



Venerria L. Thomas
Director, Community & Family
Services

Orange County Government

HEAD START POLICY COUNCIL

PROGRAM INFORMATION & UPDATES



Sonya L. Hill
Head Start Division Manager



SEPTEMBER 2025



**Orange County
Community & Family Services Department
Head Start Division**



**POLICY COUNCIL
MONTHLY MEETING & CHANGING
OF THE GUARD**

Who: POLICY COUNCIL MEMBERS

Date: TUESDAY – SEPTEMBER 30, 2025

Time: 5:45 PM

**Location: HOLDEN HEIGHTS COMM. CENTER
1201 20TH STREET
ORLANDO, FL 32805**

**CHILD CARE PROVIDED
LIGHT MEAL SERVED**

Sandra Moore:
407-836-8913 or Email Sandra.Moore2@ocfl.net

Yvette Meade:
407-836-8921 or Email Yvette.Meade@ocfl.net



AGENDA

**Orange County Government • Head Start Policy Council • Holden Heights
Community Center • 1201 20th St., Orlando, FL 32805
September 30, 2025 • 6:30 p.m.**

- 1. Call to Order – Chairperson**
- 2. Roll Call – Secretary**
- 3. Adoption of Agenda**
- 4. Secretary's Report: Approval of Minutes**
- 5. Director's Report**
- 6. Budget Report**
- 7. HR Report**
- 8. ACF-OHS-PI-2502 One-Time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children & Families**
- 9. Action Items: Approval**
 - **Application for One-Time Supplemental Funds for Nutrition & Healthy Eating for Head Start Children & Families**
 - **Standard Operating Procedures-**
 - **Leases, Contracts, Agreements**
 - **Purchase Request**
 - **Warehouse Procedures**
- 10. Unit Updates: ERSEA, PFCE, Nutrition, Education, Mental Health & Disabilities, Health, Maintenance**
- 11. Announcements**
- 12. Public Comment**
- 13. Adjournment**

Monthly Director's Report to Policy Council

Date September 2025

To: Octavia Gibson, Policy Council Chair
Policy Council Members

From: Sonya L. Hill, Head Start Division Manager

Subject: Director's Monthly Summary

The Monthly Division Managers Report provides an overview of essential information from Orange County Head Start. This report includes actions from the month of September 2025.

Staff Training

- All staff will participate in the Gold Standard of Customer Service training on October 13, 2025. This fulfills compliance requirements from the Department Director and supports the program's goal of providing the highest quality customer service.
 - All staff have completed mandatory compliance training, including HIPAA, Ethics, and Title VI.
 - Staff required to begin the Trauma Smart training series will start in September, ensuring compliance with maintaining a trauma-informed program.
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Collaborations and Partnerships

- Orange County Head Start was selected by the Florida Head Start Association to receive the Corporate Award for its partnership with the *Gift of Swimming*.
 - The division continues to support the Community and Family Services Department Strategic Plan, with staff actively serving on various departmental committees.
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Highlights and Accomplishments

- **Enrollment Status:**
 - Current Enrollment: 1,381 students
 - Remaining to Reach Funded Enrollment (1,536): 155 students
- Program attendance has consistently met the 90% threshold.**
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Human Resources

- Teacher and Teacher Assistant positions continue to be **posted bi-weekly**, with interviews held two to three times per month. Several candidates are moving through the process.

MONTHLY MANAGEMENT REPORT

- The County announced that all employees will receive a **5% cost-of-living adjustment (COLA)**.
 - All staff performance evaluations were completed and submitted by **September 15, 2025**.
 - The Director held **one-on-one meetings** with new leadership team members and main office administrative staff to support onboarding and strengthen alignment.
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Program Operations and Updates

- The Orange County Public Schools Nutrition Services contract was approved by the School Board on September 16, 2025.
 - The Gift of Swimming contract has also been approved.
 - Work continues contract extensions with existing vendors: **Pamela Rowe** (Speech and Language Services) and **Therapy Essentials** (Occupational Therapy Services), while exploring opportunities to expand the provider base.
 - The program is working with **Capital Projects** on the *Playground Shade Structure Project* at Lila Mitchell, South Orlando YMCA, John H. Bridges, and Pine Hills sites to address heat-related safety concerns.
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Parent Engagement and Policy Council

- Planning is underway for the Policy Council “Changing of the Guard”, with the current council completing its term at the **September 30 meeting**.
 - A **welcome letter** was sent to all parents outlining program expectations and supports for the school year.
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Challenges

- **Enrollment Vacancies:** The program remains **155 students short** of funded enrollment, and efforts are ongoing to ensure full enrollment by the September 30 deadline.
 - **Chronic Absenteeism:** While average daily attendance meets the 90% threshold, chronic absenteeism remains high and requires sustained focus.
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Regional and National Updates

- A **monthly call with the Region IV Program Specialist** was held, with discussions on current program priorities and compliance.
- On **July 10, 2025**, HHS rescinded a 1998 interpretation of PRWORA, newly including Head Start under “Federal public benefits.” The policy is effective upon publication in the

MONTHLY MANAGEMENT REPORT

Federal Register; no funding changes have been announced. Litigation is pending, and outcomes are expected in the coming weeks. The **Office of Head Start** advises programs to make no immediate eligibility changes until federal guidance is issued. The **National Head Start Association (NHSA)** and the **Florida Head Start Association (FHSA)** both advised programs not to change policies or procedures at this time. The Office of Head Start confirmed that programs will not be considered out of compliance if they adjust eligibility policies before guidance is finalized.

Head Start Budget Summary August 31, 2025

Head Start Budget Summary

Below is a statement of financial activity (or an expense sheet.) This summarizes all the financial spending over a period of time. In the example below, we are looking at spending on a monthly basis. This report gives the council an understanding of Orange County Head Start's financial health. The accompanying reports are the details in which the summary is created.

Unit Name	Current Budget 10/01-2024	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Pre-Encumbered	Encumbrance Amount	Total YTD	Balance	% Budget Used YTD
Administration	7521	2,040,390	121,341	141,111	144,700	141,124	245,647	123,392	186,178	145,332	123,895	128,641	128,346		3,575	1,829,007	415,907	79.71%
Education	7522	14,332,963	1,154,779	1,301,706	1,332,629	1,007,867	795,899	949,107	1,517,531	1,103,709	1,032,968	752,432	1,008,311		246,730	12,040,857	2,039,375	85.77%
USDA Administration	7523	162,184	11,677	11,912	10,839	12,007	10,418	8,369	15,823	12,170	10,369	10,770	10,417		0	124,771	37,413	76.03%
USDA Services	7524	1,773,601	18,361	26,156	87,210	104,722	271,034	185,284	85,836	322,592	337,252	117,533	30,172		184,663	1,556,151	32,872	98.15%
Training	7525	156,870	0	0	6,149	18,085	20,722	20,275	13,484	24,123	18,801	10,038	18,166		0	140,843	7,027	95.52%
Disabilities	7526	339,011	10,773	10,323	11,533	10,971	19,503	27,878	36,282	40,862	44,452	39,484	46,673		11,529	288,504	40,507	91.45%
Health and Dental	7527	433,920	37,580	38,052	34,845	39,444	35,061	28,869	39,206	33,934	29,412	29,545	29,422		0	373,189	60,760	88.00%
PFCE	7528	2,445,558	189,502	198,410	191,697	191,294	183,422	176,827	269,814	198,387	181,321	181,968	195,342		0	2,157,783	753,400	88.23%
General Fund	7529	787,734	35,166	48,673	42,458	42,043	44,724	40,514	61,453	38,993	64,240	48,059	60,760		49,592	510,120	219,021	72.20%
Facilities	7534	667,332	19,193	20,430	27,608	314,732	22,423	30,767	33,445	24,217	28,542	26,338	41,260		0	588,054	78,378	88.25%
Total		23,148,662	1,602,370	1,792,772	1,890,368	1,972,308	1,648,853	1,560,883	2,259,051	1,944,318	1,861,251	1,345,007	1,568,877	0	408,094	19,445,059	3,684,662	84.00%
Expense Per Quarter				1,761,503				1,727,348			2,021,540		1,440,531					
Cost Per Child				1,168				1,145			1,341		955					

Head Start YTD Summary August 31, 2025

Head Start Budget Summary

Below is a different statement of financial activity. This summarizes all the financial spending over a period of time. In the example below we are looking at fiscal year to date spending. This spending has been separated into salary and non-salary expense. This report is also gives the council an understanding of Orange County Head Start's financial health.

	FY 2023 Current Budget	PRE Encumbered Amount	Encumbered Amount	FY 2024 Total YTD	Balance	% Percent Budget Used YTD
7521 - Admin Salary	1,889,221			1,476,748	412,473	78.17%
7522 - Education Salary	13,445,688			11,903,129	1,942,559	85.55%
7523 - USDA Admin Salary	153,970			123,548	30,422	80.24%
7524 - USDA Services Salary	246,429			217,364	29,065	88.21%
7526 - Disability Salary	271,226			245,736	25,490	90.60%
7527 - Health Salary	422,544			363,069	59,475	85.92%
7528 - PFCE Salary	2,389,878			2,109,391	280,487	88.26%
7529 - General Funds	696,262			473,558	222,704	68.01%
7534 - Facilities Salary	236,324			205,419	30,905	86.92%
Total Salary	19,751,542	0	0	16,717,962	3,033,580	84.64%
7521 - Admin	160,169		3,575	153,159	3,435	97.86%
7522 - Education	887,275		246,730	543,728	96,817	89.09%
7523 - USDA Admin	8,214			1,223	6,991	14.89%
7524 - USDA Services	1,527,262		184,668	1,338,788	3,807	99.75%
7525 - Training	166,870		0	149,843	7,027	95.52%
7526 - Disability	67,785		11,529	52,767	3,489	94.85%
7527 - Health	11,385			10,100	1,285	88.71%
7528 - PFCE	55,680			48,392	21,734	86.91%
7529 - General Funds	91,472		49,592	45,563	-3,684	104.03%
7534 - Facilities	431,008			383,535	47,473	88.99%
Total Non-Salary	3,397,120	0	496,094	2,727,099	188,374	80.28%
Grand Total	23,148,662	0	496,094	19,445,060	3,221,954	84.00%

Community and Family Services Through August 31, 2025: Fund - 7005 Dept - 062 Unit 7521 H. S Admin 80% of FY Elapsed

IBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ENCUM AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
20	7FA	REGULAR SALARIES AND WAGES	1,194,940.00	82,575.02	87,035.54	86,223.99	84,067.48	96,439.48	94,233.40	125,602.76	82,653.36	82,717.50	85,230.65	.00	.00	.00	950,981.40	203,958.60	82.93
25	7FA	RECRUITMENT & RETENTION PAY	11,588.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	11,588.00	0
30	7FA	OTHER SALARIES AND WAGES	5,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	5,000.00	0
40	7FA	OVERTIME	10,700.00	2,683.30	1,280.45	1,984.72	716.52	979.37	630.33	571.67	794.25	314.14	741.43	1,571.80	.00	.00	12,267.98	-1,567.98	114.65
50	7FA	SPECIAL PAY	500.00	450.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	450.00	50.00	90
60	7FA	LONGEVITY PAY	12,720.00	.00	12,700.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	12,700.00	20.00	99.84
10	7FA	FICA TAXES	92,347.00	6,326.75	7,486.08	6,514.39	6,360.15	7,014.71	6,702.70	9,123.01	6,050.92	6,086.72	6,330.86	.00	.00	.00	74,149.50	18,197.50	80.29
20	7FA	RETIREMENT CONTRIBUTION	163,572.00	11,894.14	14,174.26	12,282.01	11,971.87	11,774.43	12,408.32	17,659.22	12,462.39	12,813.04	13,564.58	.00	.00	.00	143,862.68	19,709.32	87.95
30	7FA	LIFE AND HEALTH INSURANCE	378,500.00	17,411.42	17,903.06	18,123.06	22,639.56	19,655.88	19,655.88	29,694.52	19,456.58	19,656.58	20,122.80	.00	.00	.00	223,962.92	155,537.08	53.02
31	7FA	INCENTIVES	.00	.00	.00	.00	10,650.00	.00	-10,650.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
00	7FA	PAYMENTS TO OPEB TRUST	18,374.00	.00	.00	.00	.00	.00	.00	.00	18,373.91	.00	.00	.00	.00	.00	18,373.91	.09	100
		Total of Salaries	1,890,221.00	121,340.63	140,690.39	125,234.17	137,302.58	135,863.87	123,040.63	182,841.20	140,000.05	121,895.71	122,015.27	128,829.89	.00	.00	1,476,748.39	412,472.61	76.17
125	7FB	INDIRECT COSTS	100,329.00	.00	.00	.00	.00	108,329.00	.00	.00	.00	.00	.00	.00	.00	.00	108,329.00	.00	100
179	7FC	EMPLOYMENT AGENCY	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	0
110	7FC	LOCAL TRAVEL	1,409.00	.00	26.46	.00	22.76	68.61	68.68	133.26	408.06	120.62	47.71	73.50	.00	.00	969.68	439.32	68.82
110	7FC	SERVICES	328.00	.00	.00	.00	31.05	.00	32.00	.00	31.75	31.75	.00	.00	.00	.00	127.35	200.65	38.83
130	7FC	TOLL CHARGES	20.00	.00	2.28	.00	.00	.00	.00	.00	3.00	7.54	.00	.00	.00	.00	12.82	7.18	64.1
110	7FC	RENTAL OF EQUIPMENT	3,610.00	.00	501.80	250.90	250.90	250.90	250.90	250.90	.00	250.90	250.90	250.90	.00	1,100.04	2,509.04	.96	99.97
20	7FC	COMMUNICATIONS	5,901.00	.00	.00	607.59	614.31	1,228.65	30.90	.00	1,563.92	654.64	.00	.00	.00	.00	5,100.01	800.99	86.43
120	7FC	MAINTENANCE OF EQUIPMENT	8,585.00	.00	.00	.00	1,479.51	.00	.00	2,012.46	.00	568.53	928.02	621.20	.00	2,475.28	5,609.72	500.00	94.18
110	7FC	GRAPHIC REPROD SVCS	10.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	10.00	0
110	7FC	DUES AND MEMBERSHIPS	11,125.00	.00	.00	7,144.00	.00	.00	.00	.00	.00	.00	3,080.00	.00	.00	.00	11,124.00	1.00	99.99
120	7FC	VIDEOS, AND SUBSCRIPTIONS	152.00	.00	.00	50.45	50.45	50.45	.00	.00	.00	.00	.00	.00	.00	.00	151.35	.65	99.57
110	7FC	INCLUDING PRINTING)	5,403.00	.00	.00	2,110.88	452.90	1,688.35	.00	1.52	199.03	581.75	276.37	11.72	.00	.00	5,302.52	100.48	98.14
115	7FC	SUPPLIES	473.00	.00	.00	60.92	101.41	.00	.00	120.75	20.98	.00	26.96	32.47	.00	.00	372.40	100.60	78.75
121	7FC	COMPUTER REL LESS THAN	20.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	20.00	0
123	7FC	EQUIPMENTLESS THAN \$5000	350.00	.00	.00	.00	.00	31.69	-30.90	97.09	.99	.00	.00	.00	.00	.00	99.07	250.93	28.31
112	7FC	PROMOTIONAL EXPENSES	136.00	.00	.00	.00	.00	135.23	.00	.00	.00	.00	.00	.00	.00	.00	135.23	.77	99.43
118	7FC	PROGRAM	4,664.00	.00	.00	.00	721.14	.00	.00	721.14	2,685.06	.00	.00	526.08	.00	.00	4,863.42	.58	99.99
122	7FC	BENEFITS	1,593.00	.00	.00	179.85	98.30	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,492.32	.68	99.99
182	7FG	SELF INS-PROP CASUALTY	9,061.00	.00	.00	9,061.00	.00	.00	.00	.00	.00	.00	1,316.17	.00	.00	.00	9,061.00	.00	100
		Total of Operations	160,169.00	.00	530.64	19,465.69	3,821.55	109,783.08	351.58	3,337.12	6,331.79	2,185.73	8,828.13	1,515.87	.00	3,575.32	153,158.98	3,434.70	87.66
		Total of Unit 7521	2,049,390.00	121,340.63	141,110.93	144,699.76	141,124.13	245,646.95	123,392.21	186,178.32	145,331.84	123,695.44	128,841.40	128,345.76	.00	.00	1,629,907.37	415,907.31	78.71

