



SCHOOL BOARD OF LEVY COUNTY

JEFFERY R. EDISON

Superintendent

Executive Session

September 24, 2019

8:00 a.m.

A) Expulsion Recommendation (1):

Superintendent

8:30 a.m.

B) Executive Session: Safety and Security Training

AGENDA

9:00 a.m.

C) Call to Order, Invocation and Pledge of Allegiance:

Board Chairman

D) Adoption of Agenda:

Board Chairman

E) Welcome Visitors:

Board Chairman

F) Levy County Schools Foundation and Suncoast Credit Union:

Annie Whitehurst

G) Insurance Renewal:

Kalee Wade

H) Food Service Supper Program Presentation:

Julia Oberst

I) Request Approval to Adopt/Amend Board Policies:

Kim Lake /

8.11: School Construction Bids Process

Brandon Eastman

8.111: Pre-Qualification Procedures of Contractors on School Construction

J) Amendment of 2019-2020 School Calendar:

Superintendent

K) Approval of Minutes of the September 10, 2019 Board Meeting:

Board Chairman

L) Consent Agenda:

1. GENERAL ITEMS:

- a. Employee Status Changes/Recommendations:
- b. Family Medical Leave Requests:
- c. Professional Leave Requests:
- d. Student Trip Requests:
- e. Administrative Services:
 1. Contracts and/or Agreements:
- f. Instructional Services:
 1. Contracts and/or Agreements:

2. FINANCE:

M) Superintendent's Comments / Recommendations:

N) Board Comments:

O) School Visit: CKS

P) Executive Session:

PERSONS DESIRING TO APPEAL ANY ACTION OF THE BOARD MAY BE REQUIRED BY FLORIDA STATUTES TO PROVIDE A VERBATIM TRANSCRIPT OF SAID ACTION

*Our mission is to educate all students in a safe environment and
to graduate them ready for college and career success.*

CAMERON ASBELL
District 1

CHRIS COWART
District 2

BRAD ETHERIDGE
District 3

PAIGE BROOKINS
District 4

ASHLEY CLEMENZI
District 5

480 Marshburn Dr.
Bronson, FL 32621-0129

PHONE 352-486-5231
FAX 352-486-5237

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**Consent Agenda
September 24, 2019
9:00 a.m.**

1. GENERAL ITEMS:

a) Employee Status Changes / Recommendations:

1. Out-of-Field Assignments for the 2019-2020 school year:

School	Employee	Certification	OOF Area(s)
CMHS	Carla Cothron	Soc Sci 6-12	Intens Read; ESOL
	Stacy Drummond	Gen Sci 5-9; Biology 6-12; ESOL End; Rdg. End	Guidance
	Julie Haire	Elem Ed K-6; ESE K-12	ESOL
	Clifton Harrell	Elem Ed K-6; PE K-12; Soc Sci 6-12	M/J Lang Arts 2; M/J Lang Arts 3; ENG 3 CR; ENG 4; ENG 1; ENG 2; Intens Reading
	David Harvey	MG Science 5-9	Marine Science 1
	Kodie Jones	AG 6-12	M/J Science
	Madisen Justesen	ENG 6-12	M/J Intens Reading
	Dara Norris	Soc Sci 5-9	Personal Finance
CES	Erin Boyd	Elem Ed K-6; Reading End	ESOL
	Celeste Green	Elem Ed K-6	ESOL
	Dorie Hardee	Primary Ed K-3; Elem Ed 1-6; Reading End; Gifted End	ESOL
	Megan Synder	Elem Ed K-6	ESOL
	Lindsey Steed	Elem Ed K-6	ESE; ESOL
	Lori Thomas	Elem Ed 1-6	ESOL
BES	Kimberly Abrahantes	Elem Ed K-6	ESOL
	Delaney Allen	Elem Ed K-6	ESOL
	Jennifer Brooks	ESE; Elem Ed 1-6; Rdg. End.	ESOL
	Hunter Burney	Elem Ed K-6	ESOL
	Melinda Chemin	Reading End; Elem Ed K-6	ESOL
	Kailey Downing	ESE; Elem Ed K-6	ESOL
	Ginger Fuller	Elem Ed K-6; Health K-12; PE K-12; Rdg. End.; ESE	ESOL
	Rhonda Garner	Elem Ed K-6; Gen Sci 5-9	ESOL
	James Wesley Lackey	ESE K-12; Soc Sci 5-9; MGIC 5-9	Gifted; Elem Ed K-6
	Sharlecia Langford	Elem Ed K-6; ESE	ESOL
	Roxanne Lowe	Elem Ed K-6	ESE
	Robin Romagnolo	Elem Ed K-6; ESE	ESOL
	Candace Valentine	Elem Ed K-6; MGIC 5-9; Reading End	ESOL
BMHS	Debra Chandler	Elem Ed K-6; ESE K-12; SS 6-12	ESOL; Intens Reading
	George Deen	PE K-12; Eng 5-9; Ed Ldrship	ESOL
	Matthew Harrell	Eng 6-12	ESOL
	Russell Holley	PE K-12; Health K-12	M/J Earth Space Sci
	Rebecca Hood	ESE K-12	Elem Ed
	Dara Norris	Soc Sci 5-9	US Govrn
	Olivia Sandefur	AG 6-12; Math 5-9	M/J Phy Sci; Envir Sci
	Sherrie Schuler	Soc Sci 6-12; Soc Sci 5-9 Elem Ed 1-6 Ed Leadership	ENG 1 CR; ENG 1; M/J Life Sci; Envir Sci; ENG 3; ENG 3 Hon; ENG 4
	Karen Welch	Rdg End.; Elem Ed 1-6; ESE K-12	ESOL

	Genny Foshee	Journalism 6-12; MGIC 5-9; Reading End	Guidance
WMHS	Jennifer Dola	Eng 5-9; Elem Ed 1-6; Rdg. End.	ESOL
	Travis Marcou	Eng 6-12	M/J Intens Reading; ESOL
	Taylor Smith	Eng 6-12	ESOL
	Tanner Thomas	Eng 6-12	ESOL
	Joshua Thompson	Eng 6-12	ESOL
	Rebecca Ward	ESE K-12; Elem Ed 1-6	Intens Reading; ESOL
JBES	Shannon Angel	PK/Primary Ed (Age 3-Grade 3)	ESOL
	Heather Sims	PK/Primary Ed (Age 3-Grade 3) ESOL End	Art K-12
YTS	Nancy Hatcher	Elem Ed. K-6; ESE K-12; ESOL End	M/J Lang Arts 2; M/J Lang Arts 3
	Timothy Hooker	Soc Sci 6-12	Coding Fundamentals
CKS	Kearston Andrews	AG 6-12	Elem Ed
	Jessica Crosby	ENG 6-12	Intens Reading
	Nicole Gill	Marketing 6-12	M/J Math
	Brandon Hutton	Business Ed 6-12	PE
	Rebecca Jerrels	ENG 6-12; Soc Sci 6-12	M/J Intens Reading
	Cynthia Pharis	Music K-12	Art K-12
	Jessica Sloan	Elem Ed K-6	Business Ed

2. Gerald C. Lawrence, Jr., CMHS Teacher, Teacher, Lang. Arts, S/H, ***resignation for retirement***, effective September 13, 2019, original hire date July 17, 2006.
3. Tina Young, Transportation Receptionist, ***transfer*** to BMHS Teacher Aide, ESE, ***effective*** September 17, 2019, and ***change in funding source*** as follows:

From: 1000E 7800 0160 9006 11030 100%

To: 1000E 5200 0150 0021 11020 62%
4210E 5200 0150 0021 40230 F2020 38%
4. Lee A. Royer, BES Teacher Aide, PK-Lead, ***resignation*** from employment to ***participate in DROP***, effective December 1, 2019 and ending November 30, 2024.
5. Kathy A. Polk, CKS Custodian, ***resignation*** from employment to ***participate in DROP***, effective December 1, 2019 and ending November 30, 2024.
6. Tiffany Roberts, Transportation Bus Driver, ***resignation***, effective September 27, 2019, and ***payment for any unused leave***, original hire date September 4, 2007.
7. Sudhakar Talluri, CMHS Teacher, Math S/H, ***effective*** September 12, 2019, ***vacancy***.
8. Shelia Rome, BMHS Teacher, Lang. Arts, S/H, ***resignation***, effective September 27, 2019, and ***payment for any unused leave***, original hire date August 3, 2004.
9. Kodie Meeks Jones, CMHS Teacher, Science, M/J, ***effective*** September 13, 2019, ***vacancy***.

b) Family Medical Leave Requests:

1. Justina Wilkerson, September 9, 2019 – December 9, 2019.
2. Sandra Foster, BMHS Teacher, ESE, October 15, 2019 - January 31, 2020.

c) Professional Leave Requests:

1. AVID Pathway Training Tutorology, October 1-3, 2019, St. Cloud, FL., travel expenses paid from Project #14890 INTRN, for the following teachers:

WMHS: Jennifer Handley and Stephanie Whitehurst
2. Melody Carson, LCEA President, Florida Education Association Delegate Assembly, October 17-19, 2019, Orlando, FL., sub only cost to Board and paid from Project #14935.
3. Joseph Locke, Coordinator, MIS/Technology, Florida Association of Educational Data Systems Technology (FAEDS) Conference, September 15-18, 2019, Orlando, FL., travel expenses paid from Project #10140.
4. Kimberley McLean, ESE/SS CW Teacher, Vision, Florida Vision and Deaf/Hard of Hearing Joint District 2019-2020 Meeting, October 24-25, 2019, St. Augustine, FL., travel expenses paid by Panhandle Area Educational Consortium (PAEC), no cost to Board.
5. Marcy Young, Coordinator, ESE/SS/504, Specific Learning Disabled/Other Health Impaired/Traumatic Brain Injury/Orthopedically Impaired Bureau of Exceptional Education and Student Services State Contact Meeting, October 16-17, 2019, Daytona Beach, FL., travel expenses paid by Problem Solving/Response to Intervention (PS/RtI), no cost to Board.

d) Student Trip Requests:

1. FFA Students to the Sunbelt Expo, October 16, 2019, Moultrie, GA., paid from FFA #14920INTRN, and Project #15300 for subs only:

CMHS: Chaperones Dallas Locke, Michelle Walker-Crawford, 50 students, charter bus.

WMHS: Chaperones Austin Skipper, Travis Bergdoll, 44 students, charter bus.
2. FFA National FFA Convention, October 29 – November 2, 2019, Indianapolis, IN., travel expenses paid from Project #15300, for the following:

BMHS: Chaperones Marcia Smith, Johnny Smith, Kelby Barber, four (4) students, county van to airport, and airline.

CMHS: Dallas Locke, Michelle Walker-Crawford, five (5) students, rental car and airline.

WMHS: Chaperone Austin Skipper, Natalie Couey, Desiree Mills 16 students, airline. Parents will drive students to the airport.

e) Administrative Services:

1. Contracts and/or Agreements:
 - i. 2019-2020 Agreement between Rave Panic Button and the School Board of Levy County for safety and security.

f) Instructional Services:

1. Contracts and/or Agreements:

- i. 2019-2020 Agreement between Levy County Prevention Coalition, Inc., and the School Board of Levy County to provide student mentor services, paid from Project #40260 F2020 (Title IV, part A).

2. FINANCE:

- a. General Fund Budget Summary Info and Financial Statements for August, 2019.
- b. Surplus Property: Request permission to declare the following items as surplus and dispose of in the best interest of the Board:

Surplus Property:

<u>Property No.</u>	<u>Description</u>	<u>Acquisition</u>	<u>Amount</u>
<u>Transportation:</u>			
C-8691	Boat	11/1998	\$7,199.20
C-8692	Boat Trailer	11/1998	\$1,395.00
C-8693	Boat Motor	11/1998	\$6,000.00



SCHOOL BOARD OF LEVY COUNTY

JEFFERY R. EDISON

Superintendent

BOARD MEETING

September 24, 2019

Administrative Office, School Board Room

9:00 a.m.

CAMERON ASBELL
District 1

CHRIS COWART
District 2

BRAD ETHERIDGE
District 3

PAIGE BROOKINS
District 4

ASHLEY CLEMENZI
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Superintendent Approval Items

(Initial) _____

1. FINANCE:

- a) Amendment of Instructional and ESP Salary Schedules to allow payment to the following personnel for:

Payment of Supplements to the following personnel for supplemental activities during the 2019-2020 school year, effective August 5, 2019 or as indicated.

<u>School</u>	<u>Number</u>	<u>Name</u>	<u>Supplement</u>	<u>Percent</u>	<u>Effective Date</u>
BMHS	SP210	Kelby Barber	Cross Country	100%	08/05/2019
BMHS	SP537	Lindsey Whittington	Testing Coordinator HS	100%	08/26/2019
BMHS	SP536	Lindsey Whittington	Testing Coordinator MS	50%	08/26/2019
BMHS	SP537	Lindsey Whittington	Testing Coordinator HS	50%	08/26/2019
ESE/S	SP535	Kimberley McLean	Testing Coordinator	100%	09/10/2019
WES	SP535	Gemma Fleming	Testing Coordinator (1/2)	100%	08/05/2019
WES	SP410	Debra Osteen	Peer Teacher (Lamb)	100%	08/05/2019
YTS	SP450	Amy Shook	7 th Period Supplement	100%	08/05/2019
YTS	SP621	Amy Shook	Yearbook – E/MS	100%	08/05/2019
YTS	SP215	Raven Dorminey	Curriculum Facilitator	100%	08/05/2019
YTS	SP410	Sandra Watson	Peer Teacher (Deskins)	100%	08/05/2019
YTS	SP410	Sandra Watson	Peer Teacher (Dorminey)	100%	08/05/2019
YTS	SP410	Sandra Watson	Peer Teacher (Keim)	100%	08/16/2019
YTS	SP411	Sandra Watson	Reading Endorsement	100%	08/15/2019

- **(Board approved 9/10/19) - District Instructional Cadres:** Request approval to pay the following teachers, at *stipend rate of pay*, for participation in District Instructional Cadres between August 2019 and June 2020, paid from Project #40220 and #40260 F2020, Title II, *amend to add:*

MTSS Problem Solving Facilitator Up to 2 stipend days	Tina Loughlin, Melinda Chemin
UDL Up to 2 stipend days	Amanda Falls, Kimberly Abrahantes

Our mission to educate all students in a safe environment and to graduate them ready for college and career success.

- **ESOL Parent Academies:** Request approval to pay additional hours, *not to exceed 30 hours each*, paid at their hourly rate of pay, to provide services at ESOL Parent Academies, as approved in Project #40293 F2020, Title III Grant, September, 2019 – June, 2020, for the following:

Mercedes Nix
Adriana Perez

Maria Shaffner
Maria Sosa

Nancy Rivera
Rebeca Savona

Glorimar Guido Mercado
Miriam Davis Jeneva Ramirez Lopez

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8.11 - School Construction BidsProcess

POLICY:

- I. (1) All school construction bids shall be the immediate responsibility of the Superintendent or designee. All applicable Florida Statutes, State Board of Education Rules, and School Board Rules shall be observed in school construction bid procedures. All applicable laws and School Board policies shall be observed in all construction bid procedures. All construction or capital improvement bids shall be accompanied by evidence that the bidder holds an appropriate certificate or license or that the prime contractor has a current valid license.
 - A. Prequalification of contractors is required for those contractors desiring to bid on Board construction projects costing over two hundred thousand dollars (\$200,000.00). The Board shall prequalify contractors on an annual basis or for a specific project. The Board may reject any application that contains inaccurate information. This section is applicable to bids, construction management, design build, and any other construction services application. *See board policy 8.111*
 - II. Alternative Construction Methods. The Facilities Department will consider the following factors when determining which construction method (traditional bid; design-build; construction management or negotiated contract) will be used for each project: scope of work of the project, complexity of the task, the schedule for construction, availability of skilled personnel in the local marketplace and past experience on other projects.
 - III. Advertising, Bidding and Awarding Contracts. Construction projects shall be advertised in a local newspaper within general circulation throughout the District for a minimum of once a week for three (3) consecutive weeks. The last notice shall appear at least seven (7) days prior to the date set for bid deadline. Projects estimated to cost less than \$300,000 shall be advertised for a minimum of two weeks. All applicable Florida Statutes, State Board of Education rules, and School Board rules shall be observed in school construction bid procedures.
- (2) The Superintendent or designee shall be responsible for preparing the legal notice for bids and shall determine that such notice meets the requirements of Florida Statutes and State Board of Education Rules and contains the information needed by the prospective bidders to include the following:
 - (a) Date, time and place relating to submitting of bids;
 - (b) Procedures for presenting bids;
 - (c) Conditions and terms for receiving bids;

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- (d) Procedures to be followed in opening and presenting bids to the School Board; and
 - (e) Conditions for awarding contracts based on bids.
- IV. The Superintendent or designee shall be responsible for preparing the legal notice for bids and shall determine that such notice meets the requirements of Florida Statutes and State Board of Education rules and contains the information needed by the prospective bidders to include the following
 - A. Project name and location;
 - B. Brief statement describing the work
 - C. From whom and when contract documents are available, including deposit or charge;
 - D. Date, time and place relating to submitting of bids;
 - E. Pre-qualifications of bidder;
 - F. Procedures for presenting bids;
 - G. Conditions and terms for receiving bids;
 - H. Procedures to be followed in opening and presenting bids to the School Board; and,
 - I. Conditions for awarding contracts based on bids.
- V. In addition to the publishing of the advertisement for bids, the bid documents shall be sent to at least three (3) prospective bidders. The advertisement or specifications shall not specify the use of materials or systems by a sole source.
- VI. Construction Bids. General conditions are all costs incidental to but are not incorporated into the project after it is completed. General conditions and the project contingency will be negotiated. General conditions include (but are not limited to) the following:
 - A. Utilities including water, electric, phone, internet service, restrooms and septic services if required. Contractor is responsible for utilities until the District accepts the project as substantially complete or at the option of the Board, upon Final Completion.
 - B. Office Space which includes all costs related to rental and setup of those spaces.
 - C. Temporary Fencing and site security. The contractor has total control and is responsible for all liabilities on the Construction Site.
 - D. Equipment rental or purchase of equipment such as computers and copy machines.
 - E. Vehicles for mobility at the site such as golf carts. IF the contractor plans to rent company owned equipment to the project documentation shall be provided that the charges will not exceed rental cost. Cost to include fuel, repairs and maintenance. Rental should be consistent with industry standard.
 - F. Waste, trash, debris and disposal costs.
 - G. Erosion and dust control
 - H. Mobilization and demobilization.
 - I. Drinking water

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- J. Salaries of contractor staff working onsite. Contractor staff stationed at the home office and are related to the firms general operations should not be included.
- K. Mileage reimbursement for travel to and from an employee's home is not reimbursable.
- L. Safety and first aid cost.
- M. Tools may be included. (Any tools or equipment paid for by the District will remain the property of the District).

(3)VII. Bid bonds shall be required on new construction and any renovations or remodeling exceeding fifty thousand dollars (\$50,000) .

(4)VIII. These provisions shall be followed for construction bids:

- (a)A. The bid time and date shall be established by the School Board after the Superintendent's recommendation.
- (b)B. Bids shall be opened at the designated time in the invitation to bid. At the designated time, the person presiding shall inquire if all bids have been received; no other bids shall be accepted and no bid may be withdrawn after the deadline. Negligence on the part of the bidder in preparing the bid shall confer no right for withdrawal after the designated time for opening of bids. Bids by telegram shall not be accepted nor shall any other type of bid be accepted which cannot be classified as a sealed bid. Bids received by mail shall be stamped with the time and date received by the Purchasing Office.
- (c)C. All bids shall be opened, read aloud, and recorded in the presence of all persons.
- (d)D. Each bid shall be accompanied by a bid bond, a certified check, or a cashier's check in an amount equal to five percent (5%) of the total amount of the bid. Failure to include such bond shall automatically disqualify the bid from further consideration.
- (e)E. Unless all bids are rejected by the School Board for valid reasons, the contract shall be awarded to the lowest responsible bidder meeting all requirements and specifications.
- (f)F. The School Board shall approve all subcontractors. When a construction contract has been awarded to a contractor on the basis of proper bids, payments on that contract shall be made on a scheduled basis in an amount approved by the architect. This amount shall consider the ten percent (10%) hold-back required by Florida Statutes. Upon completion of the construction, the final payment shall be made only on the School Board's approval after proper inspection of the facilities.

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- (5)IX. The specifications for construction bids may not be written to limit any purchase of systems or materials to a specific brand or a single source of supply, unless the School Board, after consideration of all available alternative materials and system, determines that the specifications of a sole material or system is justifiable, based upon its cost interchangeability.
- (6)X. All bid requests shall include a notification to bidders that failure to file a bid protest within the time and in the manner prescribed by School Board rule shall constitute a waiver of any further right to protest such bid award.

STATUTORY AUTHORITY: 1001.41 (2), 1001.42 (17), F.S.

LAWS IMPLEMENTED: 112.312, 120.53, 120.57, 212.08, 212.0821, 1010.01, 1001.43, 1001.42 (10) (I), 1013.46-48, 1013.47, 255.04, 287.055, 287.057, F.S.

HISTORY:

Adopted:	06/17/97
Revision Date(s):	11/17/98, 12/03/02, 05/06/03, 08/27/2019
Formerly:	

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8.111 - Pre-Qualification Procedures of Contractors on School Construction

POLICY:

(1) Introduction

- (a) In accordance with Section 1013.46 of the Florida Statutes enabling School Boards in the State of Florida to promulgate the standards herein, and in keeping with State Requirements for Educational Facilities, these regulations are adopted for the purpose of establishing procedures and criteria for pre-qualifying responsible and responsive contractors on school construction projects for the School Board of Levy County.
- (b) The form ("Statement of Contractor's Qualification"), properly and accurately executed, must be submitted to and certified for acceptance by the School Board of Levy County prior to the issuance of any Contract Documents.
- (c) No bid for a school construction project shall be accepted from a contractor who does not have a valid, pre-qualification acceptance form, as hereinafter prescribed, nor shall any bid be accepted from a contractor whose acceptance has been revoked or suspended.
- (d) Unless otherwise required by the School Board of Levy County, contractors on school construction projects which cost less than two hundred thousand dollars (\$200,000.00) do not have to obtain pre-qualification.
- (e) Pre-qualification forms must be current within one (1) calendar year of a specific project due date and shall be updated on an annual basis. Financial data and bonding capabilities must also be updated to be current within ninety (90) days of a specific project due date. Pre-qualification forms will be accepted at any time during the school year but must be completed and returned no later than thirty (30) days prior to the opening of the specific bid the contractor is responding to.
- (f) Acceptable contractors must be capable of fulfilling specific project requirements for bonding, insurance, staffing, completion dates, and work quality.

(2) Acceptance of Contractor's Qualifications

- (a) Acceptance of a contractor's qualification shall be based on the following: the competence and experience of principals and supervisory personnel; the experience of the firm with similar type

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projects (school work preferred); the financial structure, bonding capability and any special abilities of the firm and/or staff particularly relevant to the specific project.

- (b) The Superintendent will appoint a review committee to evaluate the applicant's "Statement of Contractor's Qualification." If, after examination and evaluation of the submitted application, it fulfills the requirements herein, it will be recommended to the School Board of Levy County for acceptance and notification sent to the applicant. The district shall act upon the application for pre-qualification within sixty (60) days after the application is presented.
- (c) The School Board of Levy County shall certify contractors according to the maximum dollar value of work that it is estimated they can satisfactorily complete. Both individual project value and aggregate total project value will be considered.

The total (aggregate) dollar value of work the contractor will be permitted to have under contract with the School Board at any time will be determined by the contractor's bonding capacity of ten (10) times the Net Quick Assets.

The maximum dollar value of each individual project the contractor will be permitted to have under contract with the School Board at any time may be up to twice the value of the largest project previously complete but shall not exceed the contractor's bonding capacity or ten (10) times the Net Quick Assets.

- (d) In no case will a contractor be certified for construction contract amounts in excess of their single contract bonding limit or their total bonding limit, inclusive of any and all outstanding contract amounts.
- (e) Past performance of a contractor shall demonstrate that the quality of workmanship on previous projects has met or exceeded acceptable industry and trade standards and the requirements of the contract documents.

Past performance of a contractor shall demonstrate that projects have been completed within the contract time limits.

(3) Non-Acceptable Contractor Qualifications

- (a) Rejection of a "Statement of Contractor's Qualification" or the suspension and/or revocation of a contractor's prior acceptance, shall be based, in part or whole, on any of the following:
 - 1. Incomplete application; "Statement of Contractor's Qualification"
 - 2. Out of date "Statement of Contractor's Qualification" or failure

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to update financial and bonding capabilities.

3. Evidence of prior failure to comply with the project's contractual requirements.
4. Evidence of prior failure to complete a project and/or the failure to complete a project within the contractual time frame.
5. Evidence of prior failure to promptly pay subcontractors and vendors after receiving payments from the owner.
6. Evidence of prior failure to provide qualified supervision and coordination of the work and for subcontractors.
7. Evidence of prior failure to provide quality workmanship considered acceptable to industry or trade standards, and the requirements of the contract documents.
8. Evidence of prior criminal activities within the construction industry or evidence that the contractor is in violation of State or Federal Laws in its business operations.
9. Furnishing false or misleading responses to the "Statement of Contractor's Qualification."
10. Lack of qualifying experience.
11. Lack of adequate financial resources.
12. Lack of bonding ability.
13. Furnishing incomplete financial data, or qualifying opinions, and disclaimers on data furnished by a Certified Public Accountant.

(b) Request for reconsideration and revision:

1. Any applicant for pre-qualification, aggrieved by the action of the School Board, may request in writing, within ten (10) days after receiving notification of such action, a reconsideration of the application and may submit additional data or evidence having a bearing on the applicant's qualifications. The written request should be mailed to the Coordinator of Construction, School Board of Levy County, 480 Marshburn Drive, Bronson, Florida, 32626. The School Board of Levy County may, upon review of the additional data and/or evidence, adhere to, modify, or reverse its original action and shall notify the applicant of the action taken.

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2. Any contractor whose acceptance is revoked and/or suspended shall be given the same benefit of reconsideration as is provided in the case of an applicant refused on an original application submittal.
3. A pre-qualified contractor may request a revision of his/her pre-qualification rating at any time provided additional information showing increased assets, bonding capacity, and ability to complete larger projects is submitted.

STATUTORY AUTHORITY:

LAWS IMPLEMENTED:

HISTORY:

Adopted:	10/17/00
Revision Date(s):	12/03/02
Formerly:	

CHAPTER 8.00 - MAINTENANCE SERVICES

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8.111 - Pre-Qualification Procedures of Contractors on School Construction

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(1) Introduction

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- II. Prequalification of contractors is required for those contractors desiring to bid on Board construction projects costing over two hundred thousand dollars (\$200,000.00). The Board shall prequalify contractors on an annual basis or for a specific project. The Board may reject any application that contains inaccurate information. This section is applicable to bids, construction management, design build, and any other construction services application
- III. (b) The form ("Statement of Contractor's Qualification"), properly and accurately executed, must be submitted to and certified for acceptance by the School Board of Levy County prior to the issuance of any Contract Documents.
- IV. (c) No bid for a school construction project shall be accepted from a contractor who does not have a valid, pre-qualification acceptance form, as hereinafter prescribed, nor shall any bid be accepted from a contractor whose acceptance has been revoked or suspended.
- V. (d) Unless otherwise required by the School Board of Levy County, contractors on school construction projects which cost less than two hundred thousand dollars (\$200,000.00) do not have to obtain pre-qualification.
- VI. Pre-qualification forms will be accepted at any time during the school year, but must be completed and returned no later than thirty (30) days prior to the opening of the specific bid the contractor is responding to.
 - (e) Pre-qualification forms must be current within one (1) calendar year of a specific project due date and shall be updated on an annual basis. Financial data and bonding capabilities must also be updated to be current within ninety (90) days of a specific project due date. Pre-

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qualification forms will be accepted at any time during the school year but must be completed and returned no later than thirty (30) days prior to the opening of the specific bid the contractor is responding to.

VII. Application. Each contractor, firm or person requesting pre-qualification shall submit an application. The application shall include the following:

- i. Detailed information setting forth the applicant's competence, past performance, experience, financial resources, and capability, including a Public Entity Crime statement and references.
- ii. Audited financial information current within the past 12 months, such as a balance sheet and statement of operations, and bonding capacity. The requirement for financial information may be satisfied by the contractor providing written verification of the contractor's bonding capacity.
- iii. General information about the contractor company, its principals, and its history, including state and date of incorporation, regardless of whether the contractor is resident or non-resident of the geographic area served by the Board.
- iv. Contractor trade categories and information regarding the state and local licenses and license numbers held by the applicant.
- v. A list of projects completed within the last five (5) years, including dates, client approximate dollar value, size and reference name for each project.
- vi. Certificates of insurance confirming current workers' compensation, public liability and property damage insurance as required by law.
- vii. A list of all pending litigation and all litigation within the past five (5) years, including an explanation of each. Litigation initiated by the contractor to protect the contractor's legal rights shall not be used as a basis for rejecting prequalification.
- viii. The completed application and financial information shall be attested to and signed by an authorized officer of the company, the owner, or sole proprietor, as appropriate, and the signature shall be notarized.
- ix. (f) Acceptable contractors must be capable of fulfilling specific project requirements for bonding, insurance, staffing, completion dates, and work quality.

VIII. (2) Acceptance of Contractor's Qualifications

- i. (a) Acceptance of a contractor's qualification shall be based on the following: the competence and experience of principals and supervisory personnel; the experience of

CHAPTER 8.00 - MAINTENANCE SERVICES

the firm with similar type projects (school work preferred); the financial structure, bonding capability and any special abilities of the firm and/or staff particularly relevant to the specific project.

- ii. (b) The Superintendent will appoint a review committee to evaluate the applicant's "Statement of Contractor's Qualification." If, after examination and evaluation of the submitted application, it fulfills the requirements herein, it will be recommended to the School Board of Levy County for acceptance and notification sent to the applicant. The district shall act upon the application for pre-qualification within sixty (60) days after the application is presented.
- iii. (c) The School Board of Levy County shall certify contractors according to the maximum dollar value of work that it is estimated they can satisfactorily complete. Both individual project value and aggregate total project value will be considered.
- iv. The total (aggregate) dollar value of work the contractor will be permitted to have under contract with the School Board at any time will be determined by the contractor's bonding capacity of ten (10) times the Net Quick Assets.
- v. The maximum dollar value of each individual project the contractor will be permitted to have under contract with the School Board at any time may be up to twice the value of the largest project previously complete but shall not exceed the contractor's bonding capacity or ten (10) times the Net Quick Assets.
- vi. (d) In no case will a contractor be certified for construction contract amounts in excess of their single contract bonding limit or their total bonding limit, inclusive of any and all outstanding contract amounts.
- vii. (e) Past performance of a contractor shall demonstrate that the quality of workmanship on previous projects has met or exceeded acceptable industry and trade standards and the requirements of the contract documents.
- viii. Past performance of a contractor shall demonstrate that projects have been completed within the contract time limits.

IX. (3) Non-Acceptable Contractor Qualifications

- a. (a) Rejection of a "Statement of Contractor's Qualification" or the suspension and/or revocation of a contractor's prior acceptance,

CHAPTER 8.00 - MAINTENANCE SERVICES

shall be based, in part or whole, on any of the following:

- 1.i. Incomplete application; "Statement of Contractor's Qualification"
- 2.ii. Out of date "Statement of Contractor's Qualification" or failure to update financial and bonding capabilities.
- 3.iii. Evidence of prior failure to comply with the project's contractual requirements.
- 4.iv. Evidence of prior failure to complete a project and/or the failure to complete a project within the contractual time frame.
- 5.v. Evidence of prior failure to promptly pay subcontractors and vendors after receiving payments from the owner.
- 6.vi. Evidence of prior failure to provide qualified supervision and coordination of the work and for subcontractors.
- 7.vii. Evidence of prior failure to provide quality workmanship considered acceptable to industry or trade standards, and the requirements of the contract documents.
- 8.viii. Evidence of prior criminal activities within the construction industry or evidence that the contractor is in violation of State or Federal Laws in its business operations.
- 9.ix. Furnishing false or misleading responses to the "Statement of Contractor's Qualification."
- 10.x. Lack of qualifying experience.
- 11.xi. Lack of adequate financial resources.
- 12.xii. Lack of bonding ability.
- 13.xiii. Furnishing incomplete financial data, or qualifying opinions, and disclaimers on data furnished by a Certified Public Accountant.

X. (b) Request for reconsideration and revision:

- a. Any applicant for pre-qualification, aggrieved by the action of the School Board, may request in writing, within ten (10) days after receiving notification of such action, a reconsideration of the application and may submit additional data or evidence having a

CHAPTER 8.00 - MAINTENANCE SERVICES

bearing on the applicant's qualifications. The written request should be mailed to the Coordinator of Construction, School Board of Levy County, 480 Marshburn Drive, Bronson, Florida, 32626. The School Board of Levy County may, upon review of the additional data and/or evidence, adhere to, modify, or reverse its original action and shall notify the applicant of the action taken

1. Any applicant for pre-qualification, aggrieved by the action of the School Board, may request in writing, within ten (10) days after receiving notification of such action, a reconsideration of the application and may submit additional data or evidence having a bearing on the applicant's qualifications. The written request should be mailed to the Coordinator of Construction, School Board of Levy County, 480 Marshburn Drive, Bronson, Florida, 32626. The School Board of Levy County may, upon review of the additional data and/or evidence, adhere to, modify, or reverse its original action and shall notify the applicant of the action taken.

b. Any contractor whose acceptance is revoked and/or suspended shall be given the same benefit of reconsideration as is provided in the case of an applicant refused on an original application submittal.

c. A pre-qualified contractor may request a revision of his/her pre-qualification rating at any time provided additional information showing increased assets, bonding capacity, and ability to complete larger projects is submitted.

2. Any contractor whose acceptance is revoked and/or suspended shall be given the same benefit of reconsideration as is provided in the case of an applicant refused on an original application submittal.

3. A pre-qualified contractor may request a revision of his/her pre-qualification rating at any time provided additional information showing increased assets, bonding capacity, and ability to complete larger projects is submitted.

STATUTORY AUTHORITY:

1001.42, F.S.

LAWS IMPLEMENTED:

**255.04, 287.055, 287.057,
1001.43, 1013.46 - .48, F.S.**

HISTORY:

Adopted:

10/17/00,

CHAPTER 8.00 - MAINTENANCE SERVICES

Revision Date(s):

12/03/02, 08/27/2019

Formerly:

CHAPTER 8.00 - MAINTENANCE SERVICES

Moving From Afterschool Snack to Meal It's easier than it looks

Most afterschool programs already serve a snack in order to keep children focused and engaged throughout the afternoon. Yet, for many children a snack is not enough. Children eat lunch hours before the afterschool program, sometimes as early as 10:30 in the morning, and need more than just a snack to make it through the afternoon. In addition, many families are struggling financially and programs that provide a nutritious meal after school make it easier for parents to make ends meet.

Funding is now available to serve a meal at programs that operate after school, on weekends, and during school holidays.¹

The Afterschool Meal Program through the Child and Adult Care Food Program (CACFP) provides funding for a meal in addition to or instead of a snack. Any program that is located in a low-income area can receive funding to serve a meal. Afterschool programs can provide a supper, and programs operating on weekends and school holidays can provide the appropriate meal.

The meal can be served at any point during the afterschool program.

Even though it is often referred to as a supper, afterschool program staff can determine the best time to serve the meal. It can even be right when the children walk through the door.

Both a meal and a snack can be served depending on the length of the program

The state child nutrition agency, which administers the program, is allowed to determine the length of time between meal services. Afterschool programs absolutely should consider serving both if the program operates for three or more hours, and may be able to serve both if the program runs between two and three hours.

The meals do not have to be prepared at the afterschool program, and there is no requirement for the afterschool program to have a kitchen.

Afterschool programs can purchase prepared meals or prepare meals on sites, depending on what works best for the program. Potential vendors include the school food service department, community kitchens, food banks, and private catering companies. Programs with limited refrigeration space can store meals in coolers.

The meals can be served hot or cold.

In fact, many successful programs serve nutritious and appealing cold meals to children. The main entrée can be a sandwich, wrap, or pita pocket.

¹ Programs located in areas where 50 percent or more of the children are eligible for free or reduced price meals can receive a federal reimbursement of \$3.16 (plus an additional \$0.23 in commodities or cash-in-lieu of commodities) for each supper (or lunch). The reimbursement rate is adjusted annually on July 1 for inflation.

Meeting the Nutrition Guidelines is easy.

All meals served through the CACFP must meet USDA nutrition guidelines. Meals require: one serving of milk, two servings of fruits and/or vegetables; one serving of grains; and one serving of protein. Snacks must include two out of the four components: milk, fruits and/or vegetables; grains; and protein. The state CACFP agency can provide additional information about the nutrition guidelines and help plan menus that meet the USDA requirements. Also, check out FRAC's model supper and snack menus on http://frac.org/newsite/wp-content/uploads/2009/05/lunch_or_meal_sample_menu.pdf.

Providing a meal can be an easy process for program staff.

Usually, the afterschool program staff simply keeps an attendance roster, hands out the meals, and takes a meal count.

The funding grows as your program grows.

The Afterschool Meal Program provides a reimbursement for each meal served, so if the number of children who participate increases so does your funding for food.

To begin serving suppers at an afterschool program, contact the state child nutrition agency that oversees CACFP.

For a complete list of state agencies, visit <http://www.fns.usda.gov/cnd/Contacts/StateDirectory.htm>. For more information, check out FRAC's new Afterschool Meals Guide, <http://frac.org/federalfoodnutrition-programs/afterschool-programs/fracs afterschool-meals-guide/>.

Examples of simple, appealing, and nutritious meals that meet the federal guidelines:

Hot Meals

Baked chicken, whole wheat roll, cucumber sticks, sliced peaches, low-fat milk.

Vegetable pizza, fresh green beans, grapes, low-fat milk.

Bean quesadilla, corn, watermelon, lowfat milk.

Rotini with meat sauce, diced pears, baby carrots, low-fat milk.

Cold Meals

Turkey sandwich on whole wheat bread with sliced tomatoes and lettuce, fresh pear, low-fat milk.

Chicken in a whole wheat wrap with baby carrots, apple slices and low-fat milk.

Tuna salad in a pita pocket with sliced tomatoes and lettuce, orange slices, low-fat milk.

Ham and cheese sandwich on whole wheat bread, snow peas, sliced melon, low-fat milk.



Julia Oberst <julia.oberst@levyk12.org>

Afterschool Meals Program, Information and Resource Materials

2 messages

Arispe, Janette <Janette.Arispe@flhealth.gov>
To: "julia.oberst@levyk12.org" <julia.oberst@levyk12.org>
Cc: "Lane, Brenda" <Brenda.Lane@flhealth.gov>

Tue, Aug 27, 2019 at 8:28 AM

Good Morning Julia,

Thank you for your interest in the Afterschool Meals Program (AMP). As promised, I am sending you the application materials for the AMP. Because of the number of attachments, I am sending two separate emails to ensure the file size does not prevent delivery. This is the first email, which contains program information and resource documents that the school district will need in order to complete the application packet.

The following documents are attached to this email:

- **AMP Fact Sheet** – provides general program information, including reimbursement rates and a sample cycle menu (New reimbursement rates in the next attachment)
- **AMP Educational and Enrichment Activities** – explains the activity requirement and includes examples of allowable and non-allowable activities
- **Qualifying an AMP Site** – refer to this guidance before completing # 3 on the Site Information form(s)
- **50% School List** – this is used in the process of determining area eligibility (note: new school lists are issued annually on February 1)
- **Ethnic –Race Categories and Instruction** – refer to this guidance before completing # 12 on the Site Information form(s)

Please let me know when you receive both messages, and if you have any questions.

