY

A. Family and Community Engagement		EHS		HS		THIS MONTH		TO DATE	
1.	Total number of Head Start Families	3	11	14	756				
a.	Of these, the number of two parent families	0	2	2	189				
b.	Of these, the number of single parent families	3	9	12	567				
c.	Of these, the number of families receiving assistance under TANF Program	2	1	3	68				
d.	Of these, the number of families receiving Supplemental Security Income (SSI)	0	1	1	88				
e.	Of these, the number of families over income	0	1	1	12				
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	3	3	5				
b.	Housing assistance such as subsidies, utilities, repairs, etc.	1	8	9	12				
c.	Counseling or mental health services	1	5	6	10				
d.	Education/Literacy/English as a Second Language	0	17	17	29				
e.	Adult education such as GED program and college education	3	41	44	103				
f.	Job Training	2	26	28	50				
g.	Substance abuse prevention or treatment	0	0	0	1				
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	1	34	35	265				
l.	Assistance to families of incarcerated individuals	0	2	2	3				
m.	Parent Education	7	144	151	531				
n.	Marriage education	0	1	1	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	3	13	16	799				
b. Weight	3	13	16	799				
c. Vision	0	12	12	743				
d. Hearing	0	11	11	787				
e. Speech/Language	0	27	27	529				
f. Behavioral	1	95	96	982				
g. Developmental	1	10	11	496				
h. Blood Pressure	1	39	40	735				
i. Hemoglobin	8	72	80	747				
j. Lead	10	74	84	694				
2. Of the number in B1, the number referred for follow up or diagnosed as needing treatment	0	0	0	0				
3. Of the number referred in B2, the number who have completed follow up or received treatment	0	0	0	0				
4. The number of EHS and HS children receiving or received treatment for the following:								
a. Anemia	0	0	0	0				
b. Asthma	2	25	27	105				
c. Hearing Difficulties	0	0	0	0				
d. Overweight	0	0	0	0				
e. Vision Problems	0	7	7	10				
5. Number of EHS and HS children enrolled in Medicaid	2	6	8	541				
6. Number of EHS and HS children with private insurance	0	0	0	14				
7. Number of EHS and HS children with "Medical Home"	2	15	17	800				
8. Number of EHS and HS children who have completed a professional dental examination	17	109	126	789				
9. Of the children in B8, the number of children diagnosed as needing treatment	0	0	0	92				
10. Of the children diagnosed in B9, the number of children who received or are receiving treatment	0	0	0	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	4	8	12	343				
13. Number of EHS and HS children with complete immunizations	0	5	5	454				
14. Number of EHS and HS children receiving current physicals	2	15	17	800				
15. Number of EHS and HS children receiving WIC services	0	0	0	495				
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)	40	582	622	623				
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

SERVICE DELIVERY cont'd

C. Mental Health and Disabilities

	EHS	HS	THIS MONTH	TO DATE
1. Number of EHS and HS children with a diagnosed disability	0	2	2	56
2. Of the EHS and HS children in E1 with a diagnosed disability, the number with an IEP or IFSP	0	2	2	56
3. Of the EHS and HS children in E1 with a diagnosed disability, the number determined by LEA or Part C	0	2	2	56
4. Number of EHS and HS children with suspected disabilities	0	18	18	75
5. Number of referred EHS and HS children awaiting testing or staffing	0	18	18	75
6. Number of EHS and HS children referred for mental health services outside of the program	0	1	1	2
7. Number of EHS and HS children the MH Professional Consultant with staff about child's behavior/mental health	0	1	1	2
8. Of the children in E7, the number the MH Professional provided three or more consultations.	0	0	0	0
9. Number of children the MH Professional consulted with the parent about their child's behavior/mental health.	0	5	5	6
10. Number of children the MH Professional provided an individual mental health assessment	0	0	0	1
11. Number of children the MH Professional facilitated a referral for mental health services	0	0	0	1
12. Number of MDT's meetings	0	0	0	0
13. Of the number of MDT meetings, the number of children the team determined to have a disability	0	0	0	0

D. Pregnant Women Services

1. Indicate the number of pregnant women who received the following services while enrolled in EHS				
a. Prenatal and postpartum health care			0	0
b. Mental health intervention and follow up			0	0
c. Substance abuse prevention			8	8
d. Substance abuse treatment			0	0
e. Prenatal education on fetal development			0	8
f. Information on the benefits of breastfeeding			0	0

E. Transportation

1. Number of children receiving transportation services	32	187
2. Number of field trips taken	1	1

Comments:

SIGNATURE:	J. Anderson	JOB TITLE:	Family Support Services Coordinator	DATE:	11/6/15
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ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

REPORT FOR THE MONTH OF: **October, 2015**

CENTER: All centers combined – St. Lucie

DATE: 11/6/15

ERSEA

1. Enrollment		THIS MONTH		TO DATE	
a.	The number of EHS and HS Children served (As of 9/1).	EHS	3 YEARS	4 YEARS	
		3	7	5	15
b.	Of the number of HS children in A1, the number in the VPK program.	0	0	5	5
c.	Of the number of EHS and HS Children in A1, the number enrolled for a second year.	0	0	1	1
2.	Of the number of HS Children eligible for kindergarten				5
3.	Dropouts				
a.	Number of EHS and HS children who have dropped	3	9	3	15
b.	Of the number in B1, the number who dropped prior to 45 days of attendance.	0	0	0	0
4.	Attendance/ADA				

SERVICE DELIVERY

A. Family and Community Engagement		EHS	HS	THIS MONTH	TO DATE
1.	Total number of Head Start Families	3	11	14	756
a.	Of these, the number of two parent families	0	2	2	189
b.	Of these, the number of single parent families	3	9	12	567
c.	Of these, the number of families receiving assistance under TANF Program	2	1	3	68
d.	Of these, the number of families receiving Supplemental Security Income (SSI)	0	1	1	88
e.	Of these, the number of families over income	0	1	1	12
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	3	3	5
b.	Housing assistance such as subsidies, utilities, repairs, etc.	1	8	9	12
c.	Counseling or mental health services	1	5	6	10
d.	Education/Literacy/English as a Second Language	0	17	17	29
e.	Adult education such as GED program and college education	3	41	44	103
f.	Job Training	2	26	28	50
g.	Substance abuse prevention or treatment	0	0	0	1
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	1	34	35	265
l.	Assistance to families of incarcerated individuals	0	2	2	3
m.	Parent Education	7	144	151	531
n.	Marriage education	0	1	1	0

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

SERVICE DELIVERY cont'd					
B. Early Childhood Development and Health Services					
1. Number of EHS and HS Children who have completed the following screenings:					
a. Height	3	13	16	799	
b. Weight	3	13	16	799	
c. Vision	0	12	12	743	
d. Hearing	0	11	11	787	
e. Speech/Language	0	27	27	529	
f. Behavioral	1	95	96	982	
g. Developmental	1	10	11	496	
h. Blood Pressure	1	39	40	735	
i. Hemoglobin	8	72	80	747	
j. Lead	10	74	84	694	
2. Of the number in B1, the number referred for follow up or diagnosed as needing treatment	0	0	0	0	
3. Of the number referred in B2, the number who have completed follow up or received treatment	0	0	0	0	
4. The number of EHS and HS children receiving or received treatment for the following:					
a. Anemia	0	0	0	0	
b. Asthma	2	25	27	105	
c. Hearing Difficulties	0	0	0	0	
d. Overweight	0	0	0	0	
e. Vision Problems	0	7	7	10	
5. Number of EHS and HS children enrolled in Medicaid	2	6	8	541	
6. Number of EHS and HS children with private insurance	0	0	0	14	
7. Number of EHS and HS children with "Medical Home"	2	15	17	800	
8. Number of EHS and HS children who have completed a professional dental examination	17	109	126	789	
9. Of the children in B8, the number of children diagnosed as needing treatment	0	0	0	92	
10. Of the children diagnosed in B9, the number of children who received or are receiving treatment	0	0	0	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	4	8	12	343	
13. Number of EHS and HS children with complete immunizations	0	5	5	454	
14. Number of EHS and HS children with current physicals	2	15	17	800	
15. Number of EHS and HS children receiving WIC services	0	0	0	495	
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)	40	582	622	623	
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

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	2	2	2	56
2. Of the EHS and HS children in E1 with a diagnosed disability, the number with an IEP or IFSP	0	2	2	2	56
3. Of the EHS and HS children in E1 with a diagnosed disability, the number determined by LEA or Part C	0	2	2	2	56
4. Number of EHS and HS children with suspected disabilities	0	18	18	18	75
5. Number of referred EHS and HS children awaiting testing or staffing	0	18	18	18	75
6. Number of EHS and HS children referred for mental health services outside of the program	0	1	1	1	2
7. Number of EHS and HS children the MH Professional Consultant with staff about child's behavior/mental health	0	1	1	1	2
8. Of the children in E7, the number the MH Professional provided three or more consultations.	0	0	0	0	0
9. Number of children the MH Professional consulted with the parent about their child's behavior/mental health.	0	5	5	5	6
10. Number of children the MH Professional provided an individual mental health assessment	0	0	0	0	1
11. Number of children the MH Professional facilitated a referral for mental health services	0	0	0	0	1
12. Number of MDT's meetings	0	0	0	0	0
13. Of the number of MDT meetings, the number of children the team determined to have a disability	0	0	0	0	0
D. Pregnant Women Services					
1. Indicate the number of pregnant women who received the following services while enrolled in EHS					
a. Prenatal and postpartum health care				0	0
b. Mental health intervention and follow up				0	0
c. Substance abuse prevention				8	8
d. Substance abuse treatment				0	0
e. Prenatal education on fetal development				0	8
f. Information on the benefits of breastfeeding				0	0
E. Transportation					
1. Number of children receiving transportation services				32	187
2. Number of field trips taken				1	1

Comments:

SIGNATURE:	Juanita Thompson	JOB TITLE:	Family Support Services Coordinator	DATE:	11/6/15
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**NON-FEDERAL SHARE
(HS/EHS)**

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

MONTH REPORTING: OCTOBER 2015					
PROGRAM TYPE	HEAD START/EARLY HEAD START				
GRANT #	04CH4739				
FAA PERIOD	Beginning	7/1/2015	Ending	6/30/2016	
FAA TYPE	REFUNDING	TOTAL			
**FAA AWARD	\$ 7,284,907.00	\$	7,284,907.00		
25% MATCH	\$ 1,821,227.00	\$	1,821,227.00		

MATCH TYPE	PLAN	July	August	September	October	November	December	January	February	March	April	May	June	Y-T-D	BALANCE	%
VOLUNTEERS	\$ 482,505.00	\$ -	\$ 27,796.26	\$ 53,461.59	\$ 64,865.76									\$ 146,123.61	\$ 336,381.39	30%
SPACE COST	\$ 602,300.00	\$ 50,248.00	\$ 50,248.00	\$ 50,248.00	\$ 50,248.00									\$ 200,992.00	\$ 401,308.00	33%
OTHER	\$ 727,422.00	\$ -	\$ 53,220.90	\$ 92,553.56	\$ 105,169.79									\$ 251,944.25	\$ 475,477.75	35%
CASH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
TOTAL	\$ 1,812,227.00	\$ 50,248.00	\$ 131,265.16	\$ 196,263.15	\$ 221,283.55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 599,059.9	\$ 1,213,167.14	33%

CERTIFICATION		DATE	11/6/2015
PROGRAM OPERATIONS DIRECTORS: Myrna Rodriguez			
CERTIFIED BY:		DATE	

Comments:	Under "OTHER" there is a \$102,103.74 projected reimbursement for VPK
	for the month of October 2015

ESTIMATED VOLUNTEER PARTICIPANT'S YEAR-TO-DATE												
VOLUNTEERS	PLAN	July	August	September	October	November	December	January	February	March	April	Y-T-D
Parents	831	0	561	553	650							1764.00
Professionals	50	0	15	12	10							37.00
Hours			1614	3334	4550							9498.00

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

CLUSTER MONTHLY DISABILITY

CLUSTER MONTHLY DISABILITY REPORT
Local Program Information
2015

CLUSTER CODE:

Agency Name: ALPI FROSTPROOF

Date Form Completed: 10/26/2015

TONI JONES

Person Completing This Form

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

Information from all Delegates included ☐ YES ☐ NO ☒ N/A

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

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: B & D Wells transferred to Our Children 8-24-2015. Both had IFSP's. Early Steps has received all referrals as of 9-09-15. 10-19-15 M. Ludden and M. Ellington have IFSP. E. Garcia did not qualify. J. Hayes and E. Arzola parent refused services.	

**CHILD CARE
FOOD INSPECTION**

Name and Address of Center: <u>Family Line</u>	Child Care Food Program SITE REVIEW FORM (For Use by Sponsors of Affiliated and Unaffiliated Centers)	Name of Sponsoring Organization: <u>ALPH</u>
Required Visit: (circle one) 1 2 3 F/U		Reviewer's Name: <u>Hilda Walker</u>

Refer to Instructions Before Completing the Review

DCF License #/Religious Accreditation Info: <u>C19SLD058</u>	Exp. Date <u>7-16-16</u>	Capacity <u>40</u>	Enrollment	Date of Review <u>10/14/15</u>	Arrival Time <u>10A.</u>	Departure Time <u>2PM</u>
Meals Approved to Claim: <u>(B) MS L (AS) S ES</u>	Meal Observed: B MS <u>(L)</u> AS S ES <input type="checkbox"/> Non-Meal Review (U's only)			Date of Last Site Review: <u>5-11-2015</u> Date of Last F/U Review: <u>N/A</u> CAP Required Yes ___ No <u>✓</u> Failed 5-Day Test Yes ___ No <u>✓</u>		

RECORD KEEPING/ELIGIBILITY REQUIREMENTS	YES	NO	N/A	COMMENTS
1. The center has a current license and operates within its licensed capacity, age limits, and staff/child ratios.	✓			
2. The center has a current license/permit/certificate, which allows for operation of food service.	✓			Date of last inspection: <u>9-28-15</u>
3. The center has an up-to-date enrollment roster for this fiscal year.	✓			
4. Copies of completed Free and Reduced-Price applications are on file at the center for every child.	✓			
5. Current and complete Enrollment Forms and CCFP Child Participation Forms are on file for every child.	✓			
6. Complete and accurate Infant Feeding Forms are on file for each child under the age of 12 months, if applicable.		✓		Head Start
7. If for-profit, the center has the required number of low-income children enrolled to be eligible for the CCFP.			✓	
8. The center is taking daily attendance on an approved form and attendance records are accurately maintained for all enrolled children.	✓			
9. The center retains program records for the current fiscal year plus the prior three years (or number of years on program if less than three years).	✓			
10. If the center receives catered meal service, a current catering contract is on file that meets DOH policies.	✓			
11. The center followed proper procurement procedures (formal or informal) to secure a catered meal service contract.	✓			
12. If the initial meal service contract totals \$50,000 or more, the center submitted required documents to the sponsor for DOH written approval before signing contract.	✓			
PHYSICAL ENVIRONMENT/FOOD AND NUTRITION	YES	NO	N/A	COMMENTS
13. Employees, volunteers, and/or substitutes handling food do not show signs of communicable disease.	✓			
14. Employees, volunteers, substitutes and children wash their hands properly, frequently, and at appropriate times.	✓			
15. Food is obtained from approved sources that meet federal and state health standards.	✓			
16. Refrigeration units are maintained at 41° F or below and freezers are maintained at 0° F or below.	✓			
17. Cleaning supplies are stored separately from food.	✓			
18. There is no evidence of rodent or insect infestation.	✓			
19. Potentially hazardous foods are maintained, and (if catered), delivered at the proper temperatures.	✓			
20. Prepared food is stored in clean, covered containers that are clearly labeled and marked with date of preparation.	✓			
21. Proper procedures are followed for washing, rinsing, sanitizing utensils, food preparation equipment, and food contact surfaces.	✓			

When observing a meal, answer all questions in the following section.