Community And Family Through August 31, 2025 Fund - 7005 - Dept 062, Unit 7522 Education HS Services 86% of FY Elapsed

OBJ	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ENCUM	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	7FE	REGULAR SALARIES AND WAGES	1,394,487.00	753,293.54	777,300.00	777,300.00	570,374.28	499,859.76	681,203.11	959,868.33	648,663.05	623,642.42	-11,027.17	620,745.87	.00	.00	7,308,455.28	976,017.74	86.22
1125	7FE	RECRUITMENT & RETENTION PAY	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	149,031.05	24,591.05	85.74
1130	7FE	OTHER SALARIES AND WAGES	173,025.00	16,354.55	17,993.72	17,993.72	10,035.00	16,215.70	13,795.10	18,212.02	14,221.42	9,957.85	4,074.27	8,069.03	.00	.00	99,137.00	11,489.00	85.74
1140	7FE	OVERTIME	20,451.00	31,845.07	11,033.44	11,033.44	5,164.67	2,158.01	1,158.61	2,458.15	4,016.98	2,768.00	3,500.00	4,013.72	.00	.00	27,750.00	-5,249.00	113.48
1150	7FE	SPECIAL PAY	112,500.00	450.00	500.00	500.00	3,000.00	4,500.00	2,500.00	3,500.00	1,500.00	2,000.00	.00	3,300.00	.00	.00	12,500.00	78,300.00	100.00
1160	7FE	LONGEVITY PAY	112,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	42,500.00	70,000.00	100.00
2100	7FE	PCA PAYMENT CONTRIBUTION	638,448.00	59,538.02	67,603.61	59,526.28	46,526.96	35,511.35	49,951.26	72,161.09	48,157.77	45,427.26	30,662.31	55,662.31	.00	.00	1,014,892.89	134,170.12	88.05
2110	7FE	LIFE AND HEALTH INSURANCE	1,145,153.00	108,869.53	121,962.03	107,534.89	79,247.21	62,708.12	90,113.87	130,061.72	83,139.05	64,833.25	55,662.31	64,833.25	.00	.00	2,168,309.87	617,023.33	77.03
2130	7FE	HS/SAFE CONTRIBUTION/HEALTH	2,616,324.00	186,054.60	187,322.26	187,322.26	213,719.00	137,107.00	185,109.21	283,347.35	163,366.88	206,284.21	211,371.66	208,124.64	.00	.00	3,450.00	850.00	69.68
2131	7FE	INCENTIVES	4,400.00	375.00	.00	.00	78,000.00	187.50	-79,562.50	3,550.00	88,277.48	.00	.00	.00	.00	.00	88,277.48	75,399.52	53.38
2200	7FE	PAYMENTS TO OPEB TRUST	161,077.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
		Total of Salaries	13,415,685.00	1,154,778.91	1,292,402.24	1,160,981.56	1,013,074.73	760,398.13	823,348.75	1,473,179.00	1,053,655.41	972,447.77	-719,712.11	978,278.20	.00	.00	11,533,125.33	1,842,558.87	85.57
3107	7FF	PAYMENTS TO OTHER GOVERNMENTAL AGENCIES	3,616.00	.00	43.00	431.00	231.00	309.00	911.03	101.95	303.00	236.10	164.37	243.50	.00	.00	3,115.92	500.08	98.17
3192	7FF	SOFTWARE	74,648.00	.00	.00	.00	42,536.00	.00	.00	5,709.80	.00	.00	.00	.00	.00	.00	48,245.80	.59	100.00
3197	7FF	LICENSING/SUPPORT/TRAINING FEE	9,013.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	8,750.00	.00	.00	9,013.00	.81	99.99
3198	7FF	CONTRACTUAL SERVICES NOT OTHERWISE SPECIFIED	25.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	25.00	.00
3200	7FF	OTHER INSURANCE AND BONDS	9,734.00	.00	.00	745.41	1,317.34	.00	.00	879.05	1,302.83	.00	.00	.00	.00	.00	9,829.48	1,237.40	100.98
3201	7FF	LOCAL TRAVEL	2,180.00	.00	.00	.00	.00	.00	.00	1,453.77	182.15	2,377.80	4,315.00	310.50	.00	.00	8,253.00	1,444.49	66.26
3202	7FF	OUT OF COUNTRY TRAVEL	9,511.00	.00	.00	.00	.00	.00	.00	1,453.77	182.15	2,377.80	4,315.00	310.50	.00	.00	8,253.00	1,444.49	66.26
3203	7FF	TOLL CHARGES	2,180.00	.00	.00	.00	.00	.00	.00	1,453.77	182.15	2,377.80	4,315.00	310.50	.00	.00	8,253.00	1,444.49	66.26
3204	7FF	RENTAL OF EQUIPMENT	43,554.00	.00	6,770.76	2,432.80	1,881.76	3,072.64	2,221.16	5,629.71	4,301.69	2,558.42	2,603.78	2,433.47	.00	.00	28,853.50	15,000.02	96.56
3205	7FF	COMMUNICATIONS	14,569.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	14,709.77	-221.77	101.82
3206	7FF	MAINTENANCE OF EQUIPMENT	20,541.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	20,698.68	2,000.00	92.99
3207	7FF	GRAPHIC REPROD SVCS	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
3208	7FF	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	2,949.00	.00	.00	.00	.00	.00	.00	.00	56.94	191.88	.00	972.18	.00	.00	2,649.00	300.00	89.83
3209	7FF	OFFICE AND CERTIFICATION FEES	5,688.00	.00	.00	60.00	.00	425.00	835.00	175.00	-75.00	1,130.00	890.00	245.00	.00	.00	3,895.00	2,000.00	64.84
4010	7FF	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	11,317.00	.00	.00	2,600.87	4,551.53	981.47	303.89	15,297.77	.00	2,501.25	1,754.07	331.00	.00	.00	10,916.52	500.48	95.58
4110	7FF	MISCELLANEOUS OPERATING SUPPLIES	73,235.00	.00	.00	320.83	6,345.95	802.54	3,717.45	18,297.77	3,671.16	2,551.35	1,754.07	189.58	.00	.00	34,171.02	22.00	100.00
4115	7FF	EVENT/NEAL REMBURSEMENTS	2,486.00	.00	.00	500.00	9.03	314.56	.00	188.34	315.35	-109.04	880.25	.00	.00	.00	2,085.07	400.93	83.87
4121	7FF	COMPUTER EQUIP UNDER \$500 & EQUIPMENT LESS THAN \$500	8,451.00	.00	.00	.00	223.06	204.93	354.45	395.00	525.00	1,599.77	310.30	4,651.78	.00	.00	8,450.26	.74	99.99
4123	7FF	FOOD AND DIETARY	47,705.00	.00	.00	.00	504.53	204.93	89.95	.00	168.00	299.99	.00	.00	.00	.00	46,493.01	1,211.40	99.00
4135	7FF	MISC SUPPLIES OR EXPENSES	35,000.00	.00	.00	.00	13,557.38	22,840.06	12,182.16	4,702.98	36,336.48	31,477.55	16,131.81	1,255.28	.00	.00	148,528.84	86,344.01	75.33
4195	7FF	EDUCATIONAL ASSISTANCE PROGRAM	1,235.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,235.00	500.00	100.00
4412	7FF	SCHOLARSHIPS, AWARDS AND BENEFITS	12,738.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	12,738.00	500.00	100.00
4413	7FF	FIELD TRIPS/HEAD START	29.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	29.00	20.00	100.00
4450	7FF	SELF INS-PROP CASUALTY	1,049.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,049.00	89.95	99.95
4452	7FF	AD TO OTHER GOVT AGENCIES	23,500.00	.00	.00	.00	800.00	895.00	439.00	2,290.33	3,005.00	8,402.65	395.00	6,605.00	.00	.00	22,603.67	896.33	98.19
8120	7FF	Total of Operations	887,276.00	.00	.00	1,332,626.14	64,812.33	758,099.26	948,107.45	1,817,550.76	1,103,708.05	1,032,847.76	65,431.82	1,008,310.79	.00	.00	12,046,857.39	2,039,376.23	85.77
		Total of Unit 7522	14,332,963.00	1,154,778.91	1,307,105.87	1,332,626.14	1,077,886.98	758,099.26	948,107.45	1,817,550.76	1,103,708.05	1,032,847.76	65,431.82	1,008,310.79	.00	.00	12,046,857.39	2,039,376.23	85.77

BJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	Encum.	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	7FO	REGULAR SALARIES AND WAGES	91,395.00	7,437.44	7,177.21	7,030.41	6,906.83	7,030.40	7,030.40	10,647.42	7,030.40	7,030.40	7,030.40	7,030.40	.00	.00	81,281.71	10,113.29	88.93
1125	7FO	RECRUITMENT & RETENTION PAY	1,369.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,369.00	.00
1140	7FO	OVERTIME	500.00	758.16	.00	.00	-174.32	.00	.00	187.91	.00	.00	.00	16.52	.00	.00	788.27	-289.27	157.65
1160	7FO	LONGEVITY PAY	1,200.00	.00	1,200.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,200.00	.00	100.00
2110	7FO	FICA TAXES	6,991.00	617.65	631.27	528.23	503.99	528.70	528.71	894.67	528.76	528.76	528.76	528.05	.00	.00	6,247.90	743.10	89.37
2120	7FO	RETIREMENT CONTRIBUTION	11,422.00	1,117.07	1,141.53	956.28	917.64	953.26	956.28	1,463.24	956.28	956.28	956.28	988.68	.00	.00	11,406.12	15.88	99.86
2130	7FO	LIFE AND HEALTH INSURANCE	39,000.00	1,746.87	1,761.22	1,601.22	1,853.16	1,853.16	1,853.16	2,919.77	1,813.18	1,853.16	1,853.16	1,853.16	.00	.00	21,061.34	18,938.66	55.42
2131	7FO	HS/A/FA CONTRIBUTION/HEALTH INCENTIVES	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
2200	7FO	PAYMENTS TO OPEB TRUST	3,093.00	.00	.00	.00	2,000.00	.00	-2,000.00	.00	1,563.00	.00	.00	.00	.00	.00	1,563.00	1,530.00	60.53
		Total of Salaries	153,970.00	11,677.39	11,911.83	10,318.12	12,007.31	10,348.82	8,368.61	15,623.01	11,581.60	10,368.62	10,368.70	10,418.83	.00	.00	123,548.34	30,421.66	80.24
3125	7FP	INDIRECT COSTS	8,643.00	.00	.00	.00	.00	40.80	.00	.00	278.38	.00	373.71	.00	.00	.00	701.89	5,841.11	10.75
3410	7FR	LOCAL TRAVEL	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00
3530	7FR	TOLL CHARGES	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
3820	7FR	MAINTENANCE OF EQUIPMENT	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
4110	7FR	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
4418	7FR	EDUCATIONAL ASSISTANCE PROGRAM	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
4462	7FS	SELF INS-PROP CASUALTY	521.00	.00	.00	521.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	521.00	.00	100.00
		Total of Operations	8,214.00	.00	.00	.00	.00	49.80	.00	.00	278.38	.00	373.71	.00	.00	.00	1,222.89	6,991.11	14.89
		Total of Unit 7523	162,184.00	11,677.39	11,911.83	10,839.12	12,007.31	10,418.42	8,368.61	15,623.01	12,106.68	10,368.62	10,770.41	10,418.83	.00	.00	124,771.23	37,412.77	76.93

Community and Family Services Through August 31, 2025: Fund -7005 Dept 062 Unit - 7524: USDA Services 98% of FY Elapsed

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	7FT	REGULAR SALARIES AND WAGES	133,016.00	11,062.04	10,526.53	11,682.40	11,002.40	17,504.73	11,899.04	10,673.33	4,022.82	9,986.54	.00	.00	123,244.26	9,771.71	92.65
1125	7FT	RECRUITMENT & RETENTION PAY	1,807.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,807.00	.00
1140	7FT	OVERTIME	500.00	.00	.00	.00	.00	59.34	.00	.00	.00	28.68	.00	.00	88.02	410.98	17.80
1160	7FT	LONGEVITY PAY	2,700.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	5,400.00	-2,700.00	200.00
2110	7FT	FICA TAXES	10,775.00	785.16	744.09	824.84	838.84	1,240.36	841.50	747.71	273.33	721.23	.00	.00	9,131.49	1,043.51	89.74
2120	7FT	RETIREMENT CONTRIBUTION	10,045.00	1,922.70	1,841.49	2,023.65	2,061.68	3,054.26	2,069.81	1,843.18	675.84	1,751.82	.00	.00	22,347.86	-5,302.86	139.28
2130	7FT	LIFE AND HEALTH INSURANCE	76,000.00	4,590.14	5,017.48	5,017.48	5,017.48	7,606.22	4,937.48	5,017.48	2,426.74	5,017.48	.00	.00	64,025.06	21,974.94	71.00
2131	7FT	HSA/FSA CONTRIBUTION/HEALTH INCENTIVES	.00	.00	2,550.00	.00	-2,550.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
2200	7FT	PAYMENTS TO OPEB TRUST	8,186.00	.00	.00	.00	.00	.00	3,126.00	.00	.00	.00	.00	.00	3,126.00	3,060.00	50.53
		Total of Salaries	246,728.00	18,360.84	20,779.59	19,548.37	17,230.20	28,484.83	22,874.53	18,282.26	7,400.73	17,506.76	.00	.00	217,363.72	29,065.28	88.21
3170	7FU	LABORATORY SERVICE AND SUPPLY	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00
4110	7FU	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
4115	7FU	MISCELLANEOUS OPERATING SUPPLIES	300.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	300.00	.00
4123	7FU	EQUIPMENT LESS THAN \$5000	100.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	100.00	.00
4130	7FU	HOUSEHOLD AND KITCHEN SUPPLIES	450.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	450.00	.00
4135	7FU	FOOD AND DIETARY	1,524,518.00	.00	83,942.27	251,486.56	138,053.92	56,371.36	299,717.05	318,969.61	110,132.29	12,665.09	.00	184,867.70	1,337,893.76	1,956.55	99.87
4482	7FS	SELF-INS-PROP CASUALTY	894.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	894.00	.00	100.00
		Total of Operations	1,527,282.00	.00	83,942.27	251,486.56	138,053.92	56,371.36	299,717.05	318,969.61	110,132.29	12,665.09	.00	184,867.70	1,337,893.76	3,808.55	99.76
		Total of Unit 7524	173,691	183,60.84	104,721.86	27,103.93	155,284.12	83,836.31	322,591.58	337,251.87	117,633.02	30,171.84	.00	184,867.70	1,658,161.47	32,871.83	98.16