Thank you,

Janette Arispe

Policy Specialist

Florida Department of Health

Division of Community Health Promotion

Bureau of Child Care Food Programs

Email: Janette.Arispe@flhealth.gov

Phone: 850-245-4983

Bureau Fax: 850-414-1622

Bureau Mailing Address: 4052 Bald Cypress Way, Bin # A-17, Tallahassee, FL 32399-1727

Mission: To protect, promote and improve the health of all people in Florida through integrated state, county and community efforts

Vision: To be the **Healthiest State** in the Nation

Values: I CARE (Innovation, Collaboration, Accountability, Responsiveness, Excellence)

Please note: Florida has a very broad public records law. Most written communications to or from state officials regarding state business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

Please consider the environment before printing this e-mail.

6 attachments



AMP Fact_Sheet_2018_A.pdf
141K



Reimbursement_Rates_7-1-19_through_6_30_20.pdf
37K



AMP Educational and Enrichment Activities.pdf
19K



Qualifying an AMP Site.pdf
215K



School List_50_percent_2019_D_A.pdf
1124K



Ethnic-Racial_Categories_and_Instruction_all.pdf
17K

julia.oberst@levyk12.org <julia.oberst@levyk12.org>
To: Janette.Arispe@flhealth.gov, Janette.Arispe@flhealth.gov

Fri, Sep 13, 2019 at 7:23 AM

Your message

To: Janette.Arispe@flhealth.gov

Subject: Afterschool Meals Program, Information and Resource Materials

Sent: 8/27/19, 8:28:13 AM AST

was read on 9/13/19, 7:23:25 AM AST



Julia Oberst <julia.oberst@levyk12.org>

Public Schools District AMP Application Materials

3 messages

Arispe, Janette <Janette.Arispe@flhealth.gov>
 To: "julia.oberst@levyk12.org" <julia.oberst@levyk12.org>
 Cc: "Lane, Brenda" <Brenda.Lane@flhealth.gov>

Tue, Aug 27, 2019 at 8:59 AM

Hi Julia,

This is the second email, which includes the AMP application packet forms. Please read the remainder of this email, the Application Checklist, and any instructions provided on or attached to forms before completing the forms.

The attached application materials are effective for fiscal year 2019-20 (from October 2019 to September 2020) and should not be submitted after August 2020. We recommend that the school district submits the application by no later than May 1, 2020 if the district hopes to start the program in August 2020, as the approval process can take several months. If the school district intends to start in or after October 2020, then it will need to obtain a new set of application forms when they are revised (typically in late August/early September) for the new fiscal year.

The following 10 materials are attached to this email:

- **Public School District Sponsor Application Checklist** – this is used to ensure all required forms are enclosed, and to certify that the packet is true and correct. This form must be signed by the School Board Chairman, School Superintendent, or his/her Delegated Authority (see more about delegated authority below).
- **Application for the Child Care Food Program (CCFP)**– this form captures information about the school district, which will be the AMP sponsoring organization. The school superintendent must be listed in # 3 of this form. Also, if there is only one address listed in # 2, then the address in # 3 must be different. Please note that dates of birth, where requested, are a requirement for participation.
- **Application Addendum** – this information is specific to AMP sponsoring organizations. **NOTE:** *If the district plans to sponsor any sites not located in its public schools, please contact me before beginning the application process, as significant additional documentation and monitoring procedures will be required.*
- **Site Information Form** – print a copy to complete for each site that wants to start the program at the same time the district is approved as a sponsor (note: there is a process to add additional schools later). Re: question # 15, school districts may choose to use the NSLP meal pattern or the Child Care Food Program meal pattern. If the NSLP option is selected, the district must use the current meal pattern with all required sub-groups and whole grains.
- **News Release** – this form may be completed and submitted right before the district begins operation (after training), if preferred. **NOTE:** *If the district plans to use its own press release, please submit a copy to me before sending it to the media so I can ensure it includes all regulatory language required by USDA.*
- **Permanent Contract** –this is included for your reference only. Please do not sign or submit the document with your application.
- **Delegation of Signing Authority** – required if anyone other than the School Board Chairman or School Superintendent will be signing the Application Checklist, Certification Statement Regarding Business Integrity (see next form), or electronic Contract. If the district already has an official letter specifying the person(s) who are delegated to sign contracts on behalf of the school board, it may submit a copy of that letter in lieu of using our form.
- **Certification Statement Regarding Business Integrity & Publicly Funded Programs** – When reading the information and answering the questions on this form, please note that what we consider to be the “principals” of a public school district are the school food service director, school food service accountant, school superintendent,

and CCFP/AMP program manager. This form must be signed by the School Board Chairman, School Superintendent, or his/her Delegated Authority.

- **Conflict of Interest & Ethics Statement** – the first page is to be completed and submitted to certify that the school district has a conflict of interest policy in effect. The second page is a sample policy to assist applicant organizations that do not already have a conflict of interest policy in place.
- **Building for the Future flyer – English and Spanish** versions are attached. The English version (and Spanish version if appropriate) must be posted at each site along with the And Justice For All poster from NSLP. The district does not need to return these documents with the application, unless requesting approval for content changes beyond just adding the school district's contact information.
- **Certification Regarding Lobbying** this form should be signed by authorized individual.
- **Civil Rights Compliance Checklist** follow the instructions in the guidance.

When the district is ready to submit the application packet, please mail it to my attention at the address shown in my signature block. We recommend that you use a trackable method of mailing, such as USPS Certified Mail, FedEx, UPS, etc. Remember to make copies for the district's records before mailing the packet.

After I receive the packet, I will review it within 30 days and let the district's program manager know if anything else is needed. Once the packet is complete and correct, a program specialist in the area will be assigned to the school district and contact the district's program manager to schedule training. The training will be scheduled for a date and location that is mutually convenient for the district and the program specialist. After I receive the training documentation from the program specialist (and the New Release from the district, if completing it after training), then I can complete final application approval and request that a contract be prepared and sent to our legal department for approval. Once legal approves the contract, an email from DocuSign will be sent to the authorized signer who will electronically sign and submit the contract. When the contract has been signed by both parties (DOH and the school district) a copy of the executed contract will be emailed to authorized signer. The date of contract execution (the date the last party signed) will be the date the district is approved to start the program.

Please respond to let me know you have received both emails. After you review everything, please let me know if you have any questions.

Thank you,

Janette Arispe

Policy Specialist

Florida Department of Health

Division of Community Health Promotion

Bureau of Child Care Food Programs

Email: Janette.Arispe@flhealth.gov

Phone: 850-245-4983

Bureau Fax: 850-414-1622

Bureau Mailing Address: [4052 Bald Cypress Way](#), Bin # A-17, Tallahassee, FL 32399-1727

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14 attachments

-  **Checklist_for_Prospective_A_Sch_Dist_Spon_A-018_fillin.pdf**
78K
-  **Application (I-028-0) fillin.pdf**
285K
-  **Application_Addendum_A-015_fillin.pdf**
138K
-  **Site_Information_A-014_fillin.pdf**
491K
-  **News_Release_A-012_fillin.pdf**
298K
-  **Interim Permanent Contract for App Packets.pdf**
797K
-  **Delegation_of_Signing_Authority_all_fillin.pdf**
616K
-  **Certification (Publicly Funded) (I-031-0)m (002) fillin.pdf**
232K
-  **Conflict_of_Interest_Statement_S_009_fillin.pdf**
85K
-  **Building_Future_English_fillin.pdf**
675K
-  **Building_Future_Spanish.pdf**
106K
-  **Certification Regarding Lobbying.doc**
70K
-  **Civil Rights Compliance Checklist Instructions_2019.2020.pdf**
142K
-  **Civil Rights Compliance Checklist_2019.2020.pdf**
207K

Julia Oberst <julia.oberst@levyk12.org>
To: "Arispe, Janette" <Janette.Arispe@flhealth.gov>
Cc: "Lane, Brenda" <Brenda.Lane@flhealth.gov>

Sat, Sep 7, 2019 at 12:13 PM

Thank you, I have received the information.

[Quoted text hidden]

--

Julia Oberst
Food & Nutrition Services Coordinator

School Board of Levy County
(352) 486-5244 ext 2106 office
(352) 339-0812 cell

Physical Address:
355 Garner Street, Bronson, FL 32621

Mailing Address:
480 Marshburn Drive, Bronson, FL 32621

julia.oberst@levyk12.org

julia.oberst@levyk12.org <julia.oberst@levyk12.org>
To: Janette.Arispe@flhealth.gov, Janette.Arispe@flhealth.gov

Sat, Sep 7, 2019 at 12:29 PM

Your message

To: Janette.Arispe@flhealth.gov
Subject: Public Schools District AMP Application Materials
Sent: 8/27/19, 8:59:26 AM AST

was read on 9/7/19, 12:29:48 PM AST

Afterschool Meals Program **Educational and Enrichment Activities**

One of the eligibility requirements for participation in the Afterschool Meals Program is that sites must provide organized, regularly scheduled educational or enrichment activities in a structured and supervised environment.

Below are lists of both the more common allowable and non-allowable afterschool activities. Please contact the Florida Department of Health, Bureau of Child Care Food Programs at 850-245-4323 for questions regarding allowable activities.

Allowable:

- Homework assistance
- Tutoring (all academic subjects)
- English (including ESOL) classes
- Remedial education (all academic subjects)
- Arts and crafts
- Music
- Life skills
- Computer skills
- FCAT preparation
- Foreign language instruction
- Social skills instruction
- Board, card, or electronic games
- Non-competitive sports and recreational activities that are open to all children attending the afterschool program

Not allowable:

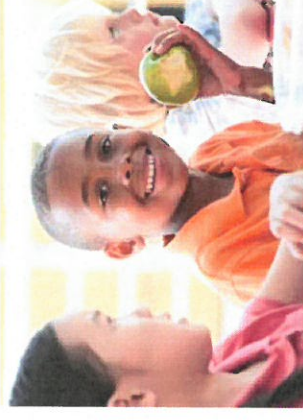
- Interscholastic competitive sports, if this is the only activity offered*
- Community level competitive sports
- Babe Ruth Leagues
- Pop Warner Leagues
- Community soccer leagues
- Community football leagues
- Area swim teams
- Extracurricular activities and/or clubs whose purpose(s) is other than after school care*

* Students who are part of school sports teams and clubs can receive afterschool snacks or meals as part of a broad, overarching educational or enrichment program offered by a school to all students.



Child Care Food Program Afterschool Meals Program Fact Sheet

*Vision: To be the **Healthiest State** in the Nation!*



The Afterschool Meals Program provides reimbursement for nutritious meals and snacks served at eligible after school program sites. This program is funded by the U.S. Department of Agriculture and is administered in Florida by the Department of Health, Bureau of Child Care Food Programs.

Eligibility Requirements

- Programs must be operated by a public or private nonprofit organization or certain for-profit organizations.
- Program sites must be located in an area served by a school in which at least 50% of the enrolled children are eligible for free or reduced-price meals.
- The program must provide after school care with regularly scheduled educational or enrichment activities that are structured and supervised.
- A license or proof of licensure exemption is required.
- Sites where programs are offered must meet state and local health and safety standards.

Funding

The Afterschool Meals Program will reimburse for up to one snack and one meal per child, per day.

- Reimbursement is available for snacks and meals served to children through age 18 and certain children over age 18.
- Meals and snacks may be reimbursed if they are served after school on school days, and on weekends and holidays during the school year.
- Current reimbursement for FY 18-19 is \$1.79 for breakfast, \$3.55 for lunch and/or supper (includes cash-in lieu rate), and \$.91 for snack.

Record Keeping Requirements

Programs must keep attendance records, daily meal counts, menus and expenditure records to qualify for reimbursement.

Nutrition Requirements

Meals and snacks served to children must meet specific U.S. Department of Agriculture meal pattern requirements.

To qualify for reimbursement, meals and snacks must include, at a minimum, food components in amounts specified by age.

Supper meals must contain the following components:

- Fluid milk
- Fruit
- Vegetable
- Grain
- Meat/meat alternates

Snacks must contain a minimum of 2 of the above components.

A sample menu is provided on the reverse side.

For further information, telephone or write to:

Florida Department of Health
Division of Community Health Promotion
Bureau of Child Care Food Programs
4052 Bald Cypress Way, Bin #A-17
Tallahassee, FL 32399-1727
Phone: 850.245.4323 Fax: 850.414.1622
Email: ccfp@flhealth.gov
www.FloridaHealth.gov/ccfp

This institution is an equal opportunity provider.

Child Care Food Program Sample Afterschool Meals Program Menu

Refer to the Child Care Food Program Meal Pattern for Children when planning portion sizes for the different age groups.
Children 6 years old and older must be served unflavored or flavored lowfat (1%) or fat-free (skim) milk.

	Monday	Tuesday	Wednesday	Thursday	Friday
Snack	Whole Wheat Muffin Milk	Banana Milk	Fresh Apple Wedges Peanut Butter	Assorted Whole Wheat Crackers Cucumber/Carrot/ Celery Sticks <i>Lowfat Ranch Dress- ing</i>	Yogurt <i>Lowfat, any Flavor</i> Granola
Lunch or Supper	Sliced Ham & Cheese Sandwich (2 oz. mt/mt alt. and 2 brd) <i>Mustard, Lowfat Mayo</i> Lettuce, Tomato & Pickles Potato Salad Pineapple Tidbits Milk	*Ravioli 1 slice of Garlic Bread (whole grain) Green Peas Pears Milk	Baked Chicken Rice Whole Wheat Roll <i>Margarine</i> Peas & Carrots Peaches Milk	*Breaded Fish <i>Ketchup</i> Whole Wheat Bun Baked Beans Fruit Salad (orange, pineapple, and grapefruit sections) Milk	Tacos (with soft, flour tortilla, ground turkey or beef) (1 oz. mt/mt alt. and 1 brd) Shredded Cheese (1oz.) Shredded lettuce and diced tomato <i>Mild Salsa</i> Corn Milk
Snack	String Cheese Orange Wedges	Whole Grain Tortilla Chips Mild Salsa Apple Wedges	English Muffin <i>Peanut/Soy Nut Butter</i> Milk	Coleslaw Saltine Crackers	Cheerios Cereal Milk
Lunch or Supper	Sloppy Joe Whole Wheat Bun Mixed Vegetables Peaches Milk	*Chicken Strips Biscuit Sliced Tomatoes Baked Potato Wedges <i>Ketchup</i> Fruit Cocktail Milk	Ham *Macaroni & Cheese Whole Grain Roll Broccoli Applesauce Milk	Cheeseburger on Bun <i>Mustard, Lowfat Mayo, & Ketchup</i> Lettuce, Tomato, Pickles Green Beans Banana Milk	Turkey and Cheese Sandwich on Whole Wheat bread (2 oz. mt/mt alt. and 2 brd) <i>Lowfat Mayo & Mustard</i> Bell pepper strips (red and green) Grapes Milk

*Requires a Child Nutrition (CN) Label, Product Formulation Statement (PFS), or standardized recipe
When a drink is not specifically listed with a snack, water is recommended as a beverage (Note: Water is NOT a creditable food item).
At least one serving of grains per day, across all eating occasions, must be 100% whole grain or whole grain-rch.

Note: Additional sample menus can be found on our website: www.FloridaHealth.gov/ccfp

Florida Department of Health

Child Care Food Program Application

DOH Use: Authorization Number: _____ - _____ Region/RPS: _____ - _____ Fiscal Year: _____
Date Entered: _____ Payment Start Date: _____

***** **BEFORE COMPLETING THIS FORM, REFER TO THE INSTRUCTIONS ON PAGE 4.** *****

1. Organization's Legal Identifying Information

Federal Employer ID # (FEIN): _____ DUNS #: _____
Legal Name (per IRS/Sunbiz): _____
D/B/A (Doing Business As) Name: _____

2. Organization's Addresses

Street Address (physical location): _____
City: _____ State: _____ Zip + 4: _____ -
County: _____

☐ Check box if Mailing Address is same as Street Address (if not, fill in Mailing Address below)

Mailing Address: _____
City: _____ State: _____ Zip + 4: _____ -
County: _____

(Complete Remit Address if you want the reimbursement checks sent somewhere other than the above Mailing Address)

Remit Address: _____
City: _____ State: _____ Zip + 4: _____ -
County: _____

3. Majority Owner/CEO/President/Executive Director/Commanding Officer/Head Clergy/Superintendent (Do NOT list the Chairman/President of the Board of Directors here)

Salutation: _____ First Name: _____ Last Name: _____
Position Title: _____ DOB (MM/DD/YYYY): _____
E-mail Address: _____
Mailing Address: (If only one address is provided in # 2 above, the address below must be different from the address in # 2.)

City: _____ State: _____ Zip: _____

(The phone # listed below must be different from the phone # provided in # 4 below.)

Phone Number : () _____ Extension: _____ Fax Number: () _____

4. CCFP Program Manager Information (see instructions on page 4 for the appropriate person to list here)

Salutation: _____ First Name: _____ Last Name: _____
Position Title: _____ DOB (MM/DD/YYYY): _____
Email Address: _____
Phone #: () _____ Ext. _____ Fax #: () _____

Child Care Food Program Application – Page 2

5. Type of Organization

(select only one)

- ☐ For-Profit
 ☐ Private Non-Profit with Current 501(c)(3)
- ☐ Church (private non-profit)
 ☐ Government Agency
- ☐ Public Educational Institution

6. For-Profit Organization's Shareholder/Owner Information (attach additional page if more than six shareholders/owners)

First & Last Names: _____ DOB (MM/DD/YY): _____ % Ownership: _____

First & Last Names: _____ DOB (MM/DD/YY): _____ % Ownership: _____

First & Last Names: _____ DOB (MM/DD/YY): _____ % Ownership: _____

First & Last Names: _____ DOB (MM/DD/YY): _____ % Ownership: _____

First & Last Names: _____ DOB (MM/DD/YY): _____ % Ownership: _____

First & Last Names: _____ DOB (MM/DD/YY): _____ % Ownership: _____

(Total ownership must equal 100%)

7. Enter the month and day that the organization's annual fiscal year ends: _____ / _____
(For example, if September 30th enter 9/30) (Month) (Day)

8. Is the organization a non-profit entity or a non-federal governmental entity that expended \$750,000 or more in federal funds during its most recent fiscal year? ☐ Yes ☐ No

➤ If yes, your organization must meet the requirements of 2 CFR Part 200.501 (formerly OMB A-133).

9. Does the organization or any of its principals (i.e., owners, officers, board members, and/or managers) participate in the CCFP under any other authorization number(s) with the Bureau of Child Care Food Programs? ☐ Yes ☐ No

If yes, indicate other authorization number(s):

10. Does the organization have a contract to participate in the Child Care Food Program in any state(s) other than Florida? ☐ Yes ☐ No

If yes, indicate which state(s):

11. The organization accepts all participants regardless of race, color, age, sex, disability, or national origin. ☐ Yes ☐ No

Child Care Food Program Application – Page 3

12. For this fiscal year, the organization prefers to receive:

- ☐ Cash-in-lieu of USDA donated foods
☐ USDA donated foods
(formerly called commodities)

13. Month(s) the organization and all sites will NOT operate the Child Care Food Program in this fiscal year
(check all that apply):

- | | | | | | |
|----------------------------------|-----------------------------------|-----------------------------------|----------------------------------|-----------------------------------|------------------------------------|
| <input type="checkbox"/> October | <input type="checkbox"/> November | <input type="checkbox"/> December | <input type="checkbox"/> January | <input type="checkbox"/> February | <input type="checkbox"/> March |
| <input type="checkbox"/> April | <input type="checkbox"/> May | <input type="checkbox"/> June | <input type="checkbox"/> July | <input type="checkbox"/> August | <input type="checkbox"/> September |

I certify that all information on the Application is true and correct.

Signature of Authorized Employee

Title

Printed Name

Date

Instructions for Completing the Child Care Food Program Application

1. Enter the FEIN shown on the organization's IRS documentation (147C Letter or Form SS-4). Enter the 9-digit DUNS # issued shown on the organization's Dun & Bradstreet documentation. Enter the organization's Legal Name (as shown on first line of address on IRS Letter 147C or Form SS-4, and on the Sunbiz Detail by Entity Name for a corporation, LLC, or partnership). Enter the organization's D/B/A (Doing Business As) Name. If the D/B/A Name is different from the Legal Name, the D/B/A Name listed must match the organization's Fictitious Name Detail from Sunbiz (www.sunbiz.org).
2. Fill in the address(es) of your organization. The street address must be the **physical location** of the organization and cannot be a P.O. Box (except for domestic violence shelters). If the street and mailing addresses are the same, check the box provided to indicate that; otherwise fill in the mailing address if different. Only complete the remit address if you want reimbursement checks to be sent to a different address from the mailing address. If you do not know the last four digits (+4) of a zip code(s), you may get that information from www.usps.com by using the "Look Up a ZIP Code" quick tool.
3. The person listed here must be one of the following, based on your organization type:
 - For-Profit Organizations – list the majority shareholder/owner (person with highest ownership percentage). If all shareholder/owners have an equal ownership percentage, list the person who will be most involved in oversight of the food program.
 - Private Non-Profit Organizations – list the executive director/CEO/president (or equivalent position). If a church, the head clergy member may be listed. Do NOT list the chairman or president of the board of directors.
 - Public Agencies (non-military) – list the executive officer at the top of the organizational structure. For example, the mayor, superintendent of schools, county commission chairperson, etc.
 - Military Organizations – list the commanding officer for the military base.

The date of birth (DOB) must be provided for the person listed. If only one address is provided in section # 2, the address listed in this section must be different. The phone number listed must be different from the phone number in section # 4. Therefore, it may be necessary to list a home address and phone number.
4. CCFP Program Manager: List the primary person handling program administration – this should be someone who performs at least some CCFP administrative duties, has a working knowledge of and access to CCFP records, and will be the main contact person for CCFP inquiries. The person designated as CCFP Manager must attend all mandatory trainings conducted by the state agency. The date of birth (DOB) must be provided the person listed. The phone number listed must be different from the phone number in section # 3.
5. Select one choice that best describes the organization. "Educational Institution" refers to public schools, colleges and universities. Please note that for-profit organizations must meet certain low-income eligibility criteria to participate in the Child Care Food Program and/or Afterschool Meals Program, and are not allowed to sponsor unaffiliated sites under either of those programs. For-profit organizations are not eligible to participate in the Homeless Children Nutrition Program.
6. This section must be completed only by a for-profit organization. List the first and last names of all of the organization's owners (shareholders), their dates of birth (DOB), and list the percentage of the business owned by each. Use whole percentages, no fractions. The total of the ownership percentages must equal 100%.
7. Answer accordingly. If the organization has not established a fiscal year different from the calendar year, enter 12/31.
8. Answer accordingly. If the organization is for-profit or a federal government agency, answer "no."
9. Answer accordingly. If "yes," list the other authorization number(s).
10. Answer accordingly. If "yes," indicate the other state(s) with which your organization has a contract.
11. Answer accordingly. This is a civil rights requirement.
12. Indicate whether your organization would like to receive cash-in-lieu of USDA donated foods (additional funds) or USDA donated foods (formerly called commodities) for eligible lunches and suppers served.
13. Select any month(s) in this fiscal year in which the organization will not operate the Child Care Food Program. This means you will not claim any meals or snacks for any sites during the **entire** month(s) selected.

Florida Department of Health
Child Care Food Program

Application Addendum for Afterschool Meals Program Sponsors

Organization Name: _____ Auth. #: _____

14. Is the sponsoring organization a public school district?

☐ Yes – Skip numbers 15 - 16 below, complete numbers 17-18 and the signature block.

☐ No – Complete numbers 15-16 and the signature block below; skip numbers 17-18.

15. Will the sponsoring organization use Review Averaging for this fiscal year?

(Refer to the CCFP Afterschool Program Procedure Manual for a description of the Review Averaging Option. New sponsors are not eligible to use this option and must answer No.)

☐ Yes
☐ No

16. CCFP Financial Manager Information:

First Name: _____ Last Name: _____

Position Title (in organization): _____

Email Address: _____

Phone #: (____) _____ Ext. _____ Fax #: (____) _____

The following items are to be completed by Public School District Sponsors only:

17. School Food Service Director Information:

First Name: _____ Last Name: _____ DOB (MM/DD/YYYY): _____

Email Address: _____ Phone #: (____) _____ Ext. #: _____

18. School Food Service Accountant Information:

First Name: _____ Last Name: _____ DOB (MM/DD/YYYY): _____

Email Address: _____ Phone #: (____) _____ Ext. #: _____

TO BE COMPLETED BY ALL CONTRACTORS:

I certify that all information above is true and correct.

Signature of Authorized Employee

Title

Printed Name

Date

DOH Use Only (select one):

☐ Affiliated Sites Only

☐ Unaffiliated Sites Only

☐ Both Affiliated & Unaffiliated Sites

List approved counties for unaffiliated sites (if applicable): _____

Building for the Future

This facility participates in the Child Care Food Program (CCFP), a Federal program that provides healthy meals and snacks to children in child care settings. Each day more than 4.2 million children across the country participate in the CCFP. Providers are reimbursed for serving nutritious meals that meet USDA requirements. The program plays a vital role in improving the quality of child care and making it more affordable for low-income families.

Meals

CCFP facilities follow meal requirements established by USDA.

Breakfast	Lunch or Supper	Snacks (Two of the five)
Milk Fruit or vegetable Grain	Milk Meat or meat alternate Vegetable Fruit Grain	Milk Meat or meat alternate Vegetable Fruit Grain

Participating

Facilities

Many different facilities operate the CCFP and share the common goal of bringing nutritious meals and snacks to participants. Participating facilities include:

- **Child Care Centers:** Licensed or approved public or private nonprofit child care centers, Head Start programs, and certain for-profit centers
- **Family Day Care Homes:** Licensed private homes
- **Afterschool Programs:** Sites that provide educational or enrichment programming and are located in low-income areas
- **Homeless Shelters:** Emergency shelters that provide temporary shelter to homeless children

Eligibility

State agencies reimburse facilities that offer non-residential child care to the following children:

- children age 12 and under,
- migrant children age 15 and younger, and
- children through age 18 in eligible afterschool programs and homeless shelters.

Civil Rights

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Contact Information If you have questions about the CCFP, please contact one of the following:

Sponsoring Organization/Facility:

State Agency:

Florida Department of Health
Bureau of Child Care Food Programs
4052 Bald Cypress Way, Bin A-17
Tallahassee, Florida 32399-1727
850.245.4323
www.FloridaHealth.gov/ccfp



Construyendo Para El Futuro

Esta guardería infantil participa en el Programa de Alimentación Para Niños en Guarderías (CCFP por sus siglas en inglés: Child Care Food Program) un programa Federal que provee comidas y merienda saludables a niños y a adultos en guarderías diurnas. Todos los días, más de 4.2 millones de niños de todo el país participan en el programa del CCFP en centros y en hogares de familia para el cuidado de niños. Los proveedores son reembolsados por servir comidas nutritivas que cumplen con los requisitos establecidos por el Departamento de Agricultura de los Estados Unidos (USDA). El programa juega un papel vital al mejorar la calidad de las guarderías y al poner las guarderías al alcance económico de familias de bajos recursos.

Comidas

Hogares y centros del CCFP siguen los patrones alimentarios establecidos por USDA.

Desayuno	Almuerzo o Cena	Merienda (Dos de los cinco grupos)
Leche Fruta o Vegetales Granos	Leche Carne o un alternativo de carne Granos Frutas Vegetales	Leche Carne o una alternativa a la carne Granos Fruta Vegetales

Establecimientos Participantes

Muchos tipos de establecimientos diferentes operan el CCFP, compartiendo todos los objetivos comunes de brindar comidas y meriendas nutritivas a sus participantes. Estos incluyen:

- **Centros de Cuidado de Niños (Child Care Centers)** Centros para el cuidado de niños, ya sean públicos o privados, pero sin ánimo de lucro, que hayan sido licenciados o aprobados; programas del Head Start, y ciertos centros de lucro.
- **Hogares de Familia Para el Cuidado de Niños (Family Day Care Homes)** Hogares privados licenciados o aprobados.
- **Programas Escolares Después de Clases (Afterschool Care Programs)** Centros que proporcionen programación educativa o de enriquecimiento y que estén situados en áreas de bajos ingresos.
- **Centros de Refugio Para Personas Sin Hogar (Homeless Shelters)** Centros de emergencia de refugio que proveen refugio a niños sin hogar.

Elegibilidad

Agencias Estatales reembolsan a establecimientos que ofrecen cuidado infantil no residencial a los siguientes niños:

- niños hasta los 12 años de edad
- niños de familias migratorias hasta los 15 años de edad
- niños hasta los 18 años de edad en programas escolares después de clases y refugios para personas sin hogar.

Derechos Civiles

De conformidad con la Ley Federal de Derechos Civiles y los reglamentos y políticas de derechos civiles del Departamento de Agricultura de los EE. UU. (USDA, por sus siglas en inglés), se prohíbe que el USDA, sus agencias, oficinas, empleados e instituciones que participan o administran programas del USDA discriminen sobre la base de raza, color, nacionalidad, sexo, discapacidad, edad, o en represalia o venganza por actividades previas de derechos civiles en algún programa o actividad realizados o financiados por el USDA. Las personas con discapacidades que necesitan medios alternativos para la comunicación de la información del programa (por ejemplo, sistema Braille, letras grandes, cintas de audio, lenguaje de señas americano, etc.), deben ponerse en contacto con la agencia (estatal o local) en la que solicitaron los beneficios. Las personas sordas, con dificultades de audición o discapacidades del habla pueden comunicarse con el USDA por medio del Federal Relay Service [Servicio Federal de Retransmisión] al (800) 877-8339. Además, la información del programa se puede proporcionar en otros idiomas. Para presentar una denuncia de discriminación, complete el, [Formulario de Denuncia de Discriminación del Programa del USDA](#) (AD-3027) que está disponible en línea en:

http://www.ocio.usda.gov/sites/default/files/docs/2012/Spanish_Form_508_Compliant_6_8_12_0.pdf y en cualquier oficina del USDA, o bien escriba una carta dirigida al USDA e incluya en la carta toda la información solicitada en el formulario. Para solicitar una copia del formulario de denuncia, llame al (866) 632-9992. Haga llegar su formulario lleno o carta al USDA por:

- (1) correo: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; o
- (3) correo electrónico: program.intake@usda.gov.

Esta institución es un proveedor que ofrece igualdad de oportunidades.

Para Más Información

Si está interesado en participar el CCFP, por favor póngase en contacto con uno de los siguientes:

Organización Patrocinadora/Centro:

Florida Department of Health
Bureau of Child Care Food Programs
4052 Bald Cypress Way, Bin A-17
Tallahassee, Florida 32399-1727
850.245.4323
www.FloridaHealth.gov/ccfp



Florida Department of Health

Child Care Food Program

CERTIFICATION STATEMENT REGARDING BUSINESS INTEGRITY AND PUBLICLY-FUNDED PROGRAMS

Organization Name: _____ Auth. #: _____

GENERAL INFORMATION:

Child Care Food Program (CCFP) regulations, Title 7 Code of Federal Regulations Part 226, strictly prohibits an applying or participating organization (institution), its sponsored affiliated centers/sites (facilities), and the principals of the institution and its facilities from, within the past seven years:

- being convicted of any activity that indicated a lack of business integrity; and/or
- being declared ineligible/disqualified from any publicly-funded program because of a violation of that program's requirements, unless documentation can be provided to show that the institution and/or principal(s) has since been fully reinstated or determined eligible for the program(s).

Title 7 Code of Federal Regulations Part 226 also strictly prohibits a disqualified individual from:

- performing any activities that are related in any way to the CCFP. In other words, a disqualified individual, whether compensated or not, is not permitted to perform any CCFP-related duties such as taking attendance, creating menus, serving meals, taking meal counts, answering CCFP questions, creating or maintaining CCFP documents, or any other CCFP-related duties within any institution or facility participating in the CCFP; and/or
- being a principal of the institution or any sponsored affiliated facility participating in the CCFP, even if the principal does not perform any CCFP-related duties.

The form is used to 1) certify that the institution, its sponsored affiliated facilities, and the principals of the institution and facilities comply with the federal regulations regarding business integrity and publicly-funded program participation, and 2) disclose the names of all publicly-funded programs that the institution, its sponsored affiliated facilities, and the principals of the institution and facilities currently participate in or have participated in within the past seven years.

DEFINITIONS:

"Activities indicating a lack of business integrity" include fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, obstruction of justice, tax evasion, tax fraud, failing to file tax returns, passing worthless checks, submission of false or fraudulent information to a state or federal agency, and perjury or any other activity indicating a lack of business integrity.

"Convicted" means having been found guilty, with or without adjudication of guilt, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

"Principal" means any individual, whether compensated or not, who holds a management position within or is an officer of an institution or sponsored affiliated facility. "Principal" includes all members of the CCFP institution's board of directors and the sponsored affiliated facilities' board of directors. Common examples of principals are the institution's owner(s), director(s), board members, and CCFP program manager. For public school districts, the principals are the school food service director, school food service accountant, school superintendent, and CCFP program manager.

"Publicly-funded program" means any program or grant funded by a federal, state, or local government agency.

CERTIFICATIONS:

IMPORTANT NOTE: *The institution is responsible for collecting pertinent information in writing from principals before completing the certifications below. Any organization or individual that provides false information on this form will be subject to applicable civil or criminal penalties and will be placed on the USDA National Disqualified List.*

A. Business Integrity: By signing below, I certify that the institution, its sponsored affiliated facilities, and the principals of the institution and its facilities have not been convicted within the past seven years of any activity that indicated a lack of business integrity (as defined on page 1).

B. Program Disqualification: By signing below, I certify that the institution, its sponsored affiliated facilities, and the principals of the institution and its facilities have not been declared ineligible/disqualified from any publicly-funded program, including the CCFP, within the past seven years because of a violation of that program's requirements. (**Note:** If the institution and/or its facilities and/or the principal(s) have been declared ineligible/disqualified from a publicly-funded program(s) within the past seven years, documentation to show that the disqualified entity/person has since been fully reinstated in or determined eligible for the program, including the payment of any debts owed, must be attached to this form.)

C. Certification of Participation in Publicly-Funded Programs for the institution; and/or any sponsored affiliated facilities; and/or the principals of the institution or its facilities:

1. Do any of the parties identified in C. above currently participate in any publicly-funded programs, or have they participated in such programs within the past seven years?

☐ Yes – Check the box for Yes, then complete C.2 and the signature block below.

☐ No – Check the box for No, then complete the signature block below.

2. Check the publicly-funded program(s) that any of the above parties (a, b, or c) currently participate in or have participated in within the past seven years:

☐ Child Care Food Program

☐ Early Head Start Program

☐ Afterschool Meals Program

☐ Emergency Solutions Grant

☐ Homeless Children Nutrition Program

☐ Head Start Program

☐ National School Lunch Program

☐ School Readiness Program

☐ School Breakfast Program

☐ Voluntary Pre-Kindergarten (VPK) Program

☐ Summer Food Service Program

☐ 21st Century Community Learning Centers

☐ Other (list program names): _____

To list more publicly-funded programs, attach separate page(s).

Signature of Majority Owner (required for for-profit organization, CEO, President, Executive Director, Board Chair, Head Clergy Member, Commanding Officer, Public School Superintendent, or the Delegated Authority for any of the above individuals

Date

Printed Name

Title

CERTIFICATION REGARDING LOBBYING

Attachment

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

Contract # _____

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or an employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in the connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid, to any person for influencing or attempting to influence an officer or an employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in the connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit [Standard Form-LLL](#), "Disclosure of Lobbying Activities", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. §1352 (1996). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature

Date

Name of Authorized Individual

Application or Contract Number

Name of Organization

Address of Organization

Name of Public School District: _____

Federal Fiscal Year: 20__ - __

**AFTERSCHOOL MEALS PROGRAM (AMP)
PUBLIC SCHOOL DISTRICT SPONSOR APPLICATION CHECKLIST**

Check if Enclosed * indicates that a blank form is in this packet for your use

- | | |
|---|---|
| <input type="checkbox"/> | 1. Child Care Food Program Application* |
| <input type="checkbox"/> | 2. Application Addendum for Afterschool Meals Program Sponsors* |
| <input type="checkbox"/> | 3. Delegation of Signing Authority*, if applicable |
| <input type="checkbox"/> | 4. Certification Statement Regarding Business Integrity and Publicly-Funded Programs* |
| <input type="checkbox"/> | 5. Conflict of Interest and Ethics Statement* |
| <input type="checkbox"/> | 6. Building for the Future Parent Letter* (submit only if planning to use a version other than the sample provided; form is to be posted at each site approved for program participation) |
| <input type="checkbox"/> | 7. Site Information Form(s)* – <u>one for each school site</u> |
| NOTE: Additional documentation is required for sites not owned and/or operated by the school district. | |
| <input type="checkbox"/> | 8. Certification Regarding Lobbying* |
| <input type="checkbox"/> | 9. Civil Rights Compliance Checklist* |
| <input type="checkbox"/> | 10. News Release* (may be submitted separately just prior to program approval) |

NOTE: A copy of the CCFP Permanent Contract is enclosed for reference only. Do not return it with your application packet.

SIGNATURE IS REQUIRED FOR APPLICATION SUBMISSION

I certify that all the enclosed information is true and correct.

Signature of School Board Chairman, School Superintendent, or
Delegated Authority

Date

Printed Name

Title

NOTE: Before approval is granted, all application materials must be complete and correct, and organization staff must receive program specific training. If seeking approval to start the program by August, we strongly recommend submission of the application packet on or before May 1 to allow time to complete the approval process.

Prior to submission, make copies of all documents for your records. Send all materials checked above and this signed checklist to the following address:

**Florida Department of Health
Bureau of Child Care Food Programs
4052 Bald Cypress Way, Bin #A-17
Tallahassee, FL 32399-1727**

FOR DOH USE ONLY: Date Program Specialist was notified to schedule training: _____

- | | |
|-------|--|
| _____ | Printed SAMAS document verifying sequence number for payment address |
| _____ | Printed DUNS# using D&B DUNS Number Lookup website |
| _____ | Received signed Procedure Manual Receipt Form from Program Specialist |
| _____ | Received Prospective Contractor Training Certification from Program Specialist |
| _____ | Approval Log has been accurately completed |

Approval Signature (DOH Headquarters)

Printed Name

Date

Mission:

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



Vision: To be the Healthiest State in the Nation

Ron DeSantis

Governor

Scott A. Rivkees, MD

State Surgeon General

CIVIL RIGHTS COMPLIANCE CHECKLIST INSTRUCTIONS

(Applies to all DOH facilities, programs, and Service Providers)

Facility/Program: Specify the name of the facility or program that the checklist is being completed for.

County: Name the county in which the facility/program is located.

Address: Provide the work address, city, state, and zip code of the facility/program.

Completed By: State the name of the individual responsible for completing the compliance checklist.

Date: Provide the date that the checklist was completed.

Telephone: Provide the telephone number of the individual responsible for completing the compliance checklist.

Briefly describe the geographic area served by the program/facility and the type of services provided: This information should include demographics of the population area being served by the program/facility in addition to the type of services being provided.

