Program Administration **Procedure # 3.2**

Lease, Contracts, and Agreements

STANDARD OPERATING PROCEDURES

I. Procedures 1303.01, CFR Part 75.303

LEASE AGREEMENTS

1. New leases will originate by request from the Division Manager. The Division Manager will provide the Contract Administrator the address, contact information and the term of the proposed location. The Contract Administrator will complete the Real Estate Request form and obtain signatures from the Division Manager and the Community and Family Services Director. Upon completion, the Contract Administrator will send the form to the Real Estate Leasing Manager.

2. The Real Estate Leasing Manager will be responsible for negotiation of the Lease, initiating a Draft Lease and submitting it for a final review by the County Attorney and Risk management. In addition, Real Estate Management staff will acquire the Lessor's signature and submit for approval to the Board of County Commissioners (BCC).

CONTRACTS AND AGREEMENTS

3. New contracts and agreements will originate from the Head Start Management Team

4. ~~The Contract Administrator will facilitate the Scope of Work and information needed with the Management Team and the vendor. The information needed includes~~: Management Team will submit the "Letter of Interest" form with the following information:
   a. Legal Name of Agency (W-9)
   b. Name, position, and contact information of individual authorized to sign legal agreements
   c. Agency contact person, address, phone number, and email address
   d. Dates of Service
      i. Limits based on County Attorney
   e. Location(s) of service delivery
      i. If Head Start sites, include current Center List as attachment
   f. Scope of Service
   g. Type of Agreement
      i. Affiliate
      ii. Referral
      iii. Term
      iv. In-Kind
      v. Agreement with Data
      vi. Resource Partner

h. Head Start Liaison
   i. The Liaison will be the prime communicator with those involved at Head Start

i. If monetary:
   - Define program and/or services
   - Unit of service
   - Frequency of service
   - Cost per unit
   - Contract Type (Term)
   - Price Analysis

5. The Letter of Interest form along with questions for the organization will be scanned and sent to the Contract Administrator CRM via the following Monday email: ocgov_board_3410154077_c077f67fc69cf9030352__35777473@use1.mx.monday.com

6. All communication and updates will occur within the Monday Board.

7. The Contract Administrator reserves the right to host an initial fifteen (15) minute discovery meeting to determine if an introductory meeting is needed.

8. The Contract Administrator will arrange a meeting with all parties scheduled on the defined dates for an introductory meeting.

9. Following the meeting(s) the Contract Administrator will assess which type of agreement is needed. If a contract is required, the Contract Administrator will contact the Head Start Liaison to decide if head start would like to move forward.

10. The county requires all vendors/providers to carry insurance and must submit a Certificate of Insurance for General Commercial Liability, Workers Compensation, Business Automobile Liability, and Professional Liability (if applicable).

11. If applicable, a Business Associate Agreement will be attached to the contract or agreement; which will ensure that non-covered entities are in compliance with the HIPAA Privacy and Security Rules.

12. If a Contractor/Provider, Contract/Agreement, or Lease costs is more than $25,000, the Fiscal Program Manager will conduct a search via the System of Award Management (SAM.gov) prior to the County entering into an agreement to ensure that there are no existing debarment or suspension exclusions; as stipulated in Executive Order 12689, which refers to Federal Executive Order 12549, and Section 17-314 of the Orange County Code and OMB guidelines, Part 75, under Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards.

13. The Contract Administrator will forward the agreement for review to the County Attorney, Risk Management, and Procurement Division utilizing Monday.com.

14. The Orange County Procurement Manager is authorized to sign all contracts and agreements on behalf of the BCC, pursuant to Article III of the Orange County Code and Executive Order 06.004 Delegation of Authority to Sign Contracts, Resolutions, Plats, Deeds, Ordinances and Other Legal Documents after Board Approval

15. If it is a term contract or renewal amendment, the revisions will be forwarded by the Contract Administrator to the Procurement Division staff for processing. Procurement Division staff will send the contract or renewal amendment for signature to the vendor. Upon receipt of the signed contract or renewal amendment, the contract will be processed for final execution by the Manager, of the Procurement Division.

16. The Contract Administrator will send the contract and/or agreement to the agency/provider for their review and signature. Occasionally, the agency/provider may need to review the lease and/or agreement with their Attorney or General Council; which may delay the contract execution process.

17. When the lease is finalized, the BCC will review and approve or disapprove the lease.

18. Contracts/Agreements will be monitored annually to determine whether or not the contracts/agreements that are being utilized.

19. All correspondence and documentation will be retained in the Monday system.

20. Contract Administrator will email partners via email Marketing tool such as Constant Contact to keep partners engaged with Head Start and each other and spotlight partners.

21. TIMELINE

    a. Day 1 | Letter of Interest sent to Monday CRM
    b. Day 10 | within 10 days of receipt of LOI, Contract Administrator will schedule a fifteen (15) minute Discovery call which will be the second Wednesday of the month.
    c. Day 11 | Contract Administrator will determine if an introductory call with related parties is necessary
    d. Day 15 | Contract Administrator will schedule an introductory call, if necessary
    e. Day 30 | Introductory call is scheduled
    f. Day 30 - 60 | After introductory call, determine whether to move forward and let organization know.
    g. Day 30 – 60 | Update Monday to reflect progress/status

LINKS/REFERENCES:
Real Estate Request Form

Contract Templates
Insurance Requirements
Sunbiz.org

Revised: 9/12, 9/5/17; 7/6/18; 7/10/19; 10/20/21

Orange County Community and Family Services Department
Head Start Division

Human Resources **PROCEDURE # 9.2**

Hiring ~~Senior~~ and Selection of Program Management Staff

STANDARD OPERATING PROCEDURES

I. Definition

1. Program Management positions include the Senior Program Manager and all Program Managers responsible for operational oversight and supervision of program services.