Community and Family Services Through August 31, 2025: Fund - 7005 Dept - 062 Unit - 7525: HS Training 96% of FY Elapsed

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
3185	7FH	CONTRACTUAL SERVICES-TRAINING	3,115.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	3,115.00	.00
3197	7FH	CONTRACTUAL SERVICES NOT OTHERWISE SPECIFIED	1,473.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,072.50	.00	.00	1,072.50	400.50	72.81
3410	7FH	LOCAL TRAVEL	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
3420	7FH	OUT OF COUNTY TRAVEL	64,176.00	.00	.00	2,058.12	9,204.72	12,112.18	12,120.26	8,779.56	3,005.04	12,921.12	.00	3,174.24	.00	.00	64,175.24	.76	100.00
3610	7FH	RENTAL OF EQUIPMENT	2,685.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,785.00	.00	.00	1,785.00	900.00	66.48
3620	7FH	LEASES-BUILDINGS/STRUCTURES	4,968.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,638.00	3,330.00	.00	.00	4,968.00	1.00	99.98
3910	7FH	GRAPHIC REPROD SVCS	20.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	20.00	.00
4020	7FH	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	.00
4030	7FH	TRAINING AND EDUCATIONAL COST	77,642.00	.00	.00	3,291.00	8,880.00	8,610.00	8,230.00	4,779.00	20,768.00	5,880.00	8,400.00	8,803.39	.00	.00	77,641.99	.01	100.00
4040	7FH	LICENSE AND CERTIFICATION FEES	700.00	.00	.00	.00	.00	.00	-75.00	-75.00	350.00	.00	.00	.00	.00	.00	200.00	500.00	28.57
4110	7FH	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	20.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	20.00	.00
4115	7FH	MISCELLANEOUS OPERATING SUPPLIES	20.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	20.00	.00
4116	7FH	EVENT/MEAL REIMBURSEMENTS	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00
4418	7FH	EDUCATIONAL ASSISTANCE PROGRAM	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00
		Total of Operations	166,870.00	.00	.00	6,149.12	19,084.72	20,722.18	20,276.26	13,483.56	24,123.04	18,801.12	10,038.00	18,165.73	.00	.00	149,842.73	7,027.27	95.52
		Total of Unit 7525	166,870.00	.00	.00	6,149.12	19,084.72	20,722.18	20,276.26	13,483.56	24,123.04	18,801.12	10,038.00	18,165.73	.00	.00	149,842.73	7,027.27	95.52

Community and Family Services Through August 31, Fund - 7005 Dept - 062 Unit - 7526: HS Disability 91% of FY Elapsed

BJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ED AMOUNT	TOTAL YTD	BALANCE	BUDGET USED
1120	7FI	REGULAR SALARIES AND WAGES	176,254.00	7,096.28	6,211.20	6,211.20	6,211.20	11,103.70	15,760.75	23,794.16	15,760.00	23,904.02	23,904.01	23,904.00	.00	.00	163,947.57	12,306.48	93.02
1125	7FI	RECRUITMENT & RETENTION PAY	2,448.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,448.00	0
1130	7FI	OTHER SALARIES AND WAGES	5,000.00	.00	.00	.00	.00	.00	.00	.00	.00	1,564.20	2,131.20	2,322.00	.00	.00	6,017.40	-1017.40	120.35
1140	7FI	OVERTIME	2,460.00	1,102.42	.00	.00	465.04	26.05	174.75	133.74	.00	71.15	5.62	40.76	.00	.00	2,030.43	429.57	82.54
1100	7FI	LONGEVITY PAY	1,501.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,500.00	1.00	99.90
2110	7FI	FICA TAXES	15,369.00	612.37	480.36	.00	489.96	813.63	1,159.95	1,740.73	1,146.44	1,060.72	1,908.09	1,926.08	.00	.00	12,702.53	2,666.46	82.65
2120	7FI	RETIREMENT CONTRIBUTION	26,711.00	1,116.11	846.58	.00	910.08	1,528.01	2,173.24	3,241.99	2,148.18	3,267.82	3,354.55	3,350.72	.00	.00	22,999.31	3,711.69	86.1
2130	7FI	LIFE AND HEALTH INSURANCE	40,000.00	855.39	881.66	.00	1,000.00	2,591.46	3,564.28	5,406.42	3,504.28	5,473.34	5,473.34	5,473.34	.00	.00	35,340.82	-4,659.36	88.35
2131	7FI	INCENTIVES	1,485.00	.00	.00	.00	.00	.00	-1,000.00	.00	1,198.30	.00	.00	.00	.00	.00	1,198.30	286.70	80.69
2200	7FI	PAYMENTS TO OPEB TRUST	1,485.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,485.00	0
		Total of Salaries	271,226.00	10,772.57	10,196.04	10,342.56	10,342.56	18,133.74	21,841.97	34,317.04	23,765.20	36,160.25	36,777.01	37,035.90	.00	.00	245,735.10	-24,695.9	90.8
3195	7FK	CONTRACTUAL SERVICES MEDICAL	47,358.00	.00	.00	.00	350.00	3,059.22	5,129.28	1,446.60	16,755.60	6,829.60	2,514.68	2,428.06	.00	.00	38,513.94	8,843.84	100
3410	7FK	LOCAL TRAVEL	3,518.00	.00	117.70	230.34	228.01	222.64	673.56	480.19	115.77	1,200.20	192.08	112.70	.00	.00	3,583.17	-65.17	101.85
3510	7FK	POSTAGE AND MESSENGER SERVICES	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
3530	7FK	TOLL CHARGES	130.00	.00	5.04	11.14	8.94	6.62	33.34	6.20	.00	55.13	.00	1.35	.00	.00	130.56	-0.56	100.43
3720	7FK	COMMUNICATIONS	1,502.00	.00	.00	.00	40.30	80.60	.00	.00	224.33	80.00	.00	.00	.00	.00	501.12	1,000.88	33.36
4020	7FK	SUBSCRIPTIONS	1,900.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	899.60	1,000.22	47.36
4040	7FK	LICENSE AND CERTIFICATION FEES	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4110	7FK	PRINTING	440.00	.00	.00	39.50	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	39.50	400.50	8.98
4115	7FK	MISCELLANEOUS OPERATING SUPPLIES	10,000.00	.00	.00	.00	.00	.00	.00	.00	.00	127.60	.00	6,194.73	.00	2,884.85	8,322.33	992.82	90.07
4121	7FK	COMPUTER RELASS THAN 55000	20.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	20
4121	7FK	EDUCATIONAL ASSISTANCE PROGRAM	20.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	20
4422	7FK	SCHOLARSHIPS, AWARDS AND BENEFITS	20.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	20
4462	7FG	SELF INS-PROP CASUALTY	2,777.00	.00	.00	2,777.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,777.00	.00	100
		Total of Operations	67,765.00	.00	121.63	3,131.27	628.05	3,369.08	6,838.16	1,834.99	17,095.70	6,302.22	2,708.76	9,637.54	.00	11,528.69	52,767.42	-3,488.09	94.85
		Total of Unit 7526	339,011.00	10,772.57	10,322.87	11,533.09	10,970.61	19,502.82	27,676.15	39,252.03	40,861.90	44,452.47	39,483.77	48,673.41	.00	11,528.69	268,503.52	-26,978.78	91.49

Community and Family Services Through August 31, 2025 Fund - 7005 Dept - 062 Unit - 7527: HS Child Health and Development 86% of FY Elapsed

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ENCUM AMOUNT	TOTAL YTD	BALANCE	% BUDGET
1120	7FV	REGULAR SALARIES AND WAGES	274,218.00	23,062.05	22,588.56	23,005.41	23,024.84	23,464.73	17,368.94	26,840.76	20,326.07	19,594.25	19,539.11	19,222.18	.00	.00	238,046.82	36,171.18	86.81
1125	7FV	RECRUITMENT & RETENTION PAY	329.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	329.00	.00
1130	7FV	OTHER SALARIES AND WAGES	11,800.00	3,133.12	2,016.00	674.01	522.24	.00	456.96	.00	997.15	816.00	889.44	620.16	.00	.00	10,125.08	1,674.92	85.81
1140	7FV	OVERTIME	3,700.00	1,360.37	5.13	46.14	289.56	2.96	11.86	329.08	888.01	.00	34.78	488.08	.00	.00	3,435.37	264.63	92.85
1150	7FV	SPECIAL PAY	500.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00	.00	.00	.00	500.00	.00	100.00
1160	7FV	LONGEVITY PAY	1,300.00	.00	1,300.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,300.00	.00	100.00
2110	7FV	FICA TAXES	21,659.00	2,042.72	1,910.39	1,746.35	1,894.88	1,713.46	1,341.04	2,043.92	1,671.32	1,575.68	1,540.15	1,528.30	.00	.00	19,008.51	2,650.49	87.76
2120	7FV	RETIREMENT CONTRIBUTION	38,038.00	3,311.76	3,251.28	3,141.92	3,177.75	3,198.65	2,369.01	3,707.81	2,891.70	2,670.69	2,746.23	2,762.27	.00	.00	33,229.07	4,808.93	87.36
2130	7FV	LIFE AND HEALTH INSURANCE	69,000.00	4,669.76	4,799.76	4,655.76	8,011.60	6,012.10	3,781.20	5,691.80	4,252.64	3,838.20	4,754.86	4,754.86	.00	.00	55,426.54	13,573.46	80.33
2131	7FV	INCENTIVES	.00	.00	.00	.00	1,000.00	.00	-1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
2200	7FV	PAYMENTS TO OPEB TRUST	2,000.00	.00	.00	.00	.00	.00	.00	.00	1,997.16	.00	.00	.00	.00	.00	1,997.16	2.84	99.86
		Total of Salaries	422,544.00	37,579.78	35,871.14	33,473.59	37,920.67	34,391.90	24,328.01	38,822.97	33,028.25	28,994.82	29,504.57	29,353.85	.00	.00	383,068.55	69,475.45	85.92
3179	7FW	CONTRACTUAL SERVICES	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
3195	7FW	EMPLOYMENT AGENCY	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
3410	7FW	CONTRACTUAL SERVICES MEDICAL	1,248.00	.00	180.37	216.68	39.20	165.29	156.18	260.06	51.66	128.84	40.00	.00	.00	.00	1,247.28	.72	99.94
3530	7FW	LOCAL TRAVEL	32.00	.00	.00	6.85	.00	4.61	.00	.00	.00	.00	.00	.00	.00	.00	11.46	20.54	35.81
		TOLL CHARGES																	
3720	7FW	COMMUNICATIONS	1,952.00	.00	.00	196.19	236.49	472.98	.00	.00	709.47	236.49	.00	.00	.00	.00	1,851.62	100.38	94.86
4020	7FW	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	20.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	20.00	.00
4110	7FW	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	761.00	.00	.00	.00	483.06	.00	199.15	.00	.00	.00	.00	67.84	.00	.00	760.05	.95	99.88
4115	7FW	MISCELLANEOUS OPERATING SUPPLIES	5,987.00	.00	.00	.00	697.50	.00	4,184.84	103.50	.00	.00	.00	.00	.00	.00	4,986.24	1,000.76	83.28
4121	7FW	COMPUTER EQUIP UNDER \$500 & COMPUTER REL LESS THAN \$5000	409.00	.00	.00	.00	.00	.00	.00	210.00	147.00	51.39	.00	.00	.00	.00	408.39	.61	99.85
4143	7FW	MED AND SURG SUPPLIES	84.00	.00	.00	.00	56.85	26.20	.00	.00	.00	.00	.00	.00	.00	.00	83.05	.95	98.87
4418	7FW	EDUCATIONAL ASSISTANCE PROGRAM	20.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	20.00	.00
4422	7FW	SCHOLARSHIPS, AWARDS AND BENEFITS	20.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
4482	7FG	SELF INS-PROP CASUALTY	752.00	.00	.00	752.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	752.00	.00	100.00
		Total of Operations	11,585	0	180.37	1171.72	1623.11	669.08	4540.17	582.96	908.13	418.72	40	87.84	0	0	10100.09	1284.91	88.71
		Total of Unit 7527	433979	37579.78	36051.51	34845.31	39443.77	35060.98	28868.18	39205.93	33934.38	28411.64	28544.57	29421.69	0	0	373169.64	60760.36	88

Community and Family Services Through August 31, 2025 Fund - 7528: HS Parent Family Community Engagement 88% of FY Elapsed