Designation of Compliance Officer:

1. To be answered by DOH and all service providers (programs serviced by DOH Central Office would mark yes to this question).
 - 1a. To be answered by DOH and all service providers: List the individual's name who serves as the Title VI Coordinator (Response provided for programs serviced by DOH Central Office).
 - 1b. State the Title VI Coordinator's position and title (Response provided for programs serviced by DOH Central Office).
2. Only applies to service providers that employ 15 or more employees. Name the Title VI Coordinator.
 - a. Section 504 Coordinator (could be the same as #2) (Response provided for programs serviced by DOH Central Office).
 - b. Same as #2 (Response provided for programs serviced by DOH Central Office).
3. Same as #2, if different, provide the name of the individual (Response provided for programs serviced by DOH Central Office).

Equal Access and Participation:

Reporting Community Outreach and Advocacy:

4. State whether information is disseminated to clients, advocacy groups, or potential clients (applies to all DOH facilities, programs, and service providers).

4a. Applies to all DOH facilities, programs, and service providers.

4b. Same as above.

Reporting Compliance:

5. Applies to all DOH facilities, programs, and service providers.

5a. Same as above.

5b. Applies to all DOH facilities and programs. Service providers must indicate who they report participation rates to, if applicable.

5c. Same as 5b.

5d. Applies to all DOH facilities, programs, and service providers.

5e. Same as above.

Limited English Proficiency and Auxiliary Aids Plan

6. Applies to all DOH facilities and programs only. Service providers should mark n/a with the explanation that it is reviewed at the program level.

6a. Same as above.

6b. Same as above.

Communications

6c. through 6c3. Applies to all DOH facilities, programs, and service providers.

Written Monitoring Procedure

7. through 7j. Applies to all DOH facilities, programs and service providers. Programs and service providers are responsible for maintaining documentation from sub-contract providers describing how client needs are assessed; how clients and applicants are notified of availability of auxiliary aids from the sub-contract providers; and whether training and meeting notices contain required contact information to request services.

Notice of Title VI Rights and Complaint Procedures

- 8. through 8b. Applies to all DOH facilities, programs, and service providers.
- 8c. Applies to DOH facilities and programs only. Do not apply to service providers.
- 8d. Applies to all DOH facilities, programs, and service providers.
- 8e. Applies to DOH facilities and programs only. Service providers must have their own procedures and processes documented as to how clients and applicants can file complaints of discrimination.
- 8f. through 8h. Applies to all DOH facilities, programs, and service providers.

Self-Evaluation (Physical Accessibility)

- 9. Applies to all DOH facilities, programs, and service providers.
- 9a. Applies to all DOH facilities and programs. Service providers must indicate who they provide a self-evaluation to.
- 9b. through 8e. Applies to all DOH facilities, programs, and service providers.

Reporting Requirements: Training

- 10. through 10a. Applies to DOH facilities and programs only.
- 10.b Applies to service providers only.

Staff Recruitment and Selection

- 11. through 14. Applies to all DOH facilities, programs, and service providers.

Mission:

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



Vision: To be the Healthiest State in the Nation

Ron DeSantis
Governor

Scott A. Rivkees, MD
State Surgeon General

CIVIL RIGHTS COMPLIANCE CHECKLIST

For the Fiscal Year July 1, 2019 to June 30, 2020

Facility / Program:	County:	
Address:	Completed By:	
City, State, Zip Code:	Date:	Telephone:
Briefly describe the geographic area served by the program/facility and the type of services provided:		

Minimum Requirements	Compliance			COMMENTS If, No or N/A, Explain briefly	Local - County procedures or policy reference
	Yes	No	N/A		
Requirement: DOH Policy – Designation of Compliance Officer. Programs and facilities that employ 15 or more persons must designate at least one person to coordinate efforts to comply with the requirements of Title VI of the Civil Rights Act of 1964 (Title VI); HHS Assurances; as well as Section 504 of the Rehabilitation Act of 1972 (Section 504), the ADA of 1990 (ADA), and the Age Discrimination Act of 1975.					
1. Has your organization assigned the local responsibility for insuring compliance with the HHS Assurances for Title VI of the Civil Rights Act of 1964 (Title VI) , as amended, under the contract between the Florida Department of Health and the U.S. Department of Health and Human Services to someone in your organization?					
1a. Who is designated as the local Title VI Coordinator?					
1b. What is this person's position title?					
2. Have all contracted service providers with 15 or more employees designated a Title VI Coordinator?					
2a. a Section 504 coordinator:					
2b. a contact person for ADA and Limited English Proficiency (LEP) requests					
3. Has your organization appointed an employee with compliance monitoring					

Florida Department of Health
 Equal Opportunity Section
 Civil Rights Compliance Checklist (Continued)

Minimum Requirements	Compliance			COMMENTS – If, No or N/A, Explain briefly	Local - County procedures or policy references
	YES	NO	N/A		
responsibilities for Section 504, ADA, and the Age Discrimination Act of 1975? If different from the Title VI coordinator (#1 above), provide the name, position title and contact information.					

Requirement: DOH Policy – Equal Access and Participation (Participation). Programs and facilities will maintain and record statistics which will document equal access and participation in compliance with Title VI, including participant demographics and program qualification requirements, including numbers applying for services, enrollment, and number not enrolled.

Requirement – Equal Access and Participation: Reporting Community Outreach and Advocacy

4.	Does your organization document the dissemination of information to the community (including clients, potential clients, and advocacy groups) about HHS's Title VI programs and your organization's commitment to compliance with civil rights and non-discrimination?					
4a.	Does your organization regularly meet or communicate with community organizations and advocacy groups?					
4b.	What community organizations and advocacy groups do you communicate regularly with, and how? (List on a separate sheet)					

Requirement – Equal Access and Participation: Reporting Compliance

5.	Does your organization record and maintain statistics which will document equal access and participation in compliance with Title VI?					
5a.	Do your records identify participants and applicants in each program at each center or location, and if so, do you record race, color, national origin, age, gender, and disability status?					
5b.	Are the participation rates reported to the EO Section – and how often?					
5c.	Do you report the number and enrollment rates of applicants and the number of participants who complete each program?					

Florida Department of Health
 Equal Opportunity Section
 Civil Rights Compliance Checklist (Continued)

Minimum Requirements	Compliance			COMMENTS – If, No or N/A, Explain briefly	Local - County procedures or policy references
	YES	NO	N/A		
5d.	Do you offer and collect participant satisfaction surveys for each program?				
5e.	Who has physical custody of the records on applicants and participants, and surveys?				

Requirement - Equal Access and Participation: Limited English Proficiency and Auxiliary Aids Plan

6.	Does your organization annually review the Department's LEP and Auxiliary Aids Plan (LEP/AA) and incorporate any changes in the local LEP/AA Plan provisions?				
6a.	Who is designated as the LEP/AA Plan contact and coordinator? (Provide the name, title, and phone number)				
6b.	Does the above individual annually review and update the local resources and referrals for your organization?				

Requirement - Equal Access and Participation: Communications

6c.	Does your organization provide an updated list of local resources and referrals to staff and/or training , to provide information on how to access the list of resources? If so, does it include the following:				
6c1.	Description of auxiliary aids available for use in each phase of the service delivery process				
6c2.	Does the organization have a requirement for training for direct services field staff, institutional staff and other staff who deal with the public? If so, does it include the following:				
6c2a.	Procedures to be used by direct service staff in requesting appropriate auxiliary aids.				

Florida Department of Health
 Equal Opportunity Section
 Civil Rights Compliance Checklist (Continued)

Minimum Requirements		Compliance			COMMENTS – If, No or N/A, Explain briefly	Local - County procedures or policy references
		YES	NO	N/A		
6c2b.	Florida Relay Service (FRS) phone number (711) publicized for communications.					
6c2c.	Full range of communication options, at no cost to the client.					
6c2d.	A list of formal arrangements with interpreters who can accurately and fluently express and receive in sign language? The names, addresses, phone numbers and hours of availability of interpreters must be readily available to direct services employees.					
6c2e.	Accessibility to supplemental hearing devices as needed.					
6c2f.	Use of written communication in lieu of verbal communications.					
6c2g.	Use of Flash cards to communicate.					
6c2h.	At least one telecommunications device, or an arrangement to share a TDD line with other facilities.					
6c3.	Information that use of family members may be used only if they are specifically requested by a deaf or hard-of-hearing person, and the use does not constitute a conflict of interest.					

7.	Does the organization have Written Monitoring Procedure which includes:					
7a.	Description of how client needs are assessed.					
7b.	Approval responsibility for request for and obtaining the requested auxiliary aid or interpreter					
7c.	Standard time for DOH to provide service(s)					
7d.	FRS phone number (711) publicized					
7e.	Name of CHD/CMS Director or Administrator is provided and displayed					
7f.	Name and contact information for local EO Coordinator, ADA Coordinator and to request LEP/AA Plan services displayed in each location					
7g.	Name and contact information					

Florida Department of Health
 Equal Opportunity Section
 Civil Rights Compliance Checklist (Continued)

Minimum Requirements	Compliance			COMMENTS – If, No or N/A, Explain briefly	Local - County procedures or policy references
	YES	NO	N/A		
7h.					
7i.					
7j.					
Requirement: DOH Policy - Notice of Title VI Rights and Complaint Procedures – Programs/facilities must make available to their participants, beneficiaries, or any other interested parties information on their right to file a complaint of discrimination with either the Florida Department of Health or the United States Department of Health and Human Services (HHS). The information may be supplied verbally or in writing to every individual, or may be supplied using an equal opportunity policy poster displayed in public areas of the facility.					
8.					
8a.					
8b.					
8c.					
8d.					

Florida Department of Health
 Equal Opportunity Section
 Civil Rights Compliance Checklist (Continued)

Minimum Requirements		Compliance			COMMENTS – If, No or N/A, Explain briefly	Local - County procedures or policy references
		YES	NO	N/A		
8e.	Have your employees or applicants for employment been provided with contact information for the Department Equal Opportunity office (EO Section) in Tallahassee and informed of their right to file a discrimination complaint?					
8f.	Have your employees or applicants for employment been provided with contact information for the Equal Employment Opportunity Commission (EEOC or the Florida Commission on Human Relations (FCHR) and informed of their right to file a discrimination complaint?					
8g.	Is there a written record made of information regarding a person's request to file a complaint and who provided it?					
8h.	Does your organization ensure the EO Section is informed of any report by a client of possible or alleged violation of discrimination laws in a timely manner?					
Requirement: DOH Policy - Reporting Requirements: Self-Evaluation (Physical Accessibility). Programs and facilities must conduct a self-evaluation to identify any accessibility barriers, using the four-step process that includes (1) evaluate current practices and policies to identify any that do not comply with Section 504 or the ADA; modify policies and practices that do not meet requirements; take remedial steps to eliminate any discrimination that has been identified; and maintain the self-evaluation on file. Assure the program/facility is physically accessible to disabled individuals. Physical accessibility includes designated parking areas, curb cuts or level approaches, ramps, and adequate width to entrances. The lobby, public telephone, restroom facilities, water fountains, information and admissions offices should be accessible. Door widths and traffic areas of administrative offices, cafeterias, restrooms, recreation areas, counters and serving lines should be observed for accessibility. Switches and controls for light, heat, ventilation, fire alarms, and other essentials should be installed at an appropriate height for accessibility for mobility-impaired individuals.						
9.	Has your organization, and each program, conducted and submitted a self-evaluation in the past three to five years? (Forms: Program Self-Evaluation, Communication Access, and an ADA Facility Accessibility Checklist(s))					
9a.	Has a copy of each completed self-evaluation been provided to the compliance officer and the DOH EO Section?					

Florida Department of Health
 Equal Opportunity Section
 Civil Rights Compliance Checklist (Continued)

Minimum Requirements	Compliance			COMMENTS – If, No or N/A, Explain briefly	Local - County procedures or policy references
	YES	NO	N/A		
9b.	Has there been any new construction or renovation work done on the facility in which the programs are provided since the last self-evaluation?				
9c.	Was a self-evaluation completed following completion of the work or provided by the contractor				
9d.	Has your organization identified any areas in which compliance should or could be improved?				
9e.	What has the organization done to address previous compliance issues or to improve compliance in the previous year?				

Requirement: DOH Policy - Reporting Requirements: Training.

10.	Has the local compliance officer or designee completed DOH's EO training in the last 3 years?				
10a.	Have all employees completed DOH's orientation to EO rights: in New Hire training, or in the last 3 years, or when new policies or procedures have been promulgated?				
10b.	Have all employees received equal opportunity training within the past three years.				

Requirement: DOH Policy- Reporting Requirements: Staff Recruitment and Selection

11.	Are recruitment and selection files maintained for not less than two years after the selection is processed?				
12.	Do recruitment announcements include the "Equal Employment Opportunity" nondiscrimination statement (tagline) in all job vacancy announcements?				
13.	Is there any written guidance regarding advertising position				

Florida Department of Health
 Equal Opportunity Section
 Civil Rights Compliance Checklist (Continued)

Minimum Requirements		Compliance			COMMENTS – If, No or N/A, Explain briefly	Local - County procedures or policy references
		YES	NO	N/A		
	vacancies in local newspapers? In minority newspapers?					
14.	Are other methods used to publicize job vacancies? If so, describe.					



Child Care Food Program

CONFLICT OF INTEREST & ETHICS STATEMENT

Instructions: Complete and submit this page only. You may use the attached sample policy if your organization does not already have an established policy.

Name of Organization: _____

Authorization Number: _____

All Child Care Food Program (CCFP) contractors must provide a policy or policies on outside employment to their CCFP employees. The policy or policies must address scheduling conflicts involving outside employment responsibilities/duties and their CCFP responsibilities/duties. All ethical and conflict-of-interest issues must also be addressed.

I certify that a policy or policies, which meet the above criteria:

- Are in effect as of the date below; and
- Will remain in effect for as long as the organization participates in the CCFP; and
- That my organization's employees have been made aware of the policy(s).

Signature of Authorized Employee

Signature Date

Printed Name

Title

SAMPLE

CONFLICT OF INTEREST & ETHICS POLICY

_____ expects all employees to avoid activities which
(Organization's name)
create a conflict of interest with their responsibility to this organization. The organization also expects its employees to observe the highest moral and ethical standards in any dealings in which they represent the organization.

The organization recognizes and respects each employee's right to privacy and to engage in personal activities outside the scope of his or her employment with the organization. Each employee also has an obligation, however, to refrain from activities which conflict with the organization's operation.

The organization reserves the right to determine when an activity conflicts with its interest and to take whatever action is necessary up to and including termination of employment.

Any of the following may be considered a conflict and therefore must be disclosed by the employee in an effort to resolve the potential conflict. Potential conflict of interest includes: outside employment, provision of services for competitors or clients, outside business interest, accepting gifts from companies/suppliers/individuals doing business with the organization, and promoting personal business on organization's or provider's property during hours of organization employment.

Employees are required to report and disclose any of these or other areas, which may constitute a conflict of interest. Please list all other employment or businesses in which you are involved.

This is to certify that I have read and understand this policy and have disclosed outside employment or business(es) in which I am involved. I understand if at any time I become involved in any outside employment or business, I must report it immediately.

Signature of Employee

Date

Organization Name: _____ Authorization #: _____

Delegation of Signing Authority for the Child Care Food Program

Instructions: This form is used to delegate the authority to sign Child Care Food Program contracts and certain other documents. **The Delegating Official must hold one of the following positions:** Majority Owner, CEO, President, Executive Director, Board Chairman, Commanding Officer, Head Clergy Member, or School Superintendent.

By means of this letter, I, _____ (the Delegating Official),
delegate the authority herein described to, _____ (my
representative), on the following terms and conditions:

1. My representative may sign, on my behalf, any documents pertaining to the Child Care Food Program (CCFP).
2. The designated effective time period of this delegation is as follows:
 - a. For a prospective contractor, this delegation will be in effect from the date that the CCFP application checklist or contract is signed, whichever date occurs earlier, through September 30, 2019 or until revoked in writing by the delegating official, whichever date occurs earlier.
 - b. For a renewing contractor, this delegation will be in effect from the date that the CCFP Annual Information Update and Certification or contract amendment (when applicable) is signed, whichever date occurs earlier, through September 30, 2019 or until revoked in writing by the delegating official, whichever date occurs earlier.
3. The authority delegated herein cannot be sub-delegated without my prior and written consent.
4. I understand that this delegation does not relieve me of responsibility to manage and supervise operation of the CCFP, that I may be liable for repayment of funds received, and that I may be subject to disqualification from future participation in the CCFP should the terms of the contract with DOH for participation in the CCFP not be fulfilled.

Delegating Official:

(Must be one of the positions listed in the instructions.)

Signature (Delegating Official)

Printed Name

Title

Date

Acknowledged and Agreed by Representative:

(Must be an employee of the organization.)

Signature (Representative)

Printed Name

Title

Date

Collection and Reporting of Ethnic and Racial Data

- On the Site Information and Site Review Forms, ethnicity is a separate category from race.
- On the Site Information Form, each child must be counted as one ethnicity and as one or more races. This means that the total number of enrolled children by race will be equal to or greater than (if you have multi-racial children) the total number of enrolled children by ethnicity.
- When completing or updating the Site Information Form (or completing a Site Review Form), you can use visual identification to determine the ethnicity and race(s) of a child. Avoid asking the children (or their parents) about their ethnicities and races.
- For programs that are required to collect Free and Reduced Price Meal Applications, you may also obtain ethnicity and race data from those forms.

Ethnicity: Each child must be counted in only one ethnic category.

- (1) Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."
- (2) Not Hispanic or Latino – Everyone not included in #1.

Race: Each child must be counted in at least one racial category, but multi-racial children may be counted in more than one racial category.

- (1) American Indian or Alaskan Native – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- (2) Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- (3) Black or African American – A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black" or "African American."
- (4) Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- (5) White – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

See reverse side for examples

EXAMPLE 1:

You observe a meal service in which you see 35 children eating. It appears to you that only 5 of those children are of Hispanic origin. You also believe that 24 children are African American, 10 children are white, and 1 child is both white and Asian. Based on this information, you determine:

The ethnic breakdown of the 35 children

(Remember - Each child must be counted as either Hispanic or Non-Hispanic)

Hispanic or Latino	Not Hispanic or Latino	Ethnicity Total =
5	30	35

Since only 5 children are of Hispanic origin, then the other 30 children are not Hispanic.

The racial breakdown of the 35 children

(Remember – Multi-racial children can be counted in more than one race category.)

American Indian or Alaskan Native	White	Black or African American	Asian	Native Hawaiian or other Pacific Islander	Race Total =
0	11	24	1	0	36

The race total is higher than the ethnicity total, because the bi-racial child is counted in both the white and Asian categories.

EXAMPLE 2:

You are at a site and observe 60 children in attendance. You estimate that 40 of the children are of Hispanic origin. You identify 1 child as American Indian, 2 children as Asian, 6 children as African American, 1 child as both white and African American, and the rest of the children as white. Based on this information, you determine:

The ethnic breakdown of the 60 children

Hispanic or Latino	Not Hispanic or Latino	Ethnicity Total =
40	20	60

40 children are identified as Hispanic, thus the other 20 children are not Hispanic.

The racial breakdown of the 60 children

American Indian or Alaskan Native	White	Black or African American	Asian	Native Hawaiian or other Pacific Islander	Race Total =
1	51	7	2	0	61

The race total is higher than the ethnicity total, because the bi-racial child is counted in both the white and African American categories.



**STATE OF FLORIDA
DEPARTMENT OF HEALTH
BUREAU OF CHILD CARE FOOD PROGRAMS**

**Child Care Food Program (CCFP)
Permanent Contract**

IDENTIFICATION OF CONTRACTING PARTIES: This Permanent Contract (Contract) is entered into consistent with the terms and representations provided in the Contractor's application requesting participation in the Child Care Food Program (CCFP). The Contract is therefore, under those conditions, executed by:

**The State of Florida
Department of Health
Bureau of Child Care Food Programs
(Department)**

BIN #A-17, 4052 Bald Cypress Way, Tallahassee, Florida 32399-1727

With

**Legal Name of Contractor
Address (Street, City, St, Zip)**

Contractors shall maintain this Contract with their CCFP records. Contractors are required to retain most CCFP records for at least three years after termination from the Program. Certain records are required to be retained longer. Records related to an ongoing audit must be retained until the audit is complete, even if longer than the standard retention period.

**Florida Department of Health
CHILD CARE FOOD PROGRAM
PERMANENT CONTRACT
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See reverse side for examples

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1	51	7	2	0	61

The race total is higher than the ethnicity total, because the bi-racial child is counted in both the white and African American categories.



CHILD CARE FOOD PROGRAM PERMANENT CONTRACT

THIS PERMANENT CONTRACT is entered into between the State of Florida, Department of Health, (Department) administering the United States Department of Agriculture (USDA) Child and Adult Care Food Program (CFDA# 10.558), codified in Florida at Section 383.011(1)(i), Florida Statutes, and known as the Child Care Food Program (CCFP or Program), and the Legal Name of Contractor (Contractor), jointly referred to as "the parties" This Contract shall supersede all previous communications, representations, contracts, or agreements, either verbal or written between the parties.

THE PARTIES AGREE:

CONTRACTOR ENCOURAGED TO SEEK LEGAL COUNSEL

1. This CCFP Permanent Contract is a legal binding agreement between the Contractor and the Department. Entering into this Contract may affect the Contractor's rights and responsibilities under Florida law. It is therefore most likely that the Contractor will have individual legal concerns that are best addressed by an attorney representing that Contractor's interests.

2. The Department is not permitted to nor will it provide legal advice regarding this Contract. The Department is only permitted to describe the various terms, conditions, and functions of the requirements within the Contract. The Department may not advise the Contractor as to the Contractor's rights under the Contract's provisions. No verbal representations regarding this Contract shall have force or effect regardless of the source of that representation unless reduced to writing and implemented consistent with the terms of this Contract.

3. Violation of the terms of this Contract could lead to disqualification. If a contractor falsifies program records, such action is considered submission of a false or fraudulent claim and a serious violation of the CCFP and this Contract. A violation of a Program requirement is also a violation of this Contract. In each instance if the violation is proven such action may result in disqualification from the Program for seven years.

I. THE CONTRACTOR AGREES TO:

A. PROVIDE SERVICES IN ACCORDANCE WITH CONTRACT

Provide services in accordance with this Contract and governing state and federal law, and to comply with any state or federal rules, regulations, instructions, policies, procedures, and manuals used by the Department in its administration of the CCFP.

B. ACCEPT FINAL ADMINISTRATIVE AND FINANCIAL RESPONSIBILITY

Accept final administrative and financial responsibility for total CCFP operations governed by this Contract.

C. COMPLY WITH GOVERNING LAWS, RULES, REGULATIONS, AND POLICIES

1. The terms and conditions of this Contract, including Attachments 1, 2 and 3 to this Contract and all applicable rules, regulations, instructions, policies, procedures and manuals.

2. Florida Law. This Contract is executed and entered into in the State of Florida, and shall be construed, performed, and enforced in all respects in accordance with the laws, rules, and regulations of the State of Florida.

3. Florida Department of Health, Bureau of Child Care Food Programs (CCFP) manuals and guides, as though fully set forth herein, with which the Contractor hereby agrees to comply as a condition of this Contract. The Contractor shall comply with the following manuals and guides as applicable: the Procedure Manual for Sponsors of Unaffiliated Centers; the Procedure Manual for Sponsors of Day Care Homes; the Procedure Manual for Sponsors of Affiliated Centers; the Procedure Manual for Independent Child Care Centers; the Procedure Manual for Afterschool Snack Programs; the Financial Management Guide; A Guide to Crediting Foods; Feeding Infants in the Child Care Food Program; the Eligibility Guide for Child Care Centers; Catering Contract Guidance; Prospective Contractor Training for Child Care Centers; Prospective Contractor Training for the Afterschool Nutrition Program; Prospective Contractor Training for the Homeless Children Nutrition Program; Sponsor Oversight Responsibilities for Sponsors of Day Care Homes; Sponsor Oversight Responsibilities for Sponsors of Unaffiliated Child Care Centers; Sponsor Oversight Responsibilities for Sponsors of Afterschool Nutrition Programs; and Sponsor Oversight Responsibilities for Sponsors of Homeless Children Nutrition Programs.

4. Federal Law

a. As though fully set forth herein, all CCFP rules, regulations, instructions, policies, procedures and manuals used by the Department in its administration of the CCFP, including but not limited to applicable provisions of: Title 7 Code of Federal Regulations Part 226, "Child and Adult Care Food Program"; Office of Management and Budget

Circular A-21, "Cost Principles for Educational Institutions"; Office of Management and Budget Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments"; Office of Management and Budget Circular A-122, "Cost Principles for Non-Profit Organizations"; Office of Management and Budget Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations"; USDA Food and Nutrition Service Instruction 796-2, Revision 3 and subsequent revisions; Title 7 Code of Federal Regulations Part 3015, "Uniform Federal Assistance Regulations"; and Title 7 Code of Federal Regulations Part 3016, "Uniform Administrative Requirements For Grants And Cooperative Agreements To State And Local Governments"; Title 7 Code of Federal Regulations Part 3019, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations"; and Title 7 Code of Federal Regulations Part 3052, "Audits of States, Local Governments, and Non-Profit Organizations."

b. The Contractor hereby agrees and assures that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C §2000d et seq.) Title IX of the Education Amendments of 1972, (20 U.S.C. §1681 et seq.) as amended, Section 504 of the Rehabilitation Act of 1973, (29 U.S.C., §794) as amended, the Age Discrimination Act of 1975, (42 U.S.C. §6101 et seq.) as amended, and all requirements imposed by the regulations of the U.S. Department of Agriculture (Title 7 Code of Federal Regulations Part 15); Department of Justice Enforcement Guidelines, (Title 28 Code of Federal Regulations Part SO.3, 42 and 50); and USDA, Food and Nutrition Service directives or regulations issued pursuant to that Act and the regulations, to the effect that, no person in the United States shall, on the ground of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity for which the Contractor received Federal financial assistance from USDA; and hereby gives assurance that it will immediately take any measures necessary to fulfill this Contract. Contractors who are also sponsors further agree to ensure compliance with these requirements at each of their sponsored facilities.

(1) This assurance is given in consideration of and for the purpose of obtaining any and all federal financial assistance, grants and loans of federal funds, reimbursable expenditures, grant or donation of federal property and interest in property, the detail of federal personnel, the sale and lease of, and the permission to use federal property or interest in such property, or the furnishing of services without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with federal financial assistance extended to the Contractor by the USDA.

(2) This assurance also incorporates any federal agreement, arrangement, or other contract which has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this Contract.

(3) By executing this Contract, the Contractor agrees to compile data, maintain records, and submit reports as required to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review such records, books, and accounts as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the USDA, Food and Nutrition Service shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Contractor, its successors, transferees, and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear on this Contract are authorized to sign this assurance on the behalf of the Contractor.

c. If reimbursements paid to the Contractor exceed \$100,000, the Contractor shall comply with all applicable standards, orders, or regulations issued under Section 306 of the Clean Air Act, as amended (42 U.S.C. 1857(h) et seq.), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368 et seq.), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15). The Contractor shall report any violations of the above to the Department. If reimbursements paid to the Contractor exceed \$100,000, the Contractor's execution of this Contract shall serve as its certification that it will not and has not used CCFP funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of congress in connection with this Contract pursuant to Title 31 United States Code Section 1352.

d. The Contractor shall not employ unauthorized aliens.

(1) The Contractor agrees to use the U.S. Department of Homeland Security's E-Verify system, <https://e-verify.uscis.gov/emp>, to verify the employment eligibility of:

(a) All persons employed during the Contract term by the Contractor to perform employment duties within Florida;

(b) All persons (including subcontractors) assigned by the Contractor to perform work pursuant to this Contract;

(2) The Department shall consider employment of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act.

e. The Contractor shall comply with the Pro-Children Act of 1994, Public Law 103-277, which requires that smoking not be permitted in any portion of any indoor facility used for the provision of federally funded services including health, child care, early childhood development, education or library services on a routine or regular basis, to children up to age 18. Failure to comply with the provisions of the law may result in the imposition of civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

D. MAINTAIN AND ALLOW AUTHORIZED ACCESS TO ALL RECORDS OF CCFP OPERATIONS

1. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices that sufficiently and properly reflect all revenues and expenditures of funds provided by the Department under this Contract.

2. To maintain its current month's and prior 12 month's records of CCFP claims and reports in separate monthly file folders containing an original of all receipts and an original or copy of all other monthly records supporting the Contractor's CCFP claim for each designated month. These records shall be available for review, audit, and copying at the Contractor's operational location within one hour of written or verbal request.

3. To retain all program related records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Contract for a period of three (3) years after expiration or termination of this Contract, or if an audit has been initiated and audit findings have not been resolved at the end of three (3) years, the records shall be retained until final resolution of the audit findings or any litigation relating to the audit findings or any action subject to administrative review. Any records retained, regardless of the time retained, shall be subject to inspection, copying, audit, and review. If the Contractor is a day care home sponsor that Contractor must retain records for all disqualified day care home providers for 10 years after disqualification.

4. Upon expiration or termination of this Contract and at the request of the Department, the Contractor will cooperate with the Department to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in subparagraph 3 of this section. The Contractor agrees to maintain the records for the requisite period, even if this Contract is terminated or if the Contractor has ceased operations.

5. To ensure that all records shall be available for copying, inspection, review, or audit, during any hours that the Contractor is open for business, but at minimum between the hours of 8 a.m. and 5 p.m.

a. Ensure that all records applicable to the current month and prior 12 months of operation are available on-site, in paper form, for inspection, copy, review, or audit.

b. Maintain all CCFP records at the site at which the Contractor provides program services and/or at the Contractor's sponsoring organization office, as appropriate to the type of record maintained.

c. Provide access to records within one hour of formal request to:

(1) Employees of the Department, United States Department of Agriculture, Florida Department of Law Enforcement, Florida Department of Financial Services, Division of Public Assistance Fraud, and Early Learning Coalitions upon presentation of appropriate photo identification; and

(2) Other authorized individuals who the Department designates in writing upon presentation of that designation and proper photo identification.

6. Permit employees of the Department, United States Department of Agriculture, Florida Department of Law Enforcement, or Florida Department of Financial Services, Division of Public Assistance Fraud to take physical possession of any CCFP records, or equipment containing such records and any other records maintained on equipment used in the CCFP, upon presentation of photo identification.

7. Upon presentation of appropriate photo identification, the Contractor shall grant appropriately designated individuals full access to all program related records, financial records, supporting documents, statistical records, any of the Contractor's contracts and any other documents (including electronic storage media) pertinent to this Contract, regardless of the form in which kept, at all reasonable times, and all reasonable places, for as long as records are retained. Individuals granted access pursuant to the terms of this Contract and this provision shall include employees of the Department, those individuals authorized in writing by the Department, personnel of the United States Department of Agriculture, Florida Department of Law Enforcement, Florida Department of Financial Services, Division of Public Assistance Fraud, representatives of Early Learning Coalitions, and federal auditors pursuant to Title 45 Code of Federal Regulations, Part 92.

E. PROVIDE REQUIRED AUDIT RECORDS

1. A not-for-profit organization or non-federal governmental entity that expends Federal awards, including CCFP reimbursements, of \$500,000 or more in its fiscal year, shall assure that a single or program-specific audit is conducted in accordance with the provisions of Office of Management and Budget Circular A-133, as revised. The Contractor agrees to:

a. Annually complete a determination regarding which audit requirements it must meet in accordance with Office of Management and Budget Circular A-133, as revised;

b. When an audit is required, ensure that the audit is ordered and completed consistent with the requirements of Office of Management and Budget Circular A-133, as revised, and Attachment 3 to this Contract;

c. Submit copies of audit reports for audits conducted in accordance with Office of Management and Budget Circular A-133, as revised, whether required or voluntary, to the Department according to the requirements stated in Attachment 3 to this Contract.

2. In connection with the audit requirements addressed in subparagraph 1 of this section, the Contractor shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of Office of Management and Budget Circular A-133, as revised as though fully set forth herein, and shall make all records relating to the audit, including but not limited to accountant work papers and findings, available to the Department for inspection and copying.

F. PROPERLY DISBURSE CCFP REIMBURSEMENT FUNDS RECEIVED

1. Use CCFP reimbursement funds only to pay for allowable CCFP costs;

2. Pay all supplier or subcontractor invoices, for CCFP claimed costs, by the earlier of payment due date or within five business days after receipt of CCFP reimbursement; and

3. If it is a sponsor of day care homes or sponsor of unaffiliated child care centers, disburse reimbursements to sponsored facilities within five business days of receipt of reimbursement from the Department. The

date the sponsor receives the direct deposit notice or check in the mail is the date reimbursement is considered received from the Department.

G. SUBMIT DOCUMENTS TO THE DEPARTMENT

1. In addition to any documents required to be submitted to the Department in compliance with state and federal law, the Contractor agrees to submit any receipts, invoices, documentation, or other evidence that the Department in its sole discretion deems necessary to evaluate the validity of any and all claims for reimbursement submitted by the Contractor. Such requirement for documentation may also require the Contractor to submit documentation prior to payment of any claim; any claim or portion thereof that is not supported by documents requested by the Department in writing shall be disallowed.

2. The Contractor shall provide any and all information requested by the Department which the Department deems necessary in its sole discretion to evaluate an application to participate in the CCFP or an application to renew its participation in the CCFP or to evaluate a Contractor's performance in the CCFP, including but not limited to, documents which the Department determines are necessary to evaluate the applicant's or the Contractor's financial viability, administrative capability and program accountability.

3. The Contractor shall provide written notice to the Department within five business days of:

a. Any change to the Contractor's official mailing address to which all legal notices and other correspondence shall be directed. The Contractor shall be bound by all records mailed to that address for purposes of enforcement proceedings regarding this Contract;

b. Any change to the Contractor's street address (physical location) where CCFP services are being provided;

c. Any change in the Contractor's Federal Employer Identification Number (FEIN) or legal name or doing-business-as (DBA) name;

d. Any change in the Contractor's responsible principals and responsible individuals certification. This written notice shall include:

(1) Notification of any change in a previously identified principal's or individual's status that would render that person unqualified to continue to serve.

(2) Notification of any convictions of a Contractor's responsible principals or responsible individuals (any person who holds a management position with the Contractor, owners, officers or members of the board of directors) for crimes indicating a lack of business integrity. Such designated crimes shall include fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, obstruction of justice, tax evasion, tax fraud, failing to file tax returns, passing worthless checks, submission of false or fraudulent information to a state or federal agency, and perjury or any other activity indicating a lack of business integrity; and

(3) The Contractor's proposed personnel change to remove or otherwise disqualify the principal(s) and/or responsible individual(s) from participation in the CCFP.

4. For the purpose of annual certification of continued participation in the Program, the Contractor shall:

a. Submit to the Department information required pursuant to CCFP regulations;

b. Submit to the Department, upon request, additional records and information the Department deems necessary to substantiate the Contractor's continued eligibility to participate in the CCFP for the coming year or;

c. If the Contractor chooses not to comply with the annual certification requirements, voluntarily withdraw from the CCFP by the date specified by the Department unless currently under a Notice of Serious Deficiency. Failure to comply with annual certification requirements or voluntarily withdraw from the CCFP will result in non-punitive termination of this Contract without appeal, unless currently under a Notice of Serious Deficiency.

H. OBTAIN PRIOR DEPARTMENTAL APPROVAL OF CONTRACTOR'S OPERATIONS

1. A Contractor serving as a CCFP sponsor of any facility with which the Contractor has no affiliation shall obtain prior written approval from the Department for all salaries and benefits funded by CCFP reimbursements. Salaries and benefits must be reasonable, prudent, and necessary for the furtherance of the CCFP in addition to being in compliance with federal law. The reasonableness of salaries and benefits shall be determined by the Department after its review of the Contractor's operations or anticipated operations and shall not exceed those salaries and benefits generally made available to non-profit corporation employees and officers in the same geographical area for similar services. The determination of reasonable, prudent, and necessary salaries and benefits shall be at the Department's sole discretion.

2. A Contractor serving as a CCFP sponsor of any facility with which the Contractor has no affiliation shall not employ staff or officers or directors who are related by blood or marriage without the prior written approval of the Department. Any such approval will be granted only upon written documentation of extraordinary circumstances and shall only be granted for the shortest period of time necessary to address the justifying circumstances.

3. The Contractor shall submit budgets and budget amendments that are reasonable, prudent, necessary, and allowable in accordance with Food and Nutrition Service (FNS) Financial Management Instruction 796-2, Revision 3 and subsequent revisions, for the furtherance of the CCFP. The determination of reasonable, prudent, necessary, and allowable budget items and amounts shall be at the Department's sole discretion. All budgets and budget amendments shall require the Department's prior written approval. No more than four budget amendments may be filed in any federal fiscal year unless the Contractor is able to show good cause why additional amendments are required due to expenses that could not be reasonably anticipated and handled through the allowed number of amendments. The determination of good cause shall be at the Department's sole discretion.

4. The Contractor shall comply with program meal requirements as specified by 7 CFR §226.20. Failure to meet Program specifications shall subject the Contractor to issuance of a warning letter, require the Contractor

provide a corrective action plan, subject the Contractor to additional documentation required (ADR) claims procedures, Notice of Serious Deficiency, proposed termination, and disqualification.

5. Contractors providing services in accordance with this Contract hereby agree that they shall not during that same period provide services to CCFP contractors or facilities as a registered caterer with the Florida Department of Health. Contractors attempting to simultaneously perform services under this Contract and also as a registered caterer with the Florida Department of Health shall be in violation of the terms of this Contract and may be subject to disqualification.

6. Contractors agree that they shall not assign or pledge current or future CCFP operational reimbursement funds or equipment procured with CCFP funds as collateral of any kind for a loan, line of credit, or for a repayment plan for unpaid debts.

I. MONITORING, COMPLIANCE AND REVIEW PROCEDURES

1. The Contractor agrees to submit to monitoring, compliance reviews and subsequent administrative and criminal penalties that may apply, to include:

a. Reviews of audits conducted in accordance with Office of Management and Budget Circular A-133, as revised; and

b. Monitoring procedures by the Department that may include, but are not limited to, on-site visits by Department staff or contracted entities on behalf of the Department, limited scope audits as defined by Office of Management and Budget Circular A-133, as revised, and/or other procedures or audits deemed necessary in the sole discretion of the Department to evaluate program operations.

2. The Contractor agrees to comply and cooperate with any:

a. Monitoring procedures/processes deemed appropriate by the Department;

b. Additional instructions provided by the Department to the Contractor upon the Department's determination that an audit or a limited scope audit of the Contractor is appropriate; and

c. Inspections, reviews, investigations, or audits deemed necessary by the Department, or the State of Florida's Comptroller or Auditor General.

3. Any Contractor serving as a CCFP sponsor shall monitor each sponsored facility and ensure its compliance with the requirements of state and federal rules, regulations, policies, instructions, procedures, and manuals. Contractor personnel responsible for monitoring must carry photo identification demonstrating their relationship to the sponsoring organization and present it upon request.