II. Qualification Requirements – 1302.91(d)

1. ~~Senior~~ Program management staff hired to manage and oversee the delivery of program services must have sufficient knowledge, training and experience, and competencies to fulfill the roles and responsibilities of their positions.

2. As of November 7, 2016, individuals hired for the following positions must meet the minimum qualification requirements listed for the position:

   a. Fiscal Officer: must be a certified public accountant or have, at a minimum, a baccalaureate degree, in accounting, business, fiscal management, or a related field.

   b. Family, health and disabilities management: must have, at a minimum, a baccalaureate degree, preferably related to one or more disciplines they oversee.

   c. Education management, including coordinators and curriculum specialists: must have a baccalaureate degree or advanced degree in early childhood education or a baccalaureate degree or advanced degree and equivalent coursework in early childhood education with early education teaching experience.

III. Hiring Procedures – OC Policy & Operational Regulation 104

3. ~~Senior~~ Program Management staff are responsible for leadership, direction, and oversight in the following areas:

- Planning, development, and implementation of operational procedures
- Analysis of trends and data on children and families in the program
- Community partnerships
- Staff and parent communication
- Personnel, administration, and supervision of staff
- Team leadership, team building, staff training, and development

Human Resources **PROCEDURE # 9.2**

Hiring ~~Senior~~ and Selection of Program Management Staff

STANDARD OPERATING PROCEDURES

~~4.~~ When ~~Sr.~~ Program Management positions become available, the Division Manager sends an email to the ~~Community & Family Services Director with a request to fill the position.~~ Human Resources recruitment section-to post the position.

5. Human Resources will post the position.

6. Applications are received by Human Resources and if they meet the minimum qualifications, the application is routed to the appropriate hiring authority.

7. The Division Manager will screen routed applications and select candidates to interview.

~~8. Performance-based interview questions are designed by the Division Manager in conjunction with Human Resources, with preference given to current and former Head Start parents who meet the minimum qualifications.~~

9. Interviews are conducted by the Division Manager with a diverse interview panel.

10. The Interview Panel makes a recommendation to hire ~~a Sr. Program Manager~~ Program Management staff.

11. The recommendation for hire is sent to Human Resources.

12. ~~Once reference checks are completed by the Division Manager or designee, the recommendation to hire an individual for a Sr. Program Management position a notification curtesy notification is forwarded to the Policy Council for approval~~.

13. Upon approval, the Division Manager will complete the hiring packet, to include: the routing sheet, applicant questions, applicant responses, interview notes, and the completed hiring forms ~~are sent to Human Resources~~ and send it to the Community & Family Services Dept. Office for final review and approval.

14. Once approved, the hiring packet is sent to the Human Resources Division. The HR Division will make a contingent offer, which includes passing the required level II background screening, physical examination, drug test, and polygraph.

Revised: 12/3/14, 2/19/18; 2/6/2020
Review: 03/11/2020

Human Resources **PROCEDURE # 9.3**

Hiring Qualified Staff

STANDARD OPERATING PROCEDURES

I. Staff Qualifications and Competency Requirements Sec. 642(c)(2)(D)(vi); Sec. 648A.(a)(2)(A-B); 1302.91(e)(2)(ii)

1. When a position becomes available, the Program Management staff for that service area submits the request to Human Resources Recruiter to post the position.

2. Applications for the position are received by the Human Resources Department and screened to ensure candidates meet the minimum qualifications based on their knowledge, skills, and experience.

3. The routed applications are sent to the appropriate hiring authority to makes the final selections for interviews.

4. Program Manager will notify Human Resources Recruiter of candidates not selected for an interview within two weeks of receiving the routed applications by submitting the Certificate of Routed Applicants (CORA) form through the provided Box link.

   *Note: The Human Resources Recruiter will send a link associated with the Job ID.

5. Performance - based interview questions are designed by the appropriate Program Management staff and sent to the Human Resources Recruiter for approval to prepare for the interviews.

6. Interviews are conducted by a diverse panel within two weeks of receiving routed applications. A member of the Policy Council may be a part of the interview process.

7. At the conclusion of the interviews, the interview panel members will complete a consensus form evaluating the candidates' responses to make their recommendations of a potential candidate and provide it to the Division Manager. Based upon the qualifications and interviews, Program Management staff and the Division Manager will select the most qualified candidate.

8. ~~The new hire packets which include the routing sheet, applicant questions/responses, interview notes, and applications of applicants that were interviewed, and the hiring form signed by the hiring authority are submitted to Human Resources for processing via the HR portal.~~ Once the interviews are completed, the Program Management Staff will notify the Human Resources Recruiter by email and upload the required documents to the Box link provided. Forms include:

   - Employment Reference Check Form
   - Completed CORA

- Consensus Rating Sheet
- Interview notes for all the candidates interviewed
- Application and Resume of the selected candidate ONLY

9. Once all the documents are received and reviewed the Human Resources Recruiter will call to make a contingent job offer to the selected candidate.