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

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

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

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

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

Ethnicity			Race					
(Combined ethnicity total should equal the observed meal count)			(Children can be counted in more than one race category; combined race total can be more than combined ethnicity total but cannot be less)					
HISPANIC OR LATINO	NOT HISPANIC OR LATINO	ETHNICITY TOTAL =	AMERICAN INDIAN or ALASKAN NATIVE	WHITE	BLACK or AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER	RACE TOTAL =
<i>7</i>	<i>31</i>	<i>38</i>			<i>26</i>		<i>5</i>	<i>31</i>

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

N/A

5-DAY TEST

45. Meal count on day of review 38 Do not complete for a non-meal review (U's only)

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

$$\boxed{39} + \boxed{39} + \boxed{40} + \boxed{37} + \boxed{27} = \boxed{192} \text{ Meal Count Total} \quad \text{Divided by } 5 = \boxed{38.40} \text{ Average} \quad .85 = \boxed{32.64}$$

Dates: 10/7 10/8 10/9 10/12 10/13

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

47. If #46 was answered "No," was the explanation provided adequate?

Yes ☒ (Center "passed" 5-Day Test)

No ☐ (Center "failed" 5-Day Test; CAP and follow-up are required)

5-DAY RECONCILIATION

48.

Date	Enrollment Total	Attendance Total	Total Meal Counts					
			Breakfast	Morning Snack	Lunch	Afternoon Snack	Supper	Evening Snack
2015								
9/24		37	37		37	37		
125		33	33		33	33		
38		39	39		39	39		
39		36	36		36	36		
38		38	38		38	38		

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

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

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

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

ITEM #

REVIEW SUMMARY

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

TRAINING MATERIALS PROVIDED: _____

Center Representative: Tenita Johnson

Date 10-14-2015

Sponsor Representative: Hilda K. P. [Signature]

Date 10-14-2015

Sponsor's Second Party Check: _____

Date _____

SLC FIRE INSPECTION



St. Lucie County Fire District
5160 NW Milner Drive
Port Saint Lucie, FL 34983
(772)621-3322

October 14, 2015

ALPI QUEEN TOWNSEND HEADSTART CENTER II
2202 AVENUE Q
FTP, FL 34950

Congratulations, an inspection of your facility on Oct 14, 2015 revealed no violations.

Inspection Note Diana paid and scheduled required annual
466-2631
km

By Order of: Buddy Emerson

Chief of Fire Prevention Bureau

A large, stylized handwritten signature in black ink, reading "E.M. Bradley".

0447 BRIAN PUTNAM
Inspector

E.M. Bradley

Comprehensive Fire Safety, Casualty
Safety and Sanitation Report

District: St. Lucie County

Office of:

South Transportation & Maintenance Complex
325 N.W. Commerce Park Drive
Port St. Lucie, 34986

772 340-7100

District Inspector: Jeff Schultz

Inspector #: 132538

Fiscal Year: 2015-2016

Inspection Date: 09/09/2015

Scheduled Reinspection Date: 12/08/2015

Actual Reinspection Date:

Facility Type: Other (PK-2)

Facility: Garden City PK thru 2
FISH #: 56-00010-00010
Address: 2202 Avenue Q
Ft. Pierce, 34950
772 468-5277

Local Municipal Inspection Authority:

Generic Fire Dept

Edit this later to correct

Ft. Pierce?, 34945

Print Date: 09/09/2015

Legend:

Citations from Code:

69A-58 = Fire Safety Standards and Requirements for Educational and Ancillary Facilities and Plants (F.A.C.)

SREF = State Requirements for Educational Facilities (1999)

NFPA = National Fire Protection Association

Deficiency Type and Corrective Action Planned and Schedule:

Priority: Category:
1 = Serious A = Fire Safety
2 = High B = Casualty Safety and Sanitation
3 = Moderate
4 = Low
5 = Minimal

O = Operation of Plant -- School Responsibility to complete within 7 days of receipt of inspection report
M = Maintenance of Plant -- 90 days to complete after inspection Date
C = Capital Outlay -- June 30 of fiscal year or becomes part of Plan of Correction

Complete:

Y = Yes

N = No

Fire Exit Drill Requirements:

NFPA 101-15.7.2.2 (1): At least one fire exit drill shall be conducted every month the facility is in session.

NFPA 101-15.7.2.2 (3): One additional fire exit drill shall be required within the first 30 days of operation.

Certifications of Compliance with Florida Statutes:

District HAS complied with section 1013.12(1)(c) of Florida Statutes regarding plan of action and schedule for correction of each fire safety deficiency.

Local Authority HAS NOT complied with section 1013.12(2)(c) of Florida Statutes regarding plan of action and schedule for correction of each fire safety deficiency

Required Exit Drills Completed as of this inspection date.

Signatures:

Signature of Facility Administrator Acknowledging Awareness of Discovered Deficiencies:

John Lucio

Date:

9-11-15

Signature of Facility Administrator Verifying Required Exit Drills Completed (if applicable):

John Lucio

Date:

9-11-15

Signature of School District Inspector Reporting Deficiencies:

John Lucio

Date:

9-11-15

Signature of Local Municipal Inspection Authority Reporting Deficiencies (if applicable):

John Lucio

Date:

9-11-15

No violations at the time of
inspection 9-11-15 JAL - JAL

Date Inspected: 09/09/2015

Comprehensive Fire Safety. Casualty Safety and Sanitation Report

Fiscal Year: 2015-2016

Facility: Garden City PK thru 2

Citation	Priority	Bldg	State Bldg Nbr	Deficiency Description and Corrective Action Required <i>Inspector's Notes, if any.</i> Location of Deficiency, if specified.	Defic Type	Prev Years Cited	Work Order # Est Comple Date	Date Corrected Date Validated	Complete
69A-58.004(5)(i)		000	0	No Deficiency	O NVO	0	9/16/2015	09/09/2015	Y
NFPA 101-7.9.2.2	2 A	001 100	0	Repair/replace emergency light. Front Office	O 204	0	9/16/2015	9.11.15	N
NFPA 72-4.3.5.6	2 A	001 100	0	Repair/replace the fire alarm. FACP indicated trouble/alarm. Front Office	M 407	0	10/9/2015	9.11.15	N
69A-58.004(5)(i)		002	0	No Deficiency	O NVO	0	9/16/2015	09/09/2015	Y
69A-58.004(5)(i)		003	0	No Deficiency	O NVO	0	9/16/2015	09/09/2015	Y
69A-58.004(5)(i)		005	0	No Deficiency	O NVO	0	9/16/2015	09/09/2015	Y
NFPA 101-7.9.2.2	2 A	006 604	0	Repair/replace emergency light. Office	O 204	0	9/16/2015	9.11.15	N
NFPA 101-7.9.2.2	2 A	006 611	0	Repair/replace emergency light. Classroom	O 204	0	9/16/2015	9.11.15	N
NFPA 101-7.9.2.2	2 A	006 611	0	Repair/replace emergency light. Hallway	O 204	0	9/16/2015	9.11.15	N

Date Inspected: 09/09/2015

Comprehensive Fire Safety, Casualty Safety and Sanitation Report

Fiscal Year: 2015-2016

Facility: Garden City PK thru 2

Citation	Priority	Bldg	State Bldg Nbr	Deficiency Description and Corrective Action Required <i>Inspector's Notes, if any.</i> Location of Deficiency, if specified.	Defic Type Violat n Code	Prev Years Cited	Work Order # Est Comple Date	Date Corrected Date Validated	Complete
69A-58.004(5)(i)		008	0	No Deficiency	O NVO	0	9/16/2015	09/09/2015	Y
69A-58.004(5)(i)		010	0	No Deficiency	O NVO	0	9/16/2015	09/09/2015	Y
69A-58.004(5)(i)		011	0	No Deficiency	O NVO	0	9/16/2015	09/09/2015	Y
69A-58.004(5)(i)		012	0	No Deficiency	O NVO	0	9/16/2015	09/09/2015	Y
69A-58.004(5)(i)		013	0	No Deficiency	O NVO	0	9/16/2015	09/09/2015	Y

Number of Serious Fire Safety Citations: 0

Total number of Fire Safety, Casualty Safety and Sanitation Citations: 14

Total Number of Already Completed and Validated Items: 9

**CHILD CARE FACILITY
LICENSE RENEWAL**



Annual



State of Florida

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

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

Child Care Facility Certificate of License

CC: D. Johnson
E. Young
H. Walker

Certificate Number: C19SL0076

Name of Facility: ALPI Lincoln Park Head Start Center

Address: 1400 Avenue M

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

October 26, 2015 Through October 25, 2016

This license may be revoked or suspended for cause.

Maximum Licensed Capacity: 108

Hours of Operation:

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

Region Administrator or Designee

CF-FSP 5115

**COMPUTER ASSISTED TUTORIAL
(CAT)
QUARTERLY REPORT**

Update Outcomes1415 4th Quarter Table Form

Type only in the areas designated for data entry. Your reply will be automatically processed. Therefore, it is important that the form or the message is not altered in any other way. For more information about filling out this form, see the following:

Agency:

ALPI

Type any combination of numbers and letters up to 255 characters.

Program:

Computer Assisted Tutorial

Type any combination of numbers and letters up to 255 characters.

Report date:

9/30/2015

Type either a date, a time, or a combination of both in the following format: 9/29/2015 4:38:51 PM

Report quarter:

Q4 2014-2015

Type any combination of numbers and letters up to 255 characters.

Completed by:

Myrna Rodriguez

Type any combination of numbers and letters up to 255 characters.

Email Address:

mmodriguez@alpi.org

Type any combination of numbers and letters up to 255 characters.

Title:

Program Operations Director

Type any combination of numbers and letters up to 255 characters.

Stage:

Final

Type any combination of numbers and letters up to 255 characters.

Actively served YTD Children as
Individuals:

70

Type a numeric value.

Actively served YTD Adults as
Individuals:

0

Type a numeric value.

Actively served YTD: Children
as Groups:

24

Type a numeric value.

Actively served YTD: Adults as
Groups:

0

Type a numeric value.

The outcome #1:

90% of children who participate in the program for at least 8 weeks will improve or maintain academic performance by measure of cumulative grade point average as measured by nine-week reports while enrolled in program. Baseline: grade point average as reported on (apply applicable) last end of year report card (for existing participants) or last report card prior to enrolling in program (for new participants).

Type any combination of numbers and letters.

Progress #1:

The participants who participated in the program for at least 8 weeks have maintained and improved academic performance measured by participants 9 week progress reports.

Type any combination of numbers and letters up to 255 characters.

Achieved goal YTD #1:

23

Type a numeric value.

Actively served YTD #1:

26

Type a numeric value.

% of the targeted outcome #1:

0.88

Type a numeric value.

The outcome #2:

90% of participants will attend the program a minimum average of three days per week as measured by weekly attendance rosters.

Type any combination of numbers and letters.

Progress #2:

All participants enrolled in the program have attended a minimum of 3 days per week.

Type any combination of numbers and letters up to 255 characters.

Achieved goal YTD #2:

26

Type a numeric value.

Actively served YTD #2:

26

Type a numeric value.

% of the targeted outcome #2:

1

Type a numeric value.

The outcome #3:

90% of participants enrolled in the program for at least 8 weeks will have less than 3 unexcused school absences during each nine week period as measured by report cards.

Type any combination of numbers and letters.

Progress #3:

During this reporting period, staff continue to work with parents by stressing the importance of attending the program to ensure participants receive an adequate amount of educational instruction to increase academic performance.

Type any combination of numbers and letters up to 255 characters.

Achieved goal YTD #3:

22

Type a numeric value.

Actively served YTD #3:

26

Type a numeric value.

% of the targeted outcome #3:

0.84

Type a numeric value.

The outcome #4:

Increase the judgment, decision making and social interaction skills of participants enrolled in the program for at least 8 weeks so that 90 % (or x number) of program participants will not have any new referrals to the Department of Juvenile Justice while enrolled in the program as measured by the Dept. of Juvenile Justice referral logs.

Type any combination of numbers and letters.

Progress #4:

Program staff continue to promote a bully free environment through various forms of proactive interventions to limit the amount of negative behavior exhibited by participants enrolled in the program. To date no referrals have been made to the Department of Juvenile Justice.

Type any combination of numbers and letters up to 255 characters.

Achieved goal YTD #4:

26

Type a numeric value.

Actively served YTD #4:

26

Type a numeric value.

% of the targeted outcome #4:

1

Type a numeric value.

Spotlight:

Spotlight On...

Type any combination of numbers and letters up to 255 characters.

Other Information:

Due to the program not being able to attain affordable transportation; enrollment has varied throughout the school year. The program will continue to brainstorm various solutions to improve the impact of transportation to the program.

Type any combination of numbers and letters up to 255 characters.

Done? Click Send to submit your information.