4. Regarding inspections and regulatory actions the Contractor agrees:

a. To permit persons authorized by the Department to inspect any records, papers, documents (including electronic storage media), facilities, and/or goods and services of the Contractor which are relevant to this Contract, and/or to interview any clients and employees of the Contractor.

b. That any inspections or monitoring visits of the Contractor's facility or of the Contractor's records shall be made to assure the Department of the satisfactory performance of the terms and conditions of this Contract. The Contractor agrees that such visits, reviews, or inspections may be announced or unannounced.

c. To acknowledge site review findings by providing an authorized signature on the site review form upon completion of the specific site review. Failure to acknowledge such findings or provide exceptions at the time of the site review shall be grounds for Notice of Serious Deficiency.

d. To accept the Department's written report of findings regarding the Contractor's performance or compliance with the terms of this Contract.

e. To provide its written response to the Department's written report of findings within the period specified in the Department's notice of required corrective action.

f. That the Department, at its sole and exclusive discretion, may or may not accept the Contractor's corrective actions. The Contractor agrees to respond to all requests for modification of the Contractor's proposed corrective actions as specified by the Department. The Contractor agrees that it shall correct all noted deficiencies identified by the Department consistent with a Department approved Corrective Action Plan (CAP) within the specified period of time set forth in the Contractor's CAP.

g. That the Contractor's failure to submit an acceptable CAP to the Department within the timeframe provided in the Department's notice, or failure to correct noted deficiencies, or failure to fully and permanently maintain implemented corrective action may, at the sole and exclusive discretion of the Department, result in:

(1) The Contractor being deemed in breach or default of this Contract;

(2) Suspension of program participation;

(3) Withholding of payment to the Contractor by the Department;

(4) Termination of this Contract for cause; and

(5) The Contractor and the Contractor's responsible principal(s) and responsible individual(s) being disqualified from participation in the CCFP and listed on the USDA National Disqualified List.

h. That the Contractor's failure to implement and maintain an approved corrective action(s) shall result in contract termination and disqualification and listing the Contractor, and the Contractor's responsible principal(s) and responsible individual(s) on the USDA National Disqualified List.

i. That the Contractor's exclusive means of challenging the Department's determination of acceptable CAP submission, successful correction of deficiencies, suspension, and/or proposed termination and entry of named parties on the USDA National Disqualified List shall be the review procedures provided pursuant to the terms of this Contract and Title 7 Code of Federal Regulations, Part 226.

5. Upon termination or expiration of this Contract, for a period of three years from the end of the federal fiscal year in which the Contract is terminated or expires, the Contractor agrees to:

a. Maintain all CCFP records and program related records, unless instructed by the Department to maintain those records for a longer period of time;

- b. Maintain all records pertaining to any unresolved audit or review for a minimum of three fiscal years plus the current fiscal year or until all outstanding issues are resolved; and
- c. Submit to the Department's authority regarding the issue and determination of a serious deficiency. Failure to respond or successfully resolve any Notice of Serious Deficiency may result in the Contractor and its responsible individual(s) and responsible principal(s) being added to the USDA National Disqualified List pursuant to the requirements of Title 7 Code of Federal Regulations Part 226.6.

J. DEPARTMENT AUTHORITY TO SEEK OTHER ACTIONS AT LAW

1. The Contractor agrees that administrative and criminal penalties may apply to violation of the terms of this Contract.
2. The Contractor hereby acknowledges that any monitoring or review, whether performed by the Department, the United States Department of Agriculture, the Florida Department of Law Enforcement, the Florida Department of Financial Services, Division of Public Assistance Fraud or by another entity authorized by the Department may result in the initiation of criminal charges and that the Department will actively cooperate and assist in such criminal prosecution.
3. The CCFP sanctions for Contractor violations shall not be construed as excluding or replacing any criminal or civil sanctions or other remedies that may be applicable under any federal or state statute or local ordinance; and
4. The CCFP sanctions do not limit or replace the authority of the USDA, Comptroller General, or Department to seek damages, or civil or criminal action;
5. Nothing in this Contract precludes the Department from obtaining damages as well as any other remedy authorized by law as a result of the Contractor's breach of this Contract or violation of applicable federal and state rules and regulations pertaining to the CCFP.

K. INDEMNIFICATION

1. Indemnification is not applicable as to the Department in contracts executed between the Department and state agencies or subdivisions, as defined in Section 768.28, Florida Statutes, or between the Department and federal agencies or sovereign American Indian nations. However, such indemnification provisions shall apply to the Contractor in subparagraphs 2 and 3 of this section.
2. The Contractor shall be liable for and shall indemnify, defend, and hold harmless the Department and all of its officers, agents, and employees from all claims, suits, judgments, or damages, consequential or otherwise and including attorneys' fees and costs, arising out of any act, actions, neglect, or omission by the Contractor, its agents, or employees during the performance or operation of this Contract or any subsequent modifications thereof, whether direct or indirect, and whether to any person or tangible or intangible property.
3. The Contractor's inability to evaluate liability or its evaluation of liability shall not excuse the Contractor's duty to defend and indemnify within seven (7) days after such notice by the Department is given by certified mail, equivalent delivery service, e-mail or facsimile transmission. Only adjudication or judgment after highest appeal is exhausted specifically finding the Contractor not liable shall excuse performance of this provision. The Contractor shall pay all costs and fees related to this obligation and its enforcement by the Department. The Department's failure to notify the Contractor of a claim shall not release the Contractor of the above duty to indemnify.

L. ASSIGNMENTS AND SUBCONTRACTS

1. The Contractor agrees:
 - a. It shall be responsible for the administration and financial management of its operation;
 - b. It shall not enter into any subcontracts or agreements affecting the Program subsequent to the execution of this Contract without the Department's prior written approval;
 - c. If it intends to enter into any Program related subcontracts it shall:
 - (1) Provide the Department written notice of the intended subcontract. That notice shall include the name of the intended subcontractor, the name of its principal owners, the intent of the contract and the estimated total value of that contract;
 - (2) Provide the Department any required budget updates reflecting the proposed subcontractor's expense for evaluation;
 - (3) Not enter into the requested subcontract until approved by the Department; and
 - (4) Not pursue a subcontractor relationship in support of this Contract should the Department not approve such subcontract.
2. The Contractor agrees that the Department shall not approve any subcontract for CCFP management functions, including but not limited to, program financial management, eligibility review and approval, preparation and maintenance of enrollment rosters, tiering determinations, monitoring, and submission of claims for reimbursement.
3. Approval or disapproval of CCFP related subcontracts shall be at the sole discretion of the Department. Any Program related subcontract not approved by the Department shall be null and void as to the provisions of this Contract and the Department's responsibility to reimburse any costs for the unauthorized subcontract support of the Contractor's operations.
4. The Contractor shall be responsible for all work performed and all expenses incurred for implementing the CCFP on behalf of the Department. If the Department permits the Contractor to subcontract part of the work contemplated under this Contract, including entering into subcontracts with vendors for services and commodities, the Contractor agrees that the Department shall not be liable to the subcontractor for any expenses or liabilities incurred under the subcontract and the Contractor shall be solely liable to the subcontractor for all expenses

and liabilities incurred under the subcontract. The Contractor, at its expense, will defend the Department against such claims.

5. The State of Florida shall at all times be entitled to assign or transfer its rights, duties, or obligations under this Contract to another governmental agency in the State of Florida, upon giving prior written notice to the Contractor.

M. CONDITION FOR RECEIPT OF FEDERAL FUNDS

In compliance with the American Recovery and Reinvestment Act (ARRA) and the Federal Funding Accountability and Transparency Act, no payment will be issued to the Contractor until it has obtained a Data Universal Number System (DUNS) number. This may be found at <http://fedgov.dnb.com/webform>.

N. MEET ADDITIONAL REQUIREMENTS TO MAINTAIN PARTICIPATION IN CCFP

1. Contractor Legal Name and Federal Employer Identification Number (FEIN) shall not be changed.
a. The Contractor agrees that it shall maintain its participation in the CCFP under this Contract under its approved legal name and FEIN.

b. The Contractor agrees that it shall not change its legal name or FEIN under this Contract.

c. The Contractor agrees to immediate termination of this Contract if the Contractor changes its legal name or FEIN. Such termination shall be subject to all requirements of this Contract.

2. The Contractor shall:

a. Prior to doing business with the State of Florida, submit a W-9 to the Florida Department of Financial Services (DFS) electronically via the Vendor Website at <https://livendor.myfloridacfo.com>.

b. Notify the Department and the Florida Department of Financial Services (DFS) of any changes in W-9 information within 10 calendar days.

3. The Contractor hereby agrees to submit all valid claims for reimbursement consistent with the following requirements:

a. Claims for reimbursement shall be supported by required records maintained in sufficient detail to justify the reimbursement claimed;

b. Records shall be available to support the claim and the Contractor's act of claim submission shall be a certification that such records are maintained in the Contractor's files to substantiate each claim submission;

c. Claims for reimbursement shall be submitted to arrive at the Department no later than 60 days following the last day of the month covered by the claim. A one-time exception may be granted upon Department approval within any 36 month period. If approved, payment of the late claim is subject to funds availability. Any claim submitted outside of this requirement shall be denied;

d. Subject to the terms of this Contract, the Contractor shall submit monthly claims for reimbursement to the Department for each month that the Contractor is eligible to file claims, commencing the first full month after the Contractor's approved CCFP begin date. The Department may terminate the Contract for failure to operate the Program (serve reimbursable meals, maintain records, file timely claims, etc.) for three consecutive months.

4. Corporations are recognized under the law as natural persons and may participate in the CCFP. The Corporation and each of its responsible principals or responsible individuals (as defined pursuant to 7 CFR §226) shall be subject to all CCFP requirements and may be individually disqualified from the CCFP and individually placed on the National Disqualified List.

5. Federal CCFP funds are subject to greater oversight. The Department performs a fiduciary function, on behalf of the taxpayers. Therefore, the provisions of this Contract shall apply to all Contractors organized as Corporations whether or not that corporation's stock is publicly traded.

6. During the term of this Contract the Contractor agrees that any proposed sale, transfer, or other conveyance or pledge of CCFP assets shall not be executed as long as the Contractor participates in the CCFP unless the Contractor has obtained prior Department approval of that transaction.

a. The Contractor shall notify the Department in writing of its intent to sell, transfer, convey, or pledge any assets purchased with CCFP funds. The Contractor's notice shall state the name or names of the intended purchasers, transferees or creditors and be provided to the Department in writing no less than 30 days prior to the date of such proposed change. The Department may also obtain such information from the Florida Department of State, should it choose to do so in addition to any contractor notification provided.

b. The Department shall either agree to or decline the proposed change and provide the Contractor written notification of its decision. If the Contractor chooses to pursue the proposed change after the Department declines, the Contractor agrees to notify the Department of the sale. This Contract shall terminate upon the date of that sale, consistent with the terms of this Contract. The Department shall not pay any claims from the Contractor or its designated assignee for meal services occurring after the Contract termination date.

c. If it is discovered or reported that from the date of the Contractor's initial CCFP application more than fifty percent (50%) of the stock of the Contractor's corporation is sold, transferred, otherwise conveyed or pledged, the Contractor agrees that this Contract shall terminate immediately.

d. Failure of the Contractor to provide such notice may result in the Department issuing a Notice of Serious Deficiency and Notice of Proposed Termination and Disqualification of Responsible Principals and Responsible Individuals and immediate termination of this Contract.

7. If a contractor fails to complete all responsibilities under this Contract, the Contractor and its responsible principals and responsible individuals may be disqualified from further participation in the CCFP and placed on the USDA National Disqualified List.

O. CONDITIONS FOR RETURN OF FUNDS

To return to the Department any overpayments due to unearned funds pursuant to the terms of this Contract or applicable state or federal law, rules, regulations, instructions, policies, procedures or manuals, that are used by the Department in its administration of the CCFP. In the event that the Contractor or its independent auditor discovers that an overpayment has been made, the Contractor shall notify the Department by certified mail within five (5) days of such discovery. In the event that the Department first discovers an overpayment has been made, the Department will notify the Contractor by letter of such a finding. Repayment shall be made pursuant to the Department's instructions to the Contractor and shall include interest as required by federal law; such instructions may include but are not limited to a sponsor's payment to sponsored facilities and a contractor's payment to the Department.

P. PROCEDURES FOR DISALLOWANCE OF PROGRAM PAYMENTS

In the event the Department discovers the Contractor's failure to comply with recordkeeping requirements pertaining to records directly supporting claims for reimbursement, the Department shall disallow payment for any meals and/or not supported by such records. Records that support claims for reimbursement may include, but are not limited to, free and reduced price meal applications, daily meal counts, menu records, original receipts and invoices for CCFP expenses, enrollment records, and attendance records. The Contractor may appeal the Department's decision to disallow Program payments as described in Section II.B of this Contract.

Q. INDEPENDENT CAPACITY OF THE CONTRACTOR

1. In performance of this Contract, it is agreed between the parties that the Contractor is an independent contractor and that the Contractor is solely liable for the performance of all tasks contemplated by this Contract, which are not the exclusive responsibility of the Department.

2. The Contractor, its officers, agents, employees, or subcontractors in performance of this Contract, shall act in the capacity of an independent contractor and not as an officer, employee, or agent of the State of Florida. The Contractor shall not represent to others that it has the authority to bind the Department unless specifically authorized in writing to do so.

3. The Contractor, its officers, agents, employees, and its subcontractors are not entitled to state retirement benefits, state leave benefits, or to any other compensation of state employment as a result of performing the duties and obligations of this Contract.

4. The Contractor agrees to take such actions as may be necessary to ensure that each subcontractor of the Contractor will be deemed to be an independent Contractor and will not be considered or permitted to be an agent, servant, joint venture, or partner of the State of Florida.

R. TRAINING AND SECURITY

1. The Contractor agrees to attend all meetings and training sessions required by the Department.

2. CCFP records contain information that is confidential under both Florida and federal law. The Contractor agrees to maintain any and all records, documents, forms, reports, and information, in whatever form, in a secure location with access that is sufficiently limited to protect the records.

3. Public Access to Records. It is expressly understood that the Contractor is acting on behalf of the Department and refusal to comply with public record access provisions shall constitute violation of the Contract for which the Department may unilaterally terminate the Contract. Therefore, the Contractor herein agrees and shall:

a. Promptly notify the Department of any requests it receives for public records;

b. Not grant access to or release records of any nature until properly approved by the Department in writing;

c. When instructed pursuant to the terms of this Contract, allow public access to all documents, papers, letters, or other materials related to this Contract as required by Article I, Section 24, of Florida's State Constitution and Chapter 119, Florida Statutes, 7 CFR §226 at no additional cost to the Department;

d. Maintain the confidentiality of all records required by law or administrative rule to be protected from disclosure;

e. Hold the Department harmless from any claim or damage including reasonable attorney fees and costs or from any fine or penalty imposed as a result of the Contractor's improper disclosure of confidential records whether public record or not and shall defend the Department against the same at the Contractor's expense; and

f. Allow the Department access to any paper or electronic records that contain data relevant to this Contract and associated management information or data.

S. DESIGNATION OF NON-PRICING OR PRICING POLICY

1. The Contractor agrees to designate its participation under either the non-pricing or pricing policy listed below upon entry into the Program. The Contractor shall not change its designated policy without written approval from the Department. The Contractor shall select and participate under one of the following:

2. Non-Pricing Policy

a. The Contractor agrees that all children in attendance at site(s) listed on the Site Information Form(s) and/or Provider Information Form(s), are offered the same meal at no separate charge regardless of race, color, sex, age, national origin, or disability, and there is no discrimination against any child in the course of the meal service based on race, color, sex, age, national origin, or disability.

b. The Contractor agrees to limit access to eligibility information to persons directly connected with the administration and enforcement of the CCFP.

3. Pricing Policy

a. The Contractor agrees to charge separately for meals. The Contractor will charge no more than 40 cents for a reduced-price lunch or supper, 30 cents for a reduced-price breakfast and no more than 15 cents for a reduced-price snack.

b. The Contractor agrees to serve free or reduced-price meals to any child enrolled at the site(s) listed on the Site Information Form(s) whose household income falls within the current Florida Income Eligibility Guidelines or whose household receives benefits from the Food Assistance Program (federally known as the Supplemental Nutrition Assistance Program - SNAP) or Temporary Assistance to Needy Families (TANF).

c. The Contractor agrees to provide these benefits to children from households that are experiencing strikes, layoffs, and unemployment which causes the household income to fall within the criteria set forth in the current income eligibility guidelines.

d. The Contractor agrees to collect meal payments outside of the meal period in a manner that does not identify the eligibility status of children receiving free or reduced-price meals to those not involved in the collection of meal payments. To protect the anonymity of eligible children receiving free or reduced-price meals, one of four methods will be used for collection: 1) daily collection at a designated time and place; 2) weekly collection at a designated time and place; 3) monthly collection at a designated time and place; or 4) billing statement to parents/participants.

e. The Contractor agrees that there will be no overt identification of free and reduced-price meal recipients and no discrimination against any participants on the basis of race, color, national origin, sex, age, or disability.

f. The Contractor agrees to implement the following policy in determining the eligibility of program participants.

(1) The Contractor agrees to send to each household a Parent Letter and Application for Free or Reduced-price Meals based on the samples and procedures provided by the Department of Health. Parents/Guardians will be requested to complete the Application and return it to the Contractor's or site's determining official for review. Such Applications will be maintained on file for three years after the end of the year in which they pertain. Applications may be filed at any time during the year. Any family member enrolling a child in a site for the first time, at any time during the year, will be supplied with such documents. If a child transfers from one site to another under the jurisdiction of the same contractor, the eligibility for free or reduced-price meals will be transferred. All qualifying children from the same household will receive the same benefits. Within fourteen calendar days of receipt of Applications, parents/guardians will be notified individually of the approval or denial of their Application. Children will be served meals based on eligibility category immediately upon the determination of their eligibility. When an Application is rejected, parents or guardians will be informed of the reason for denial, the availability of a hearing procedure, and the name and address of the designated hearing official.

(2) The Contractor agrees to designate the administrative position responsible for reviewing Applications and making determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible to receive free or reduced-price meals.

g. The Contractor agrees to annually provide a public release containing information from the sample to the media serving the area from which the center draws its attendance.

h. The Contractor agrees to establish an appeal and hearing procedure for use when participant benefits are denied or terminated as a result of verification. During the appeal and hearing the child will continue to receive free or reduced price meals. Prior to initiating the hearing procedure, the parent/guardian or local official will be permitted to request a conference to discuss the situation, present information, and obtain an explanation of information submitted on the Application and decisions made. Such a conference will not in any way be allowed to prejudice or diminish the right to a fair hearing.

i. The hearing procedure will provide the household and/or designated representative with:

(1) A simple, publicly announced method to make an oral or written request for a hearing.

(2) An opportunity to be assisted or represented by an attorney or other person in presenting its appeal.

(3) An opportunity to examine, prior to and during the hearing, any documents, and records presented to support the decision under appeal.

(4) A hearing held with reasonable promptness and convenience, and with adequate notice given as to the time and place of the hearing.

(5) An opportunity to present oral or documentary evidence and to make an argument that supports its position.

(6) An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.

(7) A hearing conducted and the final determination made by a hearing official who did not participate in making the decision being appealed or in any previously held conference.

(8) A determination by the hearing official based on the oral and documentary evidence presented at the hearing and made a part of the hearing record.

(9) Written notification of the decision of the hearing official.

j. The Contractor agrees to prepare a written record for each hearing, which includes the challenge or the decision under appeal, any documentary evidence and a summary of any oral testimony presented at the hearing, the decision of the hearing official, including the reasons therefore, and a copy of the notification to the parties concerned with the decision of the hearing official.

k. The Contractor agrees to preserve a written record of each hearing for a period of three years and make available for examination by the parties concerned or their representatives at any reasonable time and place during the period.

T. MEET ADDITIONAL REQUIREMENTS WHEN SERVING AS A SPONSOR

1. Comply with all CCFP requirements relevant to its function as a Sponsor Organization;
2. Conduct all Administrative Reviews for suspension and/or disqualification consistent with the requirements of 7 CFR §226 and applicable procedure manuals and Department requirements;
3. Incrementally report the result of all reviews to the Department as instructed;
4. Reopen administrative reviews when the Department so directs and conduct such reviews in compliance with 7 CFR §226 and the Department's instructions;
5. Record the reopened administrative review, facilitate the issue of a formal written finding and forward that finding to the parties and Department in resolution of deficiencies the Department identifies.

U. CONTRACT AMENDMENT PROCEDURES

1. Contract Amendment
 - a. The Department shall have the right to amend the Contract from time to time as required under the Program's regulations or for operational necessity.
 - b. Such amendment, executed by the Department, shall be mailed to the Contractor's last reported mailing address. The Contractor shall no later than 21 days of receipt of the amendment:
 - (1) Sign the amendment and return a copy to the Department; or
 - (2) Provide the Department written notice of its intent to withdraw from the Program.
 - c. Amendments to the Contract shall be effective upon the earlier of:
 - (1) 30 days after receipt of the amendment; or
 - (2) 35 days after the Notice of Amendment is mailed to the Contractor.
 - d. The Amendment shall be adopted by reference into the original Contract and considered effective against all parties at the end of the applicable 30 day period unless:
 - (1) The Contractor submits written notice of objection to the amendment and its intent to withdraw from the Program within 30 days of receipt of the amendment; or
 - (2) The Department withdraws the amendment.
2. The Contractor shall:
 - a. Elect to comply with the contract amendments issued by the Department by not objecting within 30 days from the date of receipt of the proposed amendment; or
 - b. Provide written notice of objection and withdrawal from the Program to the Department within the earlier of:
 - (1) 30 days from the date of the receipt of the written notice of contract amendment; or
 - (2) 35 days after the Department mails the Contractor notice of the contract amendment.

V. FOOD SAFETY AND SANITATION REQUIREMENTS

1. The Contractor hereby expressly agrees that the Contractor shall only claim and receive approved reimbursement for those meals that are served according to applicable local, state, or federal health and safety requirements.
2. The terms and conditions of this Contract shall in no fashion be used for purposes other than participation in the CCFP. The Contractor hereby further agrees that it understands that its participating child care facilities are solely responsible for any additional licensure or certifications that may be required by local, state, or federal authority. The terms of this Contract do not provide any child care facility with a food permit or formal approval for its food preparation facility or operation.
3. Participating child care centers must comply with all food safety and sanitation requirements as they apply to the food storage, preparation, cooking and/or serving of meals.

II. THE DEPARTMENT AGREES TO:

A. PROVIDE AUTHORIZED REIMBURSEMENT

Reimburse the Contractor for meals and other allowable costs as further provided in applicable rules, regulations, instructions, policies, procedures, and/or manuals. Claims for reimbursement not filed with the Department within 60 days after the close of the month in which the claim was incurred shall be disallowed. The Department may, though is not required to, at its sole discretion and with any necessary approval from USDA, grant an exception to this requirement. Payment of any late claims is subject to availability of funds.

B. PROVIDE REQUIRED PROCEDURE FOR REVIEW OF ADMINISTRATIVE ACTION

Should the Contractor violate any terms of this Contract, or any CCFP policies, instructions, procedures, or manuals, or the rules, regulations and laws governing the program, and as a result, the Department acts to withhold funds or to restrict or terminate the Contractor's participation in the program, the Contractor shall be informed of its appeal rights. Upon timely request for an appeal, the Contractor shall be accorded an administrative review only if required by federal law pursuant to Title 7 Code of Federal Regulations Part 226.

C. CONDUCT PERIODIC INSPECTION AND REPORTS

To inspect or evaluate the Contractor's records (including electronic storage media), papers, documents, facilities, and/or the Contractor's goods and services which are relevant to this Contract and/or interview any of the Contractor's clients or employees. Upon completion of any such inspection or evaluation, the Department shall provide the Contractor a written report of its findings. The written report shall describe the Department's evaluation of the Contractor's performance of its responsibilities and obligations as outlined in this Contract.

D. SPECIFY IN WRITING WHEN RESPONSE TO DEFICIENCIES ARE DUE

To provide the Contractor a written report of its findings and a date certain by which the Contractor must provide a written corrective action plan (CAP). When applicable, the Department shall also provide the Contractor a written Notice of Serious Deficiency with a date certain by which the Contractor must provide its written CAP.

E. NOTIFY CONTRACTOR OF DECISION IN WRITING

To provide the Contractor written notice of the acceptance or rejection of the Contractor's CAP. The Department shall issue written notice to the last reported address for the Contractor and those responsible individuals and responsible principals described in the applicable governing regulation and procedure manuals when the rejection of a CAP requires termination of this Contract and disqualification of the Contractor and responsible individuals and responsible principals.

III. THE DEPARTMENT AND THE CONTRACTOR MUTUALLY AGREE:

A. DEFINITION OF TERM

The parties hereby agree that the term conviction shall mean having been found guilty, with or without adjudication of guilt, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

B. EFFECTIVE AND ENDING DATES

This shall be a permanent contract as of the date on which the Contract has been signed by both parties, pursuant to Title 7 Code of Federal Regulations Part 226.11. The Contractor shall provide annual confirmation of compliance and all other records required pursuant to this Contract and notice issued by the Department.

C. CONTRACT IS LEGAL BINDING AGREEMENT

This Contract is a legal binding agreement between the Contractor and the Department. Consistent with the requirements of 7 CFR §226.6(b)(4), the terms of this Contract are applied uniformly throughout the state and are not subject to negotiation. The entire contract between the parties shall be in writing and be subject to the contract amendment procedure described in this Contract.

D. CONDITIONAL CONTRACT

1. The parties intend this Contract to be conditioned upon the Contractor remaining eligible to participate in the CCFP. The requirements in this section apply if this Contract is being entered into during a period in which the Department has notified the Contractor that it intends to terminate the Contractor's current CCFP Contract.

2. The Parties hereby agree that should the Contractor choose to appeal a decision of the Department and request an administrative hearing, that hearing shall occur in sufficient time to permit the issue of a Final Order in the case within 60 days of the date the Department receives the Contractor's request for hearing. Such determination shall be exclusively that of the Administrative Review Official (ARO) responsible for the appeal. The Contractor hereby agrees to cooperate in the efficient administration of the hearing process and that no continuance shall be requested nor granted that would require the Department to exceed the 60 day limitation of this clause and 7 CFR §226.6(k)(5)(ix).

a. The Contractor agrees to provide an authorized representative to represent the interests of the institution and/or his or her interests should the Contractor request an in person hearing and subsequently be unable to attend in sufficient time to permit the issue of a Final Order within the 60 day limitation of 7 CFR 226.6(k)(5)(ix).

b. Should the Contractor request an in person hearing and be unable to attend and fails to nominate an authorized representative to attend in their place, the Contractor shall waive the right to personal appearance and the requested administrative review and the Department's action shall become final.

c. A Final Order shall be issued upon conclusion of the administrative review to occur no later than 60 days of the Department's receipt of the Petitioner's request for the administrative review. Such timeframe is an administrative requirement for the Department and may not be used as a basis for overturning the Department's action if a decision is not made within the specified timeframe.

3. If the ARO upholds the Department's current intended action to terminate the Contract with the Contractor, the following additional potential results shall apply:

a. This current Contract shall be terminated upon the date of the Final Order, in the administrative case without further action or notification by the CCFP;

b. Consistent with the ARO's Final Order the Contractor and each named responsible individual and responsible principal shall be disqualified from further participation in the CCFP and each name shall be entered on the USDA National Disqualified List. Those named parties shall be precluded from further participation in the CCFP for a period of seven years or until any funds due the Department are repaid, whichever occurs later; and

c. Claims for goods or services provided after the rendition of the Final Order shall not be payable. Necessary and reasonable costs of ceasing CCFP participation may be reimbursable, conditioned upon submission of required documentation and Department approval of those costs. However, the Department shall offset reimbursement for allowed close-out costs against any outstanding CCFP debt the Contractor may owe as of the date of the Final Order.

4. The termination of this Contract upon rendition of a Final Order shall not be automatically stayed pending any appeal of or challenge to the Final Order.

a. Such Stay may only be obtained by filing a Motion for Stay Pending Appeal with the ARO. If the Motion for Stay is granted, the Contractor shall be permitted to continue to participate and receive CCFP reimbursement for eligible meals served, and allowable administrative costs incurred until the time for appeal has expired, the

administrative review is completed, or the appeal is dismissed. The Contractor shall waive its right to seek such Stay if it fails to file a Motion for Stay within the period authorized in Sec. 120.68, F.S.

b. The Contractor shall waive its right to appeal the Final Order if it fails to file one copy of a Notice of Appeal with the Agency Clerk of the Department of Health and a second copy, accompanied by the filing fees required by law, with the First District Court of Appeal, Tallahassee, Florida. The Notice of Appeal must be filed within 30 days of the rendition of the ARO's Final Order.

E. PROCEDURES AND NOTICES SENT TO CONTRACTOR'S ADDRESS OF RECORD

1. All written notices describing an action proposed or taken by the Department with regard to the Contractor's CCFP reimbursement or participation shall be mailed to the latest address on file with the Department. The Contractor shall ensure that its current street and mailing addresses are on file with the Department at all times.

2. The parties agree that the Department shall consider all notices as received by the Contractor and its responsible principal(s) and responsible individual(s) five days after being sent to the last address the Contractor reported to the Department.

F. RESPONSIBILITY TO OBSERVE ALL GOVERNING LAWS

The failure of this Contract to cite all applicable state and federal laws, regulations and policies does not waive the Contractor's responsibility to comply with all applicable requirements specified in state and federal laws, regulations, and policy.

G. NON-WAIVER

1. The Department shall have the right to declare any violation, deficiency, or default and take such action as may be lawful or authorized hereunder, in law or in equity.

2. A Department waiver of any term, provision, condition or covenant in this Contract shall not be deemed to imply or constitute a further Department waiver of any other term, provision, condition or covenant hereof, and no payment by the Department shall be deemed a waiver of any default hereunder.

3. The Department and Contractor expressly agree that the Department's failure to declare any violation, deficiency or default immediately upon occurrence, or failure to take any action in connection with that occurrence, does not waive such violation, deficiency, or default.

H. CONTRACTOR'S NOTIFICATION OF RESPONSIBLE PARTIES

1. Pursuant to 7 CFR §226, the Contractor's responsible Principals and responsible Individuals, including but not limited to the CCFP Manager, Owner(s), Executive Director/CEO, Chairman of the Board and Board Members, may become parties to a disqualification proceeding pursuant to the terms of this Contract. These named parties are defined in 7 CFR §226.2, which shall control which individuals shall be named parties in any disqualification proceeding.

2. The Contractor agrees that upon execution of this Contract, it shall inform its CCFP Manager, Owner(s), Executive Director/CEO, Chairman of the Board, other Board Members and any other responsible principals and responsible individuals that as a condition of their employment or their individual paid or voluntary participation in the Contractor's organization, they shall be subject to becoming a party to a disqualification proceeding. The Contractor shall ensure that all responsible principals and responsible individuals comply with the terms of this Contract and all governing requirements listed herein.

3. The Department agrees that upon the determination of a serious deficiency, it shall notify the Contractor's responsible principals and applicable responsible individuals of the cited deficiencies.

I. CONDITIONS OF TERMINATION

1. Termination at Will. This Contract may be terminated without cause upon no less than thirty (30) calendar days notice in writing unless a lesser time is agreed to between the parties in writing. Said notice shall be delivered by certified mail – return receipt requested, or in person with proof of delivery.

a. In the event termination of this Contract at will, the Contractor will be compensated for approved Program costs lawfully incurred prior to termination.

b. The Contractor shall be permitted to voluntarily terminate this Contract after the date the Department issues a Notice of Serious Deficiency to the Contractor. However, the Contractor's self termination under such circumstances does not discontinue the serious deficiency process and therefore may result in the names of the Contractor and its responsible principal(s) and responsible individual(s) being placed on the USDA National Disqualified List.

2. Termination Because of Lack of Funds. In the event funds to finance this Contract become unavailable, the Department may terminate the Contract upon no less than twenty-four (24) hours notice in writing to the Contractor. Said notice shall be delivered by facsimile transmission, email, certified mail – return receipt requested, or in person with proof of delivery. The Department shall be the final authority as to the availability and adequacy of funds.

3. Termination for Cause. The Department may terminate this Contract for cause for the Contractor's noncompliance with any provision of this Contract or for any of the serious deficiencies identified, but not limited to, those in Attachment 1.

4. The Contract shall be permanent unless either the Department or Contractor takes the designated additional actions described in this Contract. The Contract may be terminated, if not otherwise prohibited by other provisions of this Contract, upon the Department's receipt of the Contractor's written notice of:

a. Objection to a Contract Amendment; and

b. Election to withdraw from the Program within 30 days of receipt of the Departments' written notification of a proposed amendment to the Contract.

J. ENFORCEMENT

1. Each provision of this Contract shall be interpreted in such a way as to be effective and valid under applicable law. If any term or provision of the Contract or of any CCFP rules, regulations, policies, procedures, instructions, or manuals is found to be illegal or unenforceable, the remainder of the Contract shall remain in full force and effect and such term or provision shall be stricken.

2. Subsequent to execution of this Contract, if a direct conflict between the terms of this Contract and Federal Program requirements stated in Title 7 Code of Federal Regulations Part 226 and associated Program regulation and policy occurs, such conflict shall be resolved in favor of the current Federal Program requirement for only those parts of this Contract's requirements in direct conflict with Federal Program requirements. All other provisions shall remain unchanged.

K. EXCLUSIVE VENUE PROVISION

1. Venue for any action arising from the terms of this Contract or the application of state or federal law to any dispute between the parties to this Contract shall be Leon County, Florida to the exclusion of all other courts and jurisdictions.

2. Any action regarding this Contract or the application of state or federal law to any dispute between the parties to this Contract shall be brought to the Department for an administrative hearing that shall be conducted in Leon County, Florida to the exclusion of all other courts and jurisdictions.

3. Any non-administrative action regarding this Contract or the application of state or federal law to any dispute between the parties to this Contract shall be conducted in Leon County, Florida to the exclusion of all other courts and jurisdictions.

4. Any appeal of a lower court or administrative hearing shall be to the First District Court of Appeal, in Leon County, Florida to the exclusion of all other courts and jurisdictions.

L. ENTIRE CONTRACT; AMENDMENTS

1. This Contract constitutes the entire Contract between the parties.

2. The Contract may be amended only by:

a. The Department issuance of an amendment; and

b. Expiration of time for the Contractor to reject an amendment and withdraw from the Program as described in the Contract.

3. Amendments issued by the Department and accepted by the Contractor consistent with the terms of the Contract shall take precedence over any terms or conditions in the original Contract unless expressly stated otherwise in the Amendment.

M. CONSTRUCTION OR INTERPRETATION OF CONTRACT

1. Whenever possible, each provision of this Contract shall be interpreted in such a way as to be effective and valid under applicable law. If a provision is found to be ineffective, that provision shall be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Contract.

2. Titles and Headings. Titles and headings to articles, sections, or paragraphs in this Contract are inserted for convenience of reference only and are not intended to effect the interpretation or construction of the Contract.

3. Remedies Cumulative. The remedies provided in this Contract shall be cumulative, and the assertion by any party of any right or remedy shall not preclude the assertion by such party of any other rights or the seeking of any other remedies.

4. Conflict between This Contract and Federal Program Requirements.

a. The terms of this Contract shall govern the conduct of the parties;

b. Any direct conflict between the terms of this Contract and CCFP Federal Program requirements stated in 7 CFR §226 and associated Program regulations and policies shall be resolved in favor of the current Federal Program requirement for only those parts of this Contract's requirements in direct conflict with Federal Program requirements. All other provisions shall remain unchanged.

N. Public Records: If the Contractor has questions regarding the application of Chapter 119, Florida Statutes, to the Contractor's duty to provide public records relating to this contract, contact the custodian of public records at (850)245-4005, PublicRecordsRequest@flhealth.gov or 4052 Bald Cypress Way, Bin A02, Tallahassee, FL 32399.

O. Cooperation with Inspectors General. Contractor acknowledges and understands that it has a duty to and will cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant to section 20.055, Florida Statutes.

THIS CONTRACT IS PROVIDED FOR INFORMATION PURPOSES ONLY.

DO NOT COMPLETE THIS PAGE OR SUBMIT A COPY OF THIS CONTRACT.

SIGNATURE PAGE

As the Contractor's authorized representative empowered to commit to the terms of this Contract, I have been expressly advised to seek legal advice regarding the terms of this Contract with an attorney licensed in the State of Florida representing the interests of the corporation and/or individual interests of associated individuals or individuals named herein. I have not relied upon any advice from the Department or its agents regarding this Contract and the legal rights for myself or those who I am empowered to represent. I have considered seeking appropriate legal advice. I have read the above Contract and understand each section and paragraph.

By my signature I acknowledge that I enter into this Contract freely on behalf of myself and those who I am empowered to represent. I expressly agree to notify the Contractor's responsible principals and responsible individuals, including the CCFP Manager, Owner(s), Executive Director/CEO, Chairman of the Board, other Board Members, and any other responsible principals and responsible individuals of their liability regarding the Contractor's compliance with this Contract.

IN WITNESS THEREOF, the parties hereto have caused this 16 page Contract and its subject attachments, Attachment 1, Attachment 2, and Attachment 3, adopted and incorporated into this Contract by reference, to be executed by their undersigned official as duly authorized.

CONTRACTOR:

(Authorization Number)

(Legal Name of Organization)

(D/B/A Name)

(Address)

(Facility Address)

SIGNATURE of Chairman of the Board,
President, Executive Director, Majority Owner,
or Delegated Authority

PRINTED NAME:

TITLE:

DATE:

**STATE OF FLORIDA
DEPARTMENT OF HEALTH:**

Shamarial Roberson, DrPH, MPH, Interim Director
Division of Community Health Promotion

DATE:

Florida Department of Health

CHILD CARE FOOD PROGRAM PERMANENT CONTRACT ATTACHMENT 1

COMMON EXAMPLES OF SERIOUS DEFICIENCIES

This attachment incorporates the most common examples of serious deficiencies listed in Title 7 Code of Federal Regulations Part 226 and provides example descriptions of non-compliance with program requirements. The list of deficiencies shall be updated from time to time in contract amendment pursuant to the terms of this Contract. Contractors who commit or engage in any serious deficiencies described in the federal and state laws, regulations, procedure manuals and policies shown in Section I of this Contract, including but not limited to those incorporated herein, shall be subject to termination and disqualification from the Child Care Food Program (CCFP).