OBJ	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ENCUM AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	7FX	REGULAR SALARIES AND WAGES	1,454,082.00	116,943.37	118,271.19	113,737.50	105,978.05	111,108.76	111,738.95	185,472.44	108,965.11	113,096.33	112,058.08	110,556.87	.00	.00	1,205,021.27	189,854.73	88.4%
1125	7FX	RECRUITMENT & RETENTION PAY	3,925.00	.00	.00	.00	5,902.33	9,497.06	7,880.30	11,228.50	8,741.28	6,215.50	7,812.40	5,717.82	.00	.00	83,094.30	3,925.00	86.7%
1130	7FX	OTHER SALARIES AND WAGES	95,600.00	6,016.83	8,112.84	5,988.26	861.86	277.95	671.74	2,711.48	2,149.31	1,577.00	1,679.13	5,559.40	.00	.00	24,090.12	-520.12	102.2%
1140	7FX	OVERTIME	23,570.00	0,176.34	.00	925.81	.00	.00	500.00	.00	.00	.00	.00	1,000.00	.00	.00	2,000.00	-1,000.00	200.0%
1150	7FX	SPECIAL PAY	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	13,250.00	1,000.00	90.0%
1160	7FX	LONGEVITY PAY	13,251.00	.00	13,250.00	.00	.00	.00	8,821.82	13,130.36	8,755.88	8,827.54	8,870.01	9,511.76	.00	.00	103,760.51	12,996.49	80.8%
2110	7FX	FICA TAXES	116,765.00	9,633.23	10,103.67	8,647.20	8,430.04	8,620.00	16,052.46	23,548.51	15,842.13	16,350.50	16,827.64	17,519.93	.00	.00	189,880.97	26,521.03	87.7%
2120	7FX	RETIREMENT CONTRIBUTION	216,402.00	17,892.72	18,520.60	16,312.40	15,300.83	15,912.85	33,913.58	50,686.93	32,706.70	33,912.58	33,912.58	33,466.13	.00	.00	385,407.98	55,902.02	87.3%
2130	7FX	LIFE AND HEALTH INSURANCE	441,400.00	30,839.24	32,064.48	32,251.18	37,834.58	33,910.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
2131	7FX	HS/AFSA CONTRIBUTION/HEALTH INCENTIVES	.00	.00	.00	.00	11,650.00	.00	-11,650.00	.00	12,781.85	.00	.00	.00	.00	.00	12,781.85	.00	99.9%
2200	7FX	PAYMENTS TO OPEB TRUST	12,763.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,115	.00
		Total of Salaries	2,389,878.00	188,501.73	198,322.78	178,642.44	185,957.79	178,536.55	187,828.94	287,778.41	189,942.26	178,980.35	180,987.84	190,831.91	.00	.00	2,108,391.00	280,487.00	88.2%
3179	7FY	CONTRACTUAL SERVICES	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	.00
3410	7FY	EMPLOYMENT AGENCY	1,945.00	.00	87.24	12.73	83.35	99.00	237.65	121.03	78.13	108.01	116.25	.00	.00	.00	944.28	1,000.72	48.5%
3530	7FY	LOCAL TRAVEL	50.00	.00	.00	.00	2.75	.00	.00	9.15	.00	4.88	.00	.00	.00	.00	16.78	33.22	33.5%
3720	7FY	TOLL CHARGES	10,246.00	.00	.00	1,292.66	1,160.12	2,357.58	.00	.00	3,386.05	1,069.12	.00	.00	.00	.00	9,245.53	1,000.47	90.2%
4020	7FY	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	2,580.00	.00	.00	.00	.00	.00	.00	.00	2,000.00	.00	.00	579.00	.00	.00	2,579.00	1,000	99.9%
4110	7FY	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	6,989.00	.00	.00	.00	1,800.45	-19.99	225.46	227.90	.00	.00	504.87	3,242.23	.00	.00	5,088.74	1,000.26	85.6%
4115	7FY	MISCELLANEOUS OPERATING SUPPLIES	2,429.00	.00	.00	66.18	.00	.00	73.67	294.59	979.47	.00	.00	.00	.00	.00	1,428.53	1,000.47	58.8%
4121	7FY	COMPUTER EQUIP UNDER \$500 & COMPUTER REL LESS THAN \$5000	283.00	.00	.00	.00	.00	.00	.00	.00	.00	27.80	20.09	234.54	.00	.00	282.62	38	99.5%
4123	7FY	EQUIPMENT LESS THAN \$5000	1,611.00	.00	.00	.00	94.88	.00	28.48	59.68	.00	.00	344.38	83.09	.00	.00	610.51	1,000.49	37.9%
4112	7FY	PROMOTIONAL EXPENSES	11,110.00	.00	.00	222.61	90.60	.00	7,916.64	1,050.00	1,829.88	.00	.00	.00	.00	.00	11,109.73	.27	100.0%
4116	7FY	EDUCATIONAL ASSISTANCE PROGRAM	250.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	250.00	.00
4150	7FY	EDUCATIONAL ACTIVITY FUND	5,587.00	.00	.00	.00	2,076.32	1,448.65	216.12	272.81	171.29	129.57	.00	271.51	.00	.00	4,586.27	1,000.73	82.0%
4402	7FY	SELF INS-PROP CASUALTY	11,600.00	.00	.00	11,600.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	11,600.00	.00	100.0%
		Total of Operations	55,680.00	.00	87.24	13,154.18	6,338.47	3,685.33	-8,689.04	-2,035.18	8,444.82	1,340.37	1,000.01	-4,410.37	.00	.00	-48,391.99	7,268.01	88.9%
		Total of Unit 7528	2,445,558.00	188,501.73	198,410.02	191,894.62	191,294.26	183,421.89	179,838.98	289,813.57	188,387.08	181,320.72	181,987.85	185,342.28	.00	.00	2,157,782.96	287,775.01	88.2%

Community and Family Services Through August 31, 2025 Fund - 0001 Dept - 062 Unit - 7529: HS General Fund 72% of FY Elapsed

OBJ	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	Encumbered	TOTAL YTD	BALANCE E	% BUDGET USED YTD
1120	HZE	REGULAR SALARIES AND WAGES	442,854.00	26,323.12	28,222.40	28,222.40	28,082.73	28,222.40	28,202.16	41,520.53	25,748.80	25,601.37	25,240.11	28,184.48	.00	.00	313,370.52	129,483.48	70.79
1125	HZE	RECRUITMENT & RETENTION PAY	4,270.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	4,270.00	.00
1150	HZE	SPECIAL PAY	4,450.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00	.00	.00	.00	500.00	-500.00	.00
1160	HZE	LONGEVITY PAY	34,531.00	1,936.90	4,200.00	.00	.00	.00	.00	.00	1,883.21	1,908.48	1,842.59	2,139.85	.00	.00	4,200.00	250.00	94.39
2110	HZE	FICA TAXES	61,523.00	3,587.84	2,399.55	2,078.27	1,972.83	2,075.41	2,073.85	3,024.58	1,883.21	1,908.48	1,842.59	2,139.85	.00	.00	23,335.82	11,195.38	67.59
2120	HZE	RETIREMENT CONTRIBUTION	148,334.00	7,318.07	7,431.74	7,571.74	7,972.84	7,972.84	7,972.84	11,568.70	7,422.80	3,480.44	3,541.18	4,094.56	.00	.00	43,062.76	18,460.24	69.99
2130	HZE	LIFE AND HEALTH INSURANCE	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
2131	HZE	HS&FSA CONTRIBUTION/HEALTH INCENTIVES	.00	.00	.00	.00	.00	.00	-1,550.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
2150	HZE	UNEMPLOYMENT COMPENSATION	500.00	.00	.00	.00	.00	.00	.00	.00	-550.00	.00	.00	.00	.00	.00	-550.00	1,050.00	-110.00
		Total of Salaries	688,282.00	39,165.93	49,672.85	41,719.11	42,042.60	42,117.35	40,513.75	61,363.44	38,014.36	35,471.17	38,695.76	43,861.41	.00	.00	473,557.73	222,764.27	68.01
3187	HZE	GOVERNMENTAL AGENCIES	300.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	300.00	.00
3195	HZE	CONTRACTUAL SERVICES MEDICAL	60,000.00	.00	.00	.00	.00	.00	.00	.00	928.00	3,625.29	8,250.95	7,035.98	.00	.00	19,840.24	2,482.37	95.86
3197	HZE	OTHERWISE SPECIFIED	22,800.00	.00	.00	.00	.00	.00	.00	.00	.00	11,140.00	.00	.00	.00	.00	11,140.00	520.00	97.72
4020	HZE	AND SUBSCRIPTIONS	50.00	.00	.00	.00	.00	.00	.00	100.90	.00	1.92	.00	.00	.00	.00	102.82	-52.82	205.64
4110	HZE	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	450.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	450.00	.00
4115	HZE	MISCELLANEOUS OPERATING SUPPLIES	5,000.00	.00	.00	739.32	.00	2,496.75	.00	19.60	50.45	1.38	.00	9,851.15	.00	.00	13,158.65	-8,158.65	263.17
4116	HZE	EVENT/MEAL REIMBURSEMENTS	250.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	250.00	.00
4123	HZE	EQUIPMENT/LESS THAN \$5000	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
4135	HZE	FOOD AND DIETARY	1,500.00	.00	.00	.00	.00	109.44	.00	.00	.00	.00	.00	.00	.00	.00	775.00	249.69	68.31
4482	HZE	SELF-INS-PHIP CASUALTY	1,072.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	140.25	.00	.00	.00	1072.00	475.31	100
		Total of Operations	91,472.00	.00	.00	739.32	.00	2,606.19	.00	120.50	978.45	14,768.59	9,483.21	16,887.14	.00	.00	45,983.4	-3,683.78	-104.03
		Total of Unit 7529	787,734.00	39,165.93	49,672.85	42,458.43	42,042.60	44,723.54	40,513.75	61,483.94	38,892.81	54,238.76	48,058.97	60,768.55	.00	.00	518,121.13	218,020.48	72.2

Community and Family Services Through August 31, 2025 Fund - 7005 Dept - 062 Unit - 7534: Facilities 88% of FY Elapsed

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ENCUM	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	7FL	REGULAR SALARIES AND WAGES	155,000.00	11,040.42	11,509.44	11,513.92	10,769.71	12,781.50	12,144.00	18,210.00	12,144.00	12,190.10	12,144.00	11,788.85	.00	.00	137,045.04	18,042.00	84.37
1125	7FL	RECRUITMENT & RETENTION PAY	1,668.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,668.00	.00
1130	7FL	OTHER SALARIES AND WAGES	1,000.00	103.00	62.23	0.32	33.00	202.00	181.31	51.55	.00	.00	330.74	236.60	.00	.00	1,360.26	133.74	80.64
1140	7FL	OVERTIME	1,200.00	.00	1,200.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,200.00	.00	100.00
1160	7FL	LONGEVITY PAY	11,500.00	857.62	911.92	815.77	757.60	930.54	877.76	1,302.01	883.31	888.93	891.11	856.16	.00	.00	9,940.37	1,559.63	85.64
2110	7FL	PIECA TAXES	25,007.00	1,876.15	2,084.00	1,823.29	1,725.10	2,053.50	1,937.04	2,071.36	1,907.84	1,916.72	2,027.71	1,915.08	.00	.00	22,199.97	2,807.03	88.40
2120	7FL	RETIREMENT CONTRIBUTION	30,000.00	2,548.46	2,681.04	2,681.04	3,296.00	2,636.06	2,636.06	4,274.00	2,636.06	2,636.06	2,636.06	2,636.06	.00	.00	32,475.07	7,524.93	88.27
2130	7FL	LIFE AND HEALTH INSURANCE	1,200.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,198.30	1.70	99.82
2200	7FL	PAYMENTS TO OTHER TRUST	250,254.00	17,204.27	18,433.00	16,810.33	18,582.16	18,000.33	17,594.75	28,715.04	16,831.56	17,807.40	18,238.80	17,891.00	.00	.00	205,416.51	30,837.49	88.92
		Total of Salaries																	
3167	7FM	PAYMENTS TO OTHER GOVERNMENTAL AGENCIES	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
3170	7FM	JANITORIAL SERVICE AND SUPPLY	7,155.00	647.72	647.72	647.72	1,295.40	647.72	647.72	647.72	647.72	647.72	647.72	647.72	.00	.00	7,772.76	482.24	108.08
3170	7FM	CONTRACTUAL SERVICES EMPLOYMENT AGENCY	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
3197	7FM	CONTRACTUAL SERVICES NOT OTHERWISE SPECIFIED	6,028.00	.00	.00	.00	.00	.00	.00	.00	.00	3,078.44	.00	.00	.00	.00	4,027.94	.00	100.00
3250	7FM	OTHER INSURANCE AND BONDS	5,458.00	.00	.00	.00	5,458.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	5,458.00	1.00	99.99
3290	7FM	OUT OF COUNTY TRAVEL	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
3520	7FM	MOVING EXPENSE-COUNTY ASSETS	1,900.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,850.00	.00	.00	1,850.00	50.00	97.37
3530	7FM	TOLL CHARGES	20.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	20.00	.00
3610	7FM	RENTAL OF EQUIPMENT	20.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	20.00	.00
3620	7FM	LEASES-BUILDINGS/STRUCTURES	312,200.00	62.50	62.50	62.50	245,726.87	62.50	62.50	62.50	62.50	62.50	62.50	62.50	.00	.00	286,362.17	25,837.83	91.60
3710	7FM	UTILITIES	30,048.00	838.37	927.51	3,058.86	3,001.23	1,996.40	3,281.25	2,402.81	2,498.02	3,081.67	1,510.80	5,651.33	.00	.00	27,884.93	2,163.07	92.81
3720	7FM	COMMUNICATIONS	1,105.00	.00	.00	34.59	34.59	88.98	.00	.00	51.32	.00	.00	.00	.00	.00	191.29	913.71	17.31
3810	7FM	MAINTENANCE OF BUILDINGS, IMPROVEMENTS, AND GROUNDS	8,811.00	338.71	338.71	857.89	1,068.50	768.63	621.92	794.77	579.16	682.34	579.84	451.10	.00	.00	7,149.50	1,661.50	81.14
3820	7FM	MAINTENANCE OF EQUIPMENT	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	6.90	.00	.00	25.84	748.16	25.12
3825	7FM	INTERNAL FLEET MANAGEMENT CHARGES	20,028.00	.00	.00	4,378.00	804.21	.00	1,948.63	1,299.25	831.11	1,471.71	1,689.89	.00	.00	.00	12,344.86	13,683.14	47.43
3910	7FM	GRAPHIC REPROD SVCS	20.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	20.00	.00
4110	7FM	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	9,482.00	.00	.00	.00	105.31	.00	374.41	.00	.00	.00	.00	8,002.06	.00	.00	9,481.91	.09	100.00
4115	7FM	MISCELLANEOUS OPERATING SUPPLIES	1,128.00	.00	.00	402.00	331.20	78.60	1,732.60	334.00	181.27	444.00	727.85	834.33	.00	.00	5,127.11	2,008.89	71.93
4123	7FM	EQUIPMENT LESS THAN \$5000	10,172.00	.00	.00	431.30	175.00	231.91	3,794.34	330.41	308.41	716.00	2,407.53	1,688.18	.00	.00	10,171.00	1.00	99.99
4126	7FM	TOOLS AND SMALL IMPLEMENTS	1,773.00	.00	.00	215.01	.00	154.04	48.82	65.00	42.81	.00	475.94	71.39	.00	.00	1,072.10	700.82	60.47
4175	7FM	CLOTHING AND WEARING APPAREL	201.00	.00	.00	.00	29.00	.00	.00	751.76	.00	.00	.00	.00	.00	.00	760.76	.00	99.91
4195	7FM	MISC SUPPLIES OR EXPENSES	20.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	20.00	.00
4422	7FM	SCHOLARSHIPS, AWARDS AND BENEFITS	20.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	20.00	.00
4482	7FO	SELF INS-PROP CASUALTY	719.00	.00	.00	719.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	719.00	.00	100.00
		Total of Operations	431,006.00	1,488.30	1,978.56	10,787.26	286,148.00	3,522.11	12,010.17	6,779.34	6,586.24	18,734.41	8,101.87	23,589.39	.00	.00	381,533.26	47,472.74	88.30
		Total of Unit 7534	687,332.00	18,192.83	20,433.26	27,607.88	314,732.16	27,422.24	30,708.92	33,444.38	24,216.01	26,541.37	28,337.68	41,280.38	.00	.00	686,983.77	78,348.23	88.25