   Note: The potential candidate may start the hiring process prior to Policy Council approval.

10. The hiring requirements for Orange County include the following:

    - Live Scan Level II Background Screening
    - Local Law Arrest Records Check
    - Attestation of Good Moral Character
    - Child Abuse & Neglect Reporting Requirements (Form CF-FSP5337)
    - Physical Examination
    - Drug Screening

<u>Additional Education Requirements for Staff Qualifications</u>

1. The Division Manager and all staff responsible for management and oversight of fiscal, education, family services, health services, and services to children with disabilities must have, at a minimum, a baccalaureate degree, preferably with experience in one or more of the disciplines overseen by the individual.

2. Education Coordinators are required to have a baccalaureate or an advanced degree in early childhood education; or a baccalaureate or an advanced degree and equivalent coursework in early childhood education, with experience teaching pre-school-aged children.

3. Mentor Coaches must have a minimum of a baccalaureate degree in early childhood education or a related field.

4. A teacher must have <u>at least</u> one of the following qualifications:

   - An associate, baccalaureate, or advanced degree in early childhood education,
   - An associate degree in a field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children,

- A baccalaureate or advanced degree in any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children.

5. Teacher Assistants are required to have, at a minimum, a National Child Development Associate Credential (CDA).

6. Teacher Aides are required to have, at a minimum, a high school diploma and six months of experience in early childhood education.

7. Family Services Workers must have a minimum of a baccalaureate degree in social work, human services, family services, counseling, or a related field.

8. Licensed Practical Nurses, Certified Nurse Assistants and Assistant Nutrition Coordinators must have a minimum of an associate degree with licensure, certification, and/or appropriate qualifications related to the position.

9. Health professionals, including Registered Nurse, Nutrition Coordinator and Disabilities/Mental Health staff must have a minimum of a baccalaureate degree with licensure, certification, and/or appropriate qualifications within the position for which they are applying.

Competency Requirements for Education Staff

All teaching staff must pass competency exams to demonstrate competency in the required childcare training course topics. Refer to SOP State Mandated Trainings.

Revised: 02/06/19, 02/10/26

Human Resources **Procedure # 9.6**

Background Screening Process

STANDARD OPERATING PROCEDURES

I. Employment and Volunteer Background Screening – Florida Statues 435.04; & Orange County Policy 104.2

New Hires

The Human Resources Division will make a contingent offer to the candidate, pending the results of the required Level II background screening, physical examination, drug test, ~~and polygraph.~~ **Note: Effective August 1, 2010, applicants cannot begin working until all results are back and are cleared.**

1. The Human Resources Division is responsible for processing the Level II background screening for all candidates for hire in the Head Start Division. The Level II background screening includes the following:

    - Live scan fingerprinting
    - State and national fingerprint check
    - Child Abuse Sexual Predator and sexual offender registry check
    - *Attestation of Good Moral Character*

2. HR staff will initiate the screening through the Clearinghouse prior to fingerprinting then complete fingerprinting of the applicant via LiveScan, which is Clearinghouse compatible for submission of fingerprints to the Florida Department of Law Enforcement (FDLE) for a statewide criminal history and abuse history check in order to determine eligibility to work in a child care facility.

3. FDLE will transmit the information to the Federal Bureau of Investigation for a national search of criminal history.

4. An *Attestation of Good Moral Character* and *Privacy Policy Acknowledgement* form must be signed and dated by the applicant at the time of the screening.

5. Head Start staff ensures that all out-of-state criminal, abuse, sexual predator and offender histories for each state, island, province, etc., where applicant resided within the past 5 years are requested and obtained. (Cost may be incurred and must be paid for by the applicant at the time of screening).

6. HR staff will login to the Clearinghouse website to check and obtain the determination of eligibility and Head Start staff shall update the *Employee/Contractor Roster* once the candidate has received a child care eligible result.
7. Once the determination is made, HR staff will print the appropriate pages of the screening and include all documents in the hiring package for forwarding to the Senior Program Manager, or designee, of the Head Start Division.

Rescreening

1. All employees are required to complete a rescreening every five years. The rescreen process occurs within 60 days before the screening expires. The five-year rescreening includes the following:
    - Resubmission of retained fingerprints via the Agency for Health Care Administration (AHCA) Clearinghouse (paid for by *Head Start*).
    - Child Abuse and Sexual Predator registry check
2. It is the responsibility of the Head Start Division to ensure that all screenings are renewed within an ample timeframe to prevent expirations which will cause noncompliance and the incurring of penalties.
3. The Education Administrative Specialist will register with AHCA to view, print and edit the Employee/Contractor Roster at https://apps.ahca.myflorida.com/SingleSign-onPortal .
4. If the rescreening discloses a disqualifying offense the employee will be subject to disciplinary action up to and including termination.
5. Orange County Public School (OCPS) will be notified within 24 hours if the rescreening discloses a disqualifying offense for any Head Start employee assigned to a Head Start Center located on an OCPS campus.

    Note: Employees are required to inform their supervisor immediately if they are arrested.

6. The Education Administrative Specialist will update the Employee/Contractor Roster with the employment end date within 10 working days of any changes in employment.