1. Submission of false information to the Department and/or filing claims based on false or fraudulent records

- *Failure to disclose ineligible officers, directors, key employees*
- *Listing fictitious employees/officers/board members on an application*
- *Claiming tax-exempt status when denied, rescinded, or in any fashion no longer available*
- *Submitting the IRS tax-exempt determination letter of a different or defunct organization*
- *Concealing a conviction for any activity occurring during the previous seven years that indicates a lack of business integrity*
- *Falsification of documentation to support claims*
- *Falsification of information or documents in order to obtain and/or maintain CCFP participation*

2. Permitting an individual on the USDA National Disqualified List to serve in a principal capacity with the Contractor or at a site sponsored by the Contractor

3. Failure to operate the CCFP in conformance with performance standards established in Title 7 Code of Federal Regulations Part 226.6(b)(2)(vii), regarding financial viability and financial management, administrative capability, and program accountability

- *Failure to ensure provision of adequate financial resources for daily program operations*
- *Failure to maintain adequate funds to withstand temporary interruptions in program payments and/or fiscal claims against the Contractor*
- *Failure to maintain an adequate number and type of qualified staff to ensure proper CCFP operations*
- *Failure to establish and implement internal controls and other systems to ensure fiscal accountability*
- *Failure of the Board of Directors to provide adequate program oversight*

4. Failure to maintain adequate records

- *Failure to maintain appropriate records to document compliance with CCFP requirements including budgets, approved budget amendments, and when applicable, management plans and records pertaining to facility operations*
- *Consistently missing/incomplete records during different reviews, complaint investigations, or audits*
- *Missing/incomplete/incorrect invoices, receipts, canceled checks, inventories resulting in false/inflated/unsubstantiated claimed costs*
- *Cost records not maintained according to generally accepted accounting principles resulting in false/inflated/unsubstantiated claimed costs*

5. Failure to adjust catered meal orders to conform to variations in the number of participants

- *Claiming meals based on the number of meals ordered/planned or the number of participants on the center roster, rather than the number of meals actually served*

6. Non-compliance with applicable bid procedures and contract requirements of federal Child Nutrition Programs

- *Failure to competitively procure goods and services*
- *Anti-competitive practices, such as collusion, kickbacks, conflicts of interest*
- *Inclusion of non-competitive provisions in a bid, e.g., "successful bidder for a contract to provide meals must establish a scholarship fund"*

7. Claiming reimbursement for meals not served to participants

- *Claiming meals delivered or planned for as meals served to participants*
- *Claiming meals for participants not present on a given day or for a particular meal*
- *Claiming meals served to non-existent children*
- *Claiming meals served to non-enrolled children or to staff*
- *Inflating meal counts*
- *Claiming non-existent and non-participating facilities*
- *Claiming meals for ineligible facilities*
- *Claiming dual participating facilities*
- *Claiming the same participant for the same meal at more than one facility*

8. Claiming reimbursement for meals that do not meet CCFP requirements

9. Use of a food service management company (caterer) that is in violation of health codes

10. Failure of a sponsoring organization to disburse payments to its facilities in accordance with its management plan and/or CCFP requirements

- *Payments sent without endorsements or otherwise incomplete*
- *Payments made for other than the full amount the supplying facility or vendor is entitled to*
- *Payments made to a facility other than the facility that earned the payment*
- *Payments made to an entity/person other than the facility without express written permission of the facility*
- *Checks not mailed or direct deposits not initiated within 5 day timeframe of receipt of associated reimbursement from the Department or first business day thereafter*
- *Failure to transfer full amount of facility payments to separate facility bank account within 5 day time frame or failure to maintain full amount of facility payments in commingled bank account until checks clear*
- *Using facility reimbursement funds to pay facility advances*
- *Using day care home funds to pay sponsored centers or center funds to pay day care homes*
- *Retaining sponsored center funds in excess of the percentage approved in the CCFP Budget*

11. History of administrative or financial mismanagement in any USDA child nutrition program

- *Institution left another child nutrition program (e.g. Summer Food Service Program, National School Lunch Program, etc.) because of a serious documented problem in its operation*
- *Failure to maintain required corrective actions*
- *Institution terminated for serious deficiency in one part of the CCFP (child care center for example) applies to administer a different part (day care homes for example)*

12. Claiming reimbursement for meals served by a proprietary child care center during a calendar month in which the center does not meet Title XX eligibility requirements or Free and Reduced eligibility requirements, as applicable

13. Failure by a sponsoring organization to properly classify individuals or homes in the correct reimbursement category

14. Failure of a sponsoring organization to properly exercise its oversight responsibilities

- *Failure to adequately monitor*
- *Failure to require full, permanent, and systemic corrective actions*
- *Failure to impose sanctions on centers, sites, or day care home providers when issues of noncompliance are identified*
- *Failure to follow serious deficiency, suspension, termination, disqualification and appeal procedures, as applicable*

15. The fact that the Contractor or any of its principals have been declared ineligible to participate in a publicly funded program due to violating that program's requirements

16. Failure to make payment(s) to subcontractor(s) for program services rendered

- *Payments made for other than the full amount the subcontractor is entitled to*
- *Checks not mailed within 5 business days after receipt of reimbursement or first business day thereafter*
- *Using reimbursement funds claimed for subcontractor costs for purposes other than to make payment debt used to support the claim for reimbursement.*
- *Failure to make all reimbursement payments to subcontractors subsequent to the voluntary or involuntary termination of this Contract*
- *Failure to pay all outstanding debts incurred and claimed as part of the CCFP claims the Contractor submitted*

17. The following acts or omissions are also serious deficiencies:

- *Failure to retain and make available all records required under this Contract to the Department or appropriately designated entity*
- *Failure to make records associated with the CCFP available upon request at a reasonable time and place*
- *Failure to maintain current licensure requirements*
- *Misuse of CCFP funds*
- *Serious mismanagement (e.g. failure to monitor properly)*
- *Failure to obtain a required audit and/or submit audit reports to the Department within required time frames*
- *Failure to notify the Department of change in IRS status*
- *Violations of IRS regulations*
- *Failure to remit periodic payments (required by statute or regulation) to regulatory agencies (e.g. employee withholding for income taxes, social security, unemployment compensation)*
- *Failure to implement corrective action(s) within required timeframes*
- *Failure to follow-up/require and maintain corrective action for facility review findings*
- *Creating fictitious records*
- *Failure to make required repayment of program funds to the Department*
- *Failure to comply with state incorporation requirements*
- *Paying employees salaries based on the number of homes/centers recruited; paying recruitment bounties or bonuses*
- *Failure to attend training required by the Department*
- *Interfering or obstructing a Department on-site or program review of the Contractor's performance under the terms of this Contract*
- *Failure to immediately remove a responsible principal or responsible individual, an officer, executive director, CCFP manager, another manager or member of the board upon the individual's conviction for any activity that indicates a lack of business integrity as defined in Title 7 CFR §226 and to include fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, obstruction of justice, tax evasion, tax fraud, failing to file tax returns, passing worthless checks, submission of false or fraudulent information to a state or federal agency, and perjury or any other activity indicating a lack of business integrity*
- *Failure to comply with the terms of this Contract which shall be identified as a failure to operate the Program in conformance with the performance standards set forth in Title 7 Code of Federal Regulations Part 226.6(b)(1)(xvii) and (b)(2)(vii)*
- *Failure to obtain Department approval prior to entering into a CCFP related subcontract subsequent to execution of the Permanent Contract between the Contractor and Department*
- *Failure of a participating child care center to comply with all food safety and sanitation requirements required of that facility as they apply to food storage, preparation, cooking and/or serving of meals*
- *Simultaneously performing services under this Contract and also operating as a registered caterer with the Florida Department of Health selling catered meals to unaffiliated or affiliated CCFP Contractors and/or facilities*
- *Failure of a Contractor authorized individual to acknowledge site review findings by providing an authorized signature and/or written exceptions to findings on the site review form upon completion of the site review*

18. Failure to comply with any other financial and/or administrative requirements of Title 7 Code of Federal Regulations, Parts 226; 3015; 3016; 3019; and 3052, and/or failure to comply with applicable federal or Department of Health CCFP rules, regulations, policies, instructions, procedures and/or manuals

Florida Department of Health

CHILD CARE FOOD PROGRAM PERMANENT CONTRACT ATTACHMENT 2

SERIOUS DEFICIENCY PROCESS AND ADMINISTRATIVE REVIEW PROCEDURES

All Contractors are required to abide by the requirements set forth in Title 7 Code of Federal Regulations Part 226. All notices of serious deficiency, notices of proposed termination and notices of proposed suspension shall be provided by the Department to the Contractor and its executive director/CEO, owner(s), CCFP manager, chairman of the board of directors and other responsible principals or responsible individuals, as applicable, by facsimile transmission, e-mail, certified mail or equivalent delivery service.

If the Department determines that a contractor has failed to comply with a requirement of Title 7 Code of Federal Regulations Parts 226, 3015, 3016, 3019, 3052 and/or FNS Financial Management Instruction 796-2, Revision 3 and subsequent revisions, which constitute a serious deficiency, the Department shall issue a Notice of Serious Deficiency that specifies the serious deficiency or deficiencies and provides a date certain by which the Contractor shall file a corrective action plan with the Department.

If the corrective action plan is timely filed and is acceptable to the Department, the Department will conduct an unannounced follow-up review of the Contractor. If the follow-up review establishes that the serious deficiencies noted in the Notice of Serious Deficiency appear to have been fully and permanently corrected, the Department will so notify the Contractor. If the follow-up review does not establish that the serious deficiencies have been fully and permanently corrected the Department may issue a Notice of Proposed Termination and Disqualification of Responsible Principals and Responsible Individuals or the Department may choose to permit additional time to file or amend a corrective action plan.

If the corrective action plan is not timely filed, the Department may take one of two actions. The Department may grant additional time to file or amend a corrective action plan. The Department may, alternatively, at its election issue a Notice of Proposed Termination and Disqualification of Responsible Principals and Responsible Individuals.

If the corrective action plan is not acceptable to the Department it may take one of two actions. The Department may issue a Notice of Proposed Termination and Disqualification of Responsible Principals and Responsible Individuals. The Department may also elect to conduct an unannounced follow-up review of the Contractor. During that review the Department shall determine if it shall grant the Contractor additional time to file or amend a corrective action plan. Alternatively, the Department may choose to proceed to issue a Notice of Proposed Termination and Disqualification of Responsible Principals and Responsible Individuals.

If any program review identifies the same or substantially the same serious deficiencies after a Notice of Serious Deficiency is temporarily deferred, the Department shall issue a Notice of Proposed Termination and Disqualification of Responsible Principals and Responsible Individuals since the previous serious deficiency(s) was not fully and permanently corrected.

If the Department determines that a contractor has filed a false or fraudulent claim, or if the Department determines that there is an imminent threat to the health or safety of program participants, or that the Contractor poses a threat to public health or safety, the Department may issue a Notice of Proposed Suspension and shall provide notice of the procedures for suspension review. In any such event, the Department shall propose termination and disqualification and provide notice of procedures for administrative review.

Administrative Review Rights

The Contractor is not entitled to administrative review of a Notice of Serious Deficiency. The Contractor is entitled to administrative review of other Department actions, as provided by Title 7 Code of Federal Regulations Part 226, which affect the Contractor's participation or reimbursements in the Child Care Food Program, including but not limited to proposed termination and disqualification. To obtain an administrative review, the Contractor and/or responsible principals or responsible individuals must request it in writing within 15 days of receipt of the Department's notice. The written request must be received by the Department of Health Agency Clerk, Sam Power, 4052 Bald Cypress Way, Bin No. A-02, Tallahassee, Florida 32399-1703; telephone number 850-245-4005, facsimile number 850-410-1448, within the time permitted.

If no written request is submitted or if the written request is not received within 15 days of the Department's notice, then the Department's proposed action against the Contractor, responsible principals and responsible individuals shall no longer be subject to administrative review and the proposed action will become effective. The Agency Clerk will acknowledge receipt of the request for administrative review within 10 days and, if the request was timely filed,

will appoint an administrative review official (ARO). If the request for administrative review was not timely filed, the Department shall notify the Contractor, responsible principals and responsible individuals that review is no longer authorized and that the Department's proposed action has now taken effect.

If a timely written request is submitted, the Contractor, responsible principals, and responsible individuals must submit documentation in opposition to the proposed Department action no later than 30 days after receipt of the Department's notice to the administrative review official. The Department may submit documentation in support of its action within 15 days of the Contractor's request for administrative review. The administrative review official will consider the Department's proposed actions based upon written submissions by the Department and the Contractor.

A hearing will be held in addition to, or in lieu of, a review of written information only if it is not excluded by Title 7 Code of Federal Regulations 226.6(k)(9) and the Contractor or a responsible principal or individual requests such a hearing in the initial written request for administrative review. The administrative review official may consider any evidence that he or she determines is credible, trustworthy and would reasonably be relied upon by a prudent person in the conduct of his or her normal daily activities. Either party may be represented by counsel. If a hearing is requested, the parties may call witnesses to testify and may cross examine witnesses. Witnesses may testify by telephone and may be sworn over the telephone and may be permitted to testify in narrative form. The administrative review official will issue a decision within 60 days of the Department's receipt of a timely filed written request for administrative review, which is an administrative requirement for the Department and may not be used as a basis for overturning the Department's action if a decision is not made within that specified timeframe.

Consistent with the terms of this Contract and 7 CFR §226, the Contractor hereby agrees to cooperate in the efficient administration of the hearing process and that no continuance shall be requested nor granted that would require the Department to exceed the 60 day limitation of this clause and 7 CFR §226.6(k)(5)(ix).

The Contractor agrees to provide an authorized representative to represent the interests of the institution and/or his or her interests should the Contractor request an in person hearing and subsequently be unable to attend in sufficient time to permit the issue of a Final Order within the 60 day limitation of 7 CFR 226.6(k)(5)(ix). Should the Contractor request an in person hearing and be unable to attend and fails to nominate an authorized representative to attend in their place, the Contractor shall waive the right to personal appearance and the requested administrative review and the Department's action shall become final.

The administrative review official's determination is the final administrative determination to be afforded to the institution and responsible principals and responsible individuals. The termination of this Contract upon rendition of a Final Order shall not be automatically stayed pending any appeal of or challenge to the Final Order. Such stay may only be obtained by filing a Motion for Stay Pending Appeal with the ARO. If the Motion for Stay is granted, the Contractor shall be permitted to continue to participate and receive Program reimbursement for eligible meals served, and allowable administrative costs incurred until the time for appeal has expired, the administrative review is completed, or the appeal is dismissed. The Contractor shall waive its right to seek such Stay if it fails to file a Motion for Stay within the period authorized in Sec. 120.68, F.S.

The Contractor shall waive its right to appeal the Final Order if it fails to file one copy of a Notice of Appeal with the Agency Clerk of the Department of Health and a second copy, accompanied by the filing fees required by law, with the First District Court of Appeal, Tallahassee, Florida. The Notice of Appeal must be filed within 30 days of the filing of the ARO's Final Order.

USDA National Disqualified List

If a Contractor, responsible principals and responsible individuals do not timely request administrative review or if administrative review upholds the Department's proposed action for disqualification from the Child Care Food Program, the Contractor and/or responsible principals and responsible individuals will be placed on the National Disqualified List with the United States Department of Agriculture and will be prohibited from participating in the Child Care Food Program for a period of seven years. Additionally, if a contractor, responsible principal, or responsible individual has failed to repay debts owed under the Child Care Food Program, they will remain on the list until the debt has been repaid.

Florida Department of Health

CHILD CARE FOOD PROGRAM PERMANENT CONTRACT ATTACHMENT 3

FINANCIAL AND COMPLIANCE AUDITS

The administration of resources awarded by the Department of Health to the Contractor may be subject to audits and/or monitoring by the Department of Health, as described in this section.

MONITORING

In addition to reviews of audits conducted in accordance with OMB Circular A-133, as revised, and Section 215.97, F.S., (see "AUDITS" below), monitoring procedures may include, but not be limited to, on-site visits by Department of Health staff or contracted entities on behalf of the Department, limited scope audits as defined by OMB Circular A-133, as revised, and/or other procedures. By entering into this Contract, the Contractor agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department of Health. In the event the Department of Health determines that a limited scope audit of the Contractor is appropriate, the Contractor agrees to comply with any additional instructions provided by the Department of Health to the Contractor regarding such audit. The Contractor further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

AUDITS

1. In the event that the Contractor expends \$500,000 or more in Federal awards during its fiscal year, the Contractor must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. In determining the Federal awards expended in its fiscal year, the Contractor shall consider all sources of Federal awards, including Federal resources received from the Department of Health. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the Contractor conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, will meet the requirements of this part.
2. In connection with the audit requirements addressed in subparagraph 1 of this section, the Contractor shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.
3. If the Contractor expends less than \$500,000 in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. In the event that the Contractor expends less than \$500,000 in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-Federal resources (i.e., the cost of such audit must be paid from Contractor resources obtained from other than Federal entities.)
4. An audit conducted in accordance with this part shall cover the entire organization for the organization's fiscal year. Compliance findings related to agreements or contracts with the Department of Health shall be based on the agreement's or contract's requirements, including any rules, regulations, or statutes referenced in the contract or agreement. The financial statements shall disclose whether or not the matching requirement was met for each applicable contract or agreement. All questioned costs and liabilities due to the Department of Health shall be fully disclosed in the audit report with reference to the Department of Health contract or agreement involved. If not otherwise disclosed as required by Section .310(b)(2) of OMB Circular A-133, as revised, the schedule of expenditures of Federal awards shall identify expenditures by contract or agreement number for each contract or agreement with the Department of Health in effect during the audit period.
5. Financial reporting packages required under this part must be submitted within the earlier of 30 days after receipt of the audit report or 9 months after the end of the Contractor's fiscal year end. Copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by this Attachment shall be submitted, when required by Section .320 (d), OMB Circular A-133, as revised, by or on behalf of the Contractor directly to each of the following:
 - a. The Department of Health by email to singleaudits@doh.state.fl.us. Audits must be submitted to the Department must be accompanied by the "Single Audit Data Collection Form," which may be obtained from the Department's Contract Administrative Monitoring Unit. Files which exceed 8 MB may be submitted on a CD or other electronic storage medium and mailed to the following address:

Contract Administrative Monitoring Unit
Attention: Single Audit Review
4052 Bald Cypress Way, Bin B01 (HAFACM)
Tallahassee, FL 32399-1729

- b. The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (the number of copies required by Sections .320 (d)(1) and (2), OMB Circular A-133, as revised, should be submitted to the Federal Audit Clearinghouse), at the following address:

Federal Audit Clearinghouse
Bureau of the Census
1201 East 10th Street
Jeffersonville, IN 47132

- c. Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised.
6. Any reports, management letter, or other information required to be submitted to the Department of Health pursuant to this Contract shall be submitted timely in accordance with OMB Circular A-133, Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
7. Contractors, when submitting financial reporting packages to the Department of Health for audits done in accordance with OMB Circular A-133, or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the Contractor in correspondence accompanying the reporting package.
8. The Contractor shall retain sufficient records demonstrating its compliance with the terms of this Contract for a period of six years from the date the audit report is issued, and shall allow the Department of Health or its designee, the Chief Financial Officer (CFO) or Auditor General access to such records upon request. The Contractor shall ensure that audit working papers are made available to the Department of Health, or its designee, CFO, or Auditor General upon request for a period of six years from the date the audit report is issued, unless extended in writing by the Department of Health.

End of Text

Florida Department of Health

Child Care Food Program

NEWS RELEASE FOR THE AFTERSCHOOL MEALS PROGRAM

_____ announces its intent to participate
Organization Name

in the Afterschool Meals Program, a subcomponent of the Child Care Food Program. The Afterschool Meals Program is designed primarily to provide nutritious snacks and/or meals to children in participating afterschool programs. Snacks and/or meals will be available at no separate charge to children attending the sites listed below, regardless of race, color, national origin, sex, age, or disability.

Name of Site(s)

Full Address of Site(s) (Street Address, City, State, Zip)

_____	_____
_____	_____
_____	_____
_____	_____

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

FOR ORGANIZATION USE ONLY

Submit a copy of this News Release form as a public service announcement to **at least one local media source (newspaper; television or radio station)**. Indicate below name(s) of local media outlet(s) to which the news release was sent:

1. _____	Date sent: _____
2. _____	Date sent: _____
3. _____	Date sent: _____

Qualifying an Afterschool Meals Program Site (Determining and Documenting Area Eligibility)

In order to qualify an afterschool care site for the Afterschool Meals Program (AMP), the site must be located within the geographical boundaries of a public school zone* in which 50 percent or more of the enrolled children are eligible for free or reduced-price school meals.

Schools that meet the 50% or more free or reduced-price meals requirement are included on the DOH 50% School List. The DOH 50% School List is updated annually and is located on the CCFP website at www.flhealth.gov/ccfp by clicking "Afterschool Meals Program" on the menu to the left, then clicking on "50% School List."

This guidance explains how to determine the school zones (elementary, middle, and high) that a site is located within, determine if one of the zoned schools meets the 50% or more free or reduced-price meals requirement, and document this process, which is known as determining area eligibility.

* Some schools on the DOH 50% School List (e.g., private schools, magnet schools, exceptional schools, university lab schools, Florida School for the Deaf & Blind, Juvenile Justice schools, charter schools, virtual schools, vocational schools, hospitals and homebound programs, Head Starts, Pre-K centers, etc.) do not have traditional school zones. Such schools cannot be used to determine area eligibility, except when an afterschool care site is located at the school.

Important note: Some counties have "school choice zones," which means that parents living in an assigned geographical area (or zone) are allowed to choose a school for their child from a set of schools. If qualifying a site located in a school choice zone, refer to part C on page 2 in addition to part A or B (whichever is applicable) and Part D.

A. Determining the area eligibility of a non-school site:

1. Determine and document **public school zone information** (elementary, middle, and high school) for the afterschool care site by using one of the following methods.
 - a. County school district website (if available):
 - 1) Explore the website to find school zone listings.
 - 2) Type in the address of the site.
 - 3) Print the page that lists the school zones for the site. Ensure that the printed web page includes the computer-generated printing date.
 - b. County school district contact:
 - 1) Obtain a school district official's attestation of the site's school zones in an email or written on school district letterhead, or
 - 2) Place a memorandum in the site's file, which details the school zone information provided by the school district official(s), the name(s) of the official(s) consulted, and the date the information was obtained. A memo to the file should always be dated and initialed by the person obtaining the information.
 - c. Current county school-zone map from the school district:
 - 1) Copy the section of the map that includes the site's address.
 - 2) Mark the location of the site.
 - 3) Highlight the school zone boundaries.
2. Once the school zones are determined for the site, check the current DOH 50% School List. If one of the schools (elementary, middle, or high) that the site is zoned for is listed on the DOH 50% School List, then the site is area eligible for the AMP. If not, continue to step 3.
3. Try this step only after step 2 has failed to qualify the site. Contact the school district's nutrition/food service department to obtain the three schools' free and reduced-price percentage data for the most recent

full school month (i.e., not August, June, or July). In order for the site to be determined area eligible, the free and reduced-price percentage data for one of the schools (choose elementary, middle, or high) must:

- a. Be from a more recent month than the DOH 50% School List data, and
- b. Show that the school maintained at least 50% free and reduced-priced meal participation for the month, and
- c. Be officially documented on school district letterhead or in an email from the school district's nutrition/food service department, and
- d. Be provided to DOH when requesting approval to add the site to the AMP.

B. Determining the area eligibility of a site located in a school:

1. Check the current DOH 50% School List to determine if the school is listed. If so, then the site located at that school is area eligible for the AMP. If the school is not listed, then follow step 2.
2. Obtain the school zones (elementary, middle, and high) for the street address of the school, using one of the three methods described in A.1 above. Then check the DOH 50% School List to see if one of the other two schools for the zone are listed. If so, then the school site is area eligible. If not, continue to step 3.
3. Try this step only after steps 1 and 2 have failed to qualify the site. Contact the school district's nutrition/food service department to obtain the school's free and reduced-price percentage data for the most recent full school month (i.e., not August, June, or July). In order for the school to be determined area eligible, the free and reduced-price percentage data must:
 - a. Be from a more recent month than the DOH 50% School List data, and
 - b. Show that the school maintained at least 50% free and reduced-priced meal participation for the month, and
 - c. Be officially documented on school district letterhead or in an email from the school district's nutrition/food service department, and
 - d. Be provided to DOH when requesting approval to add the site to the AMP.

C. Additional information for qualifying sites located in a school choice zone:

- If the site is located in a school that is on the DOH 50% School List, then the site qualifies for the AMP. If the school is not on the DOH 50% School List, then the site is not eligible.
- If the site is not located in a school, then **all**** of the elementary schools **or** middle schools **or** high schools within the school choice zone must be on the DOH 50% School List for the site to qualify for the AMP.
- ** Schools that can be attended by students from outside of the school choice zone (e.g., a county-wide magnet school) must not be included in the group of schools (elementary, middle, or high) used to qualify the site.
- Call 850-245-4323 or email ccfp@flhealth.gov if you have questions about how to qualify a site located in a school choice zone.

D. Documenting a site's area eligibility determination:

1. Retain the school zone documentation (website printout, school district contact, or map) in the site's file, and submit a copy to DOH when requesting approval to add the site to the AMP (unless the site is located in a school on the DOH 50% School List).
2. Retain a copy of the applicable page of the DOH 50% School List in the site's file, or if the site was qualified using more recent free and reduced-price school data, retain that documentation instead and submit a copy to DOH when requesting approval to add the site to the AMP.
3. Retain all area eligibility documentation during the site's 5-year eligibility period, and for three subsequent years.

SCHOOL PROGRAMS							
MEAL, SNACK AND MILK PAYMENTS TO STATES AND SCHOOL FOOD AUTHORITIES							
Expressed in Dollars or Fractions Thereof							
Effective from: July 1, 2019 - June 30, 2020							
NATIONAL SCHOOL LUNCH PROGRAM ¹		LESS THAN 60%	LESS THAN 60% + 7 cents ²	60% OR MORE	60% or MORE + 7 cents ²	MAXIMUM RATE	MAXIMUM RATE + 7 cents ²
CONTIGUOUS STATES	PAID	0.32	0.39	0.34	0.41	0.40	0.47
	REDUCED PRICE	3.01	3.08	3.03	3.10	3.18	3.25
	FREE	3.41	3.48	3.43	3.50	3.58	3.65
ALASKA	PAID	0.53	0.60	0.55	0.62	0.63	0.70
	REDUCED PRICE	5.14	5.21	5.16	5.23	5.38	5.45
	FREE	5.54	5.61	5.56	5.63	5.78	5.85
HAWAII and PUERTO RICO	PAID	0.38	0.45	0.40	0.47	0.46	0.53
	REDUCED PRICE	3.60	3.67	3.62	3.69	3.78	3.85
	FREE	4.00	4.07	4.02	4.09	4.18	4.25
SCHOOL BREAKFAST PROGRAM				NON-SEVERE NEED		SEVERE NEED	
CONTIGUOUS STATES		PAID	0.31		0.31		
		REDUCED PRICE	1.54		1.90		
		FREE	1.84		2.20		
ALASKA		PAID	0.47		0.47		
		REDUCED PRICE	2.65		3.23		
		FREE	2.95		3.53		
HAWAII and PUERTO RICO		PAID	0.36		0.36		
		REDUCED PRICE	1.85		2.27		
		FREE	2.15		2.57		
SPECIAL MILK PROGRAM				ALL MILK	PAID MILK	FREE MILK	
PRICING PROGRAMS WITHOUT FREE OPTION				0.2150	N/A	N/A	
PRICING PROGRAMS WITH FREE OPTION				N/A	0.2150	Average Cost Per 1/2 Pint of Milk	
NONPRICING PROGRAMS				0.2150	N/A	N/A	
AFTERSCHOOL SNACKS SERVED IN AFTERSCHOOL CARE PROGRAMS							
CONTIGUOUS STATES			PAID	0.08			
			REDUCED PRICE	0.47			
			FREE	0.94			
ALASKA			PAID	0.13			
			REDUCED PRICE	0.76			
			FREE	1.52			
HAWAII and PUERTO RICO			PAID	0.10			
			REDUCED PRICE	0.55			
			FREE	1.10			

¹ Payment listed for Free and Reduced Price Lunches include both section 4 and section 11 funds

² Performance-based cash reimbursement (adjusted annually for inflation)

Snack / Bronson Elementary School

SEPTEMBER 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 NO SCHOOL!!	3 NO SCHOOL!!	4 Munchies Munch Mix Frito Lay 100% Fruit Juice - 6 oz M & B Dairy - Lecanto, FL	5 Fresh Fruit 'Fresh From Florida' encouraged Milk, Plain 1% Lowfat Bassett's Dairy - Perry, FL	6 Strawberry Yogurt Cup 100% Fruit Juice - 6 oz M & B Dairy - Lecanto, FL
9 Cheez-Its Crackers Kellogg's 100% Fruit Juice - 6 oz M & B Dairy - Lecanto, FL	10 Banana Mini Loaf Milk, Plain 1% Lowfat Bassett's Dairy - Perry, FL	11 Strawberry Chex Mix 100% Fruit Juice - 6 oz M & B Dairy - Lecanto, FL	12 Fresh Fruit 'Fresh From Florida' encouraged Milk, Plain 1% Lowfat Bassett's Dairy - Perry, FL	13 Mozzarella Cheese Stick 100% Fruit Juice - 6 oz M & B Dairy - Lecanto, FL
16 Cheddar Goldfish 100% Fruit Juice - 6 oz M & B Dairy - Lecanto, FL	17 Rice Krispies Treats Original Milk, Plain 1% Lowfat Bassett's Dairy - Perry, FL	18 Cheddar Chex Mix 100% Fruit Juice - 6 oz M & B Dairy - Lecanto, FL	19 Fresh Fruit 'Fresh From Florida' encouraged Milk, Plain 1% Lowfat Bassett's Dairy - Perry, FL	20 Cotton Candy Yogurt 100% Fruit Juice - 6 oz M & B Dairy - Lecanto, FL
23 COLORS Cheddar Goldfish 100% Fruit Juice - 6 oz M & B Dairy - Lecanto, FL	24 Blueberry Mini Loaf Milk, Plain 1% Lowfat Bassett's Dairy - Perry, FL	25 Chocolate Chex Mix 100% Fruit Juice - 6 oz M & B Dairy - Lecanto, FL	26 Fresh Fruit 'Fresh From Florida' encouraged Milk, Plain 1% Lowfat Bassett's Dairy - Perry, FL	27 NO SCHOOL!!
30 Pretzel Goldfish 100% Fruit Juice - 6 oz M & B Dairy - Lecanto, FL				

View more: <http://schools.mealviewer.com/school/BronsonElementarySchool>

USDA Nondiscrimination Statement
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; fax: (202) 690-7442; or email: program.intake@usda.gov. This institution is an equal opportunity provider.

Florida Department of Health
Child Care Food Program
Reimbursement Rates

Effective from: 7/1/2019 to 6/30/2020

CCC / AMP / HCNP

	Free	Reduced	Non-Needy
Breakfast	\$1.84	\$1.54	\$0.31
Lunch or Supper	\$3.41	\$3.01	\$0.32
Snack	\$0.94	\$0.47	\$0.08
	Cash-In-Lieu	\$0.2375	

Day Care Homes

Administrative Payments - Number of Homes

	Tier I	Tier II		
Breakfast	\$1.33	\$0.48	1 - 50	\$120
Lunch or Supper	\$2.49	\$1.50	51 - 200	\$91
Snack	\$0.74	\$0.20	201 - 1,000	\$71
			1,000 and over	\$63

**FLORIDA DEPARTMENT OF HEALTH
CHILD CARE FOOD PROGRAM**

50% School List

(Schools with 50% or more students eligible for free or reduced-priced school lunches.)

Effective February 1, 2019

****Please note:** Some schools on this list (e.g. exceptional schools, university lab schools, Florida School for the Deaf and Blind, Juvenile Justice Schools, jails, charter schools, hospitals and homebound programs, virtual schools, pre-kindergarten and Head Start Programs, vocational schools, residential programs, etc.) do not have traditional school zones and cannot be used to determine eligibility.

District #	County or District	School #	School Name	% Eligible Free/Reduced Lunch
1	ALACHUA	0221	A. L. Mebane Middle School	100
1	ALACHUA	0052	A.Q. Jones Exceptional Student	100
1	ALACHUA	0161	Alachua Elementary School	100
1	ALACHUA	0603	AMI Kids	100
1	ALACHUA	0171	Archer Community	94.77
1	ALACHUA	1012	Boulware Springs Charter School	100
1	ALACHUA	0541	C.W. Norton Elementary School	100
1	ALACHUA	0953	Caring and Sharing Learning School	100
1	ALACHUA	0022	Early Learning Academy at Duval	100
1	ALACHUA	0421	Eastside High School	96.26
1	ALACHUA	0492	Fernside Family Service Center	100
1	ALACHUA	0481	Fort Clarke Middle School	79.92
1	ALACHUA	0151	Gainesville High School	89.04
1	ALACHUA	0958	Genesis Preparatory School	100
1	ALACHUA	0331	Glen Springs Elementary School	96.14
1	ALACHUA	0201	Hawthorne High School	100
1	ALACHUA	0461	High Springs Community	84.38
1	ALACHUA	0121	Howard Bishop Middle School	100
1	ALACHUA	0321	Idywild Elementary School	100
1	ALACHUA	0031	J.J. Finley Elementary School	81.26
1	ALACHUA	0502	Kanapaha Middle School	83.65
1	ALACHUA	0501	Kimball Wiles Elementary School	80.30
1	ALACHUA	0071	Lake Forest Elementary School	100
1	ALACHUA	0510	Lawton M Chiles Elementary School	61.82
1	ALACHUA	0112	Lincoln Middle School	88.78
1	ALACHUA	0091	Littlewood Elementary School	94.74
1	ALACHUA	0411	Loften Center	100
1	ALACHUA	0341	Marjorie K. Rawlings Elementary School	100
1	ALACHUA	0101	Metcalfe Elementary School	100
1	ALACHUA	0311	Myra Terwilliger Elementary School	100
1	ALACHUA	0531	Newberry Elementary School	93.01
1	ALACHUA	0261	Newberry High School	87.09
1	ALACHUA	1003	North Central Florida Public Charter School	100
1	ALACHUA	0591	Oak View Middle School	72.18
1	ALACHUA	0950	One Room School House	100
1	ALACHUA	1013	Resilience Charter School	66.27
1	ALACHUA	0271	Santa Fe High School	82.10
1	ALACHUA	0281	Shell Elementary School	100
1	ALACHUA	0991	SIATech at Gainesville Annex	100
1	ALACHUA	0081	Sidney Lanier School / HDCP	100
1	ALACHUA	0041	Stephen Foster Elementary School	100
1	ALACHUA	0955	The Einstein School, Inc.	95.36
1	ALACHUA	0571	W.W. Irby Elementary School	100
1	ALACHUA	0141	Westwood Middle School	99.09
1	ALACHUA	0561	William S Talbot Elementary School	66.14
1	ALACHUA	0111	Williams Elementary School	100
2	BAKER	0012	Baker County High School	95.71
2	BAKER	0022	Baker County Pre-K and Kindergarten Center	100

36	LEE	0741	Three Oaks Elementary School	62.90
36	LEE	0821	Three Oaks Middle School	72.72
36	LEE	0381	Tice Elementary School	100
36	LEE	0597	Tortuga Preserve Elementary School	100
36	LEE	0762	Trafalgar Elementary School	74.19
36	LEE	0761	Trafalgar Middle School	69.22
36	LEE	0471	Treeline Elementary School	100
36	LEE	0391	Tropic Isles Elementary School	100
36	LEE	0242	Varsity Lakes Middle School	100
36	LEE	0851	Veterans Park	100
36	LEE	0401	Villas Elementary School	100
37	LEON	0441	Apalachee Elementary School	100
37	LEON	0401	Astoria Elementary School	100
37	LEON	1181	Bond Elementary School	100
37	LEON	1161	Canopy Oaks Elementary School	62.62
37	LEON	0491	Chaires Elementary School	73.90
37	LEON	0032	Cobb Middle School	65.94
37	LEON	0451	Fairview Middle School	76.26
37	LEON	0561	FT. Braden Elementary School	100
37	LEON	0161	Godby High School	95.04
37	LEON	0411	Gretchen Everhart School	80.83
37	LEON	0222	Griffin Middle School	100
37	LEON	0041	Hartsfield Elementary School	100
37	LEON	0452	Heritage Trails Community School	100
37	LEON	0031	Kate Sullivan Elementary School	66.48
37	LEON	0291	Nims Middle School	100
37	LEON	0171	Oakridge Elementary School	100
37	LEON	0311	Pineview Elementary School	100
37	LEON	9006	Pre-K Wesson/Lively	100
37	LEON	0092	Raa Middle School	70.99
37	LEON	0051	Rickards High School	89.60
37	LEON	0231	Riley Elementary School	100
37	LEON	0091	Ruediger Elementary School	100
37	LEON	0071	Sabal Palm Elementary School	100
37	LEON	0204	SAIL	58.77
37	LEON	0431	Sealey Elementary School	84.45
37	LEON	0191	Second Chance at Ghazvini Learning Center	100
37	LEON	0501	Springwood Elementary School	100
37	LEON	1211	Success 100 Academy	100
37	LEON	0421	W.T. Moore Elementary School	68.53
37	LEON	0131	Woodville Elementary School	100
38	LEVY	1011	Bronson Elementary School	100
38	LEVY	0021	Bronson High School	100
38	LEVY	0041	Cedar Key School	100
38	LEVY	0241	Chiefland Elementary School	100
38	LEVY	0051	Chiefland High School	100
38	LEVY	0092	Joyce Bullock Elementary School	100
38	LEVY	0062	Nature Coast Middle School	100
38	LEVY	0231	Williston Elementary School	100
38	LEVY	0091	Williston Middle High School	100
38	LEVY	0111	Yankeetown School	100
39	LIBERTY	0041	Hosford Elementary & Jr. High School	72.11
39	LIBERTY	0022	Liberty County Adult School	71.10
39	LIBERTY	0021	Liberty County High School	83.70
39	LIBERTY	0081	Liberty Education Center	100
39	LIBERTY	0031	Tolar K-8 School	100
40	MADISON	0091	Greenville Elementary School	100
40	MADISON	0101	Lee Elementary School	86.83
40	MADISON	0041	Madison County Central School	100
40	MADISON	0950	Madison County Excel Alt.	100
40	MADISON	0011	Madison County High School	100
40	MADISON	0111	Pinetta Elementary School	100
41	MANATEE	2011	Access to Education	71.43
41	MANATEE	2081	AMI Kids	94.44
41	MANATEE	0051	Ballard Elementary School	100

Florida Department of Health
Child Care Food Program

Afterschool Meals Program Site Information

USE THIS BLANK FORM ONLY FOR NEW SITES THAT YOU ARE REQUESTING TO BE APPROVED FOR THE AFTERSCHOOL MEALS PROGRAM (AMP). **BEFORE COMPLETING THIS FORM, REFER TO THE INSTRUCTIONS ON PAGE 5.******

Authorization Number: A-_____ Organization Name: _____

DOH USE ONLY (select site classification): _____Independent _____Unaffiliated _____Affiliated

1. Site Information:

Site Name: _____ Facility Number: _____
Street Address (physical location): _____
City: _____ State: _____ Zip: _____ County: _____
Phone Number: () _____ Extension: _____ Fax Number: () _____

2. AMP On-Site Manager (person on-site who oversees daily food program operations):

Salutation: _____ First Name: _____ Last Name: _____
Position Title: _____
Phone Number: () _____ Extension: _____ Fax Number: () _____
Email Address: _____

3. Area Eligibility Information:

A. Eligibility based on (select only one):

☐ Single School School Name: _____
☐ School Choice Zone Zone Name: _____

B. 50% or more free and reduced-price school meals documented by (select only one):

☐ CCFP 50% School List Effective: _____ / _____ (Month/Year)
☐ Current School District Data*: _____ / _____ (Month/Year)

*only allowable if site does not qualify using the CCFP 50% School List in effect when eligibility is determined

C. Eligibility Determination Date (Month/Year): _____ / _____

4. List all of the specific educational and/or enrichment activities provided at this site:

5. Type of Site (select only one):

☐ Private Non-Profit with Current 501(c)(3)
☐ Church (private non-profit)
☐ Public
☐ For-Profit (must be a traditional child care center already on CCFP)

Afterschool Meals Program Site Information – Page 2

6. Is site currently on the CCFP or AMP under other authorization number(s)? ☐ Yes ☐ No

If yes, enter authorization #(s): _____

7. Is site located in a school? ☐ Yes (answer 7.a – 7.d) ☐ No (skip to # 8)

A. Does this site serve only the children who attend the school during the school day?

____ Yes ____ No (Note: If No, the site must be licensed or have an official letter from the licensing agency stating it is not required to be licensed)

B. What time does the school day normally end? _____ p.m.

C. Does the school have early release days each week? _____ Yes _____ No

If yes, list early release day(s) and time(s): _____

D. Are meals served to multiple afterschool programs at the school? _____ Yes _____ No

8. Licensure Information: (Check only one)

☐ License issued by state or local child care licensing agency – Attach copy of current license
Capacity: _____ License #: _____ Expiration Date: _____

☐ Religious-Exempt from state or local child care licensure – Attach copy of current certificate issued by the accrediting agency for religious-exemption
Capacity: _____ Certificate #: _____ Expiration Date: _____

Maximum building capacity/occupancy*: _____ (shown on attached Fire Marshal Certificate,

Occupancy Permit, or other document issued by a state or local government health/safety authority)

*** The maximum capacity for claiming CCFP/AMP meals will be based on the lesser of what is shown on the religious-exempt certificate or the maximum building capacity/occupancy documentation.**

☐ Not required to be licensed per the state or local child care licensing agency – Attach current copy of official letter issued by the state or local licensing agency for the site unless previously submitted to DOH. (Note: School sites that are not required to be licensed and serve only the children who attend that school during the day do not need to attach a letter.)