Credit Card Expenses

August 31, 2025

CH Full Name	Post Day	Comp Supp Name	Amount
CUEVAS SAYAGO, LEON	08/07/25	WAL-MART #1084	\$ 23.96
CUEVAS SAYAGO, LEON	08/07/25	PUBLIX #1122	\$ 145.26
CUEVAS SAYAGO, LEON	08/07/25	International Market	\$ 126.93
CUEVAS SAYAGO, LEON	08/11/25	PUBLIX #1501	\$ 43.99
CUEVAS SAYAGO, LEON	08/12/25	PUBLIX #1501	\$ 23.96
CUEVAS SAYAGO, LEON	08/25/25	WINN-DIXIE	\$ 138.21
CUEVAS SAYAGO, LEON	08/28/25	PUBLIX #436	\$ 43.70
DEONARINE, VIDYA D	08/15/25	WM SUPERCENTER	\$ 69.85
DUCK, CORTINA	08/06/25	NIC -AHCA AGENCY FOR HEAL	\$ 43.37
DUCK, CORTINA	08/08/25	NIC -DCF CHILD CARE	\$ 45.45
DUCK, CORTINA	08/15/25	ODP BUS SOL LLC	\$ (365.79)
DUCK, CORTINA	08/18/25	NIC -AHCA AGENCY FOR HEAL	\$ 43.37
DUCK, CORTINA	08/20/25	OFFICE DEPOT	\$ 12.99
DUCK, CORTINA	08/26/25	NIC -AHCA AGENCY FOR HEAL	\$ 43.37
ELIBERT, MIGUERLINE	08/06/25	WATER COFFEE DELIVERY	\$ 878.76
ELIBERT, MIGUERLINE	08/13/25	AMAZON MKTPL	\$ 857.06
ELIBERT, MIGUERLINE	08/13/25	ODP BUS SOL LLC	\$ 464.89
ELIBERT, MIGUERLINE	08/15/25	AMAZON MKTPL	\$ 154.50
ELIBERT, MIGUERLINE	08/14/25	ODP BUS SOL LLC	\$ 434.90
ELIBERT, MIGUERLINE	08/19/25	AMAZON MKTPL	\$ 636.88
ELIBERT, MIGUERLINE	08/21/25	AMAZON MKTPL	\$ 72.97
ELIBERT, MIGUERLINE	08/23/25	AMAZON MKTPL	\$ 54.07
INFANTE, SILVIO	08/24/25	SQ EEIC ELECTRICAL LLC	\$ 350.00
MOORE, SANDRA	07/31/25	SQ ONEPARTY2REMEMBER	\$ 1,070.00
MOORE, SANDRA	07/31/25	SQ ONEPARTY2REMEMBER	\$ 1,485.00
RUFF, SANDRA D	08/01/25	PAYPAL KINDERJAM	\$ 4,000.00
RUFF, SANDRA D	08/06/25	SQ BRIGHTLY AWAKE	\$ 4,000.00
TEMPLE, REGINA	08/07/25	WAL-MART #4160	\$ 22.32
TEMPLE, REGINA	08/07/25	PUBLIX #436	\$ 12.00
TEMPLE, REGINA	08/08/25	PUBLIX #436	\$ 45.21
TEMPLE, REGINA	08/13/25	PUBLIX #1845	\$ 10.98
TEMPLE, REGINA	08/22/25	WAL-MART #4160	\$ 41.18
TEMPLE, REGINA	08/25/25	PUBLIX #605	\$ 10.98
VILLALOBOS, NANCY	08/07/25	WWW.SERVEI SERVEITUPS	\$ (16.68)
Total			\$ 15,023.64

Head Start Policy Council
Human Resources Committee
August 2025 Actions

I. Pending Approval for hire

Job Title	Candidate's Name

II. Termination from employment (Involuntarily)

Job Title	Reason	Employee's Name
Technician on call	End temporary employment	Soumaya Ajebli
Admin support on call	End temporary employment	Sherezade Mendez Gonzalez
Admin support on call	End temporary employment	Diamond Palmer
Teacher's Aide	E-Verify	Rodna Solon
Admin support on call	End temporary employment	Jai Nika Thomas

III. Separation from employment (Voluntarily)

Job Title	Reason	Employee's Name
Teacher's aide	Organizational culture	Genette Cassamajor
Teacher	Family Reasons	Nancy Matos Torres
Teacher	Another job	Marlene Rivera Burgos
Teacher Assistant	Work environment	Veronica Sevilla Ortiz
Teacher	Another job	Yolanda Soto Mangual
Teacher's Aide	Another job	Charna Williams

III. Current Head Start Openings – As of 10/13/25
(numbers not available for August)

Job Title	Number of Positions	Potential Candidates in process for hire
Admin Specialist	1	
Center Supervisor	1	
Food Service Assistant	1	
Teacher	8	
Teacher Assistant	12	



ORANGE COUNTY FAMILY SERVICES HEAD START EDUCATION

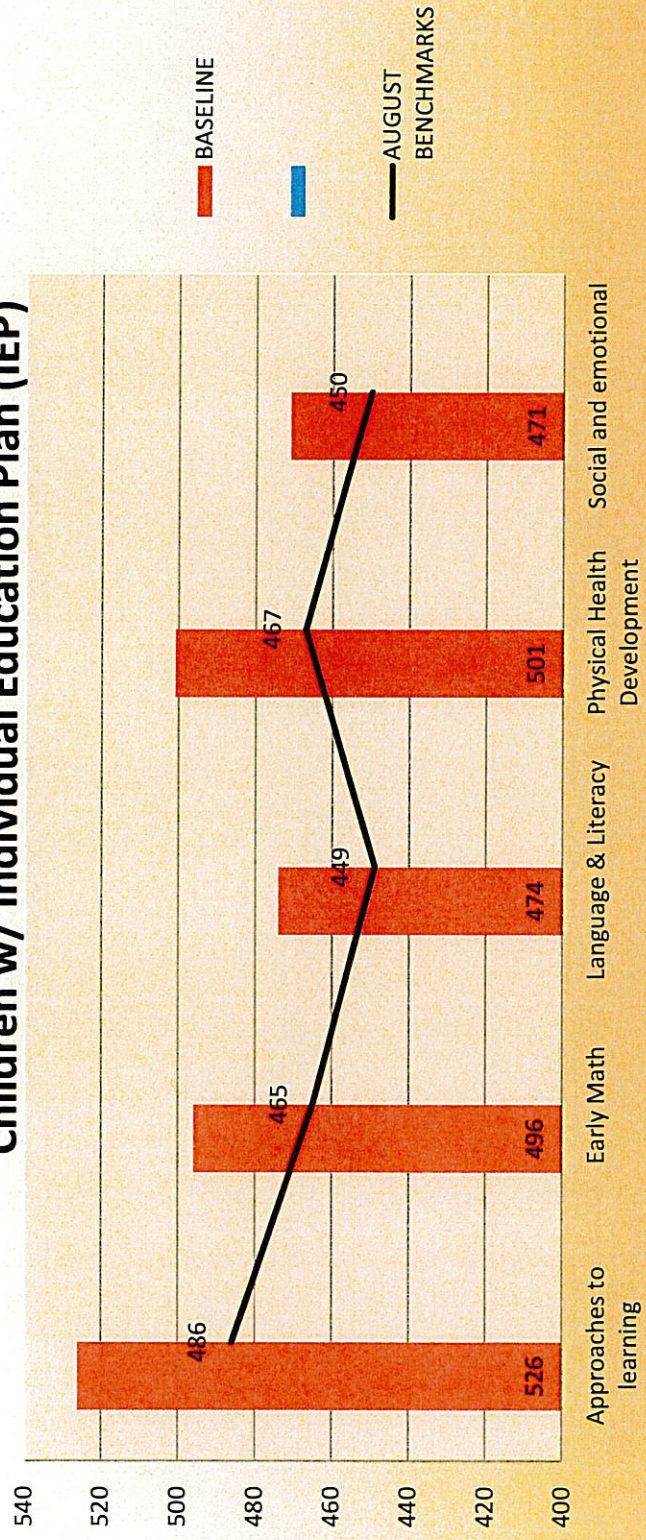
Policy Council Recommended Staff Qualifications for hire

Selected Candidate:	Is the Position Underslotted?	Job Title:	Reports To:	Work Location:
Erika Jones	No	Education Coordinator	Avis McWhite	2100 East Michigan Street, Orlando, FL 32806
Claudine Beureus	No	Teacher	Tiffany Brown	Pine Hills 6408 Jennings Road, Orlando, FL 32818
Romala Ram	No	Teacher	Hildamarie Camacho	Dover Shores 1200 Gaston Foster Rd, Orl, FL 32812
Sandra Gutierrez	No	Assistant	Liana Baker	Riverside 3125 Pembroke Drive, Orlando, FL 32810
Veronica Sevilla	No	Assistant	Wilna francois	John Bridges 445 W 13 th Street, Apopka, FL 32703
Daja McFadden	No	Center Supervisor	Sunitha Koorathota	McCoy, 5225 Semoran Blvd, Orlando, FL 32822
Yolimarie Vaquez	No	Teacher	Shanel Wardsworth	WS Elementary, 944 Lake Mann Drive, Orlando, FL 32805
Antawnia Brooks	No	Teacher	Tiffany Brown	Pine Hills 6408 Jennings Road, Orlando, FL 32818
Aleshka Wolf	No	Assistant (speaks spanish)	Nicole Davis	WSEL, 2500 Bruton Blvd, Orlando, FL 32811
Tiatire Iglesias	No	Assistant (speaks Spanish)	Rachel Hicks	Dillard, 311 North Dillard Street, Winter Garden, 34787

Vacancies		
Teachers	Assistants/aides	Family Service Worker
1. John Bridges	1. Callahan	1.Lovell
2. Hal Marston	2.John Bridges	
3. Lila Mitchell	3. Pine Hills	
4. Pine Hills	4. Pine Hills	
5. Englewood	5. John Bridges	
6. Pine Hills	6. East Orange	
7. West Oaks	7. McCoy	
	8. Rosemont	
	9. WSEL	

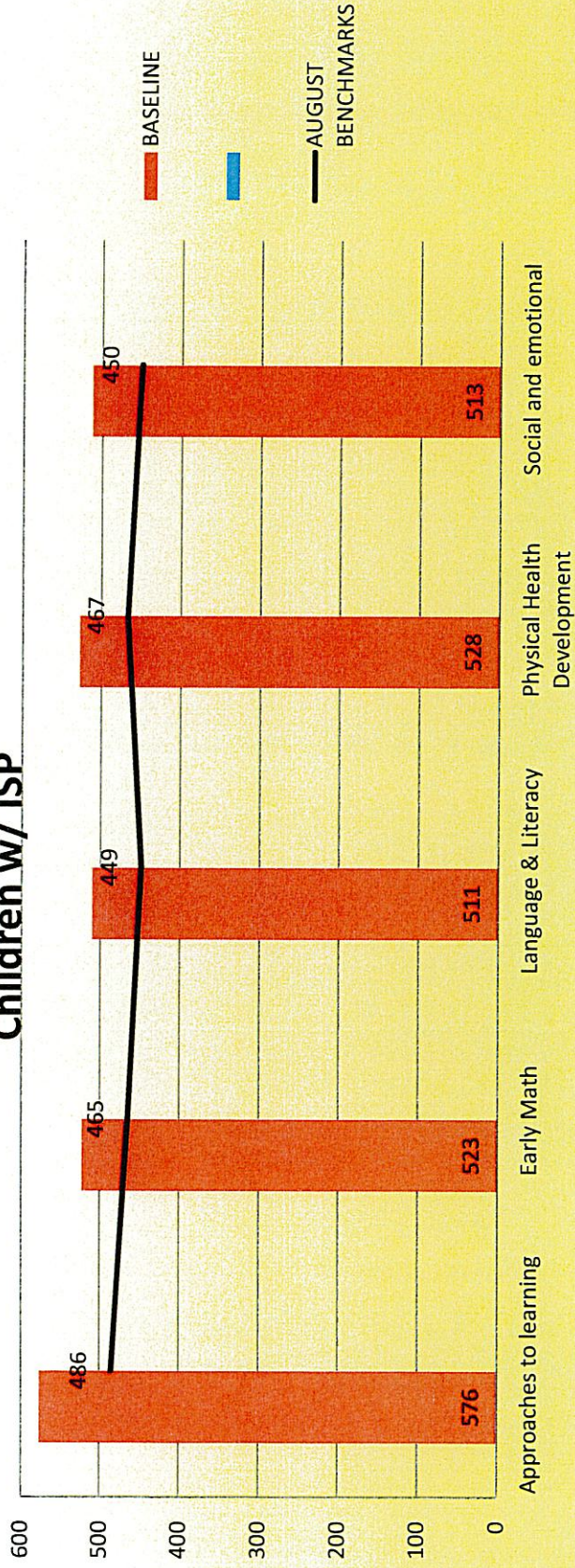
	BASELINE	AUGUST BENCHMARKS
Approaches to learning	526	486
Early Math	496	465
Language & Literacy	474	449
Physical Health Development	501	467
Social and emotional	471	450

Orange County Head Start Children w/ Individual Education Plan (IEP)



	BASELINE	AUGUST BENCHMARKS
Approaches to learning	576	486
Early Math	523	465
Language & Literacy	511	449
Physical Health Development	528	467
Social and emotional	513	450

Orange County Head Start Children w/ ISP



	BASELINE	AUGUST BENCHMARKS
Approaches to learning	585	486
Early Math	548	465
Language & Literacy	530	449
Physical Health Development	540	467
Social and emotional	527	450