Tracking Background Screenings

1. All Supervisory Staff will maintain the Personnel Information Tracking Log listing of all staff's date of hire, Level II Background screening, and Attestation of Good Moral Character.

2. The Personnel Information Tracking Log is updated at the beginning of the school year for new hires, transfers, and when rescreening occurs. If a rescreen is needed, the new screening dates will be entered once the reports are received.

3. All Supervisory Staff will monitor the Personnel Information Tracking Log regularly to ensure that background screening dates are current.

4. Center Supervisors will ensure the CF-FSP 5131 Background Screening & Personnel File Requirements form is up to date in each staff's personnel file.

5. Background screening dates must be maintained up to date in ChildPlus.

Revised: 2/6/2013, 3/8/16, 12/1/17; 02/06/2020. 12/07/2021, 01/03/2024, 2/10/26
Reviewed: 03/11/2020

Orange County Community and Family Services Department
Head Start Division

Human Resources **PROCEDURE #: 9.16**

Employee Records

STANDARD OPERATING PROCEDURES

I. Recordkeeping 1302.101(a)(4), Orange County Policy 108, FL DCF Child Care Standard 4.2.5

1. Personnel files for all Head Start staff are maintained by the Human Resources Division at County Administration and immediate supervisors for all assigned staff.

2. Personnel files must be maintained in locked filing cabinets.

3. The following documents must be maintained in each personnel file:

   - Employment application, history, and job reference checks
   - DCF Application (if applicable)
   - Notarized DCF Pre-Employment Statement (if applicable)
   - Academic certifications (CDA, AA. BA)
   - DCF 45-hour training transcript (if applicable)
   - Staff Credential Verification-Form 5211 (if applicable)
   - Code of Conduct and Confidentiality Pledge (Annually)
   - First aid certification (if applicable)
   - Corporal Punishment-Instruction 33
   - CPR certification (if applicable)
   - Emergency contacts on Personal Data Sheet
   - DCF In-service Training Log (to include certificates)
   - Annual Child Abuse statement
   - Safety Trainings (if applicable)

4. The following documents must be maintained in a separate confidential file:

   - Level 2 background screening clearances: FDLE/FBI/ local law
   - Attestation of Good Moral Character

5. The date of the most current TB testing and annual physical examination must be documented on the Personnel Information Tracking Log. Note: Protected Health Information (PHI) includes TB test results, physical examination results, and Workers' Compensation information and must not be kept onsite. Any PHI received must be ~~sent to the Community and Family Services Department's Human Resources~~ returned to the employee.

6. For personnel files located onsite, only the Center Supervisor, management staff, and regulatory authorities will have access.

7. When a center staff person is terminated or resigns, the Center Supervisor will send the employee record to the Head Start main office to be appropriately discarded.

Human Resources **PROCEDURE # 9.18**

Professional Development Plan

STANDARD OPERATING PROCEDURES

I. Professional Development Plans – Section 648A(f), 1302.92(b), County Motor Vehicle Operations –OC Administrative Regulation 2.12.04(B),

Teaching Staff

1. At the beginning of the school year, teaching staff will identify their formal education and update current trainings on the Professional Development Plan.
2. The Center Supervisor will review the trainings listed on the Professional Development Plan to ensure all required training is obtained, as outlined in the Head Start Performance Standards, the Department of Children and Families (DCF), and Orange County Government, to include Defensive Driving (See SOP Defensive Driving).
3. At the time of the annual evaluation, and subsequently for each quarter, the Center Supervisor will meet with teaching staff to review the Professional Development Plan. The Center Supervisor may suggest additional training, based on ongoing observations of the employee's performance.
4. Throughout the year, Head Start coordinates required trainings for the teaching staff. It is the employee's responsibility to ensure registration and attendance for all required trainings; once the trainings are complete they are documented in ~~ChildPlus~~ on the In-Service Training Record and in MYOCLearn, as appropriate.
5. Teaching staff are responsible for registering and completing trainings that are required by DCF and the Department of Education for Voluntary Pre- Kindergarten within the specified time frame predetermined by each agency.
6. Prior to registering to attend all other trainings, teaching staff must request approval from their Center Supervisor who will ensure proper classroom coverage prior to approving the leave time.
7. Teaching staff are responsible for making the necessary arrangements to renew required certifications. Teaching staff that do not renew their required certifications prior to the expiration date will be subject to disciplinary action, including, but not limited to, termination.
8. If teaching staff notify the Center Supervisor of training that was taken on personal time, the Professional Development Plan is updated.
9. All staff not in attendance during mandatory trainings will be subject to disciplinary action.

All Other Staff

1. At the time of the annual evaluation, immediate supervisors will meet with staff to develop and/or review the Professional Development Plan. Staff will identify trainings that would contribute to their professional growth and/or to fulfill their current job responsibilities.

2. The immediate supervisor will review the trainings listed on the Professional Development Plan to ensure all required training is obtained, as outlined in the Head Start Performance Standards, the Department of Children and Families (DCF), and Orange County Government, to include Defensive Driving (See SOP Defensive Driving).

3. Immediate supervisors may also make recommendations of required trainings based on staff's performance.

~~4.~~ Immediate supervisors and the Division Manager must approve the request for ~~time off prior to registering for~~ training prior to registration. ~~Staff is responsible for registering for their own training.~~ The Sr. Fiscal Coordinator will register staff for training and complete the appropriate documentation for staff signature.