Expiration Date (if shown on letter): _____

9. Operational and Meal Service Information:

A. Program Operating Hours, Meal Types, and Meal Times: Complete the following tables as applicable.

NOTE: A maximum of one meal and one snack (or two different snacks) per child per day can be claimed. Meal service times must be within the program operating hours listed. **Refer to instructions on pg. 5 for rules about meal service times.**

Afterschool Weekdays (M-F) (complete if claiming meals and/or snacks served after the end of the regular school day)

Program Operating Hours: Starts _____ p.m. Ends _____ p.m.

Meal and/or snack to be claimed & service times:

- ☐ Afternoon Snack (AS): Starts: _____ Ends: _____
- ☐ Supper (SU): Starts: _____ Ends: _____
- ☐ Evening Snack (ES): Starts: _____ Ends: _____

Non-School Weekdays (M-F) (complete if claiming meals and/or snacks served on holidays, vacations, or teacher planning days during the regular school year)

Program Operating Hours: Starts _____ a.m./p.m. (circle one) Ends _____ a.m./p.m. (circle one)

Meal to be claimed & service times:

- ☐ Breakfast (BR): Starts: _____ Ends: _____
- ☐ Lunch (LU): Starts: _____ Ends: _____
- ☐ Supper (SU): Starts: _____ Ends: _____

Snack to be claimed & service times:

- ☐ Morning Snack (MS): Starts: _____ Ends: _____
- ☐ Afternoon Snack (AS): Starts: _____ Ends: _____
- ☐ Evening Snack (ES): Starts: _____ Ends: _____

Weekends (S-S) (complete if claiming meals and/or snacks served on Saturdays and/or Sundays during the regular school year)

Program Operating Hours: Starts _____ a.m./p.m. (circle one) Ends _____ a.m./p.m. (circle one)

Meal to be claimed & service times:

- ☐ Breakfast (BR): Starts: _____ Ends: _____
- ☐ Lunch (LU): Starts: _____ Ends: _____
- ☐ Supper (SU): Starts: _____ Ends: _____

Snack to be claimed & service times:

- ☐ Morning Snack (MS): Starts: _____ Ends: _____
- ☐ Afternoon Snack (AS): Starts: _____ Ends: _____
- ☐ Evening Snack (ES): Starts: _____ Ends: _____

B. Will any meal services be conducted at times different from what is listed above? ☐ Yes ☐ No

If yes, list the specific meal types, days, start/finish times, and reason for each alternate meal time:

C. Days of the Week Meals will be Claimed:

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Afterschool Meals Program Site Information – Page 4

10. Method(s) of Meal Service: Check each method of meal service that will be used. For each method checked, directly below it circle the meal types that will be prepared using that method. **See meal type abbreviations in # 9.A.**

- ☐ Site prepares meals on-site:
BR MS LU AS SU ES
- ☐ Site receives meals from another site or central preparation site owned by the contractor:
BR MS LU AS SU ES Name of Food Preparation Site: _____
- ☐ Site or sponsor contracts with local public school system:
BR MS LU AS SU ES
- ☐ Site or sponsor contracts with another approved CCFP site with which it is not affiliated (this is not an option for sites licensed by DCF or a county child care licensing agency):
BR MS LU AS SU ES Name of Food Preparation Site: _____
- ☐ Site or sponsor contracts with a DOH listed caterer:
BR MS LU AS SU ES Name of Caterer (leave blank for Part 1 application): _____

11. Enrollment Information:

- A. Number of Afterschool Children age 12 and under _____
- B. Number of Afterschool Children age 13 to 18 _____
- C. Total Afterschool Children enrolled (Sum of 11.A plus 11.B) 0
- D. Maximum Capacity (number of children allowed at site at the same time) _____
- E. Will the number of children served daily ever exceed the number listed in 11.D? ☐ Yes ☐ No

If yes, explain why: _____

12. Record the number of afterschool children in attendance by ethnicity and race: (These totals may be less than or equal to the Total Afterschool Children Enrolled in # 11.C, depending on how many children are present when the count is taken. Children must be counted as either Hispanic or Non-Hispanic and must be counted in at least one race category. Therefore, the Race Total cannot be less than the Ethnicity Total.)

Ethnicity Totals:

Hispanic or Latino	+ Not Hispanic or Latino	= Ethnicity Total
		0

Race Totals: (Children can be counted in more than one race category)

American Indian or Alaskan Native	+ White	+ Black or African American	+ Asian	+ Native Hawaiian or other Pacific Islander	= Race Total
					0

13. Month(s) the site will NOT operate the Afterschool Meals Program in this fiscal year (check all that apply):

- ☐ October ☐ November ☐ December ☐ January ☐ February ☐ March
☐ April ☐ May ☐ June ☐ July ☐ August ☐ September

14. Will Site Implement Offer Versus Serve? ☐ Yes ☐ No

The following question is to be completed by Public School District Sponsors only:

15. Meal Pattern Used at Site: (check one only) ☐ CCFP or ☐ NSLP

TO BE COMPLETED BY ALL CONTRACTORS:

I certify that all information on this Site Information Form is true and correct.

Signature of Authorized Employee

Title

Printed Name

Date

Instructions for Completing the Afterschool Meals Program (AMP) Site Information Form

If completing this form as part of the initial application process, leave Authorization Number blank and only fill in Organization Name at the top of the form. If your agency will be a sponsoring organization (multi-site contractor), complete a separate Site Information Form for each of your sites. For existing sponsoring organizations adding a new site, complete Authorization Number and Organization Name at the top of form.

1. Enter site name, street address (physical location), and phone/fax numbers. Also enter the Facility Number if your organization uploads site claim information into MIPS, or if you prefer to assign a specific facility number.
2. Enter name, position title, phone/fax numbers, and email address of the on-site person who oversees the food program at the site.
3. Check to indicate whether area eligibility was determined based on a single school that the site's address is zoned for or a set of schools (elementary, middle, or high) in a school choice zone; then enter the applicable school or zone name next to the option selected. Next, check to indicate the documentation used to establish that the school or school zone meets the 50% or greater free and reduced-price school meals requirement, then enter the month and year of the applicable documentation. For "Eligibility Determination Date," enter the month and year that the area eligibility determination was completed. A site's area eligibility remains effective for five years from the end of the month in which the eligibility determination was made.
4. List the specific educational and/or enrichment activities provided to the children in care at this site.
5. Select only one. **Private Non-Profit with Current 501(c)(3)** refers to a secular organization which has been formally granted and currently maintains federal tax-exempt status under section 501(c)(3) of the Internal Revenue Code, or a subsidiary of such organization that is using the tax-exempt status of the parent organization. **Church (private non-profit)** refers to a church, synagogue, temple, or mosque that meets the IRS requirements to be exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or a subsidiary of such organization that is using the tax-exempt status of the parent organization. If the site is for-profit, it must be a traditional child care center currently on the CCFP.
6. Answer accordingly. If yes, enter the other CCFP or AMP authorization number(s).
7. If the site is located in a school (public or private), select "yes". If yes, answer 7.A through 7.D. If no, skip to question 8.
8. Check the appropriate box under Licensure Information. Complete requested information if listed on the license, religious-exempt certificate, or letter from licensing agency. Attach requested documentation.
9. Site Operational and Meal Service Information:
 - A. Program Operating Hours, Meal Types, and Meal Times: Complete each applicable table based on when the site will be serving and claiming meals/snacks (Afterschool Weekdays, Non-School Weekdays, and/or Weekends). Within a table, enter the program operating hours and select the meal types to be claimed on that group of days. A maximum of one meal and one snack (or two different snacks) per child per day can be claimed. For each meal type selected, enter the meal service start and end times. If any meal/snack will be served in shifts, enter the start time of the earliest shift and the end time of the latest shift. Remember that meal times must be within the listed operating hours.

Keep in mind the following rules about meal service times:

 - When more than one meal type will be served on the AMP to the same children on the same day, at least 1 hour must elapse between the end of one meal/snack service and the beginning of the next.
 - The maximum length of time per meal/snack service is two hours, unless the site has meal service shifts. Meals/snacks served outside of the times listed cannot be claimed to the program.
 - Meal services can begin any time after the school day, but must end by 8:00 p.m.
 - B. Answer accordingly. If yes, list the specific meal types, days, start/finish times, and reason for each alternate meal time.
 - C. Check each day of the week that the site will claim meals on the AMP.
 - D. Enter the current school year start and end dates for students. The AMP operates during the school year only.
10. Check the method(s) of meal service used at the site. If more than one method is used, check all that apply. For each method that is checked, circle the meal types to be prepared using that method. If applicable, enter name of food preparation site or caterer.
11. Enter the numbers requested in 11.A-D. Answer the question in 11.E, and if yes provide an explanation.
12. An acceptable method of determining the ethnic and racial categories of the children is to use visual identification. Each child must be counted as either Hispanic or non-Hispanic and must be counted in at least one race category. Children may be counted in more than one race category (i.e., a bi-racial or multi-racial child may be counted in each category that pertains to him/her). The Ethnicity Total column must equal the number of children in the Hispanic and Not Hispanic categories. The Race Total column must equal the number of children in the various race categories. Finally, the number in the Race Total column must be equal to or greater than the Ethnicity Total column.
13. Select any month(s) in this fiscal year in which the site will not operate the Afterschool Meals Program at all. This means the site will not claim any meals or snacks during the entire month(s) selected.
14. Answer accordingly. Offer Versus Serve (OVS) is only allowed in AMP for breakfast, lunch, and supper meals. OVS is not allowed at snack due to only two required food components.
15. Answer accordingly.

Levy County Prevention Coalition, Inc.
Student Mentoring Agreement

Contract shall be effective 09/02/2019, upon execution by both parties.

This Agreement is made between School Board of Levy County. ("Client", "SBLC") with a principal place of business at 480 Marshburn Drive, Bronson, FL 32621 and Levy County Prevention Coalition, Inc. ("Contractor", "LCPC"), with a principal place of business at PO Box 201, Williston, FL 32696.

1. Services to Be Performed

Contractor agrees to perform the following services:

*Provide mentoring services to students:

- Mentoring will be provided at minimum, 2 times per week. Mentoring includes:

- Individual Mentoring: 20 minute sessions.

- Small Group Mentoring: 40 minute sessions.

- Large Group Mentoring: 60 minute sessions.

- Students will be selected for mentoring services using criteria set forth by SBLC.

*Provide evaluation reports as needed/as requested by SBLC.

2. Payment

This is a fixed price (unit cost) contract. SBLC shall pay the contractor for the delivery of service units provided in accordance with the terms of this contract. The contractor shall not receive payment for services rendered prior to the execution date or after the termination date of this contract. Both parties agree that SBLC is only responsible for payments as specified below:

a. Contract Amount: Total compensation under this contract shall not exceed \$40,000.00.

i. Filled Slots Per Day: 52.0 (*average per day*)

ii. Per Diem Rate: \$3.49 (*per slot, per day*)

iii. Service Days: 220

iv. Maximum Filled Slots: 11,440

1. Definition of "Filled Slot": A filled program slot is defined as a program slot that is occupied by a youth. i.e., once a youth is enrolled into the mentoring program, a youth will fill one slot per day on standard service days (Monday through Friday) until youth is discharged from the program.

b. Payment Schedule: SBLC agrees to the following payment schedule in efforts to assist with program start-up costs.

i. September 24, 2019: \$20,000

1. LCPC will issue a monthly invoice to SBLC by the 20th day of each month for the preceding months services until the contract expires.

2. LCPC will not receive any further payments from SBLC until such a time as LCPC has produced 5,731 filled slots (\$20,000), as evidenced by monthly invoices to SBLC.

- a. After production of the initial 5,731 filled slots (\$20,000), SBLC agrees to pay each monthly invoice in full until the total contracted amount of \$40,000 has been exhausted.

3. Expenses

Excluding the item(s) listed in section 3.1, contractor shall be responsible for all expenses incurred while performing services under this Agreement with respect to routine business. This includes automobile, truck, and other travel expenses; vehicle maintenance and repair costs; vehicle and other license fees and permits; insurance premiums; road, fuel, and other taxes; fines; radio, pager, or cell phone expenses; meals; and all salary, expenses, and other compensation paid to employees or contract personnel the Contractor hires to complete the work under this Agreement.

3.1 Reimbursable Expenses

Client shall reimburse Contractor for the following expenses that are attributable directly to work performed under this Agreement:

1. None

4. Vehicles and Equipment

Contractor will furnish all vehicles, equipment, tools, and materials used to provide the services required by this Agreement. Client will not require Contractor to rent or purchase any equipment, product, or service as a condition of entering into this Agreement.

5. Independent Contractor Status

Contractor is an independent contractor, and neither Contractor nor Contractor's employees or contract personnel are, or shall be deemed, Client's employees. In its capacity as an independent contractor, Contractor agrees and represents, and Client agrees, as follows

[Check all that apply]

[X] Contractor has the right to perform services for others during the term of this Agreement.

[X] Contractor has the sole right to control and direct the means, manner, and method by which the services required by this Agreement will be performed. Contractor shall select the routes taken, starting and quitting times, days of work, and order the work is performed.

[X] Contractor has the right to hire assistants as subcontractors or to use employees to provide the services required by this Agreement.

[X] Neither Contractor nor Contractor's employees or contract personnel shall be required to wear any uniforms provided by Client.

[X] The services required by this Agreement shall be performed by Contractor, Contractor's employees, or contract personnel, and Client shall not hire, supervise, or pay any assistants to help Contractor.

[] Neither Contractor nor Contractor's employees or contract personnel shall receive any training from Client in the professional skills necessary to perform the services required by this Agreement.

[X] Neither Contractor nor Contractor's employees or contract personnel shall be required by Client to devote full time to the performance of the services required by this Agreement.

This section left intentionally blank.

6. Business Licenses, Permits, and Certificates

Contractor represents and warrants that Contractor and Contractor's employees and contract personnel will comply with all federal, state, and local laws requiring drivers and other licenses, business permits, and certificates required to carry out the services to be performed under this Agreement.

7. Insurance

Client shall not provide insurance coverage of any kind for Contractor or Contractor's employees or contract personnel. Contractor shall obtain the following insurance coverage and maintain it during the entire term of this Agreement:

[Check all that apply.]

[X] Comprehensive or commercial general liability insurance coverage in the minimum amount of \$1,000,000.00 combined single limit, including coverage for bodily injury, personal injury, broad form property damage, contractual liability, and cross-liability.

Before commencing any work, Contractor shall provide Client with proof of this insurance and with proof that Client has been made an additional insured under the policies.

8. Indemnification

Contractor shall indemnify and hold Client harmless from any loss or liability arising from performing services under this Agreement.

9. Term of Agreement

This agreement will become effective when signed by both parties and will terminate on the earlier of:

- the date Contractor completes the services required by this Agreement
- 08/30/2020, or
- the date a party terminates the Agreement as provided below.

10. Terminating the Agreement

Either party may terminate this Agreement at any time by giving 15 business days' written notice to the other party of the intent to terminate.

11. Exclusive Agreement

This is the entire Agreement between Contractor and Client.

12. Modifying the Agreement

This Agreement may be modified only by a writing signed by both parties.

13. Resolving Disputes

If a dispute arises under this Agreement, any party may take the matter to Florida state court, jurisdiction of the county of Levy.

This section left intentionally blank.

14. Confidentiality

Contractor acknowledges that it will be necessary for Client to disclose certain confidential and proprietary information to Contractor in order for Contractor to perform duties under this Agreement. Contractor acknowledges that disclosure to a third party or misuse of this proprietary or confidential information would irreparably harm Client. Accordingly, Contractor will not disclose or use, either during or after the term of this Agreement, any proprietary or confidential information of Client without Client's prior written permission except to the extent necessary to perform services on Client's behalf.

Proprietary or confidential information includes:

- the written, printed, graphic, or electronically recorded materials furnished by Client for Contractor to use
- any written or tangible information stamped "confidential," "proprietary," or with a similar legend, or any information that Client makes reasonable efforts to maintain the secrecy of
- business or marketing plans or strategies, customer lists, operating procedures, trade secrets, design formulas, know-how and processes, computer programs and inventories, discoveries, and improvements of any kind, sales projections, and pricing information
- information belonging to customers and suppliers of Client about whom Contractor gained knowledge as a result of Contractor's services to Client, and
- other: N/A

Upon termination of Contractor's services to Client, or at Client's request, Contractor shall deliver to Client all materials in Contractor's possession relating to Client's business.

Contractor acknowledges that any breach or threatened breach of Clause 18 of this Agreement will result in irreparable harm to Client for which damages would be an inadequate remedy. Therefore, Client shall be entitled to equitable relief, including an injunction, in the event of such breach or threatened breach of Clause 14 of this Agreement. Such equitable relief shall be in addition to Client's rights and remedies otherwise available at law.

15. Proprietary Information.

A. The product of all work performed under this Agreement ("Work Product"), including without limitation all notes, reports, documentation, drawings, computer programs, inventions, creations, works, devices, models, work-in-progress and deliverables will be the sole property of the Client, and Contractor hereby assigns to the Client all right, title and interest therein, including but not limited to all audiovisual, literary, moral rights and other copyrights, patent rights, trade secret rights and other proprietary rights therein. Contractor retains no right to use the Work Product and agree not to challenge the validity of the Client's ownership in the Work Product.

B. The Client will be entitled to use Contractor's name and/or likeness use in advertising and other materials.

16. No Partnership

This Agreement does not create a partnership relationship. Contractor does not have authority to enter into contracts on Client's behalf.

This section left intentionally blank.

17. Assignment and Delegation

Contractor may not assign or subcontract any rights or delegate any of its duties under this Agreement without Client's prior written approval.

18. Applicable Law

This Agreement will be governed by Florida law, without giving effect to conflict of laws principles.

19. Prohibited Use of Funds

State Federal Block Grant funding and/or Federal Grant funding may be used to fund this contract. Therefore, both parties agree that funding provided by this contract will not be used to influence legislation or appropriations at the state and/or federal level.

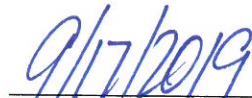
End of Contract

Signatures

Client:



School Board of Levy County
Authorized Signature



Date

Contractor:

Jonathan M Lewis
Chief Operating Officer
Levy County Prevention Coalition

Date

Taxpayer ID Number: 46 - 2287610

Levy County School Board
2019/20 General Fund Budget Comparison with Prior Year
August 2019 as of 9/16/2019 KL

		REVENUE	2019-20	2019-20	2019-20	2018-19	2018-19	2018-19	Percentage Change FYTD Activity
Fund	Obj		Revised Budget	FYTD Activity	FY %	FYTD Activity	FY Activity	FY %	
1000	32--	FEDERAL THROUGH STATE	340,854.70	1,702.85	0.50%	132,881.81	380,318.16	34.94%	-98.72%
1000	33--	REVENUE FROM STATE SOURCES	34,027,270.66	5,508,263.40	16.19%	5,555,264.20	32,896,319.23	16.89%	-0.85%
1000	34--	REVENUE FROM LOCAL SOURCES	10,661,506.37	136,317.24	1.28%	63,819.98	10,718,664.39	0.60%	113.60%
1000	36--	TRANSFERS	1,167,605.67	24,490.00	2.10%	23,572.00	1,445,819.56	1.63%	3.89%
1000	37--	OTHER FINANCING SOURCES	10,000.00	9,396.80	93.97%	0.00	10,405.26	0.00%	#DIV/0!
1000	----	TOTAL REVENUES AND OFS	\$ 46,207,237.40	\$ 5,680,170.29	12.29%	\$ 5,775,537.99	\$ 45,451,526.60	12.71%	-1.65%

		EXPENSE	2019-20	2019-20	2019-20	2018-19	2018-19	2018-19
Fund	Obj	Obj	Revised Budget	FYTD Activity	FY %	FYTD Activity	FY Activity	FY %
1000	01--	SALARIES	26,606,818.31	1,948,416.81	7.32%	1,864,404.64	25,976,009.56	7.18%
1000	02--	EMPLOYEE BENEFITS	8,748,699.64	479,388.83	5.48%	490,341.73	8,218,773.35	5.97%
1000	03--	PURCHASED SERVICES	5,850,135.64	1,078,093.69	18.43%	1,202,030.41	5,257,936.07	22.86%
1000	04--	ENERGY SERVICES	1,468,025.91	110,531.92	7.53%	109,822.75	1,600,169.81	6.86%
1000	05--	MATERIALS & SUPPLIES	1,950,772.55	356,290.01	18.26%	354,941.97	1,180,095.52	30.08%
1000	06--	CAPITAL OUTLAY	740,624.61	73,230.03	9.89%	27,352.63	798,930.05	3.42%
1000	07--	OTHER EXPENSES	1,022,188.82	55,159.77	5.40%	49,110.37	800,467.52	6.14%
1000	08--	CLEARING ACCOUNT	0.00			-	0.00	#DIV/0!
1000	09--	TRANSFERS	100,000.00	0.00	0.00%	-	-	#DIV/0!
1000	----	TOTAL EXPENDITURES	\$ 46,487,265.48	\$ 4,101,111.06	8.82%	\$ 4,098,004.50	\$ 43,832,381.88	9.35%
								4.51%
								-2.23%
								-10.31%
								0.65%
								0.38%
								167.73%
								12.32%
								#DIV/0!
								#DIV/0!
								0.08%

		FUND BALANCE	2019-20	2019-20	2019-20	2018-19	2018-19	2018-19
			Revised Budget	FYTD Activity	FY %	FYTD Activity	FY Activity	FY %
		Beginning Fund Balance	\$ 5,624,921.42	\$ 5,624,921.42	100.00%	\$ 4,005,776.70	\$ 4,005,776.70	100.00%
		Revenues less Other Fin Sources	46,207,237.40	5,680,170.29	12.29%	5,775,537.99	45,451,526.60	12.71%
		Expenditures	46,487,265.48	4,101,111.06	8.82%	4,098,004.50	43,832,381.88	9.35%
		Balance	\$ 5,344,893.34	\$ 7,203,980.65		\$ 5,683,310.19	\$ 5,624,921.42	
		Estimated Restricted Fund Balance	650,000.00	650,000.00		623,382.44	623,382.44	
		Estimated Assigned and Unassigned	\$ 4,694,893.34	\$ 6,553,980.65		\$ 5,059,927.75	\$ 5,001,538.98	
		Estimated Financial Condition Ratio	10.43%	116.08%		87.97%	11.37%	

Fund	Obj	Obj	2019-20 Revised Budget	2019-20 FYTD Activity	2019-20 FY %	2018-19 FYTD Activity	2018-19 FY Activity	2018-19 FY %
1000	31--	FEDERAL DIRECT						
1000	32--	FEDERAL THROUGH STATE	340,854.70	1,702.85	0.50	132,881.81	380,318.16	99.15
1000	33--	REVENUE FROM STATE SOURCES	34,027,270.66	5,508,263.40	19.47	5,555,264.20	32,896,319.23	99.50
1000	34--	REVENUE FROM LOCAL SOURCES	10,661,506.37	136,317.24	1.30	63,819.98	10,718,664.39	99.90
1000	36--	TRANSFERS	1,167,605.67	24,490.00	23.59	23,572.00	1,445,819.56	100.00
1000	37--	OTHER FINANCING SOURCES	10,000.00	9,396.80	93.97		10,405.26	52.03
1000	----	GENERAL FUND	46,207,237.40	5,680,170.29	15.26	5,775,537.99	45,451,526.60	99.59

Fund	Src	Src	2019-20 Revised Budget	2019-20 Collected	2019-20 Uncollected Balan
1000	3202	MEDICAID	275,000.00	1,702.85	273,297.15
1000	3290	OTHER FED THRU STATE FDS	65,854.70	0.00	65,854.70
1000	3310	FEFP	27,906,912.00	4,567,306.00	23,339,606.00
1000	3323	ADMINISTRATIVE EXPENSES	3,456.66	0.00	3,456.66
1000	3342	STATE FOREST FUNDS	49,500.00	0.00	49,500.00
1000	3343	STATE LICENSE TAX	22,500.00	2,531.40	19,968.60
1000	3344	EDUCATIONAL ENHANCEMENT	17,619.00	0.00	17,619.00
1000	3355	CLASS SIZE REDUCTION	5,630,552.00	938,426.00	4,692,126.00
1000	3361	SCHOOL RECOGNITION	21,990.00	0.00	21,990.00
1000	3371	VOLUNTARY PREKINDERGARTEN	343,500.00	0.00	343,500.00
1000	3399	OTHER MISC STATE REVENUE	31,241.00	0.00	31,241.00
1000	3411	DISTRICT SCHOOL TAX	9,571,615.00	0.00	9,571,615.00
1000	3421	DELINQUENT TAX REDEMPTIONS	160,000.00	0.00	160,000.00
1000	3431	INTEREST ON INVESTMENTS	75,300.00	16,283.29	59,016.71
1000	3490	MISCELLANEOUS LOCAL SOURCES	576,733.27	119,853.95	456,879.32
1000	3492	TRANS SVS FOR SCH ACTIV	27,000.00	0.00	27,000.00
1000	3493	SALE OF JUNK	1,000.00	0.00	1,000.00
1000	3494	RECT OF FED INDIRECT COST RT	246,858.10	0.00	246,858.10
1000	3495	TEACHER CERTIFICATION	3,000.00	180.00	2,820.00
1000	3620	TRANSFERS FROM DEBT SVS FD	222,844.52	0.00	222,844.52
1000	3630	TRANSFERS FROM CAPT PJS FD	944,761.15	24,490.00	920,271.15
1000	3740	INS LOSS RECOVERIES	10,000.00	9,396.80	603.20
1000	----	GENERAL FUND	46,207,237.40	5,680,170.29	40,527,067.11
2100	3322	CO&DS WITHHELD FOR SBE BONDS	166,000.00	0.00	166,000.00
2100	3326	SBE/COBI BOND INTEREST	50.00	0.00	50.00
2100	----	SBE/COBI BONDS	166,050.00	0.00	166,050.00
2230	3341	SALES TAX DISTRIBUTION	434,500.00	0.00	434,500.00
2230	----	SPECIAL ACT BONDS 2015 SERIES	434,500.00	0.00	434,500.00
2940	3630	TRANSFERS FROM CAPT PJS FD	669,119.33	0.00	669,119.33
2940	----	CERT OF PART - LEASE PURCH	669,119.33	0.00	669,119.33
3230	3431	INTEREST ON INVESTMENTS	100.00	0.00	100.00
3230	----	SPECIAL ACT BONDS	100.00	0.00	100.00
3710	3431	INTEREST ON INVESTMENTS	200.00	0.00	200.00
3710	----	2.0 MILL 2013	200.00	0.00	200.00
3720	3421	DELINQUENT TAX REDEMPTIONS	3,500.00	0.00	3,500.00
3720	----	1.5 mill 2014	3,500.00	0.00	3,500.00
3730	3421	DELINQUENT TAX REDEMPTIONS	9,500.00	0.00	9,500.00
3730	----	1.5 MILL 2015	9,500.00	0.00	9,500.00
3740	3421	DELINQUENT TAX REDEMPTIONS	5,000.00	0.00	5,000.00
3740	----	1.5 MILL 2016	5,000.00	0.00	5,000.00
3750	3421	DELINQUENT TAX REDEMPTIONS	3,000.00	0.00	3,000.00
3750	----	1.5 MILL 2017	3,000.00	0.00	3,000.00
3760	3421	DELINQUENT TAX REDEMPTIONS	45,000.00	0.00	45,000.00
3760	3431	INTEREST ON INVESTMENTS	12,760.00	2,123.66	10,636.34
3760	----	1.5 MILL 2018	57,760.00	2,123.66	55,636.34
3770	3421	DELINQUENT TAX REDEMPTIONS	80,000.00	0.00	80,000.00
3770	3431	INTEREST ON INVESTMENTS	4,000.00	1,689.55	2,310.45
3770	----	1.5 MILL 2019	84,000.00	1,689.55	82,310.45
3780	0000		3,121,058.00	0.00	3,121,058.00
3780	----	1.5 MILL 2020	3,121,058.00	0.00	3,121,058.00
3920	3397	CHARTER SCHOOL CAPITAL OUTLAY	143,814.00	24,490.00	119,324.00
3920	----	CHARTER SCHOOL CAPITAL OUTLAY	143,814.00	24,490.00	119,324.00
3930	3399	OTHER MISC STATE REVENUE	18,500.00	0.00	18,500.00
3930	3431	INTEREST ON INVESTMENTS	5,000.00	1,463.79	3,536.21
3930	3490	MISCELLANEOUS LOCAL SOURCES	0.00	6,554.54	-6,554.54
3930	3731	SALE OF LAND	0.00	7,500.00	-7,500.00
3930	----	OTHER CAPITAL OUTLAY	23,500.00	15,518.33	7,981.67

Fund	Src	Src	2019-20 Revised Budget	2019-20 Collected	2019-20 Uncollected Balan
3950	3431	INTEREST ON INVESTMENTS	3,000.00	1,079.47	1,920.53
3950	3496	IMPACT FEES	120,000.00	47,860.53	72,139.47
3950	----	IMPACT FEES	123,000.00	48,940.00	74,060.00
3980	3431	INTEREST ON INVESTMENTS	33,000.00	10,994.93	22,005.07
3980	----	PROCEEDS OLD BHS/WHs	33,000.00	10,994.93	22,005.07
4100	3261	SCHOOL LUNCH REIMBURSEMENT	2,278,355.84	196,010.50	2,082,345.34
4100	3262	SCHOOL BREAKFAST REIMBURSEMENT	945,476.68	75,618.40	869,858.28
4100	3263	AFTER SCHOOL SNACK REIMBURSE	8,716.89	707.82	8,009.07
4100	3265	USDA DONATED FOODS	249,887.16	0.00	249,887.16
4100	3267	SUMMER FOOD SERVICE PROGRAM	27,396.31	31,789.31	-4,393.00
4100	3337	SCHOOL BREAKFAST SUPPLEMENT	26,084.00	0.00	26,084.00
4100	3338	SCHOOL LUNCH SUPPLEMENT	27,395.00	0.00	27,395.00
4100	3440	GIFTS, GRANTS, BEQUESTS	500.00	0.00	500.00
4100	3450	FOOD SERVICE	124,601.43	-30.00	124,631.43
4100	3490	MISCELLANEOUS LOCAL SOURCES	4,409.38	2,589.05	1,820.33
4100	3493	SALE OF JUNK	1,000.00	40.00	960.00
4100	----	FOOD SERVICE	3,693,822.69	306,725.08	3,387,097.61
4210	3201	VOCATIONAL EDUCATION ACTS	123,230.00	0.00	123,230.00
4210	3225	Title II Part A Teacher & Prin	254,688.00	0.00	254,688.00
4210	3230	INDIV W/DISAB EDUC ACT- (IDEA)	1,909,155.50	2,249.34	1,906,906.16
4210	3240	ELEM & SECOND ED ACT, TITLE I	1,790,401.85	0.00	1,790,401.85
4210	3241	TITLE III LANGUAGE INSTRUCTION	65,000.00	0.00	65,000.00
4210	3242	TITLE IV	127,439.27	0.00	127,439.27
4210	3280	FEDERAL THROUGH LOCAL	95,480.00	92,707.90	2,772.10
4210	3290	OTHER FED THRU STATE FDS	124,814.05	0.00	124,814.05
4210	----	SPECIAL REVENUE - CASH ADVANCE	4,490,208.67	94,957.24	4,395,251.43
7110	3431	INTEREST ON INVESTMENTS	800.00	178.76	621.24
7110	3440	GIFTS, GRANTS, BEQUESTS	105,000.00	0.00	105,000.00
7110	3481	CHARGES FOR SERVICES	40.00	0.00	40.00
7110	3484	PREMIUM REVENUES	5,810,000.00	327,961.26	5,482,038.74
7110	3610	TRANSFERS FROM GENERAL FUNDS	100,000.00	0.00	100,000.00
7110	3740	INS LOSS RECOVERIES	300,000.00	0.00	300,000.00
7110	----	SELF INSURANCE - HEALTH	6,315,840.00	328,140.02	5,987,699.98

Number of Accounts: 185

***** End of report *****

Fund	Obj	Obj	2019-20	2019-20	2019-20	2018-19	2018-19	2018-19
			Revised Budget	FYTD Activity	FY %	FY Activity	FYTD Activity	FY %
1000	01--	SALARIES	26,606,818.31	1,948,416.81	11.44	25,976,009.56	1,864,404.64	97.33
1000	02--	EMPLOYEE BENEFITS	8,748,699.64	479,388.83	9.68	8,218,773.35	490,341.73	98.23
1000	03--	PURCHASED SERVICES	5,850,135.64	1,078,093.69	23.54	5,257,936.07	1,202,030.41	97.28
1000	04--	ENERGY SERVICES	1,468,025.91	110,531.92	14.04	1,600,169.81	109,822.75	105.70
1000	05--	MATERIALS & SUPPLIES	1,950,772.55	356,290.01	21.85	1,180,095.52	354,941.97	62.53
1000	06--	CAPITAL OUTLAY	740,624.61	73,230.03	11.18	798,930.05	27,352.63	76.34
1000	07--	OTHER EXPENSES	1,022,188.82	55,159.77	8.50	800,467.52	49,110.37	90.59
1000	08--	CLEARING ACCOUNT						
1000	09--	TRANSFERS	100,000.00					
1000	----	GENERAL FUND	46,487,265.48	4,101,111.06	13.06	43,832,381.88	4,098,004.50	95.72

Fund	Obj	Obj	2019-20 FYTD Revised Bdgt	2019-20 FYTD Activity	Encumbered Amount	2019-20 FYTD Unencumbered Bal
1000	01--	SALARIES	26,606,818.31	1,948,416.81		24,658,401.50
1000	02--	EMPLOYEE BENEFITS	8,748,699.64	479,388.83		8,269,310.81
1000	03--	PURCHASED SERVICES	5,850,135.64	1,078,093.69	3,898,583.80	873,458.15
1000	04--	ENERGY SERVICES	1,468,025.91	110,531.92	788.16	1,356,705.83
1000	05--	MATERIALS & SUPPLIES	1,950,772.55	356,290.01	203,767.29	1,390,715.25
1000	06--	CAPITAL OUTLAY	740,624.61	73,230.03	153,744.41	513,650.17
1000	07--	OTHER EXPENSES	1,022,188.82	55,159.77	5,883.00	961,146.05
1000	09--	TRANSFERS	100,000.00			100,000.00
1000	----	GENERAL FUND	46,487,265.48	4,101,111.06	4,262,766.66	38,123,387.76
2100	07--	OTHER EXPENSES	166,050.00			166,050.00
2100	----	SBE/COBI BONDS	166,050.00			166,050.00
2230	07--	OTHER EXPENSES	211,655.48			211,655.48
2230	09--	TRANSFERS	222,844.52			222,844.52
2230	----	SPECIAL ACT BONDS 2015 SERIES	434,500.00			434,500.00
2940	07--	OTHER EXPENSES	669,119.33			669,119.33
2940	----	CERT OF PART - LEASE PURCH	669,119.33			669,119.33
3230	06--	CAPITAL OUTLAY	158,877.72	74,750.00	72,500.00	11,627.72
3230	----	SPECIAL ACT BONDS	158,877.72	74,750.00	72,500.00	11,627.72
3440	06--	CAPITAL OUTLAY	49,498.71	17,449.46	428.19	31,621.06
3440	----	PECO MAINT 18	49,498.71	17,449.46	428.19	31,621.06
3450	06--	CAPITAL OUTLAY	141,344.00			141,344.00
3450	----	PECO MAINT 19	141,344.00			141,344.00
3600	06--	CAPITAL OUTLAY	317,941.20			317,941.20
3600	----	CO & DS	317,941.20			317,941.20
3760	06--	CAPITAL OUTLAY	51,790.00	737.50	110,252.11	-59,199.61
3760	07--	OTHER EXPENSES	110,252.12			110,252.12
3760	09--	TRANSFERS	200,000.00			200,000.00
3760	----	1.5 MILL 2018	362,042.12	737.50	110,252.11	251,052.51
3770	06--	CAPITAL OUTLAY	527,576.47	34,721.73	65,207.08	427,647.66
3770	07--	OTHER EXPENSES		2,478.25		-2,478.25
3770	09--	TRANSFERS	100,000.00			100,000.00
3770	----	1.5 MILL 2019	627,576.47	37,199.98	65,207.08	525,169.41
3780	06--	CAPITAL OUTLAY	651,000.00			651,000.00
3780	09--	TRANSFERS	1,170,066.48			1,170,066.48
3780	----	1.5 MILL 2020	1,821,066.48			1,821,066.48
3920	09--	TRANSFERS	143,814.00	24,490.00		119,324.00
3920	----	CHARTER SCHOOL CAPITAL OUTLAY	143,814.00	24,490.00		119,324.00
3930	06--	CAPITAL OUTLAY	125,000.00	53,522.00		71,478.00
3930	----	OTHER CAPITAL OUTLAY	125,000.00	53,522.00		71,478.00
3940	06--	CAPITAL OUTLAY		3,025.86	114,641.00	-117,666.86
3940	----	SAFETY HARDENING GRANT		3,025.86	114,641.00	-117,666.86
3950	06--	CAPITAL OUTLAY		4,000.00		-4,000.00
3950	----	IMPACT FEES		4,000.00		-4,000.00
3980	06--	CAPITAL OUTLAY	387,422.00		92,463.61	294,958.39
3980	----	PROCEEDS OLD BHS/WHs	387,422.00		92,463.61	294,958.39
4100	01--	SALARIES	1,127,775.47	90,859.30		1,036,916.17
4100	02--	EMPLOYEE BENEFITS	525,500.07	28,423.75		497,076.32
4100	03--	PURCHASED SERVICES	19,539.62	9,779.89	3,069.28	6,690.45
4100	04--	ENERGY SERVICES	9,619.92	1,141.64		8,478.28
4100	05--	MATERIALS & SUPPLIES	1,659,641.33	83,157.22	430,250.08	1,146,234.03
4100	06--	CAPITAL OUTLAY	20,944.17	392.61	15,512.64	5,038.92
4100	07--	OTHER EXPENSES	40,067.49	7,302.81		32,764.68
4100	08--	CLEARING ACCOUNT		450.00		-450.00
4100	----	FOOD SERVICE	3,403,088.07	221,507.22	448,832.00	2,732,748.85
4210	01--	SALARIES	2,105,432.09	155,084.66		1,950,347.43
4210	02--	EMPLOYEE BENEFITS	679,706.97	40,387.54		639,319.43
4210	03--	PURCHASED SERVICES	959,331.35	273,353.15	251,913.07	434,065.13