REIMBURSEMENT REPORTS

DOH CHILD CARE FOOD REPORTS

Florida Department of Health

10/20/2015

2:40PM

Child Care Food Program

Child Care Center Claim

S - 501 Region: C RPS: 6 Fiscal Year: 2015 Termination Date: _____

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

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

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

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

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

Email: eyoung@alpi.org

Claim Information

Status: Submitted Entered By: 0501

Claim Month/Year: 9/2015 Date Received: 10/20/2015

Revision #: 0

Operating Days: 21 Average Daily Participation: 601

Sites Operated:

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

Children Enrolled by Category:

Free 775 Reduced 0 Non-needy 0 Total 775

Meals Claimed:

Breakfast	Morning Snack	Lunch	Afternoon Snack	Supper	Evening Snack
<u>12,612</u>	<u>0</u>	<u>12,612</u>	<u>12,612</u>	<u>0</u>	<u>0</u>

Operating Expenditures	<u>\$76,009.00</u>	Meal Earnings:	<u>\$70,248.84</u>
Administrative Expenditures	<u>\$8,070.00</u>	Cash-In-Lieu:	<u>\$2,995.37</u>
Total Expenditures	<u>\$84,079.00</u>	Total Earnings:	<u>\$73,244.21</u>
Income	<u>\$0.00</u>	Adjustments:	<u>\$0.00</u>
		Total Reimbursement:	<u>\$73,244.21</u>

Florida Department of Health

10/20/2015

2:40PM

Child Care Food Program

Child Care Center Claim

AN: 501 Fiscal Year: 2015 Claim Month/Year: 9/2015 Revision #: 0

Site Num/ Center Num	Site Name	Address	Meal Earnings	Cash-In-Lieu	Total Earnings
23901/23901	ALPI CHILD DEVELOPME	198 NW MARION AVENUE	\$14,888.61	\$634.84	\$15,523.45
Site Num/ Center Num	Site Name	Address	Meal Earnings	Cash-In-Lieu	Total Earnings
23889/23889	ALPI FRANCINA C DUVA	1035 S. 27TH CIRCLE	\$3,687.34	\$157.23	\$3,844.57
Site Num/ Center Num	Site Name	Address	Meal Earnings	Cash-In-Lieu	Total Earnings
23890/23890	ALPI FROSTPROOF CHIL	701 HOPSON RD.	\$4,556.26	\$194.28	\$4,750.54
Site Num/ Center Num	Site Name	Address	Meal Earnings	Cash-In-Lieu	Total Earnings
23899/23899	ALPI GARDEN TERRACE	1110 N. 32ND STREET	\$8,627.93	\$367.89	\$8,995.82
Site Num/ Center Num	Site Name	Address	Meal Earnings	Cash-In-Lieu	Total Earnings
23898/23898	ALPI GEORGE W. TRUIT	1814 NORTH 13TH STREET	\$7,714.45	\$328.94	\$8,043.39
Site Num/ Center Num	Site Name	Address	Meal Earnings	Cash-In-Lieu	Total Earnings
23892/23892	ALPI LINCOLN PARK HE	1400 AVENUE M	\$9,201.64	\$392.35	\$9,593.99
Site Num/ Center Num	Site Name	Address	Meal Earnings	Cash-In-Lieu	Total Earnings
23902/23902	ALPI QUEEN TOWNSEND	2202 AVENUE Q	\$21,572.61	\$919.84	\$22,492.45
			\$70,248.84	\$2,995.37	\$73,244.21

**ELC
REIMBURSEMENT REPORT**

804 S. SIXTH STREET
FORT PIERCE, FL 34950
Final Provider Reimbursement Report

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

** GS CENTER SUB ** BILLING GROUP ECONOMIC SERVICES (BGES)

Reporting Period: 09/01/2015 - 09/30/2015

Class ID	Child	Eligibility Activity	Care Level	Days Reimbursed	Provider Rate	Gold Seal Rate	Parent Fee	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.	
=> Child Care For Period: 09/01/2015 - 09/30/2015 <==												
XXX-XX-1684			<125% ECON SERV									
CKS, ERIYONNA J			2YR	4	PT Days	13.85	2.08	1.65	55.40	8.32	6.60	57.12
			2YR	1	FT Days	18.50	2.78	1.65	18.50	2.78	1.65	19.63
			2YR	4	PT Days	13.85	2.08	1.65	55.40	8.32	6.60	57.12
			2YR	6	PT Days	13.85	2.08	1.65	83.10	12.48	9.90	85.68
			2YR	5	PT Days	13.85	2.08	1.65	69.25	10.40	8.25	71.40
24 TO <36 MTH TOTALS:			1	FT Days				18.50	2.78	1.65	19.63	
			19	PT Days				263.15	39.52	31.35	271.32	
TOTALS FOR PERIOD:				20 Days				281.65	42.30	33.00	290.95	

EARLY LEARNING COALITION OF ST. LUCIE

Report Date: 10/15/2015 12:38:03

804 S. SIXTH STREET
FORT PIERCE, FL 34950
Final Provider Reimbursement Report

Vendor #: 4150
ALPI GEORGE W TRUITT HEADSTART (XXXXXX4148 3)
2202 AVENUE Q
FORT PIERCE, FL 34950
772M64-4452

** GS CENTER SUB **

BILLING GROUP 8 (BG8)

Reporting Period: 09/01/2015 - 09/30/2015

=> Child Care For Period: 09/01/2015 - 09/30/2015 <==

=> Child Care For Period: 09/01/2015 - 09/30/2015 <==												
Class ID	Child	Eligibility Activity	Care Level	Days Reimbursed	Provider Rate	Gold Seal Rate	Parent Fee	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.	
XXX-XX-1854 INGLETON JR. ARNELL L			ECONOMICALLY DISADVANTAGE									
			2YR	20	FT Days	18.50	2.78	3.30	370.00	55.60	66.00	359.60
			24 TO <36 MTH	20	FT Days							
			TOTALS:					370.00	55.60	66.00	359.60	
			TOTALS FOR PERIOD:		20 Days			370.00	55.60	66.00	359.60	

EARLY LEARNING COALITION OF ST. LUCIE

804 S. SIXTH STREET

FORT PIERCE, FL 34950

Final Provider Reimbursement Report

Report Date: 10/14/2015 05:06:10

Reporting Period: 09/01/2015 - 09/30/2015

	Days		Days		Gross		Gold Seal		Less		Net	
	Absent		Reimbursed		Reimb.		Cost		Fees		Reimb.	
VOLUNTARY PRE-K												
VPK REPORT TOTALS:	388		3237	Days								
					44403.78		0.00		0.00		44403.78	

EARLY LEARNING COALITION OF ST. LUCIE

804 S. SIXTH STREET

FORT PIERCE, FL 34950

Final Provider Reimbursement Report

Report Date: 10/14/2015 05:06:10

Vendor # : 4161

ALPI QUEEN TOWNSEND HEAD START CENTER II (XXXXXX4148 17)

2202 AVENUE Q

FORT PIERCE, FL 34950

(772)429-8889

** LICENSED CENTER SUB **

VOLUNTARY PRE-K (VPK)

Reporting Period: 09/01/2015 - 09/30/2015

9889.5 Hours

Class ID	Child	Eligibility Activity	Care Level	Days Absent	Days Reimbursed	Provider Rate	Gold Seal Rate	Parent Fee	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb
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EARLY LEARNING COALITION OF ST. LUCIE

Report Date: 10/14/2015 05:06:10

804 S. SIXTH STREET
FORT PIERCE, FL 34950
Final Provider Reimbursement Report

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

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

Reporting Period: 09/01/2015 - 09/30/2015

=> Adjustments For Period: 09/01/2015 - 09/30/2015 <==

Class ID	Child	Eligibility Activity	Care Level	Days Absent	Days Reimbursed	Provider Rate	Gold Seal Rate	Parent Fee	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb
D15	XXX-XX-3231	VOLUNTARY PRE-K										
WILSON, KEON		Adjustment Reason	PR4	0	HR Days	.00	.00	.00	0.00	0.00	0.00	0.00
		MONTHLY 80/20 VPK ATTENDANCE		-12	Hours	4.49	.00		-53.88	0.00		-53.88
		ADJUSTMENT										
		48 TO <60 MTH TOTALS:		0	HR Days				0.00	0.00	0.00	0.00
				-342	HR Hours				-1535.65	0.00		-1535.65
A15	XXX-XX-6291	VOLUNTARY PRE-K										
SANCHEZ, DIEGO		Adjustment Reason	PR5	0	HR Days	.00	.00	.00	0.00	0.00	0.00	0.00
		MONTHLY 80/20 VPK ATTENDANCE		-75	Hours	4.49	.00		-3.37	0.00		-3.37
		ADJUSTMENT										
		60 TO <72 MTH TOTALS:		0	HR Days				0.00	0.00	0.00	0.00
				-75	HR Hours				-3.37	0.00		-3.37
D15	XXX-XX-2636	VOLUNTARY PRE-K										
JOHNSON, DAVIEN V		Adjustment Reason	SPCR	0	HR Days	.00	.00	.00	0.00	0.00	0.00	0.00
		MONTHLY 80/20 VPK ATTENDANCE		-75	Hours	4.49	.00		-3.37	0.00		-3.37
		ADJUSTMENT										
		SPECIAL NEEDS TOTALS:		0	HR Days				0.00	0.00	0.00	0.00
				-75	HR Hours				-3.37	0.00		-3.37
		TOTALS FOR PERIOD:		0	0 Days				-1542.39	0.00	0.00	-1542.39
					-343.5 Hours							
		ALL PERIODS:		388	3237 Days				44403.78	0.00	0.00	44403.78

EARLY LEARNING COALITION OF ST. LUCIE
 804 S. SIXTH STREET
 FORT PIERCE, FL 34950
 Final Provider Reimbursement Report

Report Date: 10/14/2015 04:59:30

Reporting Period: 09/01/2015 - 09/30/2015

	Days		Days		Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
	Absent		Reimbursed					
VOLUNTARY PRE-K								
VPK REPORT TOTALS:	60		557 Days		7253.58	0.00	0.00	7253.58

EARLY LEARNING COALITION OF ST. LUCIE

Report Date: 10/14/2015 04:59:30

804 S. SIXTH STREET
FORT PIERCE, FL 34950
Final Provider Reimbursement Report

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

** GS CENTER NON-SUB **

Reporting Period: 09/01/2015 - 09/30/2015

Class ID	Child	Eligibility Activity	Care Level	Days Absent	Days Reimbursed	Provider Rate	Gold Seal Rate	Parent Fee	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
==> Adjustments For Period: 09/01/2015 - 09/30/2015 <==												
A15	XXX-XX-9360	VOLUNTARY PRE-K										
LOWERY, MARCHELL R			Adjustment Reason		PR5							
MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT												
60 TO <72 MTH TOTALS:				0	0	HR Days	.00	.00	.00	0.00	0.00	0.00
				-9.75	HR Hours	4.49	.00		-43.78	0.00		-43.78
TOTALS FOR PERIOD:				0	0 Days				-249.21	0.00	0.00	-249.21
					-55.5 Hours							
ALL PERIODS:				60	557 Days				7253.58	0.00	0.00	7253.58
					1615.5 Hours							

EARLY LEARNING COALITION OF ST. LUCIE

Report Date: 10/14/2015 04:59:30

804 S. SIXTH STREET
FORT PIERCE, FL 34950
Final Provider Reimbursement Report

Vendor # : 4158

ALPI FRANCINA DUVAL HEAD START (XXXXXX4148 7)

2202 AVENUE Q

FT. PIERCE, FL 34950

(772)461-0398

** GS CENTER NON-SUB **

VOLUNTARY PRE-K (VPK)

Reporting Period: 09/01/2015 - 09/30/2015

Class ID	Child	Eligibility Activity	Care Level	Days Absent	Days Reimbursed	Provider Rate	Gold Seal Rate	Parent Fee	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
==> Adjustments For Period: 09/01/2015 - 09/30/2015 <==												
A15	XXX-XX-8587	VOLUNTARY PRE-K										
BRADFORD, QUENTIN L		Adjustment Reason										
		MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR4	0	HR Days	.00	.00	.00	0.00	0.00	0.00	0.00
					Hours	4.49	.00		-53.88	0.00		-53.88
B15	XXX-XX-8649	VOLUNTARY PRE-K										
CASTANEDA-AGUILA, DAHLIA		Adjustment Reason										
		MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR4	0	HR Days	.00	.00	.00	0.00	0.00	0.00	0.00
					Hours	4.49	.00		-20.21	0.00		-20.21
A15	XXX-XX-1408	VOLUNTARY PRE-K										
JEAN, ALEYAH		Adjustment Reason										
		MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR4	0	HR Days	.00	.00	.00	0.00	0.00	0.00	0.00
					Hours	4.49	.00		-87.56	0.00		-87.56
A15	XXX-XX-2489	VOLUNTARY PRE-K										
LOPEZ-DIAZ, KATHERINE J		Adjustment Reason										
		MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR4	0	HR Days	.00	.00	.00	0.00	0.00	0.00	0.00
					Hours	4.49	.00		-3.37	0.00		-3.37
A15	XXX-XX-1728	VOLUNTARY PRE-K										
WILLIAMS, TANAYAS		Adjustment Reason										
		MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR4	0	HR Days	.00	.00	.00	0.00	0.00	0.00	0.00
					Hours	4.49	.00		-3.37	0.00		-3.37
A15	XXX-XX-6505	VOLUNTARY PRE-K										
ZUNIGA REYES, EZEQUIEL A		Adjustment Reason										
		MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR4	0	HR Days	.00	.00	.00	0.00	0.00	0.00	0.00
					Hours	4.49	.00		-37.04	0.00		-37.04
48 TO <60 MTH TOTALS:				0	0	HR Days			0.00	0.00	0.00	0.00
						HR Hours			-45.75			-205.43
												-205.43

EARLY LEARNING COALITION OF ST. LUCIE

Report Date: 10/14/2015 04:59:30

804 S. SIXTH STREET
FORT PIERCE, FL 34950
Final Provider Reimbursement Report

Vendor # : 4158

ALPI FRANCINA DUVAL HEAD START (XXXXXX4148 7)

2202 AVENUE Q

FT. PIERCE, FL 34950

(772)461-0398

** GS CENTER NON-SUB **

VOLUNTARY PRE-K (VPK)