5. Once the training is complete, staff is responsible for submitting verification of the completed training to their immediate supervisor and the Sr. Fiscal Coordinator.

6. All staff not in attendance during mandatory trainings will be subject to disciplinary action.

Revised: 4/5/12, 7/1/15; 02/06/2020
Reviewed: 03/11/2020

Human Resources **PROCEDURE # 9.20**

Annual In-Service Training

STANDARD OPERATING PROCEDURES

I. In-Service Requirements – Head Start Act Sec. 648A(a)(5), HSPPS 1302.92, Florida Statute 402.305(2)(d)(4);

1. Each year all Head Start staff are required to complete a minimum of fifteen (15) hours of professional development/in-service training. The annual pre-service and "all staff" professional development trainings can be used to meet this requirement. However, it is each individual's responsibility to ensure that they obtain the minimum requirement of fifteen (15) hours annually.

2. For trainings that are not provided by Head Start, it is the employee's responsibility to obtain supervisory permission to attend the training.

3. Annual in-service training must be completed during the state's fiscal year, beginning July 1 and ending June 30.

4. Copies of training certificates will be forwarded to an administrative assistant or unit designee for input into the employee's file and record completion of training in MYOCLearn, as appropriate. .

5. If staff do not successfully complete fifteen (15) hours of in-service training, the progressive discipline process will follow.

II. Teacher In-Service Requirement – Head Start Act Sec. 648A(a)(5), HSPPS 1302.91(a), Florida Statute 402.305(2)(d)(4), FL DCF Child Care Regulation 4.2.6

1. For teaching staff, in-service training must meet the requirements described in 648A(a)(5)29 of the Head Start Act and any of the areas referenced on the DCF *In-Service Training Record* (CF-FSP-5268) Form.

2. Teaching staff must ensure documentation of the training is recorded on the *In-Service Training Record* (CF-FSP Form 5268) and that the Department of Children and Families transcript is accurate ~~and~~ with all applicable trainings ~~are~~ listed. Note: Only state mandated trainings will appear on the transcript.

3. The Center Supervisor will update~~s~~ the Head Start Credential Tracking Log once trainings are completed. (See *Monitoring Staff Credentials and Personnel Records* SOP)

4. Center Supervisors will also maintain training records and certificates in the employee's file; and record completion of training in MYOCLearn, as appropriate.

5. A new in-service training record is required each fiscal year. Center Supervisors must ensure training records for the previous two fiscal years are maintained in the employee's file at the center for review by the licensing authority.

III. Regular Volunteers and Foster Grandparents – HSPPS 1302.92, FL DCF Child Care Standards Definitions 1.2

1. Individuals who regularly volunteer (i.e. more than 10 hours per month) and foster grandparents will be encouraged to attend pre-service and in-service training to keep them up to date with regulations, policies, and their role in Orange County Head Start.

Revised: 5/2/12, 10/7/15, 2/20/18, 2/10/26
Reviewed: 2/06/19

Use of Vehicles on County Time

STANDARD OPERATING PROCEDURES

I. Use of Personal Vehicles – Orange County Administrative Regulations 2.12.08, Orange County Safety & Health Manual (5)(a-e)

1. Employees may use their own personal vehicles during scheduled work time (weekends included) to conduct official County business.

2. Employees who use their own personal vehicles during scheduled work time are not covered for property damage to their own vehicles by the County's Risk Management Program. Reference OC Administrative Regulation 2.12.08 for further information.

3. All employees should have automobile liability coverage to adequate limits established in Chapter 627, Florida Statutes.

II. Local Mileage – Orange County Administrative Regulations 7.10

1. Mileage reimbursement is allowable whenever employees use their personal vehicles to conduct official County business.

2. Actual miles traveled must be documented on the *Statement of Local Mileage Expenses* Form.

3. Tolls and parking changes may also be reimbursed. Receipts must be submitted ~~in order~~ to get reimbursed for tolls (unless a transponder is used) and parking.

4. Mileage forms must be submitted to immediate supervisors for their signature.

5. All Mileage forms are due to the Administrative Facilitator ~~on~~ by the 5th of each month.

III. Driving Procedures for County Vehicles – Orange County Administrative Regulations 8.07.01, 8.07.08, Orange County Safety & Health Manual (5)(a-e)

1. **All employees prior to using a county vehicle will need to schedule one-on-one training with the Fiscal Program Manager (FPM) to review SOP 9.32 and the county's accident protocol. Once training is completed, the employee will sign a form confirming this training and the training document will be kept on file with the FPM.**
2. County vehicles are available for use for county related work purposes. To schedule use of the vehicles, reserve vehicles using the reservation book in the the ~~Administrative Assistant~~ ~~Fiscal Administrative Specialist (FAS)~~ FPM office.

~~vehicles.~~ Vehicles are reserved on a first come first serve basis. Employees shall complete the registration in the reservation book prior to using a county vehicle. ~~should be contracted with enough notices to ensure availability~~.

3. To reserve a vehicle in advance, please send an email to the FPM and Fiscal Administrator Facilitator providing date needed. Keys should be picked up prior to departure.