<u>Fund</u>	<u>Obj</u>	<u>Obj</u>	2019-20 <u>FYTD Revised Bdgt</u>	2019-20 <u>FYTD Activity</u>	Encumbered <u>Amount</u>	2019-20 FYTD <u>Unencumbered Bal</u>
4210	04--	ENERGY SERVICES	4,524.80	3,159.00		1,365.80
4210	05--	MATERIALS & SUPPLIES	313,559.21	31,529.28	9,936.23	272,093.70
4210	06--	CAPITAL OUTLAY	197,163.55	5,178.00	4,425.46	187,560.09
4210	07--	OTHER EXPENSES	230,490.70	580.12		229,910.58
4210	----	SPECIAL REVENUE - CASH ADVANCE	4,490,208.67	509,271.75	266,274.76	3,714,662.16
7110	01--	SALARIES	7,800.00	856.56		6,943.44
7110	02--	EMPLOYEE BENEFITS	1,500.00	138.09		1,361.91
7110	03--	PURCHASED SERVICES	986,100.00	79,302.00	864,757.18	42,040.82
7110	04--	ENERGY SERVICES	2,000.00	193.38		1,806.62
7110	05--	MATERIALS & SUPPLIES	20,750.00	1,358.69	18,806.73	584.58
7110	06--	CAPITAL OUTLAY	250.00	369.96		-119.96
7110	07--	OTHER EXPENSES	5,215,800.00	393,696.47	4,822,062.29	41.24
7110	----	SELF INSURANCE - HEALTH	6,234,200.00	475,915.15	5,705,626.20	52,658.65

Number of Accounts: 4050

***** End of report *****

Fund	Proj	Proj	2019-20 FYTD Revised Bdg	2019-20 FYTD Activity	Encumbered Amount	2019-20 FYTD Unencumbered Bal
1000	10001	SCHOOL HOUSE MATCH (\$2/\$1)	7,000.00	1,796.04		5,203.96
1000	10025	Lobbyist/Consultant (New CMHS)	60,000.00	15,000.00	45,000.00	
1000	10030	SCHOOL HOUSE BUDGET	507,246.40	52,455.60	133,320.52	321,470.28
1000	10040	AWARDS	5,000.00	351.18	278.49	4,370.33
1000	10051	ENERGY SERVICES	1,461,752.98	106,900.90		1,354,852.08
1000	10060	WHISPERING WINDS CHARTER SCH	564,497.39	97,471.56	474,301.62	-7,275.79
1000	10062	NATURE COAST CHARTER SCHOOL	407,789.13	66,534.30	322,539.70	18,715.13
1000	10071	SUPERINTENDENT	57,231.00	16,756.45	9,986.15	30,488.40
1000	10072	ASSISTANT SUPERINTENDENT	10,852.93		12,553.58	-1,700.65
1000	10073	ASSISTANT SUPERINTENDENT		1,379.55		-1,379.55
1000	10074	SCHOOL BOARD	35,680.00	21,956.40	3,895.00	9,828.60
1000	10099	FLOURIDE	3,039.95		4,401.36	-1,361.41
1000	10120	SCHOOL BOARD ATTORNEY	96,500.00		85,000.00	11,500.00
1000	10140	M.I.S./TECHNOLOGY	12,403.81	7,270.51	486.64	4,646.66
1000	10150	MAINTENANCE AGREEMENTS	888.00	888.00		
1000	10160	WHISPERING WIND CAPITAL OUTLAY	83,462.00	12,924.50	64,622.50	5,915.00
1000	10162	NATURE COAST CAPITAL	60,352.00	10,158.02	50,788.98	-595.00
1000	11020	ESE GUARANTEE	3,171,097.42	147,960.31	130,096.63	2,893,040.48
1000	11021	PSYCHOLOGICAL SERVICES	81,700.00	5,821.07	75,122.89	756.04
1000	11022	ESE SUPPORT	385,330.00	1,789.50	510,504.76	-126,964.26
1000	11023	MENTAL HEALTH ALLOCATION	259,878.02	11,487.30	113,826.00	134,564.72
1000	11030	SALARY ACCOUNT	28,096,225.80	2,000,473.41		26,095,752.39
1000	11032	Teacher Incentive Funds	595,254.00			595,254.00
1000	11033	EXTENDED YEAR PROGRAM	15,525.46	7,681.49		7,843.97
1000	11035	SUPPLEMENTS-ALL OTHER	698,138.26	10,025.01		688,113.25
1000	11037	CLASS SIZE REDUCTION	193,045.00	33,397.60	166,423.40	-6,776.00
1000	11038	SUBSTITUTES	551,949.59	10,640.86		541,308.73
1000	11039	SICK AND ANNUAL LEAVE	438,290.73	122,106.99		316,183.74
1000	11332	READING INSTRUCTION	417,135.82	51,022.25	36,625.55	329,488.02
1000	11361	SUPERINTENDENT CERTIFICATION	3,318.76	521.47		2,797.29
1000	11374	SUPPLEMENTAL ACADEMIC INST	537,709.53	130,796.26	37,100.58	369,812.69
1000	11375	S-A-I SUMMER SCHOOL	4,735.00	3,201.11		1,533.89
1000	11376	YellowFolder/Image Storehouse	41,300.00	9,927.60	12,408.00	18,964.40
1000	11377	Frontline	19,396.00			19,396.00
1000	13101	FEFP - MCKAY SCHOLARSHIPS	514,245.00			514,245.00
1000	13102	SAFE SCH - SECURITY	4,500.00	4,462.50		37.50
1000	13103	SAFE SCH-CROSS GUARD	25,000.00			25,000.00
1000	13104	SAFE SCH - SCH RESOURCE	727,076.00		727,076.00	
1000	13108	SAFE SCHOOLS-DISTRICT WIDE	106,133.70	12,736.16		93,397.54
1000	13200	DRIVER TRAINING	21,916.95	9,375.00		12,541.95
1000	13309	EAP-Employee Assistance Prog	17,000.00	3,799.84	13,200.16	
1000	13310	COMPREHENSIVE HEALTH ED	104,147.52	8,720.38	75,013.21	20,413.93
1000	13320	PURCHASING ADVISORY	691.47	691.47		
1000	13340	FL TEACHERS LEAD PROGRAM	115,685.06	115,685.06		
1000	13361	INSTRUCTIONAL MATERIALS	605,551.77	125,074.95	92,900.63	387,576.19
1000	13362	LIBRARY MEDIA	23,262.46		3,500.34	19,762.12
1000	13363	DUAL ENROLLMENT	167,734.96		3,638.93	164,096.03
1000	13364	FL SEAL OF BILITERACY	100.00			100.00
1000	13365	SCIENCE LAB MTLs/SUPPLIES	6,368.23	49.21		6,319.02
1000	13440	SCHOOL IMPROVEMENT	17,619.00			17,619.00
1000	13450	SCHOOL RECOGNITION	21,990.00			21,990.00
1000	13460	ACADEMIC CHALLENGE COMPETITION	900.00			900.00
1000	13720	PRE-K EARLY INTERVENTION	770,255.52	35,544.88		734,710.64
1000	13751	EDUCATIONAL TECHNOLOGY	130,729.02	44,842.78		85,886.24
1000	13754	3RD GRADE SUMMER READING	22,875.65	7,761.28		15,114.37
1000	13762	SAI TEEN PARENT	46,524.36	4,666.74	23,333.26	18,524.36
1000	13902	SEDNET GENERAL FUND - STATE	15,284.10	586.09		14,698.01

<u>Fund</u>	<u>Proj</u>	<u>Proj</u>	2019-20 FYTD Revised Bdg	2019-20 FYTD Activity	Encumbered Amount	2019-20 FYTD Unencumbered Bal
1000	13906	ADVANCE PLACEMENT	46,445.99	4,119.40	9,972.60	32,353.99
1000	13907	YOUTH MENTAL HEALTH AWARE.		590.34		-590.34
1000	13908	FUEL TAX REFUND		33,515.25		-33,515.25
1000	13911	Digital Classroom	253,587.00	2,299.82	17,458.18	233,829.00
1000	13917	Dist Inst Lead & Faculty Grant	17,371.00			17,371.00
1000	14890	REIMBURSEMENT	20,000.00	3,318.49		16,681.51
1000	14892	LEVY CO SCH FOUNDATION	5,000.00	7,336.60	4,500.00	-6,836.60
1000	14897	AVID	5,000.00	3,295.24		1,704.76
1000	14900	MISCELLANEOUS REVENUE		396.11		-396.11
1000	14906	FACILITY USE	520.40			520.40
1000	14907	FINGER-PRINTING COLLECTIONS	10,500.00	2,740.75		7,759.25
1000	14936	FDLRS REIMB ACCOUNT		1,000.00		-1,000.00
1000	14939	ISRD(NEFEC) ESE SUPPORT		11.84		-11.84
1000	14974	AGENCY - ADMIN FEES	2,000.00			2,000.00
1000	14990	E-RATE	260,000.00	48,589.40	23,709.94	187,700.66
1000	15100	BAND	15,000.00		1,500.00	13,500.00
1000	15101	Other Attorney Fees	7,300.00	1,256.70		6,043.30
1000	15175	SOUTHWEST WATER PARTNERSHIP	2,500.00			2,500.00
1000	15220	SAC REVIEW		12,000.00		-12,000.00
1000	15300	VOCATIONAL CLUBS	18,001.42	835.00		17,166.42
1000	15302	VOCATIONAL-CNA PROGRAM	459.44			459.44
1000	15307	JR ROTC PROGAM	155,526.91	11,260.98		144,265.93
1000	15322	CAPE	440,685.11	2,967.97	114,928.00	322,789.14
1000	15400	ESOL	98,414.05	15,063.23		83,350.82
1000	16050	RISK MANAGEMENT CONT(NEFEC)	1,012,607.81	282,264.29	504,053.34	226,290.18
1000	16060	COMPUTER CONTRACT (NEFEC)	270,812.00	135,406.00	135,406.00	
1000	16070	CONSORTIUM RESOLUTION	17,219.85		17,219.85	
1000	16100	Virtual School	29,824.50	19,935.00		9,889.50
1000	16131	DRUG TESTING	5,000.00	909.10	3,890.90	200.00
1000	16132	HEALTH SUPPORT (NON NEFEC \$)	10,200.00	2,624.15	2,158.90	5,416.95
1000	16133	workers compensation	2,400.00		2,400.00	
1000	17010	LEVY HEALTH DEPT CONT	35,549.97	6,583.34	32,916.66	-3,950.03
1000	17020	INTERNAL FUNDS AUDIT CONT	12,400.00			12,400.00
1000	17200	LABOR NEGOTIATIONS	6,896.28	2,334.70		4,561.58
1000	17400	INSURANCE REIMBURSEMENTS	40,000.00	2,786.80	9,990.36	27,222.84
1000	17500	FISCAL SERVICES	38,900.00	21,818.30	1,984.85	15,096.85
1000	17501	Bank Fees	197.00			197.00
1000	17730	PERSONNEL	21,411.00	8,679.80	2,975.24	9,755.96
1000	17731	Safety Program	12,855.00	900.00		11,955.00
1000	17760	PURCHASING AND PROPERTY	2,100.00	259.58	1,220.23	620.19
1000	17800	TRANSPORTATION	335,259.88	22,941.12	56,106.15	256,212.61
1000	17900	OPERATION OF PLANT	556,244.82	78,622.47	28,121.75	449,500.60
1000	18100	MAINTENANCE OF PLANT	120,886.60	19,669.14	9,471.69	91,745.77
1000	18320	INST/CURRICULUM DEV SVS	17,273.22	620.72	8,109.20	8,543.30
1000	19060	INSERVICE - DISTRICT EXPENSE	9,374.90	258.36		9,116.54
1000	19061	INST SRV PROG/MY POINTS	41,672.36		31,672.36	10,000.00
1000	19062	OTHER STAFF DEVELOPMENT	11,734.05	1,498.23		10,235.82
1000	19070	SUPERINTENDENT INITIATIVE	25,000.00	1,469.00		23,531.00
1000	19081	SPECIAL PROJ-CA	5,145.29	323.17		4,822.12
1000	19082	SPECIAL PROJ-CC	3,555.98	2,565.34		990.64
1000	19083	SPECIAL PROJ-AC	1,044.27	63.94		980.33
1000	19084	SPECIAL PROJ-PB	4,796.85	446.02		4,350.83
1000	19085	SPECIAL PROJ-BE	7,354.78	570.53		6,784.25
1000	32020	MEDICAID OUTREACH REIMB	1,022.00			1,022.00
1000	37000	ASSIGNED MAINTENANCE TRANSFERS		3,995.48		-3,995.48
1000	71100	SELF INSURANCE PROGRAM	100,000.00			100,000.00
1000	77301	THIRD PARTY ADMINISTRATOR	5,500.00			5,500.00

Fund	Proj	Proj	2019-20 FYTD Revised Bdg	2019-20 FYTD Activity	Encumbered Amount	2019-20 FYTD Unencumbered Bal
1000	77302	TSA CONSULTING SERVICE	3,400.00	277.78	3,055.58	66.64
1000	77303	Combined Benefits	12,000.00		12,000.00	
1000	-----	GENERAL FUND	46,487,265.48	4,101,111.06	4,262,766.66	38,123,387.76
2100	21000	SBE/COBI BONDS	166,050.00			166,050.00
2100	-----	SBE/COBI BONDS	166,050.00			166,050.00
2230	20150	Racetrack Bonds Series 2015	434,500.00			434,500.00
2230	-----	SPECIAL ACT BONDS 2015 SERIES	434,500.00			434,500.00
2940	24940	COP 2015 Series Debt Service	669,119.33			669,119.33
2940	-----	CERT OF PART - LEASE PURCH	669,119.33			669,119.33
3230	32302	CKS NEW Roof_Gym	84,027.72		72,500.00	11,527.72
3230	32303	CMHS NEW Roof_ADMIN	74,850.00	74,750.00		100.00
3230	-----	SPECIAL ACT BONDS	158,877.72	74,750.00	72,500.00	11,627.72
3440	31000	SAFETY TO LIFE		10,549.46	428.19	-10,977.65
3440	90006	TELEPHONE REPAIRS COUNTY WIDE	49,498.71			49,498.71
3440	90010	ROOF REPAIR -COUNTY WIDE		6,900.00		-6,900.00
3440	-----	PECO MAINT 18	49,498.71	17,449.46	428.19	31,621.06
3450	34500	PECO MAINTENANCE 19	141,344.00			141,344.00
3450	-----	PECO MAINT 19	141,344.00			141,344.00
3600	90023	MINOR STUCTURAL REPAIR/RENOV	317,941.20			317,941.20
3600	-----	CO & DS	317,941.20			317,941.20
3760	31000	SAFETY TO LIFE	1,300.00			1,300.00
3760	37601	SCHOOL BUSES (5)	110,252.12		110,252.11	0.01
3760	37606	MAINT AND REPAIRS 0809	200,000.00			200,000.00
3760	90001	REPAIR/REPLACE A/C-HEATERS	15,000.00			15,000.00
3760	90002	REPLACE SHADES DISTRICT WIDE	550.00			550.00
3760	90008	REPAIR CEILING COUNTY WIDE	300.00			300.00
3760	90009	REPAIR/UPGRADE SURGE/SYSTEMS	2,500.00			2,500.00
3760	90014	RENOVATE RELOCATABLES C/W	385.00			385.00
3760	90019	REPLACE WINDOWS C/W	185.00			185.00
3760	90020	REPLACE DOORS C/W	7,550.00			7,550.00
3760	90021	REPLACE REPAIR WIRING C/W	9,220.00			9,220.00
3760	90023	MINOR STUCTURAL REPAIR/RENOV	8,500.00	737.50		7,762.50
3760	90024	RENOVATION/REPAIR KITCHEN EQUI	6,300.00			6,300.00
3760	-----	1.5 MILL 2018	362,042.12	737.50	110,252.11	251,052.51
3770	24940	COP 2015 Series Debt Service		2,478.25		-2,478.25
3770	31000	SAFETY TO LIFE	27,800.00			27,800.00
3770	37703	furniture and equipment	74,700.00	1,124.95	6,152.18	67,422.87
3770	37706	MAINTENANCE,RENOVATION,REN C/W	100,000.00			100,000.00
3770	37709	Bldg. Code Inspector-NEFEC	29,501.47		29,201.47	300.00
3770	37713	CMHS SPEC FAC	200,000.00			200,000.00
3770	90001	REPAIR/REPLACE A/C-HEATERS	45,250.00	6,594.32	7,611.82	31,043.86
3770	90002	REPLACE SHADES DISTRICT WIDE		400.00		-400.00
3770	90003	SOIL STABILIZATION C/W	7,500.00	1,500.00	928.00	5,072.00
3770	90004	PAINT C/W	2,000.00	1,961.34		38.66
3770	90006	TELEPHONE REPAIRS COUNTY WIDE	45,000.00	9,064.73		35,935.27
3770	90007	REPAIR/REPLACE LIGHTING C/W	26,300.00	1,137.80	457.92	24,704.28
3770	90010	ROOF REPAIR -COUNTY WIDE	10,000.00			10,000.00
3770	90011	CHALK BOARD REPLACEMENT C/W		242.68	32.31	-274.99
3770	90013	REPAIR COVERED WALKWAYS C/W	9,200.00			9,200.00
3770	90014	RENOVATE RELOCATABLES C/W	100.00	71.98		28.02
3770	90020	REPLACE DOORS C/W		576.98	3,861.67	-4,438.65
3770	90021	REPLACE REPAIR WIRING C/W	1,050.00	777.70	1,124.41	-852.11
3770	90022	COUNTY WIDE PLUMBING	28,575.00	9,329.32	11,947.96	7,297.72
3770	90023	MINOR STUCTURAL REPAIR/RENOV	18,900.00	756.03	616.00	17,527.97
3770	90024	RENOVATION/REPAIR KITCHEN EQUI	1,700.00	1,183.90	3,273.34	-2,757.24
3770	-----	1.5 MILL 2019	627,576.47	37,199.98	65,207.08	525,169.41
3780	16050	RISK MANAGEMENT CONT(NEFEC)	250,947.15			250,947.15

Fund	Proj	Proj	2019-20 FYTD Revised Bdgt	2019-20 FYTD Activity	Encumbered Amount	2019-20 FYTD Unencumbered Bal
3780	24940	COP 2015 Series Debt Service	669,119.33			669,119.33
3780	37801	SCHOOL BUSES	551,000.00			551,000.00
3780	37803	furniture and equipment	100,000.00			100,000.00
3780	37806	MAINTENANCE/RENOVATION C/W	250,000.00			250,000.00
3780	-----	1.5 MILL 2020	1,821,066.48			1,821,066.48
3920	10000	GF	143,814.00	24,490.00		119,324.00
3920	-----	CHARTER SCHOOL CAPITAL OUTLAY	143,814.00	24,490.00		119,324.00
3930	39303	FURNITURE AND EQUIPMENT	55,000.00			55,000.00
3930	39305	VECHICLES	70,000.00	53,522.00		16,478.00
3930	-----	OTHER CAPITAL OUTLAY	125,000.00	53,522.00		71,478.00
3940	39400	SAFETY HARDENING GRANT 19		3,025.86	114,641.00	-117,666.86
3940	-----	SAFETY HARDENING GRANT		3,025.86	114,641.00	-117,666.86
3950	39502	JBE Bus Loop		4,000.00		-4,000.00
3950	-----	IMPACT FEES		4,000.00		-4,000.00
3980	39803	Maint WH & offices	387,422.00		92,463.61	294,958.39
3980	-----	PROCEEDS OLD BHS/WHs	387,422.00		92,463.61	294,958.39
4100	41000	FOOD SERVICE	3,317,959.04	198,714.05	408,495.25	2,710,749.74
4100	41010	SUMMER FEEDING PROGRAM	85,129.03	22,793.17	40,336.75	21,999.11
4100	-----	FOOD SERVICE	3,403,088.07	221,507.22	448,832.00	2,732,748.85
4210	40201	VOC ED PERKINS	81,392.00	9,409.65	2,237.87	69,744.48
4210	40202	VOC ED PERKINS - RURAL	41,838.00	417.00	1,880.00	39,541.00
4210	40220	TITLE II	254,688.00	23,330.91	24,000.00	207,357.09
4210	40230	IDEA PART B	1,746,471.00	103,620.71	134,749.17	1,508,101.12
4210	40232	IDEA PART B PRESCHOOL	52,703.88	5,677.87		47,026.01
4210	40233	SEDNET-IDEA DISCRETIONARY	69,495.00	4,279.14		65,215.86
4210	40234	SEDNET-IDEA DISCRETIONARYTRUST	40,485.62	2,520.89		37,964.73
4210	40241	TITLE I - SCHOOL BASED	1,597,044.36	267,926.02	75,022.56	1,254,095.78
4210	40260	TITLE IV, PART A	127,439.27	23,817.63	20,491.67	83,129.97
4210	40270	TITLE V	94,327.05	13,145.39		81,181.66
4210	40290	LOCAL ASSIST TECH SPEC (LATS)	91,500.00	6,531.14		84,968.86
4210	40293	Title III- Part A	30,487.00	10,644.75	6,000.00	13,842.25
4210	40299	TITLE III, PART A	65,000.00	2,390.52		62,609.48
4210	42412	TITLE I DISTRICT	193,357.49	14,966.80	180.91	178,209.78
4210	42413	TITLE I Roll forward		20,593.33	1,712.58	-22,305.91
4210	49296	PROJECT CONNECT	3,980.00			3,980.00
4210	-----	SPECIAL REVENUE - CASH ADVANCE	4,490,208.67	509,271.75	266,274.76	3,714,662.16
7110	71100	SELF INSURANCE PROGRAM	6,234,200.00	475,915.15	5,705,626.20	52,658.65
7110	-----	SELF INSURANCE - HEALTH	6,234,200.00	475,915.15	5,705,626.20	52,658.65

Number of Accounts: 4050

***** End of report *****

<u>Fund</u>	<u>Func</u>	<u>Func</u>	<u>Beginning</u> <u>Balance</u>	<u>2019-20</u> <u>FY Debits</u>	<u>2019-20</u> <u>FY Credits</u>	<u>Ending</u> <u>Balance</u>
1000		GENERAL FUND				
A		Asset				
1000	1115	CASH - INTEREST EARNING DEP	5,297,783.23	7,790,839.71	7,420,833.89	6,442,416.99
1000	1141	DUE FROM BUDGETARY FUNDS	455,041.46	1,180,688.00	730,958.06	727,425.74
1000	1142	DUE FROM INTERNAL FUNDS	4,881.61	1,371.58	3,949.12	3,615.99
1000	1220	DUE FROM OTHER AGENCIES	235,017.73	39,102.30	243,943.80	32,468.23
1000	1510	ESTIMATED REVENUE	42,034,008.43	0.00	0.00	42,034,008.43
1000	----	Asset	48,026,732.46	9,012,001.59	8,399,684.87	49,239,935.38
L		Liability				
1000	2110	SAL, BEN, & PAYROLL TAXES PAYB	-28,603.99	4,072,723.66	4,044,119.67	0.00
1000	2120	ACCOUNTS PAYABLE	-230,141.04	2,531,018.13	2,300,877.09	0.00
1000	2161	DUE TO BUDGETARY FUNDS	-2,320.07	6,487,702.20	6,485,716.93	-1,615.09
1000	2230	DUE TO OTHER AGENCIES	-106,737.51	106,586.30	120.00	-331.21
1000	2510	APPROPRIATIONS	-41,716,453.93	0.00	0.00	-41,716,453.93
1000	----	Liability	-42,084,256.54	13,198,030.29	12,830,833.69	-41,718,400.23
Q		Equity				
1000	1520	ENCUMBRANCES	28,045.77	5,852,999.80	1,900,119.08	4,262,766.66
1000	1530	EXPENDITURES	377,409,923.80	6,252,519.33	182,635.21	381,511,034.86
1000	2520	REVENUE	-379,374,809.17	3,174.91	7,052,572.35	-385,054,979.46
1000	2710	RES FOR STATE CARRYOVER PROG	-1,614,702.50	0.00	0.00	-1,614,702.50
1000	2720	RESERVE FOR ENCUMBRANCES	-28,045.77	1,900,119.08	5,852,999.80	-4,262,766.66
1000	2763	DESIGNATED SPEC PROJ-FUEL TAX	-326,667.68	0.00	0.00	-326,667.68
1000	2769	UNDESIGNATED	-2,036,220.37	0.00	0.00	-2,036,220.37
1000	----	Equity	-5,942,475.92	14,008,813.12	14,988,326.44	-7,521,535.15
1000	----	GENERAL FUND	0.00	36,218,845.00	36,218,845.00	0.00
=====						
2100		SBE/COBI BONDS				
A		Asset				
2100	1163	INVESTMENTS - SBE/COBI BONDS	279.70	0.00	0.00	279.70
2100	1510	ESTIMATED REVENUE	198,215.00	0.00	0.00	198,215.00
2100	----	Asset	198,494.70	0.00	0.00	198,494.70
L		Liability				
2100	2510	APPROPRIATIONS	-197,800.00	0.00	0.00	-197,800.00
2100	----	Liability	-197,800.00	0.00	0.00	-197,800.00

<u>Fund</u>	<u>Func</u>	<u>Func</u>	<u>Beginning</u> <u>Balance</u>	<u>2019-20</u> <u>FY Debits</u>	<u>2019-20</u> <u>FY Credits</u>	<u>Ending</u> <u>Balance</u>
2100		SBE/COBI BONDS				
Q		Equity				
2100	1530	EXPENDITURES	2,051,030.82	0.00	0.00	2,051,030.82
2100	2520	REVENUE	-2,012,891.11	0.00	0.00	-2,012,891.11
2100	2769	UNDESIGNATED	-38,834.41	0.00	0.00	-38,834.41
2100	----	Equity	-694.70	0.00	0.00	-694.70
2100	----	SBE/COBI BONDS	0.00	0.00	0.00	0.00
=====						
2230		SPECIAL ACT BONDS 2015 SERIES				
A		Asset				
2230	1114	CASH WITH FISCAL/SER AGENT	105,827.75	0.00	105,827.75	0.00
2230	1510	ESTIMATED REVENUE	434,600.00	0.00	0.00	434,600.00
2230	----	Asset	540,427.75	0.00	105,827.75	434,600.00
L		Liability				
2230	2180	MATURED BONDS PAYABLE	-78,006.67	78,006.67	0.00	0.00
2230	2190	MATURED INTEREST PAYABLE	-27,821.08	27,821.08	0.00	0.00
2230	2510	APPROPRIATIONS	-434,500.00	0.00	0.00	-434,500.00
2230	----	Liability	-540,327.75	105,827.75	0.00	-434,500.00
Q		Equity				
2230	1530	EXPENDITURES	6,522,528.01	0.00	0.00	6,522,528.01
2230	2520	REVENUE	-6,512,901.21	0.00	0.00	-6,512,901.21
2230	2769	UNDESIGNATED	-9,726.80	0.00	0.00	-9,726.80
2230	----	Equity	-100.00	0.00	0.00	-100.00
2230	----	SPECIAL ACT BONDS 2015 SERIES	0.00	105,827.75	105,827.75	0.00
=====						
2940		CERT OF PART - LEASE PURCH				
A		Asset				
2940	1114	CASH WITH FISCAL/SER AGENT	333,309.66	0.00	333,309.66	0.00
2940	1510	ESTIMATED REVENUE	657,470.00	0.00	0.00	657,470.00
2940	----	Asset	990,779.66	0.00	333,309.66	657,470.00
L		Liability				
2940	2180	MATURED BONDS PAYABLE	-280,984.02	280,984.02	0.00	0.00
2940	2190	MATURED INTEREST PAYABLE	-52,325.64	52,325.64	0.00	0.00
2940	2510	APPROPRIATIONS	-657,420.00	0.00	0.00	-657,420.00
2940	----	Liability	-990,729.66	333,309.66	0.00	-657,420.00

Fund	Func	Func	Beginning Balance	2019-20 FY Debits	2019-20 FY Credits	Ending Balance
2940		CERT OF PART - LEASE PURCH				
Q		Equity				
2940	1530	EXPENDITURES	10,285,708.30	0.00	0.00	10,285,708.30
2940	2520	REVENUE	-10,285,703.58	0.00	0.00	-10,285,703.58
2940	2769	UNDESIGNATED	-54.72	0.00	0.00	-54.72
2940	----	Equity	-50.00	0.00	0.00	-50.00
2940	----	CERT OF PART - LEASE PURCH	0.00	333,309.66	333,309.66	0.00
=====						
3230		SPECIAL ACT BONDS				
A		Asset				
3230	1115	CASH - INTEREST EARNING DEP	158,777.72	0.00	74,750.00	84,027.72
3230	1510	ESTIMATED REVENUE	356.90	0.00	0.00	356.90
3230	----	Asset	159,134.62	0.00	74,750.00	84,384.62
L		Liability				
3230	2120	ACCOUNTS PAYABLE	0.00	74,750.00	74,750.00	0.00
3230	2161	DUE TO BUDGETARY FUNDS	0.00	74,750.00	74,750.00	0.00
3230	2510	APPROPRIATIONS	-63,923.85	0.00	0.00	-63,923.85
3230	----	Liability	-63,923.85	149,500.00	149,500.00	-63,923.85
Q		Equity				
3230	1520	ENCUMBRANCES	0.00	147,250.00	74,750.00	72,500.00
3230	1530	EXPENDITURES	905,362.48	74,750.00	0.00	980,112.48
3230	2520	REVENUE	-1,000,511.09	0.00	0.00	-1,000,511.09
3230	2720	RESERVE FOR ENCUMBRANCES	0.00	74,750.00	147,250.00	-72,500.00
3230	2769	UNDESIGNATED	-62.16	0.00	0.00	-62.16
3230	----	Equity	-95,210.77	296,750.00	222,000.00	-20,460.77
3230	----	SPECIAL ACT BONDS	0.00	446,250.00	446,250.00	0.00
=====						
3400		SPECIAL FACILITY				
A		Asset				
3400	1220	DUE FROM OTHER AGENCIES	0.00	0.00	0.00	0.00
3400	1510	ESTIMATED REVENUE	1,182.74	0.00	0.00	1,182.74
3400	----	Asset	1,182.74	0.00	0.00	1,182.74
L		Liability				
3400	2510	APPROPRIATIONS	-202,342.04	0.00	0.00	-202,342.04
3400	----	Liability	-202,342.04	0.00	0.00	-202,342.04

<u>Fund</u>	<u>Func</u>	<u>Func</u>	<u>Beginning</u> <u>Balance</u>	<u>2019-20</u> <u>FY Debits</u>	<u>2019-20</u> <u>FY Credits</u>	<u>Ending</u> <u>Balance</u>
3400		SPECIAL FACILITY				
Q		Equity				
3400	1530	EXPENDITURES	44,527,770.24	0.00	0.00	44,527,770.24
3400	2520	REVENUE	-40,162,602.87	0.00	0.00	-40,162,602.87
3400	2769	UNDESIGNATED	-4,164,008.07	0.00	0.00	-4,164,008.07
3400	----	Equity	201,159.30	0.00	0.00	201,159.30
3400	----	SPECIAL FACILITY	0.00	0.00	0.00	0.00
=====						
3410		PECO-MAINT 2015				
A		Asset				
3410	1510	ESTIMATED REVENUE	435,506.00	0.00	0.00	435,506.00
3410	----	Asset	435,506.00	0.00	0.00	435,506.00
L		Liability				
3410	2510	APPROPRIATIONS	-435,506.00	0.00	0.00	-435,506.00
3410	----	Liability	-435,506.00	0.00	0.00	-435,506.00
Q		Equity				
3410	1530	EXPENDITURES	543,141.03	0.00	0.00	543,141.03
3410	2520	REVENUE	-458,958.57	0.00	0.00	-458,958.57
3410	2769	UNDESIGNATED	-84,182.46	0.00	0.00	-84,182.46
3410	----	Equity	0.00	0.00	0.00	0.00
3410	----	PECO-MAINT 2015	0.00	0.00	0.00	0.00
=====						
3420		PECO MAINT 2016				
Q		Equity				
3420	1530	EXPENDITURES	128,741.61	0.00	0.00	128,741.61
3420	2520	REVENUE	-128,741.61	0.00	0.00	-128,741.61
3420	----	Equity	0.00	0.00	0.00	0.00
3420	----	PECO MAINT 2016	0.00	0.00	0.00	0.00
=====						
3430		PECO-MAINT 2017				
A		Asset				
3430	1115	CASH - INTEREST EARNING DEP	0.00	12,807.27	12,807.27	12,807.27
3430	1220	DUE FROM OTHER AGENCIES	12,807.27	12,807.27	25,614.54	0.00
3430	----	Asset	12,807.27	25,614.54	38,421.81	12,807.27

Fund	Func	Func	Beginning Balance	2019-20 FY Debits	2019-20 FY Credits	Ending Balance
3430		PECO-MAINT 2017				
L		Liability				
3430	2161	DUE TO BUDGETARY FUNDS	-12,807.27	12,807.27	0.00	-12,807.27
3430	----	Liability	-12,807.27	12,807.27	0.00	-12,807.27
Q		Equity				
3430	1530	EXPENDITURES	210,180.00	0.00	0.00	210,180.00
3430	2520	REVENUE	-210,180.00	12,807.27	12,807.27	-210,180.00
3430	----	Equity	0.00	12,807.27	12,807.27	0.00
3430	----	PECO-MAINT 2017	0.00	51,229.08	51,229.08	0.00
3440		PECO MAINT 18				
A		Asset				
3440	1115	CASH - INTEREST EARNING DEP	0.00	23,081.69	18,737.62	5,632.23
3440	1220	DUE FROM OTHER AGENCIES	55,130.94	0.00	5,632.23	49,498.71
3440	1510	ESTIMATED REVENUE	34.69	0.00	0.00	34.69
3440	----	Asset	55,165.63	23,081.69	24,369.85	55,165.63
L		Liability				
3440	2120	ACCOUNTS PAYABLE	0.00	17,449.46	17,449.46	0.00
3440	2161	DUE TO BUDGETARY FUNDS	-5,625.89	18,737.62	34,898.92	-23,075.35
3440	2510	APPROPRIATIONS	-80,553.26	0.00	0.00	-80,553.26
3440	----	Liability	-86,179.15	36,187.08	52,348.38	-103,628.61
Q		Equity				
3440	1520	ENCUMBRANCES	0.00	18,384.52	17,449.48	428.19
3440	1530	EXPENDITURES	90,565.60	17,449.46	0.00	108,015.06
3440	2520	REVENUE	-140,070.65	0.00	0.00	-140,070.65
3440	2720	RESERVE FOR ENCUMBRANCES	0.00	17,449.48	18,384.52	-428.19
3440	2769	UNDESIGNATED	80,518.57	0.00	0.00	80,518.57
3440	----	Equity	31,013.52	53,283.46	35,834.00	48,462.98
3440	----	PECO MAINT 18	0.00	112,552.23	112,552.23	0.00
3450		PECO MAINT 19				
A		Asset				
3450	1115	CASH - INTEREST EARNING DEP	8.01	0.00	0.00	8.01
3450	1220	DUE FROM OTHER AGENCIES	141,344.00	0.00	0.00	141,344.00
3450	1510	ESTIMATED REVENUE	146,483.71	0.00	0.00	146,483.71

<u>Fund</u>	<u>Func</u>	<u>Func</u>	<u>Beginning</u> <u>Balance</u>	<u>2019-20</u> <u>FY Debits</u>	<u>2019-20</u> <u>FY Credits</u>	<u>Ending</u> <u>Balance</u>
3450		PECO MAINT 19				
A		Asset				
3450	----	Asset	287,835.72	0.00	0.00	287,835.72
L		Liability				
3450	2510	APPROPRIATIONS	-146,483.71	0.00	0.00	-146,483.71
3450	----	Liability	-146,483.71	0.00	0.00	-146,483.71
Q		Equity				
3450	1530	EXPENDITURES	650.00	0.00	0.00	650.00
3450	2520	REVENUE	-141,352.01	0.00	0.00	-141,352.01
3450	2769	UNDESIGNATED	-650.00	0.00	0.00	-650.00
3450	----	Equity	-141,352.01	0.00	0.00	-141,352.01
3450	----	PECO MAINT 19	0.00	0.00	0.00	0.00
=====						
3460		PECO NEW CONS 08				
A		Asset				
3460	1510	ESTIMATED REVENUE	95.28	0.00	0.00	95.28
3460	----	Asset	95.28	0.00	0.00	95.28
L		Liability				
3460	2510	APPROPRIATIONS	-122,794.69	0.00	0.00	-122,794.69
3460	----	Liability	-122,794.69	0.00	0.00	-122,794.69
Q		Equity				
3460	2769	UNDESIGNATED	122,699.41	0.00	0.00	122,699.41
3460	----	Equity	122,699.41	0.00	0.00	122,699.41
3460	----	PECO NEW CONS 08	0.00	0.00	0.00	0.00
=====						
3470		PECO NEW CON 09				
A		Asset				
3470	1510	ESTIMATED REVENUE	48.53	0.00	0.00	48.53
3470	----	Asset	48.53	0.00	0.00	48.53

Fund	Func	Func	Beginning Balance	2019-20 FY Debits	2019-20 FY Credits	Ending Balance
3470		PECO NEW CON 09				
L		Liability				
3470	2510	APPROPRIATIONS	-53,471.67	0.00	0.00	-53,471.67
3470	----	Liability	-53,471.67	0.00	0.00	-53,471.67
Q		Equity				
3470	1530	EXPENDITURES	53,467.43	0.00	0.00	53,467.43
3470	2769	UNDESIGNATED	-44.29	0.00	0.00	-44.29
3470	----	Equity	53,423.14	0.00	0.00	53,423.14
3470	----	PECO NEW CON 09	0.00	0.00	0.00	0.00
3600		CO & DS				
A		Asset				
3600	1115	CASH - INTEREST EARNING DEP	313,891.34	4,049.86	0.00	317,941.20
3600	1220	DUE FROM OTHER AGENCIES	4,049.86	0.00	4,049.86	0.00
3600	1510	ESTIMATED REVENUE	38,852.74	0.00	0.00	38,852.74
3600	----	Asset	356,793.94	4,049.86	4,049.86	356,793.94
L		Liability				
3600	2510	APPROPRIATIONS	-35,517.78	0.00	0.00	-35,517.78
3600	----	Liability	-35,517.78	0.00	0.00	-35,517.78
Q		Equity				
3600	1530	EXPENDITURES	370,032.73	0.00	0.00	370,032.73
3600	2520	REVENUE	-562,268.88	0.00	0.00	-562,268.88
3600	2769	UNDESIGNATED	-129,040.01	0.00	0.00	-129,040.01
3600	----	Equity	-321,276.16	0.00	0.00	-321,276.16
3600	----	CO & DS	0.00	4,049.86	4,049.86	0.00
3710		2.0 MILL 2013				
Q		Equity				
3710	1530	EXPENDITURES	3,342,075.34	0.00	0.00	3,342,075.34
3710	2520	REVENUE	-3,342,075.34	0.00	0.00	-3,342,075.34
3710	----	Equity	0.00	0.00	0.00	0.00
3710	----	2.0 MILL 2013	0.00	0.00	0.00	0.00