Orange County Head Start Children w/ Behavior Plan

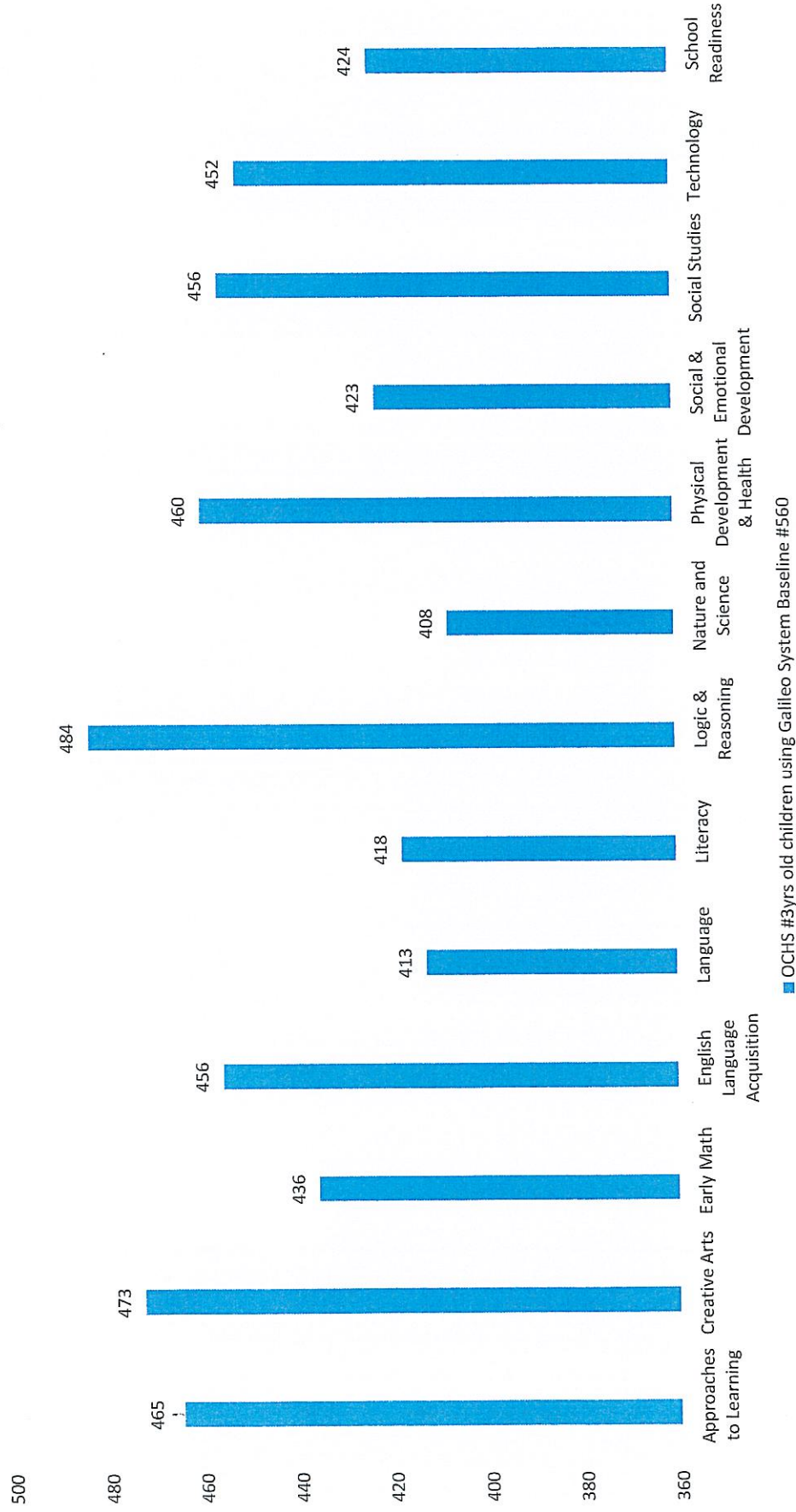


Subject	Score
Approaches to Learning	542
Creative Arts	573
Early Math	502
English Language Acquisition	505
Language	489
Literacy	482
Logic and Reasoning	549
Nature and Physical Science	479
Social and Emotional	494
Social Studies	518
Technology	536
School Readiness	504

*The Developmental Scores (DL) indicates the Orange County Head Start enrolled children's position in the Galileo Developmental Progression Validated System.

Benchmark August 2025 Baseline												
APL	CA	EM	ELA	LAN	LIT	L & R	N & SC	PD & H	S & ED	SS	TECH	SR
509	536	490	504	469	479	538	473	487	471	510	501	486

Orange County Head Start
Early Childhood Assessment Scores
Three Year Old (3 Yrs) **Baseline 2025**



*The Developmental Scores (DL) indicates the Orange County Head Start first year enrolled children's position in the Galileo Developmental Progression Validated System.

BENCHMARKS August 2025 Baseline												
APL	CA	EM	ELA	Lang	Lit	LR	NS	PDH	SED	SS	Tech	SR
464	480	441	469	419	428	496	424	448	429	466	458	433

Orange County Head Start Medical and Dental Unit Monthly Report

Program Description	August	September	October	November	December	January	February	March	April	May
Total Number of HS children served (report 2001)	1364									
Number of children meeting requirement of health physicals: (report 3035)	1284 / 94%									
The number of HS families referred to medical and/or dental services. (report 4120)	73 dentals 0 Medical									
Number of HS children medical home requirement (report 2001)	1049 / 76%									
Number of HS children meeting immunization requirements (3320)	1364 / 100%									
Number of HS children with a dental exam (report 3035)	1123 / 82%									
Number of HS children needing dental treatment (report 3035)	76 / 6%									
Number of Health Action Plan (report 2110)	295 / 22%									
Number of sites visit by LPN, RN & CNA monthly	31									

1536 Funded

FAMILY ENGAGEMENT

Creating Connections, Building Bridges... Together.

Monthly Report: August 2025

Family Services Activities	Aug 2025	Sept 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	April 2026	May 2026	June 2026
Number of Fatherhood Activities	13										
Number of Fatherhood Participants	259										
Number of Parent Educational Trainings Provided	22										
Number of Parents Attended	549										
Number of Families Experiencing Homelessness YTD	68										
Number of Families Acquired housing	0										
Number of ESL/GED Training	0										
Number of Parents involved in Health Education	0										

Family Needs Assessment/Goal Setting



Nutrition

August 2025

[illegible]



ORANGE COUNTY HEAD START 2025-2026

ERSEA REPORT

MONTH: AUGUST YEAR: 2025

Sites	Funded Enrollment	Monthly Enrollment	10% IEP YTD	Drops YTD	Monthly Waiting List	Monthly New Applications 2024-2025	Monthly Applications 2025-2026	Monthly Attendance Under County % Under Federal %
Aloma	37	35	3	5	3	0	7	92.25%
Bithlo	32	31	0	0	1	0	9	92.24%
Callahan	46	37	1	11	0	0	10	81.16%
Dillard	37	33	0	6	14	0	2	94.70%
Dover Shores	57	53	3	8	0	0	3	91.74%
East Orange	110	83	0	41	0	0	23	90.04%
Engelwood	57	52	5	10	7	0	8	88.94%
Hal P Marston	80	57	0	15	4	0	9	87.95%
John Bridges	131	131	8	23	1	0	10	92.12%
Lila Mitchell	68	61	0	23	2	0	11	91.18%
Lovell	37	34	1	12	3	0	8	94.23%
McCoy	37	33	0	4	0	0	9	92.19%
Pine Hills	188	182	0	22	29	0	21	94.21%
Riverside	37	30	1	11	11	0	15	91.67%
Rosemont	37	29	0	0	0	0	17	98.21%
S.O YMCA	60	55	6	11	6	0	18	95.45%
Southwood	114	113	0	18	7	0	14	93.97%
Taft	111	96	4	22	4	0	14	84.11%
Three Points	57	50	0	17	2	0	7	96.74%
Ventura	37	35	4	6	5	0	10	85.00%
WS Elementary	49	45	1	4	0	0	7	89.27%
WS ELC	80	53	0	20	4	0	16	87.80%
West Oaks	37	36	0	8	14	0	7	95.83%

1536 1480 1480
50 hundred - 90%
90% goal for the entire mv of Sept period
JWS week

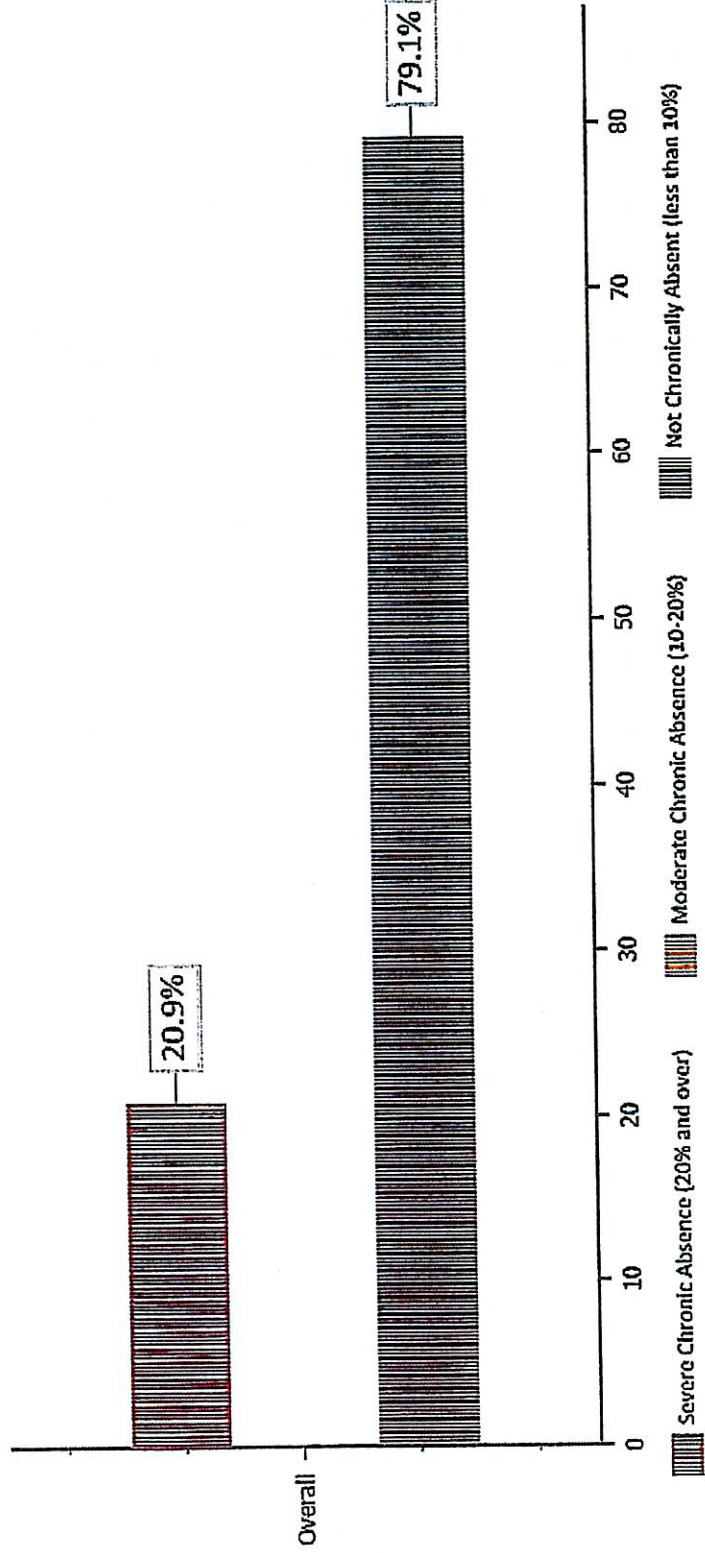
OCHS Total	1536	1364	80(5.87%)	297	117 (8.58%)	0	255	91.42%
Goal		-----	10%	-0-Cho	10%			90%

(172 Staff)

2335 - Attendance Works Chronic Absence Charts
 Program Term: All | All | Enrollment Status: Enrolled Only | Charts to Include: All | Graph By: Percentage of participants
 | Level: Per Agency | Time Frame: 9/01/2025 - 9/05/2025 | Page Break: None | Flag/Group: Not Filtered | Program
 Option: All | Responsible Staff: All

9/10/2025
6:42 AM

CHRONIC ABSENCE (Percentage) Orange County Head Start



Recruitment Efforts per Site

Aloma	3	Family First, Watch me Grow Pediatrics and Lakemont Pediatrics
Bithlo	3	Back to School Bash, Bithlo Community Park and Bithlo NCF
Callahan	6	Callahan Back to School Event, Burger King, Parramore Kidz Zone, Downtown Rec Center, Rosen and Ace.
Dillard	4	Wawa, Key Foods Supermarket, Daniel's Cheesesteaks and Winter Garden Plaza
Dover Shores	6	Iglesia Cristo, Dover Shores Neighborhood Center, ATT Alliance Mobile, Firehouse, Sun Ligh Nails and K&G Fashion
East Orange	8	Olive Garden Italian Restaurant, Chilli's Grill and Bar, Yulinn Meats, Bahama Breeze, Maroush Shawarma, Centro Internacional de la Familia, Union Park Neighborhood Center for Families, Onana Barber, Gloria's Hair Salon
Engelwood	3	I-Iola Supermarket, Sedanos Supermarket and Presidente Supermarket
Hal P Marston	11	Second Harvest, StaffZone Staffing Company and Diamond Beauty Supply
John Bridges	5	Sam's Club, United States Postal Service, Tenda Guatemala Lopez, El Mejor Sabor Bakery and Clinica Apopka
Lila Mitchell	4	Back to School Event and Safety Fair, Free Literacy and Laundry Day Outreach, Neighborhood for Children and Families.
Lovell	N/A	
McCoy	3	McCoy Elementary School, Semoran Pines and Mills Creek Apartments
Millenia Elementary	N/A	
Pine Hills	3	WAWA Ocoee, Walmart Ocoee and Dr. Kelton (Colonial)
Rosemont	2	Dunkin Donuts, Legacy Eats and 7-11
Southwood	4	The Villages Apartments, Pediatric of Greater Orlando, The Club at Millenia and Woodhollow Apartments
SO YMCA	3	Ideal Food Basket, Pincha Perry and Sharon's
Taft	3	Taft Community Center Fall Festival, Race Trac and Family Expo Recruitment Event
Three Points	3	Goin Postal, Goodwill and Manhattan Express
Ventura	3	Pediatrics and Family Care, Compassion Pediatrics and Growing Together
WS ELC	3	Washington Shores ELC Beta Charter School, McDonald's and Mt. Pleasant Church of Orlando
WS Elementary	N/A	
West Oaks	4	Hiawassee Library, Gualyn's Hair Creations, Beauty Master, ATL Deli, The Brillo Barbershop
Total	84	

August 2025 Updates:

- Open Enrollment 2025-26: August 2025

- Updates Returning Enrollment: N/A / VPK: 516

- Funded Enrollment 2025-2026: 1536 Current / Full Day - Full Year 780



One-time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families

 headstart.gov/policy/pi/acf-ohs-pi-25-02

One-time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families

ACF-OHS-PI-25-02

U.S. Department
of Health and Human Services

ACF
Administration for Children and Families

1. **Log Number:** ACF-OHS-PI-25-02
2. **Issuance Date:** 07/29/2025
3. **Originating Office:** Office of Head Start
4. **Key Words:** Nutrition; Healthy Eating

Program Instruction

To: All Head Start Recipients

Subject: One-time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families

Instruction:

This Program Instruction (PI) outlines the process for Head Start grant recipients to request supplemental funds to promote nutrition services and healthy eating for enrolled children and families. The PI is also intended to assist programs in determining allowable uses of funds to meet program needs.