4. Prior to driving the county vehicle, it is important to do a safety inspection to ensure that there are no visible safety hazards. If visible damage is observed, it should be reported immediately to the FAS ~~Administrative Assistant~~. This documentation will be recorded along with mileage and gas in the 3 ring binder with the Vehicle Trip Report form, located in each vehicle. This will be completed at the beginning on each trip only. If minor damage is observed~~, it must be documented on the Vehicle Trip Report form.~~ the damage must be reported immediately to the FPM or an immediate supervisor.

Procedure # 9.32 (continued)

~~5. The Vehicle Trip Report form must be completed in its entirety for each stop. The form must also include the number of passengers in the vehicle and service area.~~

6. When returning the county vehicle, it must be cleaned by removing all debris; the radio, air conditioner, and headlights must be turned off; and windows closed and doors locked prior to exiting the vehicle. Note: Eating is not permitted in the county vehicle. If the vehicle has food/debris this must be reported to maintain accountability from the previous driver.

~~7. The Vehicle Trip Report form must be completed in its entirety before returning the keys to the Administrative Assistant.~~

8. If the fuel tank is less than **half full** it must be filled. To dispense fuel employees will scan their active county ID badge which documents who is dispensing the fuel. Note: There is no way to override the system if the employee does not have their badge.

9. ~~Radio frequency (RF) tags replace fuel cards as of December, 2014.~~ When dispensing fuel ~~instead of carrying the fuel card with the keys~~, ~~the fuel hose nozzle will read the vehicle information form the RF tag.~~ Fuel key and cards are to be used at the pump for dispensing.

10. The following is a list of fueling locations:

    - 644 Beulah RD., Winter Garden, 34787
    - 4200 S John Young Pkwy. Orlando, FL 32839
    - 1111 N. Rock Springs Rd., Apopka, 32703
    - ~~12050 E. Colonial Dr., Orlando, 32826~~
    - 4400 S. Vineland Rd., Orlando, 32811

- 4631 Young Pine Road Orlando, FL 32829
- 8100 President's Drive Orlando, FL 32809
- ~~4737 S. Goldenrod Rd. Orlando, 32822~~
- 475 W. Story Rd., Ocoee, 34761
- 3258 Clarcona Rd., Orlando, 32703
- 1621 S. Alafaya Trail, 32828
- 2531 Forsyth Rd., Orlando, 32792
- 18753 Old Cheney Hwy, Orlando, 32820 (Bithlo)
- 3500 Golden Gem Rd., Zellwood, 32712
- 11442 Intermodel Way, Orlando, 32824 (Taft)

11. For travel outside of Orange County, prior approval from the Division Manager, or designee, is required.

12. Strict adherence to these procedures is expected from all staff driving county vehicles. Repeated non-compliance of these procedures will result in a temporary suspension from using the county vehicle. Subsequent occurrences may result in disciplinary action.

IV. Orange County Administrative Regulations: 8.07.01 Monthly Vehicle Inspection

1. Monthly, the Maintenance Management Coordinator (MMC) will check all vehicles for the following:
   i. Automatic Transmission Fluid Level
   ii. Motor Oil
   iii. Windshield Washer Fluid
   iv. Coolant Level (Make sure engine is cold
   v. Tire Pressure
2. Preventative Maintenance will be conducted by fleet as determined by mileage recorded at the fueling stations.
3. Upon notification, the MMC will take the vehicle to fleet for service.

V. Orange County Administrative Regulations: 2.12.03, 2.12.04(c)(5) & 8.07.01 Safety & Health Manual (5)(a-e)

1. Employees and any passenger(s) must use seat belts while riding in a county vehicle or his/her personal vehicle when conducting official county business.

2. Disciplinary action will be taken against employees driving county vehicles and not utilizing seat belts in accordance with Orange County Administrative Regulation 2.12.04(C)(5).

3. If any employee receives a citation from any law enforcement agency for not using a seat belt while on official county business, the employee will be personally

responsible for satisfying any civil penalty related to the cited infraction, and subject to disciplinary action.

Revised 12/3/14, 2/19/18; 6/27/19

Fiscal **Procedure # 12.7**

Internal Purchasing Card Approval Process

STANDARD OPERATING PROCEDURES

I. 45 Part 75.327, OC Admin. Reg. 9.01.02.II.B, Orange County Procurement Manual

1. P-Card holder ~~and/or Manager~~ will complete a "P-Card Purchase Authorization Form" including the following on the form: Quantity, Unit, Description of Item, Unit Cost, Purpose of Purchase, Unit Name, and Center for which the items are being purchased.

2. The P-Card holder will review the information and ensure the form is complete. The P-Card holder will have the Manager sign off on the completed form.

3. The signed form will be given to the ~~Financial~~ Fiscal Program Manager (FPM) who will check the form for accuracy, proper accounting line, signature of manager and ensure the funds are available by checking the advantage financial system.

4. Once the form is signed off by FPM, the form is returned to the P-Card holder to complete the purchase

5. If Items will be entered into inventory, the PCard Holder ~~Financial Program Manager~~ will provide the ~~Sr. Fiscal Coordinator~~ Fiscal Officer with a copy of the paid receipt to enter into the Maximo system.