Reporting Period: 09/01/2015 - 09/30/2015

=> Child Care For Period: 09/01/2015 - 09/30/2015 <==

Class ID	Child	Eligibility Activity	Care Level	Days Absent	Days Reimbursed	Provider Rate	Gold Seal Rate	Parent Fee	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
A15	XXX-XX-9575		VOLUNTARY PRE-K									
	RAMIREZ-CHAVEZ.	Care Level Change	PR5	0	3	HR Days	.00	.00	.00	0.00	0.00	0.00
	SONIA				9	FEE Hours	4.49	.00	40.41	0.00		40.41
		60 TO <72 MTH	TOTALS:	5	10	HR Days			0.00	0.00	0.00	0.00
					30	HR Hours			134.70	0.00		134.70
		TOTALS FOR PERIOD:		60		557 Days			7502.79	0.00	0.00	7502.79
						1671 Hours						

EARLY LEARNING COALITION OF ST. LUCIE

Report Date: 10/14/2015 05:04:22

804 S. SIXTH STREET

FORT PIERCE, FL 34950

Final Provider Reimbursement Report

Vendor #: 4149

ALPI GARDEN TERRACE HEADSTART (XXXXXX4148 2)

2202 AVENUE Q

FORT PIERCE, FL 34950

(772)468-0300

** GS CENTER NON-SUB **

VOLUNTARY PRE-K (VPK)

Reporting Period: 09/01/2015 - 09/30/2015

Adjustments For Period: 09/01/2015 - 09/30/2015 <==

Class ID	Child	Eligibility Activity	Care Level	Days Absent	Days Reimbursed	Provider Rate	Gold Seal Rate	Parent Fee	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
TOTALS FOR PERIOD:					0	0 Days			-121.24	0.00	0.00	-121.24
						-27 Hours						
ALL PERIODS:					76	987 Days			13173.65	0.00	0.00	13173.65
						2934 Hours						

EARLY LEARNING COALITION OF ST. LUCIE

Report Date: 10/14/2015 05:04:22

804 S. SIXTH STREET
FORT PIERCE, FL 34950

Final Provider Reimbursement Report

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

** GS CENTER NON-SUB **

Reporting Period: 09/01/2015 - 09/30/2015

Class ID	Child	Eligibility Activity	Care Level	Days Absent	Days Reimbursed	Provider Rate	Gold Seal Rate	Parent Fee	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
==> Adjustments For Period: 09/01/2015 - 09/30/2015 <==												
B15	XXX-XX-8365	VOLUNTARY PRE-K										
CARTER, ASIANNA A		Adjustment Reason	PR4	0	HR Days	.00	.00	.00	0.00	0.00	0.00	0.00
		MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT			Hours	4.49	.00		-3.37	0.00		-3.37
B15	XXX-XX-7696	VOLUNTARY PRE-K										
ELLIS, MALAIHA		Adjustment Reason	PR4	0	HR Days	.00	.00	.00	0.00	0.00	0.00	0.00
		MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT			Hours	4.49	.00		-3.37	0.00		-3.37
C15	XXX-XX-9602	VOLUNTARY PRE-K										
GLENN, ZION N		Adjustment Reason	PR4	0	HR Days	.00	.00	.00	0.00	0.00	0.00	0.00
		MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT			Hours	4.49	.00		-20.21	0.00		-20.21
A15	XXX-XX-4784	VOLUNTARY PRE-K										
KNIGHT, JAMMARIE E		Adjustment Reason	PR4	0	HR Days	.00	.00	.00	0.00	0.00	0.00	0.00
		MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT			Hours	4.49	.00		-3.37	0.00		-3.37
A15	XXX-XX-1996	VOLUNTARY PRE-K										
WASHINGTON, RAZHYVIA M		Adjustment Reason	PR4	0	HR Days	.00	.00	.00	0.00	0.00	0.00	0.00
		MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT			Hours	4.49	.00		-37.04	0.00		-37.04
A15	XXX-XX-1093	VOLUNTARY PRE-K										
WILLIAMS JR, CARLOS S		Adjustment Reason	PR4	0	HR Days	.00	.00	.00	0.00	0.00	0.00	0.00
		MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT			Hours	4.49	.00		-53.88	0.00		-53.88
48 TO <60 MTH TOTALS:				0	HR Days				0.00	0.00	0.00	0.00
				-27	HR Hours				-121.24	0.00		-121.24

EARLY LEARNING COALITION OF ST. LUCIE
 804 S. SIXTH STREET
 FORT PIERCE, FL 34950
 Final Provider Reimbursement Report

Report Date: 10/14/2015 05:05:13

Reporting Period: 09/01/2015 - 09/30/2015

	Days		Days		Gross		Gold Seal		Less		Net	
	Absent		Reimbursed		Reimb.		Cost		Fees		Reimb.	
VOLUNTARY PRE-K												
VPK REPORT TOTALS:	43		542 Days		7041.44		0.00		0.00		7041.44	

EARLY LEARNING COALITION OF ST. LUCIE

804 S. SIXTH STREET

FORT PIERCE, FL 34950

Report Date: 10/14/2015 05:05:13

Final Provider Reimbursement Report

Vendor #: 4150

ALPI GEORGE W TRUITT HEADSTART (XXXXXX4148 3)

2202 AVENUE Q

FORT PIERCE, FL 34950

(772)464-4452

** GS CENTER SUB **

VOLUNTARY PRE-K (VPK)

Reporting Period: 09/01/2015 - 09/30/2015

==> Adjustments For Period: 09/01/2015 - 09/30/2015 <==

Class ID	Child	Eligibility Activity	Care Level	Days Absent	Days Reimbursed	Provider Rate	Gold Seal Rate	Parent Fee	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
A15 XXX-XX-3573												
VOLUNTARY PRE-K												
HARRIS, ZANNANYAH Y		Adjustment Reason	PR4	0	HR Days	.00	.00	.00	0.00	0.00	0.00	0.00
		MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT		-4.5	Hours	4.49	.00		-20.21	0.00		-20.21
A15 XXX-XX-8860												
VOLUNTARY PRE-K												
THOMAS, ANIYAH		Adjustment Reason	PR4	0	HR Days	.00	.00	.00	0.00	0.00	0.00	0.00
		MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT		-53.25	Hours	4.49	.00		-239.09	0.00		-239.09
48 TO <60 MTH TOTALS:												
				0	HR Days				0.00	0.00	0.00	0.00
				-57.75	HR Hours				-259.30	0.00		-259.30
TOTALS FOR PERIOD:												
				0	0 Days				-259.30	0.00	0.00	-259.30
					-57.75 Hours							
ALL PERIODS:												
				43	542 Days				7041.44	0.00	0.00	7041.44
					1568.25 Hours							

EARLY LEARNING COALITION OF ST. LUCIE

Report Date: 10/14/2015 05:05:13

804 S. SIXTH STREET
FORT PIERCE, FL 34950
Final Provider Reimbursement Report

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

** GS CENTER SUB **

Reporting Period: 09/01/2015 - 09/30/2015

==> Child Care For Period: 09/01/2015 - 09/30/2015 <==

Class ID	Child	Eligibility Activity	Care Level	Days Absent	Days Reimbursed	Provider Rate	Gold Seal Rate	Parent Fee	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
60 TO <72 MTH TOTALS:					0	16	HR Days		0.00	0.00	0.00	0.00
					48	HR Hours			215.52	0.00		215.52
TOTALS FOR PERIOD:					43	542 Days			7300.74	0.00	0.00	7300.74
						1626 Hours						

*

EARLY LEARNING COALITION OF ST. LUCIE

Report Date: 10/14/2015 04:57:49

804 S. SIXTH STREET
FORT PIERCE, FL 34950
Final Provider Reimbursement Report

Vendor # : 4181

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

** LICENSED CENTER SUB **

VOLUNTARY PRE-K (VPK)

Reporting Period: 09/01/2015 - 09/30/2015

Class ID	Child	Eligibility Activity	Care Level	Days Absent	Days Reimbursed	Provider Rate	Gold Seal Rate	Parent Fee	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb
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==> Adjustments For Period: 09/01/2015 - 09/30/2015 <==

A15	XXX-XX-0342	VOLUNTARY PRE-K										
GERENA, EMILY S	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR5	0	-4.5	HR Days Hours	.00 4.49	.00 .00	.00	0.00 -20.21	0.00 0.00	0.00	0.00 -20.21
C15	XXX-XX-9426	VOLUNTARY PRE-K										
SNYDER-LOPEZ, ALIZEE D	Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR5	0	-19.5	HR Days Hours	.00 4.49	.00 .00	.00	0.00 -87.56	0.00 0.00	0.00	0.00 -87.56

60 TO <72 MTH TOTALS:

0 0

-28.5 HR Days
Hours

0.00

0.00

0.00

0.00

TOTALS FOR PERIOD:

0

0 Days
Hours

-660.09

0.00

0.00

-660.09

ALL PERIODS:

207

2109 Days
6180 Hours

27748.14

0.00

0.00

27748.14

EARLY LEARNING COALITION OF ST. LUCIE

Report Date: 10/14/2015 04:57:49

804 S. SIXTH STREET
FORT PIERCE, FL 34950
Final Provider Reimbursement Report

Vendor # : 4181
ALP CHILD DEV FAMILY SVCS CTR (XXXXXX414816)
2202 AVENUE Q
FORT PIERCE, FL 34950
(772)879-4944

** LICENSED CENTER SUB **

VOLUNTARY PRE-K (VPK)

Reporting Period: 09/01/2015 - 09/30/2015

Class ID	Child	Eligibility Activity	Care Level	Days Absent	Days Reimbursed	Provider Rate	Gold Seal Rate	Parent Fee	Gross Reimb.	Gold Seal Cost	Less Fees	Net Reimb.
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==> Adjustments For Period: 09/01/2015 - 09/30/2015 <==

F15	XXX-XX-3282											
REED, LOGAN R		Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR4	0	HR Days Hours	.00 4.49	.00 .00	.00	0.00 -3.37	0.00 0.00	0.00	0.00 -3.37
E15	XXX-XX-9858											
SACKMANN, MARIAH B		Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR4	0	HR Days Hours	.00 4.49	.00 .00	.00	0.00 -3.37	0.00 0.00	0.00	0.00 -3.37
C15	XXX-XX-9159											
STEVENSON, DARRIONA		Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR4	0	HR Days Hours	.00 4.49	.00 .00	.00	0.00 -87.56	0.00 0.00	0.00	0.00 -87.56
D15	XXX-XX-8503											
TARRANTS, VALENTINA V		Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR4	0	HR Days Hours	.00 4.49	.00 .00	.00	0.00 -37.04	0.00 0.00	0.00	0.00 -37.04
D15	XXX-XX-5429											
WARE IV, MICHAEL L		Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR4	0	HR Days Hours	.00 4.49	.00 .00	.00	0.00 -16.84	0.00 0.00	0.00	0.00 -16.84
A15	XXX-XX-0537											
DIAZ, ETHAN J		Adjustment Reason MONTHLY 80/20 VPK ATTENDANCE ADJUSTMENT	PR5	0	HR Days Hours	.00 4.49	.00 .00	.00	0.00 -20.21	0.00 0.00	0.00	0.00 -20.21
		48 TO <60 MTH TOTALS:		0	HR Days Hours				0.00 -532.11	0.00 0.00	0.00	0.00 -532.11

LIHEAP FINANCIAL STATUS REPORT

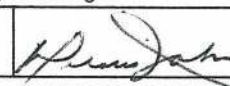
Agency : Agricultural and Labor Program, Inc.

Program : Low Income Home Energy Assistance Program (LIHEAP)

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

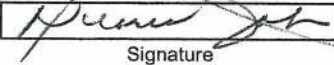
Low Income Home Energy Assistance Program (LIHEAP)

FINANCIAL STATUS REPORT

Reporting Period:	9 2015-9 2015	Invoice #:	15EA0017				
LIHEAP FUNDS							
BUDGET CATEGORIES	Budget Allocation (A)	Current Month (B)	Total To Date (C)	Unexpended Balance (D) (A-C)			
REVENUE AND FUNDING							
1. LIHEAP FUNDS (No Leveraging Funds)	\$4,329,956.00	\$529,504.29	\$2,760,868.67	\$1,569,087.33			
GRANTEE ADMINISTRATIVE EXPENSE							
2. Salaries including Fringe, Rent, Utilities, Travel, Other (Total cannot exceed 8% of Line 1)	\$311,927.00	\$30,305.80	\$192,678.20	\$119,248.80			
GRANTEE OUTREACH EXPENSE							
3. Salaries including Fringe, Rent, Utilities, Travel, Other (Cannot Exceed 15% of Line 1 minus Line 2)	\$658,726.00	\$86,802.02	\$525,628.74	\$133,097.26			
DIRECT CLIENT ASSISTANCE							
4. Home Energy Assistance Payments (Must be at least 25% of Line 1)	\$1,082,513.00	\$133,350.14	\$858,140.29	\$224,372.71			
5. Crisis Benefits Payments	\$2,189,990.00	\$279,046.33	\$1,184,421.44	\$1,005,568.56			
6. Weather Related/Supply Shortage (Must be at least 2% of Line 1)	\$86,800.00	\$0.00	\$0.00	\$86,800.00			
7. SUBTOTAL (Lines 4-6)	\$3,359,303.00	\$412,396.47	\$2,042,561.73	\$1,316,741.27			
GRANTEE LEVERAGING EXPENSE							
8. Home Energy Assistance	\$0.00	\$0.00	\$0.00	\$0.00			
9. Crisis Assistance	\$0.00	\$0.00	\$0.00	\$0.00			
10. SUBTOTAL (Line 8 + 9)	\$0.00	\$0.00	\$0.00	\$0.00			
11. GRAND TOTAL ALL EXPENSES (Line 2 + 3 + 7 + 10)	\$4,329,956.00	\$529,504.29	\$2,760,868.67	\$1,569,087.33			
CASH POSITION							
1. Total grant funds received from DEO Y-T-D			\$2,432,846.90				
2. Interest Income Received to Date			\$0.00				
3. Program Income Received to Date			\$0.00				
4. Amount of Reimbursement Requested (not to exceed undisbursed balance)			\$529,504.29				
I certify that I am authorized to sign financial reports and the information provided herein is true and accurate to the best of my knowledge.							
Name (Please Type) :	Deloris Johnson	Title :	Chief Exec. Officer	Signature		Date :	10/16/2015
Current Authority	\$4,329,956.00	Type of Assistance		NUMBER OF HOUSEHOLDS			
Year-to-Date Disbursed	\$2,432,846.90			Approved Workplan	Served with these Funds	Served to Date	
Available Authority	\$1,897,109.10	Summer Home Energy		1729	336	2194	
Payment Number		Winter Home Energy		1724	0	0	
Payment Amount		Summer Crisis		3195	823	3493	
Approved		Winter Crisis		3325	0	0	
Date		Weather Related		248	0	0	
		TOTALS :		10221	1159	5687	

Recipient hereby certifies that it has been open and operating during its normal business hours for the month of September, as described in Attachment F, Warranties and Representations, of the FY2015 LIHEAP Agreement.