As affirmed in [ACF-OHS-IM-25-03](#), Head Start programs play a critical role in ensuring children and families have access to comprehensive nutrition services and a variety of nutrient-dense food, including whole grains, fresh fruits, and vegetables, while reducing intake of ultra-processed foods and added sugars. Access to healthy foods and other nutrition services help children grow, develop, and learn. Healthy nutrition is essential for brain development and provides children with the energy needed to stay active and focused throughout the program day. A balanced diet and physical activity help

strengthen a child's immune system, reducing the risk of infections and illnesses. They also prevent childhood obesity, which can lead to chronic diseases such as heart disease and diabetes.

Some Head Start programs have shared that a lack of funding can be a barrier to improving or expanding their nutrition services and support for healthy eating. In response to this feedback, the Office of Head Start (OHS) is making available this opportunity for one-time supplemental funding. The scope and size of the improvements that programs may want to make to their nutrition services will vary and OHS recognizes it cannot anticipate all circumstances in which these supplemental funds may be needed. Based on recipient feedback on both promising practices for and common barriers to implementing robust nutrition and health services for children and families, this PL provides a non-exhaustive list of allowable uses of funds for programs' consideration.

Examples of Allowable Uses of Supplemental Funds

Head Start programs have many options for integrating creative approaches to nutrition services. The activities outlined below meet the programmatic purposes and goals of the Head Start mission and are allowable under the relevant statutory and regulatory requirements. The following is not a list of required activities, but rather a list of allowable activities that program administrators may consider in addressing the unique circumstances in their communities related to promoting nutrition services and healthy eating. Head Start funds must be used in ways that comply with the Head Start Program Performance Standards (Performance Standards). These Performance Standards emphasize the importance of providing materials, activities, and environments that meet the safety guidelines for young children and consider the age and developmental stage of children. Please note, a multi-disciplinary approach to nutrition and healthy eating may include multiple activities, and the examples of allowable activities listed below are intended to be reflective of non-recurring expenses that would be appropriate uses of one-time supplemental funds. OHS expects that programs leverage multiple sources of funding to support the ongoing provision of comprehensive nutrition services. Under 45 CFR §1302.44(b), a program must use funds from U.S. Department of Agriculture (USDA) Food, Nutrition, and Consumer Services Child Nutrition programs as the primary source of payment for meal services. Head Start funds may be used to cover those allowable costs not covered by the USDA. Applicants for proposed funding must demonstrate that they have not received duplicative funding for proposed expenses from another federal funding source, including USDA grant programs such as the School Equipment Grant (National School Lunch Program Equipment Assistance Grants) or the Patrick Leahy Farm to School program. Additionally, applicants must demonstrate that proposed expenses are not duplicative of funds received through the USDA's Special Supplemental Nutrition Program for Women, Infants, and Children (WIC). Applications should be specifically tied to nutrition and health outcomes for children and families, including enhancing healthy nutrition practices for participating families and children.

- **Food Service Upgrades**
 - Modernization of kitchen facilities and related upgrades to ensure safe food preparation and storage, and opportunities to prepare fresh, whole foods on-site.
 - Procurement of fresh, locally sourced, and nutritious food items, which may include transportation costs for delivering fresh ingredients to centers.
 - Designated breastfeeding spaces, such as lactation rooms and breast milk storage at center-based programs to provide private and sanitary spaces for breastfeeding mothers.
 - Programs receiving funding for facility renovations must follow all requirements for recording notices of federal interest as outlined in 45 CFR §1303.46.
- **Materials, Supplies, and Equipment**
 - Materials and equipment for center-based, home-based, or family child care activities focused on healthy eating, such as cooking demonstration kits or supplies to create community or family gardens, greenhouses, and Indigenous seed hubs.
 - Commercial-grade appliances (refrigerators and freezers for safe food storage; ovens, stoves, and microwaves for on-site meal preparation; dishwashers for sanitizing utensils and dishes).
 - Food preparation tools, cookware and bakeware, and storage containers.

- Sanitation equipment and protective kitchen gear to ensure the safety of staff, children, and families during food preparation and cooking activities.
- Breastfeeding supplies for use in Head Start facilities, such as breast pumps, nursing pads, storage containers, or comfortable nursing chairs for designated breastfeeding spaces specifically designed to encourage breast feeding.
- Gardens or gardening supplies designed to foster farm-to-table strategies and ensure children are exposed to range of healthy food options through educational experiences.
- **Nutrition Education Resources**
 - Development of nutrition and breastfeeding education programming and curricula for children, families, and staff.
 - Training for staff on nutrition and breastfeeding best practices and dietary guidelines, aligned with USDA requirements and targeting improved outcomes for children and families.
 - Workshops, seminars, and community events for families on nutrition, breastfeeding, health, and wellness topics.
 - Healthy food during programming, including meals and snacks for children and families during parent and family engagement activities.
 - Building or enhancing partnerships around health and nutrition with local child care providers or other local resources families use for parenting supports.
- **Non-recurring Personnel Costs**
 - Consultations with specialized staff (such as registered dietitians or nutritionists) to develop and oversee meal plans that meet USDA guidelines and address the specific needs of children, such as special dietary needs, or provide nutrition counseling to families and staff.
 - Staff training and professional development, which may include nutrition education workshops to train staff on the importance of balanced diets and portion control, physical activity, and food safety, and how to prepare healthy meals and snacks efficiently. Staff training could also include sessions with mental health professionals to address emotional and behavioral challenges related to food insecurity or unhealthy eating habits, and provide counseling to children and families on stress management and its impact on nutrition.
 - Consultations with individuals who can promote physical activity and healthy lifestyle choices among children and staff, such as with I Am Moving, I Am Learning, or develop programming that integrate nutrition and wellness into daily routines.
 - Community outreach coordinators to help programs set up partnerships with local farms, food banks, and health organizations to enhance nutrition services and organize events such as cooking classes and nutrition fairs for families.

Funding Requests

Grant recipients should engage in an assessment of programmatic and community nutrition and health needs that considers the immediate, interim, and long-term impacts and associated costs, understanding that one-time funds should be used for non-recurring expenses. If grant recipients pursue one-time supplemental funds to support personnel, for purposes such as those outlined above, we encourage consideration for whether these positions are short-term or if ongoing expenses can be built into program budgets moving forward. Application narratives must clearly delineate which of the following categories of funding are included in the request:

1. Food Service Upgrades
2. Materials, Supplies, and Equipment
3. Nutrition Education Resources
4. Non-recurring Personnel Fees

Each proposed grant activity should have clear timelines for execution and completion. Project completion timelines, including major activities within each phase, need to be clearly stated in the application. For categories 2–4 above, applicants must limit proposed expenses to evidence-based interventions or training. As part of their applications, grant recipients should provide the research and

evaluations for the interventions they intend to use and describe how they will maintain fidelity to the model described in the research. Additionally, as mentioned in the section above, applicants for proposed funding must demonstrate that they have not received duplicative funding for proposed expenses from another federal funding source, including USDA grant programs such as the School Equipment Grant (National School Lunch Program Equipment Assistance Grants) or the Patrick Leahy Farm to School program. Additionally, applicants must demonstrate that proposed expenses are not duplicative of funds received through the USDA's Special Supplemental Nutrition Program for Women, Infants, and Children (WIC).

Application Instructions

OHS is making funds available for nutrition and health supplements. **We encourage applications to be submitted as soon as possible, but no later than Friday, August 22 for the priority deadline.** Applications will be reviewed on a rolling basis. Applications may continue to be considered on a rolling basis after the priority deadline of Friday, August 22, if funds are available.

To be considered, grant recipients must apply for supplemental funds through an application in the Head Start Enterprise System (HSES). Applications should be submitted using the "Supplement – Nutrition" application amendment. Applications submitted for nutrition purposes using a different application type will not be considered for this opportunity. Supplemental applications should include the following:

- SF-424
- SF-424A
- Program Narrative
- Budget Narrative
- Governing Body and Policy Council Approvals (if not possible to include with the application submission, these may be submitted prior to awards being made)

None of the nutrition and health supplemental funds awarded to grant recipients will be included in the calculation of the grant recipient's base grant in subsequent fiscal years. Nutrition and health supplemental funds are not subject to the allocation requirement of Sec. 640(a) of the Head Start Act.

In addition to all the information included in this RFI, grant recipients must also comply with all award terms and conditions.

Funding Considerations

OHS's priority is to promote high-quality nutrition services and healthy eating for enrolled children and families in Head Start programs. Awards will be based on how effectively the proposed model design fits the needs of the community to be served. ACF reserves the right to deny funding to any applicant that is presently designated as "high risk," probationary, or not in good standing, or has been debarred or defunded by any state or federal agency.

Through this funding opportunity, OHS is interested in reaching areas of greatest nutritional needs to facilitate the enhancement of services for families who would most benefit from services. ACF reserves the right to prioritize organizations based on their ability to demonstrate their community's need and provide sustainable approaches toward the ongoing provision of comprehensive nutrition services.

For questions regarding nutrition and healthy eating needs, please contact ohs_policy@acf.hhs.gov. For assistance submitting the application in HSES, contact help@hsesinfo.org or 1-866-771-4737.

We are committed to supporting your program as we work together to promote nutrition and healthy eating for Head Start children and families.

Thank you for your work on behalf of children and families.

/ Captain Tala Hooban /

Captain Tala Hooban
Acting Director
Office of Head Start

MAINTENANCE MONTHLY REPORT

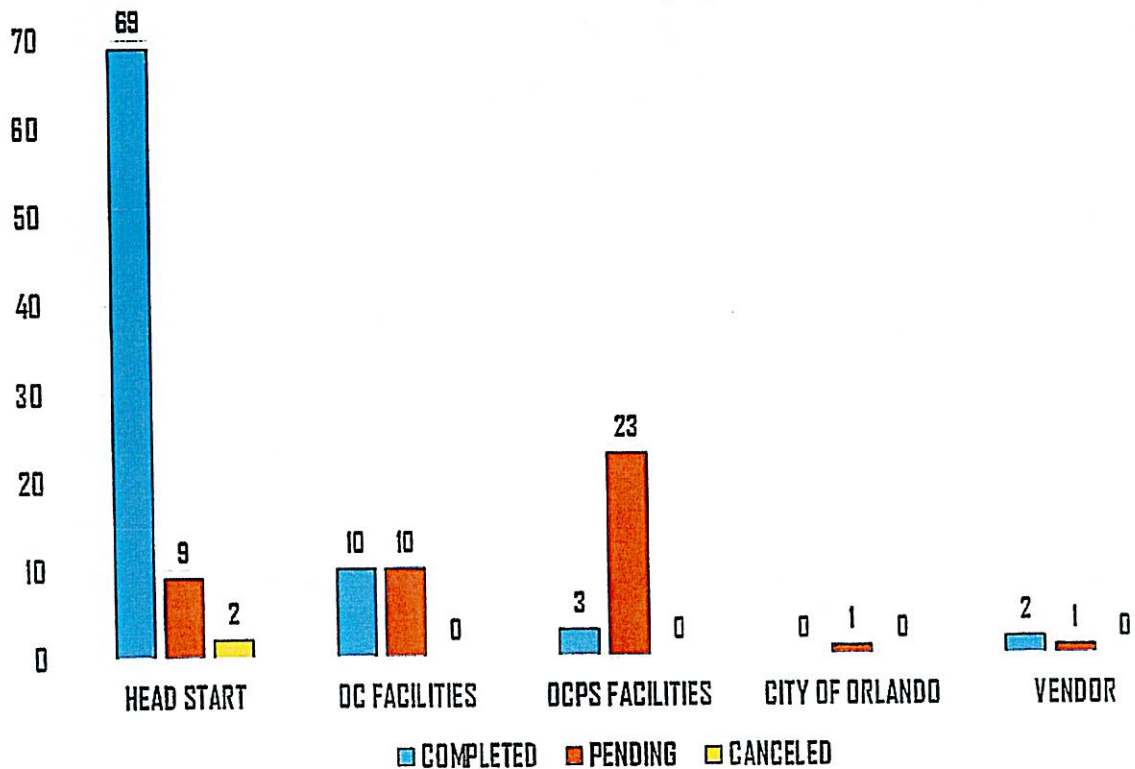
August 2025

1. WORK ORDERS

During August of 2025, a total of 125 work orders were created through ChildPlus and processed as follows:

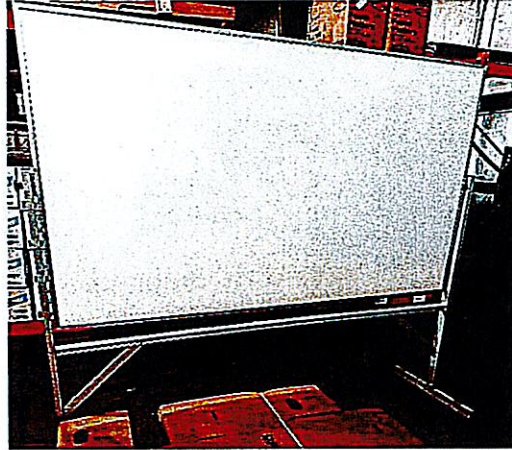
ASSIGNED TO	COMPLETED	PENDING	CANCEL	TOTAL
HEAD START	69	9	2	80
OC FACILITIES	10	10	0	20
OCPS FACILITIES	3	23	0	26
CITY OF ORLANDO	0	1	0	1
VENDOR	2	1	0	3
TOTAL	84	44	2	130

CHILDPLUS WORK ORDERS
AUGUST 2025 (130)



2. PIC-UP & DELIVERIES

- We pic-up and delivered 65 new chairs from the warehouse to Washington Shores ELC Elementary and replace the existing ones in it. Furthermore, we pic-up and disposal old furnitures from here.
- We pic-up some furnitures (donation) from the warehouse to the Rosemont Elementary center (one whiteboard, two medium metal cars, one smal table)



- We folded and put away all the large tables from the Southwood cafeteria to be used for the elections.