6. ~~Once the form is signed off by Financial Program Manager, the form is returned to the P-Card holder to complete the purchase.~~

7. Special Purchases – some purchases do not require pre-approval as it will cause a delay in services. Purchases include

   - Background Checks
   - Water Services and re-occurring services
   - CDA Certification
   - Fire Inspection
   - Treatment for infestation at Head Start Centers

8. If an emergency purchase is needed, the P-Card holder will call or email the FPM explaining the emergency and items and or services needed. If approved, the FPM will send an approval email with the correct accounting line(s) to use.

Procedure for Travel

1. Those wishing to attend training will submit a request to their Service Area Manager 45 days in advance of the training.

2. If approved by the Service Area Manager, the Service Area Manger will complete the Local Travel and Training Process Form for the Head Start Fiscal Department. This form will be signed by the Service Area Manager and sent to the ~~Fiscal Program Manager for signature and approval.~~ Sr. Fiscal Coordinator (SFC) for processing. For any travel that requires airfare, the travelers date of birth and legal name on driver's license must be included.

Procedure # 12.7 (continued)

3. ~~The T-Card holder will receive Local Travel and Training Process form from the Fiscal Program Manager with approval to process the upcoming training.~~

4. The ~~T-Card holder~~ SFC will initiate the correct travel form, Out of County or Local Travel~~. The T-Card holder~~ and will complete a training/travel estimate.

5. The ~~T-Card holder~~ SFC will submit the travel form, agenda, memo, along with supporting documents for each item on the form (estimate for hotel, airfare, mileage, tolls, parking, taxi, meals, tips, car rental, other expenses such as baggage etc.) for signature by the traveler, Head Start Division Manager and the Community and Family Services Director. Documentation must be provided for every expense on the form.

6. Once the form is signed, the ~~T-Card holder~~ SFC will complete registration and travel arrangements. The original form is forwarded to Orange County Finance downtown.

7. Upon completion of training, the traveler will submit receipts for taxi, hotel (receipt must have zero balance), car rental, parking, tolls, and baggage along with agenda and proof of training. The receipts must be submitted to the ~~T-Card holder~~ SFC within 5 days of return.

8. Once reconciliation is complete, the ~~T-Card holder~~ SFC will complete an "Actual Travel Expense Form" and obtain signatures from the Traveler, Head Start Division Manager and the Community and Family Services Director. If travel is more than 20% of original estimate on the training and travel form memo with justification, will need to be submitted to the County Administrator.

9. After all forms are signed, the ~~T-Card holder~~ SFC will submit the original downtown for processing.

10. ~~T-Card holder~~ The SFC will track and ensure that the training is listed on the T/TA Training Plan.

11. In the event the SFC is not available to process travel, the Fiscal Program Manager will process travel.

12. All monthly packets are submitted to the Administrative Facilitator for approval, then submitted to Finance and Accounting.

Procedure for Special Events

1. All requests for special events must be sent to the Administrative Facilitator **3 weeks** in advance of the event. To start the process the requestor will send the Administrative Facilitator an email request with the following information:
    a. Copy of Agenda
    b. Spending Allowance
    c. Event Purpose
    d. Location of Event
    e. Time of Event
    f. Determination if event meets the guidelines to be considered as breakfast, lunch, dinner, or light snack.
    g. Time for delivery/pick-up
    h. Identify who will pick-up
    i. Identify if paper goods and drinks are needed

****Missing information will lead to request being returned.**

2. Food purchases will be based on Working Meals or Refreshments depending on the time of the event and the nature of the event.

    a. Working Meals are intended to facilitate the increased productivity of attendees of business conferences and other meetings by helping to ensure efficiency, effectiveness, or compliance with deadlines. Generally working meals begin during the following periods: Breakfast 6:00 a.m. - 9:00 a.m., Lunch: 12:00 p.m. - 2:00 p.m. and Dinner: 5:00 p.m. - 8:00 p.m.

    b. Refreshments are considered during non-working meal periods: 9:00 a.m. to 12:00 p.m. and 2:00 p.m. to 5:00 p.m.

3. Menus for events are pre-set and negotiated with the most cost-effective vendor.

    a. Breakfast – Continental; danishes, bagels, croissants, toast, assorted cereals, dried fruit, muffins, fruit, juice, coffee, and water.

    b. Lunch – Lunch boxes or Sandwich tray with fruit, cookies and chips, tea, lemonade, and water.

    c. Dinner – buffet style based on number of attendees

    d. Refreshments – Choices of cheese, fruit, cookie, meat trays, vegetable trays, chips, dip, tea, and lemonade.

4. The Administrative Facilitator will then complete and submit the Sponsorship Event Meal Form, and the Agenda to the Fiscal Program Manager for review and initials. For events other than parent activity, the forms will then be sent for signature by the Manager and the Director of Family Services.

5. Once the forms are signed and completed, the Administrative Facilitator provide a copy of the Sponsorship of Events Meal Form (SOE) to the requestor. The requestor then notifies the P-Card holder to place the order and arrange for payment, pickup and/or delivery.

6. The Administrative Assistant to the Head Start Manager, will follow the procedure when requests come directly from the Head Start Manager.

~~Procedure for Facilities~~

~~1. For facility purchases in the field the Facilities Management Maintenance Coordinator will approve and purchase for facilities unit for repairs and products needed for facilities.~~

Procedure # 12.7 (continued)

Procedure for Special Diet

1. The Sr. Nutrition Coordinator and Assistant Nutrition Coordinators, who are responsible for purchasing for special diets, nutritional activities, and emergency food, will use the monthly purchase log for items purchased and list location and purpose in the comment area.