Deloris Johnson
Printed Name


Signature

10/16/2015
Date

FLORIDA NON-PROFIT HOUSING

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

MONTHLY REQUEST

DATE SUBMITTED: 16-Oct-15
FOR THE MONTH OF: September, 2015

AMOUNT OF THIS REQUEST \$ \$3,899.90

	BUDGET LINE ITEM	APPROVED BUDGET	CUM. COST PRIOR PERIOD	ACTUAL COST THIS PERIOD	CUM. COST TO DATE	BAL. OF BUDGET
500	Salaries	\$2,476.00	\$0.00	\$220.64	\$220.64	\$2,255.36
505	Fringes	\$619.00	\$0.00	\$50.07	\$50.07	\$568.93
52000	Workmen's Comp.	\$59.00	\$0.00	\$5.23	\$5.23	\$53.77
57810	Housing Assist. Payment	\$42,775.00	\$1,109.83	\$3,582.04	\$4,691.87	\$38,083.13
52300	Travel	\$716.00	\$0.00	\$0.00	\$0.00	\$716.00
990	Sub-Total	\$46,645.00	\$1,109.83	\$3,857.98	\$4,967.81	\$41,677.19
597	Indirect	\$408.00	\$0.00	\$41.92	\$41.92	\$366.08
	Total Cost	\$47,053.00	\$1,109.83	\$3,899.90	\$5,009.73	\$42,043.27



SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

16-Oct-15

DATE

Deloris Johnson, Chief Executive Officer

TYPED OR PRINTED NAME & TITLE

CSBG FINANCIAL STATUS

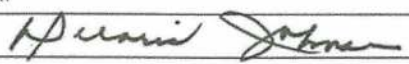
Agency : Agricultural and Labor Program, Inc.

Program : Community Services Block Grant Program (CSBG)

Contract # : 15SB-0D-07-63-08-001

Community Services Block Grant Program (CSBG)

MONTHLY FINANCIAL STATUS REPORT

Reporting Period:	September 2015 -September 2015	Invoice #:	15SB00112	
TOTAL EXPENDITURES				
BUDGET CATEGORIES	Budget Allocation (A)	Current Month (B)	Total To Date (C)	Unexpended Balance (D) (A-C)
1. CSBG Grant Funds	\$1,046,948.00	\$106,130.19	\$1,029,118.67	\$17,829.33
2. Cash Match	\$0.00	\$0.00	\$0.00	\$0.00
3. In-Kind Match	\$0.00	\$0.00	\$0.00	\$0.00
4. Total Match (Line 2 + Line 3)	\$0.00	\$0.00	\$0.00	\$0.00
5. Total Funds (Line 1 + Line 4)	\$1,046,948.00	\$106,130.19	\$1,029,118.67	\$17,829.33
CSBG FUNDS ONLY BELOW THIS LINE (No Match Funds)				
ADMINISTRATIVE EXPENSES				
6. Recipient Administrative Expenses (Salaries, Rent, Utilities, Travel, Other)	\$157,042.00	\$9,643.13	\$157,042.00	\$0.00
7. Sub-Recipient Administrative Expenses (Salaries, Rent, Utilities, Travel, Other)	\$0.00	\$0.00	\$0.00	\$0.00
8. Total Administrative Expenses (Line 6 + Line 7)	\$157,042.00	\$9,643.13	\$157,042.00	\$0.00
9. Administrative Expense Percentage (Line 8 divided by Line 1)	15.00	Cannot Exceed 15% of CSBG Allocation		
Program Expenses				
10. Recipient Direct Client Assistance Expenses	\$516,058.00	\$68,031.32	\$516,058.00	\$0.00
11. Recipient Other Program Expenses (Salaries, Rent Utilities, Travel, Other)	\$253,848.00	\$13,849.24	\$253,848.00	\$0.00
12. Subtotal Recipient Program Expenses (Line 10 + Line 11)	\$769,906.00	\$81,880.56	\$769,906.00	\$0.00
13. Sub-Recipient Direct Client Assistance Expense	\$120,000.00	\$14,606.50	\$102,170.67	\$17,829.33
14. Sub-Recipient Other Program Expenses (Salaries, Rent, Utilities, Travel, Other)	\$0.00	\$0.00	\$0.00	\$0.00
15. Subtotal Sub-Recipient Program Expenses (Line 13 + Line 14)	\$120,000.00	\$14,606.50	\$102,170.67	\$17,829.33
16. Total Program Expense (Line 12 + Line 15)	\$889,906.00	\$96,487.06	\$872,076.67	\$17,829.33
17. Secondary Admin. Expense	\$0.00	\$0.00	\$0.00	\$0.00
18. Grand Total Expense (Line 8 + Line 16 + Line 17)	\$1,046,948.00	\$106,130.19	\$1,029,118.67	\$17,829.33
CASH POSITION				
1. Total grant funds received from DEO Y-T-D				\$1,038,985.76
2. Interest Income Received to Date				\$0.00
3. Program Income Received to Date				\$0.00
4. Amount of Reimbursement Requested (not to exceed undisbursed balance)				\$7,962.24
I certify that I am authorized to sign financial reports and the information provided herein is true and accurate to the best of my knowledge.				
* Name (Please Type) :	* Title :	* Date :		
Deloris Johnson	Chief Executive Officer	10/15/2015		
* Signature 				
Current Authority	\$1,046,948.00	Totals	Achieved This Month	Total Year to Date
Year-to-Date Disbursed	\$1,038,985.76	CSBG Dollars Expended This Month	\$106,130.19	\$1,029,118.67
Available Authority	\$7,962.24	* # of Individuals Assisted with CSBG Dollars this Month	111	1345
Payment Number		* # of Individuals Achieving Outcome in NPI 1.1 A-D	3	106
Payment Amount				
Approved				
Date				

Recipient hereby certifies that it has been open and operating during its normal business hours for the month of September, as described in Attachment F, Warranties and Representations, of the FY2015 CSBG Agreement.

CSBG FOCAS REPORT

FY2014-2015 CSBG QUARTERLY FOCAS REPORT

DATE: 10/20/2015
 GRANTEE: The Agricultural and Labor Program, Incorporated (ALPI)
 AGREEMENT NUMBER: 155B-0D-07-63-08-001

CONTACT: Patricia Lee-Yang, CSBG/Economic Development Director
 PHONE: (863) 966-3491, Ext. 218
 EMAIL: pyang@alpi.org

STATE REPORTING DATA					
Enter the date each report was generated:					
Total unduplicated number of individuals assisted with CSBG funding only	1/18/2015	4/8/2015	7/17/2015	10/21/2015	TOTAL
1001/14 - 12/31/14	SFY 2nd Quarter	SFY 3rd Quarter	SFY 4th Quarter	SFY 1st Quarter	Year-to-Date
165	165	303	116	185	457
2,372	2,372	447	116	2,813	2,813
846,665	846,665	1,046,948	0	NA	NA
Total amount of CSBG Funding allocated for the year	194,474	231,147	273,223	348,104	1,046,948
Total amount of CSBG Funding expended during each quarter (auto-populated)					

AGREEMENT DELIVERABLES REPORT									
A	B	C		D		E		F	
		Units Expected To Be Achieved	Actual Year-to-Date	Actual Year-to-Date	Actual Year-to-Date	1st Quarter Units Achieved this Quarter	2nd Quarter Units Achieved this Quarter	3rd Quarter Units Achieved this Quarter	4th Quarter Units Achieved this Quarter
Total Number of Individuals Served		36,428	32,338	68.6%		9,133	13,749	297	9,159
Total Number of Families Served		12,334	9,884	80.1%		2,730	1,563	2,240	3,351

A		B		C		D		E		F		G		H		I	
		EXPENDITURES REPORT		Units Expected To Be Achieved		Actual Year-to-Date Units Achieved		Actual Year-to-Date Percent Achievd		1st Quarter Units Achieved this Quarter		2nd Quarter Units Achieved this Quarter		3rd Quarter Units Achieved this Quarter		4th Quarter Units Achieved this Quarter	
Table 1 Expenditures by Category				Expected		Achieved		Percent		Achieved		Achieved		Achieved		Achieved	
A.	Community Services Block Grant			1,046,948		1,046,948		100.0%		194,474		231,147		273,223		348,104	
B.	Federal Government Resources other than CSBG			19,882,968		12,166,253		61.2%		7,686,513		2,997,105		3,121,325		(1,638,690)	
C.	State Resources (Non-federal, state-appropriated funds)			868,837		1,550,352		178.4%		557,482		415,784		362,526		214,560	
D.	Local Government Resources			374,589		79,006		21.1%		0		0		59,847		19,159	
E.	Private Sector Resources			1,997,279		2,078,695		104.1%		85,525		15,549		1,483,998		513,623	
TOTAL NON-CSBG RESOURCES (Federal+State+Local Government+Private Sector)				23,133,283		16,873,306		68.6%		8,328,520		3,428,438		5,007,696		(891,348)	
TOTAL CSBG Funds				1,046,948		1,046,948		100.0%		194,474		231,147		273,223		348,104	
TOTAL AGENCY BUDGET				24,170,231		16,920,254		70.0%		8,522,994		3,659,585		5,280,919		(543,244)	

NPI		OUTCOMES							
		Units Expected To Be Achieved	Actual Year-to-Date Units Achieved	Actual Year-to-Date Percent Achieved	1st Quarter Units Achieved this Quarter	2nd Quarter Units Achieved this Quarter	3rd Quarter Units Achieved this Quarter	4th Quarter Units Achieved this Quarter	
1.1 Employment		Expected	Achieved	Percent	Achieved	Achieved	Achieved	Achieved	
A.	Unemployed and obtained a job	100	81	81.0%	13	28	14	26	
B.	Employed and maintained a job for at least 90 days	15	49	326.7%	28	0	10	11	
C.	Employed and obtained an increase in employment income and/or benefits	10	20	200.0%		6	0	14	
D.	Achieved "living wage" employment and benefits	0			0	0	0	0	
1.2 Employment Supports		Expected	Achieved	Percent	Achieved	Achieved	Achieved	Achieved	
A.	Obtained skills/competencies required for employment	58	53	91.4%	8	25	7	13	
B.	Completed ABEGED and received certification or diploma	40	36	90.0%	2	37	0	(3)	
C.	Completed post-secondary education program and obtained certificate or diploma	68	61	89.7%	2	8	13	38	
D.	Enrolled children in before or after school programs	531	503	94.7%	482	1	11	9	
E.	Obtained care for child or other dependent	839	969	115.5%	915	145	(122)	31	
F.	Obtain access to reliable transportation and/or driver's license	10	33	330.0%	2	2	0	29	
G.	Obtained health care services for themselves or a family member	951	931	97.8%	892	35	4	0	
H.	Obtained and/or maintained safe and affordable housing	75	22	29.3%	9	2	5	6	
I.	Obtained food assistance	50	30	60.0%	15	10	0	5	
J.	Obtained non-emergency LIHEAP energy assistance	20	22	110.0%	2	2	0	18	
K.	Obtained non-emergency WX energy assistance	0	4		0	0	4	0	
L.	Obtained other non-emergency energy assistance (State/local/private energy programs, Do Not include LIHEAP or WX)	12	18	150.0%	4	3	6	5	
Other	Obtained identification or work permit documentation for employment (social security card, work permit, etc.)	0			0	0	0	0	