<u>Fund</u>	<u>Func</u>	<u>Func</u>	<u>Beginning</u> <u>Balance</u>	<u>2019-20</u> <u>FY Debits</u>	<u>2019-20</u> <u>FY Credits</u>	<u>Ending</u> <u>Balance</u>
3720		1.5 mill 2014				
Q		Equity				
3720	1530	EXPENDITURES	2,516,790.62	0.00	0.00	2,516,790.62
3720	2520	REVENUE	-2,516,790.62	0.00	0.00	-2,516,790.62
3720	----	Equity	0.00	0.00	0.00	0.00
3720	----	1.5 mill 2014	0.00	0.00	0.00	0.00
=====						
3730		1.5 MILL 2015				
A		Asset				
3730	1510	ESTIMATED REVENUE	2,340.20	0.00	0.00	2,340.20
3730	----	Asset	2,340.20	0.00	0.00	2,340.20
L		Liability				
3730	2510	APPROPRIATIONS	-352,411.73	0.00	0.00	-352,411.73
3730	----	Liability	-352,411.73	0.00	0.00	-352,411.73
Q		Equity				
3730	1530	EXPENDITURES	2,859,059.81	0.00	0.00	2,859,059.81
3730	2520	REVENUE	-2,533,904.08	0.00	0.00	-2,533,904.08
3730	2769	UNDESIGNATED	24,915.80	0.00	0.00	24,915.80
3730	----	Equity	350,071.53	0.00	0.00	350,071.53
3730	----	1.5 MILL 2015	0.00	0.00	0.00	0.00
=====						
3740		1.5 MILL 2016				
A		Asset				
3740	1510	ESTIMATED REVENUE	18,040.00	0.00	0.00	18,040.00
3740	----	Asset	18,040.00	0.00	0.00	18,040.00
L		Liability				
3740	2510	APPROPRIATIONS	-136,567.31	0.00	0.00	-136,567.31
3740	----	Liability	-136,567.31	0.00	0.00	-136,567.31
Q		Equity				
3740	1530	EXPENDITURES	3,290,523.79	0.00	0.00	3,290,523.79
3740	2520	REVENUE	-3,150,762.11	0.00	0.00	-3,150,762.11
3740	2769	UNDESIGNATED	-21,234.37	0.00	0.00	-21,234.37

<u>Fund</u>	<u>Func</u>	<u>Func</u>	<u>Beginning</u> <u>Balance</u>	<u>2019-20</u> <u>FY Debits</u>	<u>2019-20</u> <u>FY Credits</u>	<u>Ending</u> <u>Balance</u>
3740		1.5 MILL 2016				
Q		Equity				
3740	----	Equity	118,527.31	0.00	0.00	118,527.31
3740	----	1.5 MILL 2016	0.00	0.00	0.00	0.00
=====						
3750		1.5 MILL 2017				
A		Asset				
3750	1510	ESTIMATED REVENUE	62,361.21	0.00	0.00	62,361.21
3750	----	Asset	62,361.21	0.00	0.00	62,361.21
L		Liability				
3750	2510	APPROPRIATIONS	-2,221,718.22	0.00	0.00	-2,221,718.22
3750	----	Liability	-2,221,718.22	0.00	0.00	-2,221,718.22
Q		Equity				
3750	1530	EXPENDITURES	5,880,177.54	0.00	0.00	5,880,177.54
3750	2520	REVENUE	-2,651,588.02	0.00	0.00	-2,651,588.02
3750	2769	UNDESIGNATED	-1,069,232.51	0.00	0.00	-1,069,232.51
3750	----	Equity	2,159,357.01	0.00	0.00	2,159,357.01
3750	----	1.5 MILL 2017	0.00	0.00	0.00	0.00
=====						
3760		1.5 MILL 2018				
A		Asset				
3760	1115	CASH - INTEREST EARNING DEP	11,865.56	20,946.38	18,716.51	0.00
3760	1141	DUE FROM BUDGETARY FUNDS	14,095.43	0.00	14,095.43	14,095.43
3760	1164	INVESTMENTS - SBA	512,848.84	2,123.66	0.00	514,972.50
3760	1510	ESTIMATED REVENUE	137,597.68	0.00	0.00	137,597.68
3760	----	Asset	676,407.51	23,070.04	32,811.94	666,665.61
L		Liability				
3760	2120	ACCOUNTS PAYABLE	-17,979.01	18,716.51	737.50	0.00
3760	2161	DUE TO BUDGETARY FUNDS	0.00	18,716.51	25,567.46	-6,850.95
3760	2510	APPROPRIATIONS	-1,856,876.47	0.00	0.00	-1,856,876.47
3760	----	Liability	-1,874,855.48	37,433.02	26,304.96	-1,863,727.42

<u>Fund</u>	<u>Func</u>	<u>Func</u>	<u>Beginning</u> <u>Balance</u>	<u>2019-20</u> <u>FY Debits</u>	<u>2019-20</u> <u>FY Credits</u>	<u>Ending</u> <u>Balance</u>
3760		1.5 MILL 2018				
Q		Equity				
3760	1520	ENCUMBRANCES	110,252.11	5,877.97	5,877.97	110,252.11
3760	1530	EXPENDITURES	4,629,835.90	737.50	0.00	4,630,573.40
3760	2520	REVENUE	-2,852,431.35	0.00	2,123.66	-2,854,555.01
3760	2720	RESERVE FOR ENCUMBRANCES	-110,252.11	5,877.97	5,877.97	-110,252.11
3760	2769	UNDESIGNATED	-578,956.58	0.00	0.00	-578,956.58
3760	----	Equity	1,198,447.97	12,493.44	13,879.60	1,197,061.81
3760	----	1.5 MILL 2018	0.00	72,996.50	72,996.50	0.00
=====						
3770		1.5 MILL 2019				
A		Asset				
3770	1115	CASH - INTEREST EARNING DEP	797,340.76	1,689.55	164,168.44	692,370.56
3770	1141	DUE FROM BUDGETARY FUNDS	67,912.73	68,091.27	0.00	95,239.00
3770	1510	ESTIMATED REVENUE	3,096,080.92	0.00	0.00	3,096,080.92
3770	----	Asset	3,961,334.41	69,780.82	164,168.44	3,883,690.48
L		Liability				
3770	2120	ACCOUNTS PAYABLE	-42,133.50	97,569.81	55,436.31	0.00
3770	2161	DUE TO BUDGETARY FUNDS	0.00	96,823.49	96,823.49	0.00
3770	2510	APPROPRIATIONS	-3,096,080.92	0.00	0.00	-3,096,080.92
3770	----	Liability	-3,138,214.42	194,393.30	152,259.80	-3,096,080.92
Q		Equity				
3770	1520	ENCUMBRANCES	0.00	105,936.92	51,482.07	65,207.08
3770	1530	EXPENDITURES	3,275,497.99	57,168.24	3,224.57	3,312,697.97
3770	2520	REVENUE	-3,050,933.87	0.00	1,689.55	-3,052,623.42
3770	2720	RESERVE FOR ENCUMBRANCES	0.00	51,482.07	105,936.92	-65,207.08
3770	2769	UNDESIGNATED	-1,047,684.11	0.00	0.00	-1,047,684.11
3770	----	Equity	-823,119.99	214,587.23	162,333.11	-787,609.56
3770	----	1.5 MILL 2019	0.00	478,761.35	478,761.35	0.00
=====						
3780		1.5 MILL 2020				
L		Liability				
3780	2161	DUE TO BUDGETARY FUNDS	0.00	0.00	250,947.15	0.00
3780	----	Liability	0.00	0.00	250,947.15	0.00

<u>Fund</u>	<u>Func</u>	<u>Func</u>	<u>Beginning</u> <u>Balance</u>	<u>2019-20</u> <u>FY Debits</u>	<u>2019-20</u> <u>FY Credits</u>	<u>Ending</u> <u>Balance</u>
3780		1.5 MILL 2020				
Q		Equity				
3780	1520	ENCUMBRANCES	0.00	443,340.00	0.00	0.00
3780	1530	EXPENDITURES	2,977,314.39	250,947.15	0.00	2,977,314.39
3780	2520	REVENUE	-2,977,314.39	0.00	0.00	-2,977,314.39
3780	2720	RESERVE FOR ENCUMBRANCES	0.00	0.00	443,340.00	0.00
3780	----	Equity	0.00	694,287.15	443,340.00	0.00
3780	----	1.5 MILL 2020	0.00	694,287.15	694,287.15	0.00
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3790		1.5 MILL 2012				
Q		Equity				
3790	1530	EXPENDITURES	2,901,696.26	0.00	0.00	2,901,696.26
3790	2520	REVENUE	-2,901,696.26	0.00	0.00	-2,901,696.26
3790	----	Equity	0.00	0.00	0.00	0.00
3790	----	1.5 MILL 2012	0.00	0.00	0.00	0.00
=====						
3920		CHARTER SCHOOL CAPITAL OUTLAY				
A		Asset				
3920	1510	ESTIMATED REVENUE	103,874.00	0.00	0.00	103,874.00
3920	----	Asset	103,874.00	0.00	0.00	103,874.00
L		Liability				
3920	2510	APPROPRIATIONS	-103,874.00	0.00	0.00	-103,874.00
3920	----	Liability	-103,874.00	0.00	0.00	-103,874.00
Q		Equity				
3920	1530	EXPENDITURES	670,939.34	24,490.00	0.00	695,429.34
3920	2520	REVENUE	-670,939.34	0.00	24,490.00	-695,429.34
3920	----	Equity	0.00	24,490.00	24,490.00	0.00
3920	----	CHARTER SCHOOL CAPITAL OUTLAY	0.00	24,490.00	24,490.00	0.00
=====						
3930		OTHER CAPITAL OUTLAY				
A		Asset				
3930	1115	CASH - INTEREST EARNING DEP	639,034.63	26,785.24	53,522.00	608,824.67
3930	1141	DUE FROM BUDGETARY FUNDS	2,000.00	6,554.54	8,554.54	1,100.00
3930	1220	DUE FROM OTHER AGENCIES	12,496.38	0.00	6,893.71	5,602.67
3930	1510	ESTIMATED REVENUE	130,218.31	0.00	0.00	130,218.31

Fund	Func	Func	Beginning Balance	2019-20 FY Debits	2019-20 FY Credits	Ending Balance
3930		OTHER CAPITAL OUTLAY				
A		Asset				
3930	----	Asset	783,749.32	33,339.78	68,970.25	745,745.65
L		Liability				
3930	2120	ACCOUNTS PAYABLE	0.00	53,522.00	53,522.00	0.00
3930	2161	DUE TO BUDGETARY FUNDS	0.00	53,522.00	53,522.00	0.00
3930	2510	APPROPRIATIONS	-130,612.69	0.00	0.00	-130,612.69
3930	----	Liability	-130,612.69	107,044.00	107,044.00	-130,612.69
Q		Equity				
3930	1520	ENCUMBRANCES	53,522.00	0.00	53,522.00	0.00
3930	1530	EXPENDITURES	1,069,867.82	53,522.00	0.00	1,123,389.82
3930	2520	REVENUE	-1,559,150.90	0.00	17,891.53	-1,574,669.23
3930	2720	RESERVE FOR ENCUMBRANCES	-53,522.00	53,522.00	0.00	0.00
3930	2763	DESIGNATED SPEC PROJ-FUEL TAX	-111,860.73	0.00	0.00	-111,860.73
3930	2769	UNDESIGNATED	-51,992.82	0.00	0.00	-51,992.82
3930	----	Equity	-653,136.63	107,044.00	71,413.53	-615,132.96
3930	----	OTHER CAPITAL OUTLAY	0.00	247,427.78	247,427.78	0.00
3940		SAFETY HARDENING GRANT				
A		Asset				
3940	1115	CASH - INTEREST EARNING DEP	0.00	43,790.86	43,790.86	0.00
3940	----	Asset	0.00	43,790.86	43,790.86	0.00
L		Liability				
3940	2120	ACCOUNTS PAYABLE	0.00	43,956.40	43,956.40	0.00
3940	2161	DUE TO BUDGETARY FUNDS	-63,575.00	43,873.63	87,664.49	-66,600.86
3940	----	Liability	-63,575.00	87,830.03	131,620.89	-66,600.86
Q		Equity				
3940	1520	ENCUMBRANCES	0.00	123,065.33	43,900.33	114,641.00
3940	1530	EXPENDITURES	63,575.00	43,873.63	82.77	66,600.86
3940	2720	RESERVE FOR ENCUMBRANCES	0.00	43,900.33	123,065.33	-114,641.00
3940	----	Equity	63,575.00	210,839.29	167,048.43	66,600.86
3940	----	SAFETY HARDENING GRANT	0.00	342,460.18	342,460.18	0.00

Fund	Func	Func	Beginning Balance	2019-20 FY Debits	2019-20 FY Credits	Ending Balance
3950		IMPACT FEES				
A		Asset				
3950	1115	CASH - INTEREST EARNING DEP	415,078.39	48,940.00	4,000.00	460,018.39
3950	1510	ESTIMATED REVENUE	67,798.25	0.00	0.00	67,798.25
3950	----	Asset	482,876.64	48,940.00	4,000.00	527,816.64
L		Liability				
3950	2120	ACCOUNTS PAYABLE	0.00	4,000.00	4,000.00	0.00
3950	2161	DUE TO BUDGETARY FUNDS	0.00	4,000.00	4,000.00	0.00
3950	2510	APPROPRIATIONS	-193,496.36	0.00	0.00	-193,496.36
3950	----	Liability	-193,496.36	8,000.00	8,000.00	-193,496.36
Q		Equity				
3950	1520	ENCUMBRANCES	0.00	4,000.00	4,000.00	0.00
3950	1530	EXPENDITURES	457,516.00	4,000.00	0.00	461,516.00
3950	2520	REVENUE	-778,419.82	0.00	48,940.00	-827,359.82
3950	2720	RESERVE FOR ENCUMBRANCES	0.00	4,000.00	4,000.00	0.00
3950	2769	UNDESIGNATED	31,523.54	0.00	0.00	31,523.54
3950	----	Equity	-289,380.28	12,000.00	56,940.00	-334,320.28
3950	----	IMPACT FEES	0.00	68,940.00	68,940.00	0.00
3960		CLASS ROOMS FOR KIDS				
A		Asset				
3960	1115	CASH - INTEREST EARNING DEP	82.38	0.00	0.00	82.38
3960	1510	ESTIMATED REVENUE	22.24	0.00	0.00	22.24
3960	----	Asset	104.62	0.00	0.00	104.62
L		Liability				
3960	2510	APPROPRIATIONS	-185,638.12	0.00	0.00	-185,638.12
3960	----	Liability	-185,638.12	0.00	0.00	-185,638.12
Q		Equity				
3960	1530	EXPENDITURES	99.90	0.00	0.00	99.90
3960	2769	UNDESIGNATED	185,433.60	0.00	0.00	185,433.60
3960	----	Equity	185,533.50	0.00	0.00	185,533.50
3960	----	CLASS ROOMS FOR KIDS	0.00	0.00	0.00	0.00

Fund	Func	Func	Beginning Balance	2019-20 FY Debits	2019-20 FY Credits	Ending Balance
3970		General Obligation Note				
A		Asset				
3970	1115	CASH - INTEREST EARNING DEP	261.69	0.00	0.00	261.69
3970	1510	ESTIMATED REVENUE	11,398.55	0.00	0.00	11,398.55
3970	----	Asset	11,660.24	0.00	0.00	11,660.24
L		Liability				
3970	2510	APPROPRIATIONS	-137,065.24	0.00	0.00	-137,065.24
3970	----	Liability	-137,065.24	0.00	0.00	-137,065.24
Q		Equity				
3970	1530	EXPENDITURES	168,028.55	0.00	0.00	168,028.55
3970	2520	REVENUE	-71,222.55	0.00	0.00	-71,222.55
3970	2769	UNDESIGNATED	28,599.00	0.00	0.00	28,599.00
3970	----	Equity	125,405.00	0.00	0.00	125,405.00
3970	----	General Obligation Note	0.00	0.00	0.00	0.00
3980		PROCEEDS OLD BHS/WH				
A		Asset				
3980	1115	CASH - INTEREST EARNING DEP	129,679.45	501.26	88,018.36	130,153.96
3980	1164	INVESTMENTS - SBA	2,534,145.17	10,493.67	0.00	2,544,638.84
3980	----	Asset	2,663,824.62	10,994.93	88,018.36	2,674,792.80
L		Liability				
3980	2120	ACCOUNTS PAYABLE	-26.75	88,018.36	87,991.61	0.00
3980	2161	DUE TO BUDGETARY FUNDS	0.00	88,018.36	88,018.36	0.00
3980	----	Liability	-26.75	176,036.72	176,009.97	0.00
Q		Equity				
3980	1520	ENCUMBRANCES	4,472.00	87,991.61	87,991.61	92,463.61
3980	1530	EXPENDITURES	17,128.01	87,991.61	0.00	17,128.01
3980	2520	REVENUE	-2,680,925.88	0.00	10,994.93	-2,691,920.81
3980	2720	RESERVE FOR ENCUMBRANCES	-4,472.00	87,991.61	87,991.61	-92,463.61
3980	----	Equity	-2,663,797.87	263,974.83	186,978.15	-2,674,792.80
3980	----	PROCEEDS OLD BHS/WH	0.00	451,006.48	451,006.48	0.00

<u>Fund</u>	<u>Func</u>	<u>Func</u>	<u>Beginning Balance</u>	<u>2019-20 FY Debits</u>	<u>2019-20 FY Credits</u>	<u>Ending Balance</u>
4100		FOOD SERVICE				
A		Asset				
4100	1115	CASH - INTEREST EARNING DEP	1,015,685.27	93,990.24	447,598.50	787,053.54
4100	1141	DUE FROM BUDGETARY FUNDS	209.63	249.63	459.26	249.63
4100	1151	INVENTORY - FOOD	13,521.46	0.00	0.00	13,521.46
4100	1152	INVENTORY - COMMODITIES	64,972.82	0.00	0.00	64,972.82
4100	1153	INVENTORY - NON-FOOD	21,233.19	0.00	0.00	21,233.19
4100	1220	DUE FROM OTHER AGENCIES	22,120.02	337,848.47	85,708.64	306,049.16
4100	1510	ESTIMATED REVENUE	2,846,234.25	0.00	0.00	2,846,234.25
4100	----	Asset	3,983,976.64	432,088.34	533,766.40	4,039,314.05
L		Liability				
4100	2110	SAL, BEN, & PAYROLL TAXES PAYB	-5,285.06	209,301.66	204,016.60	0.00
4100	2120	ACCOUNTS PAYABLE	-24,595.39	221,255.93	196,660.54	0.00
4100	2161	DUE TO BUDGETARY FUNDS	0.00	417,859.67	417,846.05	0.00
4100	2510	APPROPRIATIONS	-2,849,534.51	0.00	0.00	-2,849,534.51
4100	----	Liability	-2,879,414.96	848,417.26	818,523.19	-2,849,534.51
Q		Equity				
4100	1520	ENCUMBRANCES	53,021.98	531,539.26	225,979.32	448,832.00
4100	1530	EXPENDITURES	27,313,565.22	393,325.22	7,440.10	27,535,072.44
4100	2520	REVENUE	-28,144,366.81	40.00	314,141.13	-28,451,091.89
4100	2720	RESERVE FOR ENCUMBRANCES	-53,021.98	225,979.32	531,539.26	-448,832.00
4100	2769	UNDESIGNATED	-273,760.09	0.00	0.00	-273,760.09
4100	----	Equity	-1,104,561.68	1,150,883.80	1,079,099.81	-1,189,779.54
4100	----	FOOD SERVICE	0.00	2,431,389.40	2,431,389.40	0.00
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4210		SPECIAL REVENUE - CASH ADVANCE				
A		Asset				
4210	1111	CASH ON DEMAND DEPOSITS	30.00	1,206,433.99	1,206,463.99	0.00
4210	1141	DUE FROM BUDGETARY FUNDS	5.30	155.02	160.32	160.32
4210	1220	DUE FROM OTHER AGENCIES	574,043.99	91,500.00	574,043.99	91,500.00
4210	1510	ESTIMATED REVENUE	5,916,482.32	0.00	0.00	5,916,482.32
4210	----	Asset	6,490,561.61	1,298,089.01	1,780,668.30	6,008,142.64
L		Liability				
4210	2110	SAL, BEN, & PAYROLL TAXES PAYB	-45,810.19	452,227.17	406,416.98	0.00
4210	2120	ACCOUNTS PAYABLE	-62,604.67	407,441.26	344,836.59	0.00
4210	2161	DUE TO BUDGETARY FUNDS	-445,780.14	1,209,887.92	1,399,887.78	-489,547.78
4210	2412	DEFERRED REVENUE - CASH ADV	-16,427.05	0.00	0.00	-16,427.05
4210	2413	DEFERRED REVENUE-OTHER	-3,457.24	3,457.24	0.00	0.00
4210	2510	APPROPRIATIONS	-5,916,482.32	0.00	0.00	-5,916,482.32

<u>Fund</u>	<u>Func</u>	<u>Func</u>	<u>Beginning</u> <u>Balance</u>	<u>2019-20</u> <u>FY Debits</u>	<u>2019-20</u> <u>FY Credits</u>	<u>Ending</u> <u>Balance</u>
4210		SPECIAL REVENUE - CASH ADVANCE				
L		Liability				
4210	----	Liability	-6,490,561.61	2,073,013.59	2,151,141.35	-6,422,457.15
Q		Equity				
4210	1520	ENCUMBRANCES	14,786.75	583,919.24	355,560.21	266,274.76
4210	1530	EXPENDITURES	39,841,487.99	705,053.43	49,389.14	40,350,759.74
4210	2520	REVENUE	-39,841,487.99	0.00	94,957.24	-39,936,445.23
4210	2720	RESERVE FOR ENCUMBRANCES	-14,786.75	355,560.21	583,919.24	-266,274.76
4210	----	Equity	0.00	1,644,532.88	1,083,825.83	414,314.51
4210	----	SPECIAL REVENUE - CASH ADVANCE	0.00	5,015,635.48	5,015,635.48	0.00
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4310		ARRA STATE STABILIZATION FUNDS				
A		Asset				
4310	1510	ESTIMATED REVENUE	2,006,700.00	0.00	0.00	2,006,700.00
4310	----	Asset	2,006,700.00	0.00	0.00	2,006,700.00
L		Liability				
4310	2510	APPROPRIATIONS	-2,006,700.00	0.00	0.00	-2,006,700.00
4310	----	Liability	-2,006,700.00	0.00	0.00	-2,006,700.00
Q		Equity				
4310	1530	EXPENDITURES	1,744,781.68	0.00	0.00	1,744,781.68
4310	2520	REVENUE	-1,744,781.68	0.00	0.00	-1,744,781.68
4310	----	Equity	0.00	0.00	0.00	0.00
4310	----	ARRA STATE STABILIZATION FUNDS	0.00	0.00	0.00	0.00
=====						
4320		ARRA-TARGETED STIMULUS FUNDS				
A		Asset				
4320	1510	ESTIMATED REVENUE	2,298,711.00	0.00	0.00	2,298,711.00
4320	----	Asset	2,298,711.00	0.00	0.00	2,298,711.00
L		Liability				
4320	2510	APPROPRIATIONS	-2,298,711.00	0.00	0.00	-2,298,711.00
4320	----	Liability	-2,298,711.00	0.00	0.00	-2,298,711.00

<u>Fund</u>	<u>Func</u>	<u>Func</u>	<u>Beginning</u> <u>Balance</u>	<u>2019-20</u> <u>FY Debits</u>	<u>2019-20</u> <u>FY Credits</u>	<u>Ending</u> <u>Balance</u>
4320		ARRA-TARGETED STIMULUS FUNDS				
Q		Equity				
4320	1530	EXPENDITURES	3,655,941.66	0.00	0.00	3,655,941.66
4320	2520	REVENUE	-3,655,941.66	0.00	0.00	-3,655,941.66
4320	----	Equity	0.00	0.00	0.00	0.00
4320	----	ARRA-TARGETED STIMULUS FUNDS	0.00	0.00	0.00	0.00
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4330		OTHER ARRA STIMULUS GRANTS				
A		Asset				
4330	1510	ESTIMATED REVENUE	76,030.81	0.00	0.00	76,030.81
4330	----	Asset	76,030.81	0.00	0.00	76,030.81
L		Liability				
4330	2510	APPROPRIATIONS	-76,030.81	0.00	0.00	-76,030.81
4330	----	Liability	-76,030.81	0.00	0.00	-76,030.81
4330	----	OTHER ARRA STIMULUS GRANTS	0.00	0.00	0.00	0.00
=====						
4340		RACE TO THE TOP (RTTT)				
Q		Equity				
4340	1530	EXPENDITURES	1,940,089.25	0.00	0.00	1,940,089.25
4340	2520	REVENUE	-1,940,089.25	0.00	0.00	-1,940,089.25
4340	----	Equity	0.00	0.00	0.00	0.00
4340	----	RACE TO THE TOP (RTTT)	0.00	0.00	0.00	0.00
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4350		EDUCATION JOBS FUND				
Q		Equity				
4350	1530	EXPENDITURES	1,117,565.00	0.00	0.00	1,117,565.00
4350	2520	REVENUE	-1,117,565.00	0.00	0.00	-1,117,565.00
4350	----	Equity	0.00	0.00	0.00	0.00
4350	----	EDUCATION JOBS FUND	0.00	0.00	0.00	0.00
=====						
5000		GENERAL FIXED ASSETS				
A		Asset				
5000	1310	LAND	2,213,251.93	0.00	0.00	2,213,251.93
5000	1320	IMPROVEMENTS OTHER THAN BLDGS	4,912,228.84	0.00	0.00	4,912,228.84
5000	1329	ACCUMULATED DEPRECIATION-IOTB	-3,599,133.93	0.00	0.00	-3,599,133.93
5000	1330	BUILDINGS AND FIXED EQUIPMENT	108,895,428.30	0.00	0.00	108,895,428.30

<u>Fund</u>	<u>Func</u>	<u>Func</u>	<u>Beginning</u> <u>Balance</u>	<u>2019-20</u> <u>FY Debits</u>	<u>2019-20</u> <u>FY Credits</u>	<u>Ending</u> <u>Balance</u>
5000		GENERAL FIXED ASSETS				
A		Asset				
5000	1339	ACCUMULATED DEPRECIATION-BFE	-40,339,044.57	0.00	0.00	-40,339,044.57
5000	1340	FURNITURE, FIXTURES, & EQUIPMNT	6,794,462.24	0.00	0.00	6,794,462.24
5000	1349	ACCUMULATED DEPRECIATION-FF&E	-6,281,195.55	0.00	0.00	-6,281,195.55
5000	1350	MOTOR VEHICLES	7,618,047.77	0.00	0.00	7,618,047.77
5000	1359	ACCUMULATED DEPRECIATION-MV	-6,007,238.89	0.00	0.00	-6,007,238.89
5000	1360	CONSTRUCTION IN PROGRESS	97,301.50	0.00	0.00	97,301.50
5000	1381	AUDIO VISUAL MATERIALS	7,417.96	0.00	0.00	7,417.96
5000	1382	COMPUTER SOFTWARE	1,495,188.69	0.00	0.00	1,495,188.69
5000	1388	ACCUMULATED DEPREC - A/V MATER	-5,832.97	0.00	0.00	-5,832.97
5000	1389	ACCUMULATED DEPRE - COMP S/W	-1,441,760.86	0.00	0.00	-1,441,760.86
5000	----	Asset	74,359,120.46	0.00	0.00	74,359,120.46
Q		Equity				
5000	1530	EXPENDITURES	29,498,496.45	0.00	0.00	29,498,496.45
5000	2790	INVESTMENT IN FIXED ASSETS	-103,857,616.91	0.00	0.00	-103,857,616.91
5000	----	Equity	-74,359,120.46	0.00	0.00	-74,359,120.46
5000	----	GENERAL FIXED ASSETS	0.00	0.00	0.00	0.00
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6100		SBE/COBI BONDS				
A		Asset				
6100	1410	AMOUNT AVAIL FOR D/S PRINCIPAL	279.70	0.00	0.00	279.70
6100	1420	AMT TO BE PROVIDED L/TERM D/S	17,720.30	0.00	0.00	17,720.30
6100	----	Asset	18,000.00	0.00	0.00	18,000.00
L		Liability				
6100	2321	SBE BONDS PAYABLE	-18,000.00	0.00	0.00	-18,000.00
6100	----	Liability	-18,000.00	0.00	0.00	-18,000.00
6100	----	SBE/COBI BONDS	0.00	0.00	0.00	0.00
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6210		SPECIAL ACT - 1995 SERIES				
A		Asset				
6210	1420	AMT TO BE PROVIDED L/TERM D/S	2,005,969.64	0.00	0.00	2,005,969.64
6210	----	Asset	2,005,969.64	0.00	0.00	2,005,969.64

Fund	Func	Func	Beginning Balance	2019-20 FY Debits	2019-20 FY Credits	Ending Balance
6210		SPECIAL ACT - 1995 SERIES				
L		Liability				
6210	2323	SPECIAL ACT BONDS PAYABLE	-2,005,969.64	0.00	0.00	-2,005,969.64
6210	----	Liability	-2,005,969.64	0.00	0.00	-2,005,969.64
6210	----	SPECIAL ACT - 1995 SERIES	0.00	0.00	0.00	0.00
			=====	=====	=====	=====
6500		Other Post Employment Benefits				
A		Asset				
6500	1462	AMT TO BE PROVIDED - OPEB	-129,617.00	0.00	0.00	-129,617.00
6500	1940	DEFERRED OUTFLOWS RES PENSIONS	128,059.00	0.00	0.00	128,059.00
6500	----	Asset	-1,558.00	0.00	0.00	-1,558.00
L		Liability				
6500	2380	OTHER POST EMPLOYMENT BENEFITS	-2,342,428.00	0.00	0.00	-2,342,428.00
6500	2640	DEFERRED INFLOW RES PENSIONS	-965,545.00	0.00	0.00	-965,545.00
6500	----	Liability	-3,307,973.00	0.00	0.00	-3,307,973.00
Q		Equity				
6500	2769	UNDESIGNATED	3,309,531.00	0.00	0.00	3,309,531.00
6500	----	Equity	3,309,531.00	0.00	0.00	3,309,531.00
6500	----	Other Post Employment Benefits	0.00	0.00	0.00	0.00
			=====	=====	=====	=====
6600		COMPENSATED ABSENCES				
A		Asset				
6600	1430	AMT TO BE PROVIDED FOR COMP AB	3,382,837.81	0.00	0.00	3,382,837.81
6600	----	Asset	3,382,837.81	0.00	0.00	3,382,837.81
L		Liability				
6600	2330	LIAB FOR COMPENSATED ABSENCES	-3,382,837.81	0.00	0.00	-3,382,837.81
6600	----	Liability	-3,382,837.81	0.00	0.00	-3,382,837.81
6600	----	COMPENSATED ABSENCES	0.00	0.00	0.00	0.00

<u>Fund</u>	<u>Func</u>	<u>Func</u>	<u>Beginning Balance</u>	<u>2019-20 FY Debits</u>	<u>2019-20 FY Credits</u>	<u>Ending Balance</u>
6800		FRS Pension				
A		Asset				
6800	1460	AMT TO BE PROVIDED PENSION LIA	12,222,902.50	0.00	0.00	12,222,902.50
6800	1940	DEFERRED OUTFLOWS RES PENSIONS	10,101,281.00	0.00	0.00	10,101,281.00
6800	----	Asset	22,324,183.50	0.00	0.00	22,324,183.50
L		Liability				
6800	2365	NET PENSION LIABILITY	-19,902,690.00	0.00	0.00	-19,902,690.00
6800	2640	DEFERRED INFLOW RES PENSIONS	-2,421,493.50	0.00	0.00	-2,421,493.50
6800	----	Liability	-22,324,183.50	0.00	0.00	-22,324,183.50
6800	----	FRS Pension	0.00	0.00	0.00	0.00
6810		FRS HIS Subsidy				
A		Asset				
6810	1460	AMT TO BE PROVIDED PENSION LIA	1,136,255.00	0.00	0.00	1,136,255.00
6810	1461	AMT TO BE PROVIDED FOR HIS LIA	8,161,931.00	0.00	0.00	8,161,931.00
6810	1940	DEFERRED OUTFLOWS RES PENSIONS	1,633,986.02	0.00	0.00	1,633,986.02
6810	----	Asset	10,932,172.02	0.00	0.00	10,932,172.02
L		Liability				
6810	2365	NET PENSION LIABILITY	-9,189,477.00	0.00	0.00	-9,189,477.00
6810	2640	DEFERRED INFLOW RES PENSIONS	-1,742,695.02	0.00	0.00	-1,742,695.02
6810	----	Liability	-10,932,172.02	0.00	0.00	-10,932,172.02
6810	----	FRS HIS Subsidy	0.00	0.00	0.00	0.00
6900		Installment Purchases Payable				
A		Asset				
6900	1441	AMT TO BE PROV - INSTALL PURCH	108,228.25	0.00	0.00	108,228.25
6900	----	Asset	108,228.25	0.00	0.00	108,228.25
L		Liability				
6900	2341	INSTALLMENT PURCHASES PAYABLE	-108,228.25	0.00	0.00	-108,228.25
6900	----	Liability	-108,228.25	0.00	0.00	-108,228.25
6900	----	Installment Purchases Payable	0.00	0.00	0.00	0.00

<u>Fund</u>	<u>Func</u>	<u>Func</u>	<u>Beginning</u> <u>Balance</u>	<u>2019-20</u> <u>FY Debits</u>	<u>2019-20</u> <u>FY Credits</u>	<u>Ending</u> <u>Balance</u>
6940		CERTIFICATES OF PARTICIPATION				
A		Asset				
6940	1440	AMT TO BE PROV'D CAPITAL LEASE	4,288,941.07	0.00	0.00	4,288,941.07
6940	----	Asset	4,288,941.07	0.00	0.00	4,288,941.07
L		Liability				
6940	2340	CERT OF PARTICIPATION-PAYABLE	-4,288,941.07	0.00	0.00	-4,288,941.07
6940	----	Liability	-4,288,941.07	0.00	0.00	-4,288,941.07
6940	----	CERTIFICATES OF PARTICIPATION	0.00	0.00	0.00	0.00
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7110		SELF INSURANCE - HEALTH				
A		Asset				
7110	1116	CASH - SELF INSURANCE	2,339,378.85	936,957.23	1,312,448.71	1,941,458.77
7110	1220	DUE FROM OTHER AGENCIES	38,572.62	0.00	38,572.62	0.00
7110	----	Asset	2,377,951.47	936,957.23	1,351,021.33	1,941,458.77
L		Liability				
7110	2110	SAL, BEN, & PAYROLL TAXES PAYB	-215.70	2,043.52	1,827.82	0.00
7110	2120	ACCOUNTS PAYABLE	-479,696.58	642,408.85	162,712.27	0.00
7110	2161	DUE TO BUDGETARY FUNDS	0.00	514,354.81	514,354.81	-191,194.71
7110	----	Liability	-479,912.28	1,158,807.18	678,894.90	-191,194.71
Q		Equity				
7110	1520	ENCUMBRANCES	0.00	6,180,283.58	575,035.45	5,705,626.20
7110	1530	EXPENDITURES	29,591,028.10	577,275.75	371.09	30,066,943.25
7110	2520	REVENUE	-31,489,067.29	1,404.52	644,157.36	-31,817,207.31
7110	2720	RESERVE FOR ENCUMBRANCES	0.00	575,035.45	6,180,283.58	-5,705,626.20
7110	----	Equity	-1,898,039.19	7,333,999.30	7,399,847.48	-1,750,264.06
7110	----	SELF INSURANCE - HEALTH	0.00	9,429,763.71	9,429,763.71	0.00
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8100		SCHOOL INTERNAL FUNDS				
A		Asset				
8100	1115	CASH - INTEREST EARNING DEP	461,136.74	0.00	0.00	461,136.74
8100	----	Asset	461,136.74	0.00	0.00	461,136.74

<u>Fund</u>	<u>Func</u>	<u>Func</u>	<u>Beginning</u> <u>Balance</u>	<u>2019-20</u> <u>FY Debits</u>	<u>2019-20</u> <u>FY Credits</u>	<u>Ending</u> <u>Balance</u>
8100		SCHOOL INTERNAL FUNDS				
Q		Equity				
8100	2769	UNDESIGNATED	-461,136.74	0.00	0.00	-461,136.74
8100	----	Equity	-461,136.74	0.00	0.00	-461,136.74
8100	----	SCHOOL INTERNAL FUNDS	0.00	0.00	0.00	0.00
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8910		AGENCY FUNDS - SUNCOAST				
A		Asset				
8910	1161	SUNCOAST DEFERRED COMP ACCOUNT	158,325.15	0.00	0.00	158,325.15
8910	----	Asset	158,325.15	0.00	0.00	158,325.15
L		Liability				
8910	2350	DEFERRED COMPENSATION	-158,325.15	0.00	0.00	-158,325.15
8910	----	Liability	-158,325.15	0.00	0.00	-158,325.15
8910	----	AGENCY FUNDS - SUNCOAST	0.00	0.00	0.00	0.00
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8920		TRUST & AGENCY -MED/DEP REIMB				
A		Asset				
8920	1118	MEDICAL & DEPENDENT REIMB	11,348.90	10,000.00	10,005.30	11,343.60
8920	----	Asset	11,348.90	10,000.00	10,005.30	11,343.60
L		Liability				
8920	2161	DUE TO BUDGETARY FUNDS	0.00	0.00	10,000.00	-10,000.00
8920	2220	DEPOSITS PAYABLE	-11,348.90	10,005.30	0.00	-1,343.60
8920	----	Liability	-11,348.90	10,005.30	10,000.00	-11,343.60
8920	----	TRUST & AGENCY -MED/DEP REIMB	0.00	20,005.30	20,005.30	0.00
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9010		ACCOUNTS PAYABLE-ALL FUNDS				
A		Asset				
9010	1115	CASH - INTEREST EARNING DEP	636.59	3,755,251.86	3,755,830.94	793.27
9010	1141	DUE FROM BUDGETARY FUNDS	0.00	3,754,401.08	3,754,458.59	0.00
9010	----	Asset	636.59	7,509,652.94	7,510,289.53	793.27

<u>Fund</u>	<u>Func</u>	<u>Func</u>	<u>Beginning</u> <u>Balance</u>	<u>2019-20</u> <u>FY Debits</u>	<u>2019-20</u> <u>FY Credits</u>	<u>Ending</u> <u>Balance</u>
9010		ACCOUNTS PAYABLE-ALL FUNDS				
L		Liability				
9010	2161	DUE TO BUDGETARY FUNDS	-636.59	1,429.86	793.27	-793.27
9010	----	Liability	-636.59	1,429.86	793.27	-793.27
9010	----	ACCOUNTS PAYABLE-ALL FUNDS	0.00	7,511,082.80	7,511,082.80	0.00
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9020		PAYROLL FUND - ALL FUNDS				
A		Asset				
9020	1115	CASH - INTEREST EARNING DEP	7,539.28	5,510,795.79	5,344,434.09	221,131.99
9020	1141	DUE FROM BUDGETARY FUNDS	0.00	4,561,971.03	4,561,942.41	0.00
9020	----	Asset	7,539.28	10,072,766.82	9,906,376.50	221,131.99
L		Liability				
9020	2110	SAL, BEN, & PAYROLL TAXES PAYB	-28,482,549.08	1,552,254.28	1,954,572.84	-28,718,031.26
9020	2120	ACCOUNTS PAYABLE	0.00	131,097.84	131,097.84	0.00
9020	2161	DUE TO BUDGETARY FUNDS	-8,519.59	28,090.66	27,265.25	-35,784.84
9020	2170	PAYROLL DEDUC & WITHHOLDINGS	-18,746.08	0.00	0.00	-18,746.08
9020	2171	EMPLOYER PAYROLL DEDUCTIONS	29,034,202.74	235,316.26	28.62	29,083,459.08
9020	2172	PREPAID INS	-531,927.27	0.00	184.81	-532,028.89
9020	----	Liability	-7,539.28	1,946,759.04	2,113,149.36	-221,131.99
9020	----	PAYROLL FUND - ALL FUNDS	0.00	12,019,525.86	12,019,525.86	0.00
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Grand Asset Totals			195,122,390.01	29,554,218.45	30,474,301.01	195,102,394.03
Grand Liability Totals			-114,287,681.30	20,484,831.35	19,657,370.91	-113,276,916.20
Grand Equity Totals			-80,834,708.71	26,040,785.77	25,948,163.65	-81,825,477.83
Grand Totals			0.00	76,079,835.57	76,079,835.57	0.00

Number of Accounts: 353

***** End of report *****