Monthly Reconciliation of Purchases

1. Each cardholder will maintain a monthly log of all purchasing card transactions and the accounting line that will be charged along with the original receipt(s). If the original receipt is not obtained the following procedures will be followed:

    - Printouts from websites, or photocopies of receipts from vendors must have "Original" written on it along with the cardholder's initials to validate the receipt.

    - When the original receipt is printed on thermal paper, the card holder will need to make a copy of the thermal receipt to include with the package and also tape the thermal receipt to an additional piece of paper. Both must be submitted for the reconciliation package to be accepted. ~~the receipt must be copied and the original taped on top of the copy.~~

- For missing receipts, a copy or recalled receipt must be obtained from the vendor. If this is not possible, then the cardholder must write a memo titled "missing documentation" to explain what happened to the original receipt. The memo must include the name of the item, quantity, cost per item and total amount. The memo must be signed by the cardholder, ~~the P-Card Administrator~~ the Administrative Facilitator and the ~~Division~~ Head Start Manager or a designee.

- When reconciling the SOE form; if the amount spent exceeds the amount listed on the SOE form, the SOE will need to be signed by the Head Start Manager approving the actual amount spent. This will need to be completed prior to submitting the reconciliation to the Administrative Facilitator.

2. All receipts or invoices must be itemized.

3. ~~P-Card~~ Cardholder statements are available online on or ~~after~~ by the 3rd of every month. The ~~P-Card holder~~ Cardholder will retrieve and print their statement for reconciliation with their monthly log.

4. Card holders will enter and reconcile transactions in the Works accounting system. Cardholders will confirm that information about the transaction is correct. Cardholders will allocate accounting lines based on account approved by the Fiscal Program Manager.

5. The signed monthly log of expenditures, original receipts, a copy of all receipts, backup documentation, and the signed ~~P-Card~~ Cardholder statement, will be forwarded to the ~~P-Card Administrator~~ Administrative Facilitator, no later than the 10th of the month, unless otherwise directed.

6. Once approved in the Works financial system, the ~~P-Card Administrator~~ Administrative Facilitator will copy the original package and forward originals to the Comptroller's office on or before the 25th of the Month. If the 25th falls on a weekend or a holiday, they must be submitted the Friday before.

7. If ~~P-Card~~ the purchase requires USDA funds, a copy of the statement package for USDA purchases are forwarded to the Community and Family Services Fiscal Office.

Purchase Cardholder Responsibilities (P-Card)

1. Purchasing card (P-Card) will be assigned to administrative staff for each Head Start service area of including Administration, ~~Services~~ ~~and~~ Education and Disabilities, Parent Family Community Engagement, Health, USDA, and Facilities. Travel Purchase Cards (T-Card) will be assigned to ~~two administrative staff to~~ the Sr. Fiscal Coordinator and the Fiscal Program Manager service the entire division.

2. Purchasing limits for all P-Card holders is a Maximum of $50,000 per month. P-Card holders can spend up to $10,000 per day per vendor. T-Card holders may spend up to $5,000 per day per purchase. No single transaction exceeds $10,000 for P-Card or T-Card holders.

3. Federally funded procurements shall not be classified as pyramiding violations if the cardholder has divided their total requirement, when economically feasible, into smaller tasks or quantities ~~in an effort~~ to engage multiple qualified suppliers or to pursue inclusion for small, minority, woman owned or labor area surplus firms.

4. All contractors/suppliers shall be checked in SAM.gov to ensure they are free of exclusions.

5. Purchases can only be made by the employee whose name is imprinted on the card.

6. P-Cards must be stored in a secure location that does not compromise the integrity of the card.

7. P-Cards cannot be used for personal use. If this accidently occurs, P-Card holder must reimburse the money immediately to the Finance Cashiers office. This can be done by cash or check with Orange County BCC represented. Accompanied with the unauthorized charge, the P-Card holder must provide a memo of explanation along with the return payment. If abuse of card is noted, employee will receive disciplinary action up to and including termination of employment.

8. P-Card holders must instruct the vendor that purchases made in the State of Florida are tax free and provide the vendor with the appropriate documentation prior to the purchase.
9. Tax exemption is limited to Orange County purchases and cannot be extended to vendors working for the county or if the vendor's work includes supplies in the scope of work.

10. Purchases must follow the appropriate guidelines of material and services that are, **Allowable**, **Allocable and Reasonable.**

~~11. Purchases are logged on the monthly P-Card Purchase Report as they occur.~~

12. P-Card holders must get pre-authorization from Orange County Purchasing to open accounts with vendors online and memberships.

Definition(s):

Requestor – Manager, Sr. Program Manager, Program Managers, Sr. Monitoring and Evaluation Coordinator

P-Card Holder – Administrative Staff, Sr. Nutrition Coordinator, Assistant Nutrition Coordinator, Management Maintenance Coordinator, and Education Coordinator

P-Card ~~Authorizer~~ Approver – Administrative Facilitator

P-Card Authorization Form – Pre-Approval for P-Card purchases

Revised: 10/19/17, 10/1/18, 05/2/19; 12/9/20; 1/13/21; 5/11/22; 10/12/22