EXPENDITURES REPORT												
1.3 Economic Asset Enhancement and Utilization		Units Expected To Be Achieved	Actual Year-to-Date Achieved	Actual Year-to-Date Percent	1st Quarter Units Achieved this Quarter	2nd Quarter Units Achieved this Quarter	3rd Quarter Units Achieved this Quarter	4th Quarter Units Achieved this Quarter				
Enhancement		Expected	Achieved	Percent	Achieved	Achieved	Achieved	Achieved				
A.	Participants in tax preparation programs who qualified for any type of Federal or State tax credit.	0			0	0	0	0				
B.	Participants obtaining court-ordered child support payments.	0			0	0	0	0				
C.	Number enrolled in telephone lifeline and/or energy discounts with agency assistance.	0			0	0	0	0				
Utilization												
D.	Participants demonstrating ability to complete and maintain a budget for over 90 days	50	7	14.0%	0	1	5	1				
E.	Participants opening an Individual Development Account (IDA) or other savings account	0			0	0	0	0				
F.	Participants who increased their savings through IDA or other savings account	0			0	0	0	0				
G.	Number capitalizing a small business with accumulated savings	0			0	0	0	0				
H.	Number pursuing post-secondary education with savings	0			0	0	0	0				
I.	Number purchasing a home with accumulated savings	0			0	0	0	0				
J.	Number purchasing other assets with accumulated savings	0			0	0	0	0				
2.1 Community Improvement and Revitalization												
A.	Jobs created, or saved, from reduction or elimination in the community	0	0		0	0	0	0				
B.	Accessible "living wage" jobs created, or saved from reduction or elimination in the community	0	0		0	0	0	0				
C.	Safe and affordable housing units created in the community	0	0		0	0	0	0				
D.	Safe, affordable housing units in the community preserved or improved through Community Action or advocacy	1	57	100.0%	1	57	0	0				
E.	Accessible, safe and affordable health care services/facilities for low-income people created or saved.	0	0	100.0%	0	0	0	0				
F.	Accessible, safe & affordable child care/child development placement opportunities created or saved.	2	8	100.0%	2	16	0	0				
G.	Accessible before/after school program placement opportunities for low-income families created or saved.	5	504	100.0%	5	494	0	8				
H.	Accessible new/preserved/expanded transportation resources available to low-income people (public/private)	0	0	100.0%	0	0	0	0				
I.	Accessible new/preserved/increased educational and training placement opportunities for low-income people	1	20	100.0%	1	0	10	0				
2.2 Community Quality of Life and Assets												
A.	Increase in community assets due to a change in law/regulation/policy, resulting in better quality of life	0	0		0	0	0	0				
B.	Increase availability/preservation of community facilities (schools, libraries, community centers, etc.)	2	242	100.0%	2	242	0	0				
C.	Increase in the availability or preservation of community services to improve public health and safety	0	0	100.0%	0	0	0	0				
D.	Increase in the availability or preservation of commercial services within low-income neighborhoods	0	0		0	0	0	0				
E.	Increase in or preservation of neighborhood quality-of-life resources	0	0		0	0	0	0				
2.3 Community Engagement												
A.	Community members mobilized to participate in community revitalization and anti-poverty initiatives	111	115	103.6%	107	0	0	8				
Hours donated by low-income people												
a)	Serve on the CAA Board of Directors	144	188	130.6%	64	46	56	22				
b)	Serve on Head Start Policy Councils	609	363	59.6%	114	99	39	111				
c)	Serve on Family Center / Parent Councils				0	0	0	0				
d)	Serve on other CAA Advisory Boards, councils, or committees	488	404	82.8%	0	0	310	94				
e)	Serve on other community advisory or governing boards or committees as a CAA representative	105	84	80.0%	18	27	16	23				
f)	Assist with program activities and logistics	13,714	20,895	152.3%	2,670	6,994	0	11,231				
g)	Participate in advocacy to meet agency and community goals	0	0		0	0	0	0				
h)	Participate in advocacy to influence policies/practices of government and/or private entities	0	0		0	0	0	0				
i)	Other CAA clients or low-income persons volunteer with the agency.	500	555	111.0%	0	0	59	496				
Total volunteer hours from low income people		15,540	22,489	144.7%	2,886	7,166	480	11,977				
Hours donated by non low-income people												
a)	General Public	0			0	0	0	0				
b)	CAA non-low-income board members	316	297	94.0%	112	78	68	39				
c)	Other non-profit or government agencies	0			0	0	0	0				
d)	Business Community	97	81	83.5%	31	16	12	22				
e)	Other (List on the Explanation tab)				0	0	0	0				
Total volunteer hours from non low-income people		413	378	91.5%	143	94	80	61				
Total number of volunteer hours donated to the agency		15,953	22,867	143.3%	3,009	7,260	560	12,038				

EXPENDITURES REPORT

	Units Expected To Be Achieved	Actual Year-to-Date Units Achieved	Actual Year-to-Date Percent Achieved	1st Quarter Units Achieved this Quarter	2nd Quarter Units Achieved this Quarter	3rd Quarter Units Achieved this Quarter	4th Quarter Units Achieved this Quarter
3.1 Community Enhancement through Maximum Feasible Participation	Expected	Achieved	Percent	Achieved	Achieved	Achieved	Achieved
A. Total number of volunteer hours donated by LOW-INCOME INDIVIDUALS only to Community Action (auto-populated)	15,540	22,489	144.7%	2,866	7,166	480	11,977
3.2 Community Empowerment Through Maximum Feasible Participation	Expected	Achieved	Percent	Achieved	Achieved	Achieved	Achieved
A. Low-income people in formal, decision-making, community organizations, government, boards or councils	130	131	100.8%	123	0	4	4
B. Number of low-income people acquiring businesses in their community as a result of Community Action	0			0	0	0	0
C. Number of low-income people purchasing their own home in their community as a result of Community Action	0			0	0	0	0
D. Low-income people in non-governance community activities/groups created/supported by Community Action	0			0	0	0	0

4.1 Expanding Opportunities Through Community-Wide Partnerships	# Orgs	# Parts	Achvd	%	Achvd	%	# Orgs	# Parts	# Orgs	# Parts	# Orgs	# Parts
A. Non-Profit	17	19	29	30	170.6%	157.8%	17	19	1	1	0	0
B. Faith Based	7	7	12	12	171.4%	171.4%	7	7	0	0	0	0
C. Local Government	3	3	10	10	333.3%	333.3%	3	3	0	0	0	0
D. State Government Entity	7	7	12	12	171.4%	171.4%	7	7	0	0	0	0
E. Federal Government Entity	2	2	2	2	100.0%	100.0%	2	2	0	0	0	0
F. For-Profit Business or Corporation	242	242	253	253	104.5%	104.5%	242	242	0	0	0	0
G. Consortiums/Collaboration	1	1	2	2	200.0%	200.0%	1	1	0	0	0	0
H. Housing Consortiums/Collaboration	0	0	1	1			0	0	0	0	0	1
I. School Districts	2	2	2	2	100.0%	100.0%	2	2	0	0	0	0
J. Institutions of post secondary education/training	2	2	4	4	200.0%	200.0%	2	2	0	0	0	2
K. Financial/Banking Institutions	3	3	4	4	133.3%	133.3%	3	3	0	0	1	0
L. Health Service Institutions	9	9	15	15	166.7%	166.7%	9	9	0	0	0	6
M. State-wide associations or collaborations	2	2	2	2	100.0%	100.0%	2	2	0	0	0	0
Others: Please identify:												
1)	0	0					0	0	0	0	0	0
2)	0	0					0	0	0	0	0	0
N. Total unduplicated number of organizations agency actively works with to expand resources & opportunities	297	299	348	349	117.2%	116.7%	297	299	1	1	1	1

5.1 AGENCY DEVELOPMENT - Agency Increases Its Capacity to Achieve Results Through Training	Expected	Achieved	Percent	Achieved	Achieved	Achieved	Achieved
A. Number of Certified Community Action Professionals	0			0	0	0	0
B. Number of Nationally Certified ROMA Trainers	2	2	100.0%		0	0	0
C. Number of Family Development Certified Staff	0			0	0	0	0
D. Number of Child Development Certified Staff	0			0	0	0	0
E. Number of staff attending trainings	192	204	106.3%	167	13	24	0
F. Number of board members attending trainings	18	18	100.0%	16	0	2	0
G. Hours of staff in trainings	7,921	6,972	88.0%	1,420	3,609	1,355	588
H. Hours of board members in training	366	420	114.8%	32	100	240	48
5.1 Independent Living	Expected	Achieved	Percent	Achieved	Achieved	Achieved	Achieved
A. Senior Citizens (55 years old or older)	19	50	263.16%	4	4	23	19
Individuals with Disabilities	0	33		1	7	2	23
1. Ages 0 - 17	0			0	0	0	0
2. Ages 18 - 54	19	12	63.16%	0	3	1	8
3. Ages 55 and Over	15	21	140.00%	1	4	1	15
4. Age Unknown	0						

EXPENDITURES REPORT									
	Units Expected To Be Achieved	Actual Year-to-Date Units Achieved	Actual Year-to-Date Percent Achieved	1st Quarter Units Achieved this Quarter	2nd Quarter Units Achieved this Quarter	3rd Quarter Units Achieved this Quarter	4th Quarter Units Achieved this Quarter		
6.2 Emergency Assistance									
A. Emergency Food	Expected 75	Achieved 249	Percent 332.0%	Achieved 1	Achieved 60	Achieved 0	Achieved 188		
B. Emergency Fuel or Utility payments (including LIHEAP or other public or private funding source)	24,679	21,280	86.2%	5,284	3,096	4,533	8,367		
C. Emergency Rent or Mortgage Assistance	252	289	114.7%	49	17	270	(37)		
D. Emergency Car or Home Repair (i.e. structural, appliance, heating system, etc.)	0			0	0	0	0		
E. Emergency Temporary Shelter	0			0	0	0	0		
F. Emergency Medical Care	0			0	0	0	0		
G. Emergency Protection from Violence	0			0	0	0	0		
H. Emergency Legal Assistance	0			0	0	0	0		
I. Emergency Transportation	0			0	0	0	0		
J. Emergency Disaster Relief	0			0	0	0	0		
K. Emergency Clothing	0			0	0	0	0		
Other: Provide translation assistance in order for person to receive emergency services	0			0	0	0	0		
6.3 Child and Family Development									
Infants and Children									
A. Infants and children obtain age appropriate immunizations, medical and dental care	831	944	113.6%	611	33	1	299		
B. Infants and children health and physical development are improved as a result of adequate nutrition	820	816	99.5%	776	5	0	35		
C. Children participate in pre-school activities to develop school readiness skills	1,206	967	80.2%	424	4	106	433		
D. Children participating in pre-school activities are developmentally ready for Kindergarten or 1st Grade	1,206	967	80.2%	424	4	106	433		
Youth									
E. Youth improve health and physical development	129	172	133.3%	59	0	113	0		
F. Youth improve social/emotional development	129	172	133.3%	59	0	113	0		
G. Youth avoid risk-taking behavior for a defined period of time	129	172	133.3%	59	0	113	0		
H. Youth have reduced involvement with criminal justice system	129	172	133.3%	59	0	113	0		
I. Youth increase academic, athletic or social skills by participating in before or after school programs	129	172	133.3%	59	0	113	0		
Adults									
J. Parents and other adults learn and exhibit improved parenting skills	710	701	98.7%	30	671	0	0		
K. Parents and other adults learn and exhibit improved family functioning skills	710	701	98.7%	30	671	0	0		
6.4 Family Supports									
A. Enrolled children in before or after school programs	Expected 0	Achieved 8	Percent	Achieved 0	Achieved 0	Achieved 0	Achieved 0		
B. Obtained care for child or other dependent	0	30		2	2	0	4		
C. Obtained access to reliable transportation and/or driver's license	0	14	280.0%	1	1	1	26		
D. Obtained health care services for themselves or a family member	5	10	18.2%	0	2	4	7		
E. Obtained safe and affordable housing	55	78	24.8%	0	2	4	4		
F. Obtained food assistance	32	14,682	81.8%	1	0	0	76		
G. Obtained non-emergency LIHEAP energy assistance	18,000			4,274	2,077	2,832	5,499		
H. Obtained non-emergency WX energy assistance	0			0	0	0	0		
I. Obtained other non-emergency energy assistance (State/local/private energy program. Do NOT include LIHEAP or WX.	0			0	0	0	0		
6.5 Service Counts									
A. Food Boxes	Expected 0	Achieved	Percent	Achieved 0	Achieved 0	Achieved 0	Achieved 0		
B. Pounds of Food	0			0	0	0	0		
C. Units of Clothing	0			0	0	0	0		
D. Rides Provided	0			0	0	0	0		
E. Information and Referral Calls	0			0	0	0	0		

EHEAP

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

CONTRACTOR NAME, ADDRESS, PHONE# and FEID# THE AGRICULTURAL AND LABOR PROGRAM, INC 300 LYNCHBURG ROAD LAKE ALFRED, FL 33850-2576 (863) 956-3491 FEID # 59-1634148	TYPE OF REPORT : Advance Request _____ Reimbursement Request <u> X </u>	This Request Period <u> 09/01/2015 - 09/30/2015 </u> PSA # <u> 6 </u> Report # <u> 6 </u> Contract # <u> EH-15/16 - ALPI </u> Contract Period <u> 04/01/2015 - 03/31/2016 </u>
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CERTIFICATION: I hereby certify that this request to the best of my knowledge to be complete and correct and conforms with the terms of the above contract.

Prepared by: *Greg Burdhan* Date: 10/6/15 Approved by: *Deanna Johnson* Date: 10-6-15

PART A: BUDGET SUMMARY	ADMINISTRATION SERVICES	OUTREACH SERVICES	CRISIS SERVICES	WEATHER RELATED	ADMINISTRATION WEATHER RELATED	TOTAL
1. Approved Contract Amount	\$1,743.00	\$17,142.00	\$91,610.00	\$2,513.00	\$0.00	\$113,008.00
2. Previous Funds Received for Contract Period	\$515.38	\$5,726.26	\$28,842.52	\$0.00	\$0.00	\$35,084.16
3. Contract Balance (line 1 minus line 2)	\$1,227.62	\$11,415.74	\$62,767.48	\$2,513.00	\$0.00	\$77,923.84
4. Previous Funds Requested and Not Received for Contract Period	\$142.83	\$1,371.20	\$3,981.55	\$0.00	\$0.00	\$5,495.58
5. Contract Balance (line 3 minus line 4)	\$1,084.79	\$10,044.54	\$58,785.93	\$2,513.00	\$0.00	\$72,428.26
PART B: CONTRACT FUNDS REQUEST						
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)	\$167.75	\$1,455.62	\$11,993.62	\$0.00	\$0.00	\$13,616.99
3. TOTAL	\$167.75	\$1,455.62	\$11,993.62	\$0.00	\$0.00	\$13,616.99
PART C: NET FUNDS REQUESTED						
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)	\$167.75	\$1,455.62	\$11,993.62	\$0.00	\$0.00	\$13,616.99

PART D: SERVICE INFORMATION



Number of individuals (units) served with crisis energy assistance during the report month: 37

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

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

PROVIDER NAME, ADDRESS, PHONE# AND FEID# THE AGRICULTURAL AND LABOR PROGRAM, INC 300 LYNCHBURG ROAD LAKE ALFRED, FL 33850-2576 (863) 956-3491 FEID # 59-1634148	Program Funding Source : EHEAP (Emergency Home Energy Assistance for the Elderly Program)	THIS REPORT PERIOD FROM: 09/01/2015 TO: 09/30/2015 CONTRACT 4/1/2015 PERIOD: 3/31/2016 CONTRACT # EH-15/16-ALPI REPORT # 6 PSA# 6
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CERTIFICATION : I certify to the best of my knowledge and belief that this report is complete and all outlays herein are for purposes set forth in the contract.

Prepared by:  Date: 10/6/15
 Approved by:  Date: 10-6-15

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	\$113,008.00	\$35,084.16	\$35,084.16	31.05%
2. Interest on Agreement Funds	\$0.00	\$0.00	\$0.00	0.00%
3. TOTAL AGREEMENT AMOUNT	\$113,008.00	\$35,084.16	\$35,084.16	31.05%

PART B : EXPENDITURES	1. Approved Budget	2. Expenditures For This Report	3. Expenditures Year to Date	4. Percent of Approved Budget
1. Administration	\$1,743.00	\$167.75	\$825.96	47.39%
2. Outreach	\$17,142.00	\$1,455.62	\$8,553.08	49.90%
3. Crisis Services	\$91,610.00	\$11,993.62	\$44,817.69	48.92%
4. Weather Related Services	\$2,513.00	\$0.00	\$0.00	0.00%
5. Weather Related Administration	\$0.00	\$0.00	\$0.00	0.00%
6. TOTAL EXPENDITURES	\$113,008.00	\$13,616.99	\$54,196.73	47.96%

E-RATE REIMBURSEMENT



**Quarterly E-Rate Payment Authorization Report
(3rd Quarter 2015)**

September 30, 2015

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

Re: Billed Entity Number 16045101

Enclosed you will find your Quarterly E-Rate Payment Authorization Report (Report) reflecting payment activity under the program for your billed entity for the period of July 1, 2015 through September 30, 2015.

This report is issued each quarter to provide you with timely information and reflects the invoice payment authorization activity related to all E-Rate fund years for your billed entity. You may expect your next Report in early January 2016 for the 4rd quarter 2015 payment authorization activity. The payment authorizations are a direct result of invoices submitted by your service provider(s) [FCC Form 474, Service Provider Invoice (SPI) Form] and/or invoices submitted on behalf of your billed entity [FCC Form 472, Billed Entity Applicant Reimbursement (BEAR) Form].

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

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

Schools and Libraries Division
Universal Service Administrative Company

Enclosure

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

USAC Schools and Libraries
E-Rate Quarterly Disbursements
Authorization Report

Period: 07/01/2015 - 09/30/2015

Billed Entity Number: 16045101

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

Funding Year	APPL #	FRN #	FRN		Service Provider	Service Provider Name	Disbursement Authorization Date	Authorized Disbursements	
			Committed Amount	Authorized Disbursements To Date				SPI	BEAR
07/01/2014-06/30/2015	988151	2780890	\$5,683.39	\$5,675.37	143000677	Verizon Wireless	(Cellc 07/30/2015		
							SPIN Total		\$700.00
							Application Total		\$700.00
							Total Fund Year Applications		\$700.00
							Total Applications All Fund Years		\$700.00

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



Universal Service Administrative Company

Schools and Libraries Division



Form 472 (BEAR) Notification Letter

October 9, 2015

Candida Foster
Bright House Networks, LLC
700 Carillon Pkwy
Suite 5
Saint Petersburg, FL 33716

Re: Invoice Number - as assigned by USAC: 2254386
Service Provider Identification Number: 143016611
Reimbursement Form Number: 2015 BHN June FINAL 2
Billed Entity Number: 16045101

Maria Crespo
THE AGRICULTURAL AND LABOR PROGRAM, INC.
300 LYNCHBURG ROAD
LAKE AFRED, FL 33850

Preferred Mode of Contact: E-mail at mcrespo@alpi.org
Total Amount of Reimbursement Approved for Payment: \$976.46

This letter is your notification that the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) has processed an FCC Form 472, "Billed Entity Applicant Reimbursement (BEAR)" Form from the above named applicant listing you as the service provider. USAC has committed to reimburse the discounted portion of the cost of eligible services provided to eligible entities pursuant to one or more FCC Forms 471, "Description of Services Ordered and Certification Form".

In certain instances, a line may not have been paid. Review the BEAR Letter Applicant Reimbursement Report (Report) following this letter for the reason(s) this may have occurred. For more information about lines that have not been paid, see the explanation of Invoice Error Codes in Step 9 on our website. Work with the applicant (your customer) to correct any errors. Once corrected, your customer may submit a new BEAR to request reimbursement for any unpaid lines.

We recommend using the BEAR Online tool from the Apply Online area or Required Forms section of our website for additional submissions. If a new BEAR cannot be submitted before the invoice deadline passes, you or your customer may submit a request for a deadline extension. (See "Invoice Deadlines and Extension Requests" posted in the SLD section of our website for more information.)

Pursuant to the Federal Communication Commission's (FCC) Second Report and Order and Further Notice of Proposed Rulemaking (FCC 03-101, released April 29, 2003), you must remit the amount shown as "Total Amount of Reimbursement Approved for Payment" above to your customer no later than 20 days after receipt of payment of the approved discounts from USAC. You also agreed not to tender or make use of the payment of the approved discounts issued by USAC to you prior to remitting the discount to your customer (See BEAR Form, Block 4, Service Provider Acknowledgment).

The USAC check should be mailed to the service provider named above within 20 days of the date of this letter.

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

The maximum remaining amount available for each Funding Request Number (FRN) listed on the Report will be the original commitment less the amount approved herein for reimbursement and less any earlier disbursements to your customer.

PLEASE NOTE: The type of invoice form (BEAR or SPI) for the funding year is established by the receipt and approval of the first invoice submitted for the FRN for the funding year. For example, if we successfully process a BEAR for an FRN, we will not approve a SPI for that same FRN at a later time.

Please see the Guide to Letter Reports posted on our website for an explanation of the items listed in the attached Report.

COMPLETE PROGRAM INFORMATION is posted on our website. You may also contact our Client Service Bureau using the "Submit a Question" link on our website, toll-free by fax at 1-888-276-8736 or toll-free by phone at 1-888-203-8100.

Schools and Libraries Division
Universal Service Administrative Company

CC: THE AGRICULTURAL AND LABOR PROGRAM, INC.

BEAR NOTIFICATION LETTER APPLICANT REIMBURSEMENT REPORT



Form 471 Application Number: 988151
Funding Request Number: 2699392
Funding Year 2014: 07/01/2014 - 06/30/2015
Contract Number: MTM
Funding Commitment Decision: \$12464.39
Reimbursement Amount for this FRN: \$976.46

OTHER REPORTS

**ADVISORY COUNCILS'
MEETING REPORTS**



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

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

P = Present

E = Excused

A = Absent



COUNCIL/COMMITTEE MEETING REPORT FORM

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

Central Region Advisory Council

October 3, 2015

COUNCIL/COMMITTEE

DATE

SEE ATTACHED ATTENDANCE ROSTER

Type of Report

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

The Central Region Advisory Council held its' Annual Corporate Membership Meeting on Saturday, October 3, 2015 which included a program and business Meeting. The Keynote Speaker was Tory Dewdney, Recreation Supervisor/City of Winter Haven. This year's theme was *"Building the Future Together..Putting Families and Children First"*. The meeting was well attended by corporate, staff and community members. Each 2014/2015 Council Member was presented with a "Volunteer Service" plaque for their untiring support and service during the program year.

BUSINESS MEETING/ELECTION OF COUNCIL MEMBERSHIP

The Business Meeting was called to order by Twila Smith, Staff Liaison by validating the corporate membership eligibility to vote using the Corporate Membership Roster, as well as, reviewed the 2015 Regional Advisory Council Election Procedures. The following seats were declared vacant: eight (8) three-year terms (2015-2018); two (2) two-year continuing terms; and two (2) one-year continuing terms.

Through the Nominating Committee, eight (8) said names were presented for the three-year terms (2015-2018). Elizabeth Scaife moved to accept the Nomination Committee's recommendations. Patricia Gamble seconded. Motion carried. No nominations were made for the two-year continuing terms or the one-year continuing terms. The installation of the 2015-2016 CRAC Membership and election validation results were as follows:

2015-2018	2014-2017	2013-2016
John Doles	Clara Dubose	Louvenia Crumity
Hollis Jackson	Glenda Jones	Earnestine Davis
Lillie Jackson	Annie Larkins	Patricia Gamble
Doris Parker	Johnnie McNair	Clarence Grier
Jacqueline Rentz	Helen Rowe	Josephine Howard
Margaree Simon	Elizabeth Scaife	Lydia Thomas
Dorothy Spencer	VACANT	VACANT
Ruby Willix	VACANT	VACANT

ELECTION OF OFFICERS

Johnnie McNair motioned to accept the 2015-2016 Officers as follows. Elizabeth Scaife seconded. Motion carried.

Johnnie McNair, Chairperson
John Doles, Vice Chairperson
Josephine Howard, Secretary
Dorothy Spencer, Treasurer
Clarence Grier, Parliamentarian

BOARD OF DIRECTORS' REPRESENTATIVE (2016-2018)

Two said names came from the floor: Elizabeth Scaife and Ruby Willix. A tie resulted from the twelve (12) eligible voters. The said names were then placed for a random drawing which resulted in:
Ruby Willix, Board Representative (2016-2018)

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

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

The Agricultural and Labor Program, Inc.
2014-2015 ERAC Attendance Roster
(Scheduled Meetings: October, March, May, August)

Council Member	Oct 2015 Annual Meeting	Jan 2016 Agency's 48 th Annual Mtg	Feb 2016 Agency's Shared Gov. Orientation	March 2016	May 2016	Aug. 2016	
Bradwell, Betty	X						
Byrd, Bobby	X						
Cooper, Frances	X						
Gaskin, Marjorie	X						
Griffin, Constance	X						
Holt, William	X						
Jules, Ann	E						
Moore, Fannie	X						
Porter, Margaret	X						
Richardson, Beverly	X						
Sims, Katherine	X						
Spivey, Gena	X						
Wilder, Tiffany	E						
Williams, Debra	X						
Johnson, Bliss	X						
Brown, Waldon	A						

P = Present

E = Excused

A = Absent



COUNCIL/COMMITTEE MEETING REPORT FORM

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

Eastern Region Advisory Council
COUNCIL/COMMITTEE

October 17, 2015
DATE

Type of Report

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

The Eastern Region Advisory Council held its' Annual Corporate Meeting on October 18, 2015 @11:00 am. The Theme was: "Uplifting The Community For a Positive Change". MC: Constance Griffin, Council Member - Guest Speaker was Deputy Chief Kenny Norris-Ft. Pierce Police Department. Deputy Chief Norris challenged the parents to invest in their children and their community now. Policy Council Chair, Mercedes Estime and Vice Chair also encouraged the parents to get involved with the ALPI Head Start Program. The meeting was attended by corporate members, advisory council members, parents, community Leaders, Children and Staff. Marjorie Gaskin, Scholarship Chair announced the three winners of the Arie Perkins Scholarship: Kaji Rashad, Saleesha D. Ellis and Tamara E. Joseph. Deputy Chief Norris installed the 2015-2016 Advisory Council Members. The Council members were presented with a plaque for their volunteer service during the year 2014-2015.

BUSINESS MEETINGS/ELECTION OF COUNCIL MEMBERSHIP

The business Meeting was called to order by Christine Samuel, Staff Liaison. The list of eligible voting members was given a ballot. The 2015 Regional Council Election procedure was reviewed and followed. The followings seats were declared vacant: eight (8) three terms (2015- 2018). The nominating committee presented 6 names: Gena Spivey, Marjorie Gaskin, Katherine Sims, Angela Jules, Margaret Porter and Betty Bradwell. There were no nominations from the floor. Mr. William Holt moved to accept the Nomination Committee's recommendation. Marjorie Gaskin seconded. Motion carried. The installation of the 2015-2016 council members was conducted by Mr. Deputy Kenny Norris

The election for Eastern Region Advisory Council officers was conducted by Christine Samuel. Gena Spivey moved that the officers for year 2015-2016 remained the same. Bobby Byrd seconded. Motion carried.

2015-2016 ERAC Officers

William Holt , Chairperson; Constance Griffin, Vice Chairperson; Marjorie Gaskin, Secretary; Gena Spivey, Treasurer; and Bobby Byrd, Parliamentarian.

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

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

NORTHERN REGION ADVISORY COUNCIL

2015 Attendance Roster

Name	Jan	28-Feb	Mar	13-Apr	11-May	June	July	10-Aug	Sept	24-Oct	Nov	Dec
Constance Anderson		P		E	P					P		
Dorothy Curry		P		E	E					P		
Sheila Dixon		P		E	P					P		
Yvonne Grey		E		E	P					P		
Charles Harris, Jr.		E		P	P					P		
Marva Hawkins		E		P	P					P		
Grace Miller		E		E	E					E		
Evelyn Seabrook		P		P	P					P		
Donald Tillman		P		P	P					P		
Total Present		5		4	7					8		

P= Present

E = Excused

A = Absent

No Meeting Held

**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 Advisory Council

Council / Committee

October 24, 2015

Date of Report

Members Present

Donald Tillman
Constance Anderson
Charles Harris, Jr.
Marva Hawkins
Evelyn Seabrook
Sheila Dixon
Dorothy Curry
Yvonne Grey

Members Absent

Grace Miller

Type of report

☒ Reporting / updating

☐ Recommending Board Action

☐ Recommending Policy change

Brief Statement of committee's Issues / Area of reporting

The northern region Advisory held its Annual Corporate Meeting on October 24, 2015. The meeting began at 10:00 A. M. The meeting was held in Sanford, Florida. The meeting Theme: "Helping People, Changing Lives".

BUSINESS Meeting

The Business meeting was called to order by Yvonne grey, Vice Chair; a moment of silence and the ALPI Mission statement was read. Constance Anderson, Secretary introduced the Council members.

Council Election: Facilitated by Elizabeth Young: Ms. Young explained the voting process and certified members eligible to vote. All voting members must sign the official roster to be allowed to participate in the voting process. It was noted that nine positions on the voting ballot are declared vacant. Voting ballots were handed out to corporate members eligible to vote. There were no nominations from the floor. The nominating committee presented a slate of four corporate members, whose eligibility has expired, to return to the council. The nominating committee presented a motion that the following members be return to the Advisory Council. The members are: Donald Tillman, Marva Hawkins, Constance Anderson and Grace Miller. There was no objection to the motion. Dorothy Curry moved to accept the motion from the nominating committee. The motion was second by Evelyn Seabrook. The motion carried. The members were reinstated as members of the northern Region Advisory council as noted as members listed above.

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

Increase Council participation by coordinating activity efforts with ATEC.

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

N/A

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

Name	October 2015 Annual Meeting	March 2016	May 2016	August 2016
John Ash	P			
Keith Brown	A			
Patricia Brown	P			
Annessa Chilous	P			
Katie Clarke	P			
Noemi R. Cruz	P			
Ruth Gay	P			
Barbara Grace	P			
Rosa Hampton	E			
LaVita Holmes	P			
Annette Jones	P			
N’Kosi Jones	A			
Bernice Lopez	P			
Emma Malcolm	P			
Tracy Maloy	P			
Pamela Moxley	P			
Lester Roberts	P			
Annie Robinson	P			
Kimberly Ross	P			
Beverly Sloan	P			
Ethelrine Watts	A			
Terry Wellington	P			
Anthony Wiggins	A			
Total Present	18			

P = Present

E = Excused

A = Absent



COUNCIL/COMMITTEE MEETING REPORT FORM

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

The Southern Region Advisory Council
COUNCIL/COMMITTEE

October 19, 2015
DATE

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

Type of Report

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

Brief Statement of Committee's Issue/Area Reporting:

The Southern Region Advisory Council held its' Annual Meeting on Monday, October 19, 2015 at the Lakeview Park Community Center in Frostproof, FL. The program was well attended by corporate, staff and community members.

Each "2014-2015" Council Member was presented with a 'Volunteer Service' plaque for their untiring support service during the program year.

BUSINESS MEETING/ELECTION OF COUNCIL MEMBERSHIP:

The election process was introduced by Staff Liaison, Cheryl Burnham. Corporate Members were validated via the Corporate Membership Roster.

Al Miller, Deputy Director, Community Services/Economic Development Division facilitated the 2015-2016 election process for the SRAC. The following seats were declared vacant: Eight (8) three – year terms (2015-2018).

Six (6) seats were filled for the '2015-2018' three –year term.

- John Ash
- Ruth Gay
- Bernice Lopez
- Annie Robinson
- Kimberly Ross
- Minister Kelly Paul Galati

The 2015-2016 Officers are as follows:

- Terry Wellington, Chairperson
- Katie Clarke, Vice-Chairperson
- Annie Robinson, Secretary
- Noemi Cruz, Treasurer

Annie Robinson was appointed as the SRAC representative to the Board of Directors for '2016-2018'.

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?)

- None at this time

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

- None at this time

The Agricultural and Labor Program, Inc.

2015 ATEC Advisory Committee

Attendance Roster

October 13, 2015

Name	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Chester McNorton										P		
Patty McCollister										A		
Dionicia Nater										P		
Lloyd Thompson										P		
Nereida Jackson										PC		
Sheila Dixon Northern Region										P		
Patricia James										P		
Ivett Melendez										P		
Flor Toledo										A		
TOTAL										7		

P= Present

E= Excused

A= Absent

 = No Meeting Held

PC = Phone Conference



COUNCIL/COMMITTEE MEETING REPORT FORM

ATEC Advisory Council (Annual) Meeting
COUNCIL/COMMITTEE

October 13, 2015
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:

Met to order by Chester McNorton (Chair) at 6:10pm, Jonel Groundwater resigned, Patty McCollister and Flor Toledo was absent. Chester McNorton, Nereida Jackson (Phone Conference), Patricia James, Lloyd Thompson, Dionicia Nater, Sheila Dixon, and Ivett Melendez were presented.
Staff Liaisons: Pa Houa Lee-Yang, CSBG Economic Development Director/ATEC Administrator and Claudia Sanchez Administrative Assistant I. The council had a forum.

EC

- Completed a CNA Prep class that started Oct. 6 and ended Oct. 9, 2015, instructed by Ms. Nater.
- ATEC Had contracted two more instructors for ATEC
 - Another HHA instructor (Patty McCollister) who teaches the HHA class during the day
 - CNA Prep Class instructor (Dionicia Nater) who teaches the CNA Prep class during the day
 - Current instructor (Flor Toledo) who teaches HHA classes in the evening
- Staff Liaison mentioned the possibility of combining Northern Region and ATEC Advisory Council together in the near future, staff will give council more detail after November Board Retreat
- Jonel Groundwater had sent in her letter of resignation and will no longer participate with ATEC Advisory Council
- Lloyd Thompson and Ivett Melendez had joined the ATEC council and welcomed the two new members to the council
- Staff Liaison (Pa Houa) advised council that her and staff Claudia had met with Bill at Careersource of Flagler and Volusia to discuss the programs that they have to assist and enroll students in to gain employability skills. Bill also mentioned their new program STEM and advised staff that if students are interested to go to Careersource and enroll into the program with them.
- Deland Villa will be opening in January 2016 and will be taking application for any new certified HHA or CNA to work at their facility.
- Council wanted to know if ATEC can get accreditation. Staff Liaison advised council that she will look into it and get back with council at the next council meeting.

Membership/Partnership

- Staff liaison advised council to see if we can get another member from the Literacy Council to join the council, and if any council know of anyone from the Literacy Council to refer the person name to the staff Liaison

Scheduled upcoming ATEC Council meeting dates:

- Council will have new meeting dates next year in 2016 and staff liaison advised of ALPI's Board, Policy Councils, Advisory Council Orientation will be held in Feb. 2016 in Winter Haven, FL and if any council members can attend please advise staff liaison.

Action for approval by council members

- Council election:
 - Chester McNorton move that Sheila Dixon be the council secretary and second by Ivett Melendez
 - Patricia James move that Chester McNorton be the council Chair and second by Lloyd Thompson
 - Lloyd Thompson move that Patricia James be the Vice-Chair and second by Ivett Melendez
- These will be ATEC new Chair, Vice-Chair and Secretary
- Meeting adjourn at 7:10pm

Brief Background information and possible impact of issue/area (i.e.: Why is it an issue? Will funding, staff utilization, services and/or facility changes be necessary?) No issue during this reporting period.

Recommendation for Board Action, if any (State in the form of a motion(s) to be acted upon by the full Board). Attach brief summary of request.
None during this reporting period.

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

HS/EHS POLICY COUNCIL REPORT

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


CENTER	NAME	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
Lincoln Park Head Start	Sanora Chester Kerr	P											
Lincoln Park Head Start	Shina Louis	P											
Garden Terrace Head Start	Adrian Hudson	P											
Garden Terrace Head Start	Roneeka Robinson	p											
Queen Townsend HSC II	Katina Smith	P											
Queen Townsend HSC II	Jennifer Judkins	P											
Child Development & Family Services	Crystal Mike	P											
Child Development & Family Services	Tangelia Delancy	P											
Francina Duval Head Start	Shernedca Nettles	P											
George W. Truitt Family Services	Alicia Villegas	P											
George W. Truitt Family Services	Samantha Lindsay	P											
Frostproof Child Development	Sandra Serna	A											
EHS Contracted Site St. Lucie	Mercadez Estime	P											
HS Contracted Site St. Lucie	Sabrina Harriell	P											
Community Representative	Ervin Valcin	E											
Community Representative	Tom Peer	P											
Community Representative	Denise Sirmons	P											
Community Representative	Felicia Sweeting-Harris	P											
Board Representative	LaVita Holmes	E											

Total Representatives Present:

CENTER	NAME	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
ALTERNATES													
Lincoln Park Head Start	Trichina Henry												
Lincoln Park Head Start	TBA												
Garden Terrace Head Start	Guirlene Francois												
Garden Terrace Head Start	Perleatha Gilbert												
Queen Townsend HSC II	Judith Auguste												
Queen Townsend HSC II	Lawrence Dunbar												
Child Development & Family Services	Tameka Young												
Child Development & Family Services	Jolly Joseph												
Francina Duval Head Start	Golda Dorfenille												
George W. Truitt Family Services	Precious Alford												
George W. Truitt Family Services	TBA												
Frostproof Child Development	Kayla Gamez												
EHS Contracted Site St. Lucie	Mondreckius Williams												
HS Contracted Site St. Lucie	Christina Serebaur												

P - PRESENT

E - EXCUSE A - ABSENT

 NO MEETING



COUNCIL/COMMITTEE MEETING REPORT FORM

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

Executive Policy Council Committee
COUNCIL/COMMITTEE

November 2, 2015
DATE

Members Present/Absent: Attach Meeting Attendance Roster

Type of Report

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

Brief Statement of Committee's Issue/Area Reporting:

The Policy Council Meeting was conducted on October 21, 2015 to review, discuss and approve the following:

- Program progress monthly reports
- Program financial reports
- Parent Committee Reports
- Program Human Resources Listing of new hires and terminations
- Governance Orientation/Training Minutes

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?)

None, at this time.

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

None at this time.

Agricultural and Labor Program, Inc.
Head Start/Early Head Start Policy Council Meeting
ALPI Administrative Office
2202 Avenue Q, Fort Pierce, FL 34950
October 21, 2015

MINUTES

1. CALL TO ORDER

Mercadez Estime, Policy Council Chairperson called the meeting to order at 12:45 p.m.

2. ROLL CALL

Alicia Villegas, Policy Council Vice-Chairperson conducted the roll call in the absence of the Policy Council Secretary. Members present: Sandra Chester Kerr, Shina Louis, Roneeka Robinson, Crystal Mike, Tangelia Delancy, Katina Smith, Jennifer Judkins, Alicia Villegas, Samantha Lindsay, Adrian Hudson, Shemeaka Nettles, Sabrina Harriell, and Mercadez Estime.

Representative: Denise Sirmons, Felicia Sweeting-Harris, and Tom Peer.

Alternate Present: Golda Dorfenille.

Members Excused: LaVita Holmes and Ervin Valcin.

A quorum was established.

Staff present: Elizabeth Young, Myrna Rodriguez and Aletta Stroder.

3. MISSION STATEMENT

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

After the mission statement was read; Elizabeth Young indicated that the Policy Council Community Representatives needed to be introduced and approved by the Council. Ms. Young also stated that ALPI's Board of Directors has already approved the members. Ms. Young asked the members present to introduce themselves.

Alicia Villegas made a motion to approve the Community Representatives as presented. Adrian Hudson seconded. Motion carried.

4. SECRETARY'S REPORT

Alicia Villegas asked if there were any questions to the minutes from the Governance Orientation/Training conducted on October 1 & 2, 2015. No questions or corrections were made.

Alicia Villegas made a motion to approve the Secretary's Report as presented. Adrian Hudson seconded. Motion carried.

5. POLICY COUNCIL COMMITTEES

Personnel/Grievance Committee: Elizabeth Young presented and distributed the Human Resources List of new hires and terminations for review, discussion and approval. The list included: New hires –2 Teacher Assistants, 1 Teacher, 2 Bus Drivers, and 3 Administrative Assistants. The information such as names, qualifications, dates of hire, background clearance dates, etc. were read. The terminations included: 1 Teacher Assistant and 1 Caregiver.

Alicia Villegas made a motion to approve the Policy Council Human Resources Listing as presented. Jennifer Judkins seconded. Motion carried. (The original Human Resources Listing is on file with minutes).

Grants/Fiscal Committee: Myrna Rodriguez presented the Financial Reports. Ms. Rodriguez stated that the reports included: Child Care Food Program Reimbursement and SunTrust Sunshine Account Statement and the Financial Assistance Award from the Department of Health and Human Services. Ms. Rodriguez provided a brief explanation and asked if there were any questions. No questions were asked.

Alicia Villegas made a motion to approve the Financial Reports as presented. Jennifer Judkins seconded. Motion carried.

6. REPORTS

Head Start/Early Head Start of St. Lucie County, Myrna Rodriguez reported. Ms. Rodriguez provided a brief overview of the report content and format and indicated that program benchmarks and timelines are in accordance with the grant application for Head Start and Early Head Start. Ms. Rodriguez asked if there were any questions regarding the enclosed Head Start/Early Head Start reports. No questions were asked.

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

Board of Directors: Elizabeth Young reported. Ms. Young indicated that the Board of Directors retreat will take place on November 20 – 22, 2015 in Orlando, Florida. Also, Ms. Young provided a brief overview of the retreat activities. Four Policy Council members will be participating.

Alicia Villegas made a motion to approve the reports as presented. Samantha Lindsay seconded. Motion carried.

7. PARENT COMMITTEE REPORTS

Mercadez Estime asked if there were any questions regarding the enclosed Parent Committee Reports. Reports were enclosed as part of the monthly package. No additional information was reported.

Alicia Villegas made a motion to approve the reports as presented. Samantha Lindsay seconded. Motion carried.

8. OLD BUSINESS

Myrna Rodriguez presented the Policy Council Major Timelines and the program yearly calendar in which the meeting dates are reflected.

9. NEW BUSINESS

Myrna Rodriguez presented several documents for review and approval at the next Policy Council meeting. These documents included:

- Policy Council Bylaws
- Code of Business Conduct
- Personnel Policies and Procedures and Standards of Conduct
- Fiscal Management Policies and Procedures

Other information presented included: Head Start Act, Head Start Approach to School Readiness, and Meeting Etiquette.

Also, Ms. Rodriguez explained that the Program Information Report (2014-2015 PIR) will be presented at the next meeting.

10. ADJOURNMENT

The meeting was adjourned at 1:45 p.m.

Policy Council Chairperson

BOARD FUNDRAISER REPORT

**THE AGRICULTURAL AND LABOR PROGRAM, INC
2015 BOARD OF DIRECTORS**

	Assessed	Contributed To Date	Balance Due
Katie Clark	1,000.00	145.00	855.00
Dorothy Curry	1,000.00	105.00	895.00
Alexis Echeverria	1,000.00	-	1,000.00
Patricia Gamble	1,000.00	-	1,000.00
Marjorie Gaskin	1,000.00	475.00	525.00
Marva Hawkins	1,000.00	1,000.00	-
William Holt	1,000.00	400.00	600.00
Josephine Howard	1,000.00	480.00	520.00
Glenda Jones	1,000.00	405.00	595.00
Patricia Brown	1,000.00	-	1,000.00
Chester McNorton	1,000.00	500.00	500.00
Vernon McQueen	1,000.00	9,035.00	(8,035.00)
Lester Roberts	1,000.00	100.00	900.00
Janet B Taylor	1,000.00	-	1,000.00
David Walker	1,000.00	1,300.00	(300.00)
Annie Robinson	1,000.00	40.00	960.00
Ruby Willix	1,000.00	260.00	740.00
Antonia Jackson	1,000.00	660.00	340.00
LaVita Holmes	1,000.00	-	1,000.00
Annessa Chilous	1,000.00	-	1,000.00
Total	20,000.00	14,905.00	5,095.00

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

BUREAU OF LABOR STATISTICS
(BLS)

CES Report Number: 120476400

REVIEW PAY GROUP 1

Reporting for the pay period that includes the 12 th of October, 2015		Pay: Bi-weekly	Commissions: No Commissions	
1	2	3	4	5
Employee Count	Women Workers	Payroll, Excluding Commissions (Whole dollars)	Commissions Paid at Least Once a Month (Whole dollars)	Hours, Including Overtime (Whole hours)
All Workers	215	252,346		16,703
Nonsupervisory Workers	138	141,643		10,593
Reason for Large Changes		none		