3. RENOVATIONS

- We did pressure washing in the two playgrouds in Pine Hills
- We did pressure washing to the portables in Three Points and the hallway ceiling.
- We replace some floor viniyl in Taft Center



HeadStart (30 Days Look Back On Closed Work Orders)

wonum	Status	Status Date	Maximo Report Date	Lead	Work Order priority	Reported By	Location
3581725	CLOSE	Aug 29, 2025	Aug 28, 2025	PBERRIOS	2	118874	TAFT
3580931	CLOSE	Aug 29, 2025	Aug 25, 2025	PBERRIOS	1	104525	WS_ELEMENTAF
3580314	CLOSE	Aug 28, 2025	Aug 22, 2025	PBERRIOS	3	114828	HAL_P_MARSTO
3579940	CLOSE	Aug 27, 2025	Aug 20, 2025	PBERRIOS	2	104525	THREE_POINTS
3580406	CLOSE	Aug 25, 2025	Aug 22, 2025	PBERRIOS	1	114828	CALLAHAN
3580033	CLOSE	Aug 22, 2025	Aug 21, 2025	PBERRIOS	2	114828	WS_ELC_ANNIE
3579973	CLOSE	Aug 22, 2025	Aug 20, 2025	PBERRIOS	2	104525	WS_ELC_ANNIE
3578262	CLOSE	Aug 22, 2025	Aug 13, 2025	PBERRIOS	4	104525	WS_ELEMENTAF
3580085	CLOSE	Aug 22, 2025	Aug 21, 2025	PBERRIOS	2	104525	VENTURA
3578851	CLOSE	Aug 22, 2025	Aug 15, 2025	PBERRIOS	2	104525	WS_ELEMENTAF
3579513	CLOSE	Aug 22, 2025	Aug 19, 2025	PBERRIOS	2	114828	LILA_MITCHELL
3580030	CLOSE	Aug 22, 2025	Aug 21, 2025	PBERRIOS	2	114828	LILA_MITCHELL
3579236	CLOSE	Aug 22, 2025	Aug 18, 2025	PBERRIOS	2	114828	DOVER_SHORE
3579325	CLOSE	Aug 21, 2025	Aug 18, 2025	PBERRIOS	2	118874	ALOMA_ELEMEN
3579234	CLOSE	Aug 20, 2025	Aug 18, 2025	PBERRIOS	2	114828	RIVERSIDE_ELE
3579597	CLOSE	Aug 20, 2025	Aug 19, 2025	PBERRIOS	3	126122	ROSEMONT_ELE
3579521	CLOSE	Aug 20, 2025	Aug 19, 2025	PBERRIOS	2	126122	PINE_HILLS_CO
3579301	CLOSE	Aug 20, 2025	Aug 18, 2025	PBERRIOS	1	114828	PINE_HILLS_CO
3577629	CLOSE	Aug 18, 2025	Aug 11, 2025	PBERRIOS	3	104630	SOUTH_ORLANI
3578260	CLOSE	Aug 18, 2025	Aug 13, 2025	PBERRIOS	2	118874	TAFT
3577826	CLOSE	Aug 15, 2025	Aug 11, 2025	PBERRIOS	1	114828	MCCOY_ELEMEN

wonum	Status	Status Date	Maximo Report Date	Lead	Work Order priority	Reported By	Location
3577312	CLOSE	Aug 15, 2025	Aug 8, 2025	PBERRIOS	2	114828	DOVER_SHORES
3576502	CLOSE	Aug 15, 2025	Aug 6, 2025	PBERRIOS	3	114828	JOHN_BRIDGES
3577300	CLOSE	Aug 15, 2025	Aug 8, 2025	PBERRIOS	2	114828	VENTURA
3578120	CLOSE	Aug 15, 2025	Aug 12, 2025	PBERRIOS	2	118874	LOVELL_ELEMENT
3577831	CLOSE	Aug 15, 2025	Aug 11, 2025	PBERRIOS	2	114828	LOVELL_ELEMENT
3578126	CLOSE	Aug 15, 2025	Aug 12, 2025	PBERRIOS	2	118874	MCCOY_ELEMENT
3577217	CLOSE	Aug 15, 2025	Aug 8, 2025	PBERRIOS	1	114828	MCCOY_ELEMENT
3549713	CLOSE	Aug 14, 2025	Aug 2, 2025	PBERRIOS	2	114828	WEST_OAKS_ELEMENTARY
3577352	CLOSE	Aug 14, 2025	Aug 8, 2025	PBERRIOS	1	126122	PINE_HILLS_CO
3577267	CLOSE	Aug 14, 2025	Aug 8, 2025	PBERRIOS	2	104525	PINE_HILLS_CO
3578504	CLOSE	Aug 14, 2025	Aug 14, 2025	PBERRIOS	1	104525	EAST_ORANGE
3577223	CLOSE	Aug 14, 2025	Aug 8, 2025	PBERRIOS	3	126122	ENGLEWOOD
3578121	CLOSE	Aug 14, 2025	Aug 12, 2025	PBERRIOS	2	118874	EAST_ORANGE
3577273	CLOSE	Aug 14, 2025	Aug 8, 2025	PBERRIOS	5	104525	BITHLO
3578123	CLOSE	Aug 14, 2025	Aug 12, 2025	PBERRIOS	2	118874	BITHLO
3577297	CLOSE	Aug 14, 2025	Aug 8, 2025	PBERRIOS	2	114828	EAST_ORANGE
3578124	CLOSE	Aug 14, 2025	Aug 12, 2025	PBERRIOS	2	118874	THREE_POINTS
3577445	CLOSE	Aug 13, 2025	Aug 10, 2025	PBERRIOS	1	114828	THREE_POINTS
3576585	CLOSE	Aug 12, 2025	Aug 6, 2025	PBERRIOS	2	126122	ROSEMONT_ELE
3576471	CLOSE	Aug 12, 2025	Aug 6, 2025	PBERRIOS	2	104630	ROSEMONT_ELE
3576487	CLOSE	Aug 12, 2025	Aug 6, 2025	PBERRIOS	2	104630	ROSEMONT_ELE
3542638	CLOSE	Aug 12, 2025	Jul 11, 2025	PBERRIOS	4	104630	ROSEMONT_ELE

wonum	Status	Status Date	Maximo Report Date	Lead	Work Order priority	Reported By	Location
3576615	CLOSE	Aug 11, 2025	Aug 6, 2025	PBERRIOS	2	136240	WS_ELEMENTAF
3549714	CLOSE	Aug 11, 2025	Aug 2, 2025	PBERRIOS	2	114828	VENTURA
3576931	CLOSE	Aug 11, 2025	Aug 8, 2025	PBERRIOS	2	118874	LOVELL_ELEME
3576514	CLOSE	Aug 11, 2025	Aug 6, 2025	PBERRIOS	2	118874	THREE_POINTS
3576490	CLOSE	Aug 11, 2025	Aug 6, 2025	PBERRIOS	2	118874	SOUTH_ORLANC
3576889	CLOSE	Aug 11, 2025	Aug 7, 2025	PBERRIOS	2	114828	DOVER_SHORE
3576570	CLOSE	Aug 11, 2025	Aug 6, 2025	PBERRIOS	2	136240	HAL_P_MARSTO
3576638	CLOSE	Aug 11, 2025	Aug 6, 2025	PBERRIOS	2	136240	PINE_HILLS_CO
3576628	CLOSE	Aug 11, 2025	Aug 6, 2025	PBERRIOS	2	104630	PINE_HILLS_CO
3576576	CLOSE	Aug 11, 2025	Aug 6, 2025	PBERRIOS	2	136240	LILA_MITCHELL
3547705	CLOSE	Aug 11, 2025	Jul 30, 2025	PBERRIOS	2	104525	LILA_MITCHELL
3576588	CLOSE	Aug 11, 2025	Aug 6, 2025	PBERRIOS	1	126122	LILA_MITCHELL
3544989	CLOSE	Aug 11, 2025	Jul 22, 2025	PBERRIOS	3	104630	WS_ELC_ANNEY
3546179	CLOSE	Aug 11, 2025	Jul 28, 2025	PBERRIOS	3	104630	WS_ELC_ANNEY
3546204	CLOSE	Aug 11, 2025	Jul 28, 2025	PBERRIOS	2	114828	MCCOY_ELEME
3547677	CLOSE	Aug 11, 2025	Jul 30, 2025	PBERRIOS	2	104525	HAL_P_MARSTO
3576606	CLOSE	Aug 8, 2025	Aug 6, 2025	PBERRIOS	1	126122	HAL_P_MARSTO
3576858	CLOSE	Aug 8, 2025	Aug 7, 2025	PBERRIOS	2	118874	LOVELL_ELEME
3546202	CLOSE	Aug 7, 2025	Jul 28, 2025	PBERRIOS	2	114828	JOHN_BRIDGES
3576754	CLOSE	Aug 7, 2025	Aug 7, 2025	PBERRIOS	2	114828	TAFT
3576462	CLOSE	Aug 7, 2025	Aug 6, 2025	PBERRIOS	2	118874	SOUTHWOOD
3546279	CLOSE	Aug 7, 2025	Jul 28, 2025	PBERRIOS	2	104525	JOHN_BRIDGES
3576510	CLOSE	Aug 7, 2025	Aug 6, 2025	PBERRIOS	2	136240	JOHN_BRIDGES

wonum	Status	Status Date	Maximo Report Date	Lead	Work Order priority	Reported By	Location
3549715	CLOSE	Aug 7, 2025	Aug 2, 2025	PBERRIOS	2	114828	ALOMA_ELEMEN
3546500	CLOSE	Aug 6, 2025	Jul 29, 2025	PBERRIOS	3	114828	ENGLEWOOD

HeadStart (30 Days Look Back On Closed Work Orders)

wonum	Status	Status Date	Maximo Report Date	Lead	Work Order priority	Reported By	Location
3542633	CLOSE	Jul 31, 2025	Jul 11, 2025	PBERRIOS	2	104630	LILA_MITCHELL
3545742	CLOSE	Jul 31, 2025	Jul 25, 2025	PBERRIOS	2	104525	PINE_HILLS_CO
3542632	CLOSE	Jul 31, 2025	Jul 11, 2025	PBERRIOS	3	104630	HAL_P_MARSTO
3545741	CLOSE	Jul 31, 2025	Jul 25, 2025	PBERRIOS	2	104525	CALLAHAN
3542635	CLOSE	Jul 31, 2025	Jul 11, 2025	PBERRIOS	4	104630	CALLAHAN
3545653	CLOSE	Jul 31, 2025	Jul 25, 2025	PBERRIOS	2	104525	DOVER_SHORE
3546267	CLOSE	Jul 29, 2025	Jul 28, 2025	PBERRIOS	2	104630	SOUTH_ORLANI
3545021	CLOSE	Jul 28, 2025	Jul 22, 2025	PBERRIOS	3	104630	SOUTHWOOD
3542637	CLOSE	Jul 28, 2025	Jul 11, 2025	PBERRIOS	3	104630	SOUTHWOOD
3546156	CLOSE	Jul 28, 2025	Jul 28, 2025	PBERRIOS	2	104525	
3542636	CLOSE	Jul 28, 2025	Jul 11, 2025	PBERRIOS	4	104630	SOUTH_ORLANI
3541880	CLOSE	Jul 23, 2025	Jul 8, 2025	PBERRIOS	1	118516	OCHS-WHSE
3543362	CLOSE	Jul 21, 2025	Jul 15, 2025	PBERRIOS	2	104525	MAIN_OFFICE
3512868	CLOSE	Jul 8, 2025	Jun 24, 2025	PBERRIOS	2	114828	HAL_P_MARSTO

In-Kind Report - September 2025

Overall Values

EOY Match Goal	\$ 4,081,263.00
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Current In-Kind	\$ 3,459,190.85
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Remaining Goal	\$ 622,072.17
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Monthly Values

Monthly Goal	\$ 622,072.17
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Individual Values

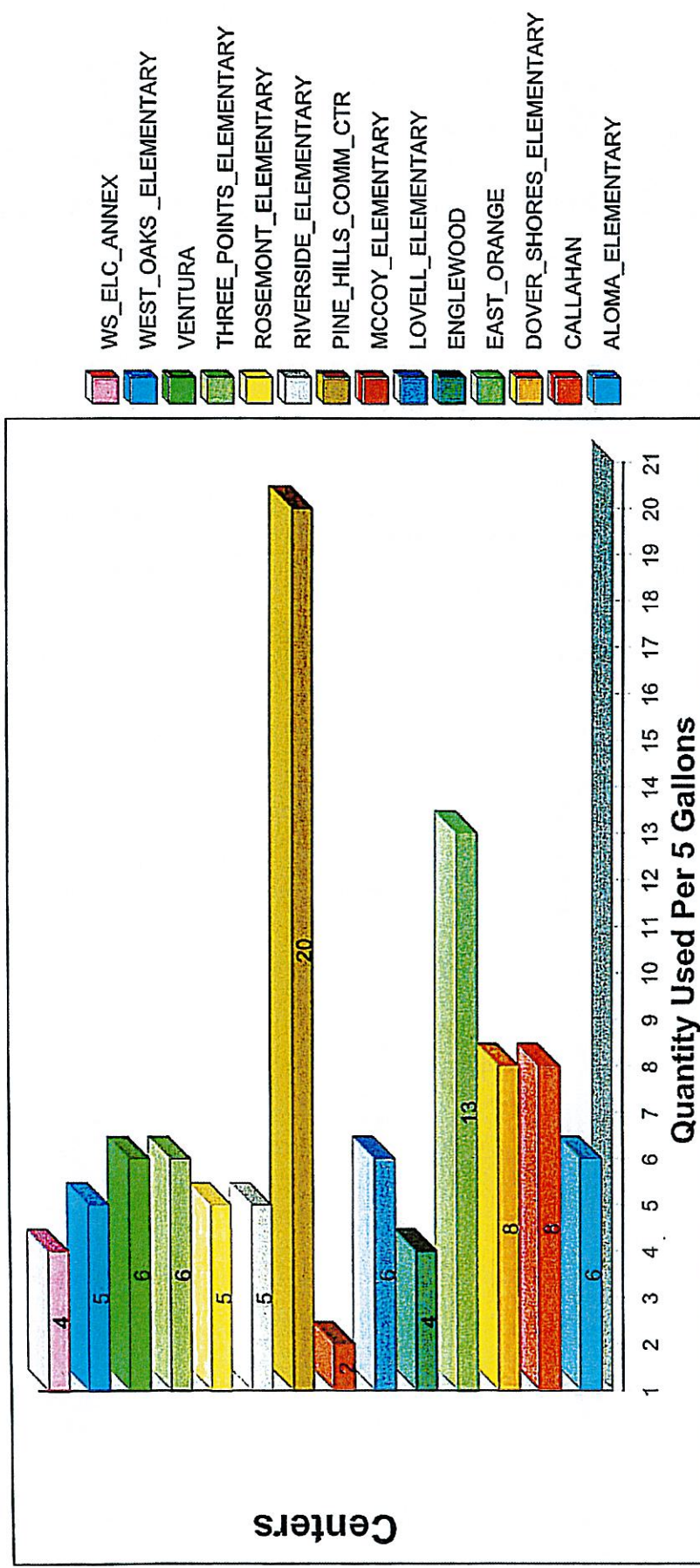
Child Plus Funds	\$ 1,826,177.03
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VPK Funds	\$ 1,159,456.09
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7529 Salaries	\$ 473,557.73
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Head Start Water Crystal -Springs Monthly Report

5 Gallon Water Bottle Used By Month



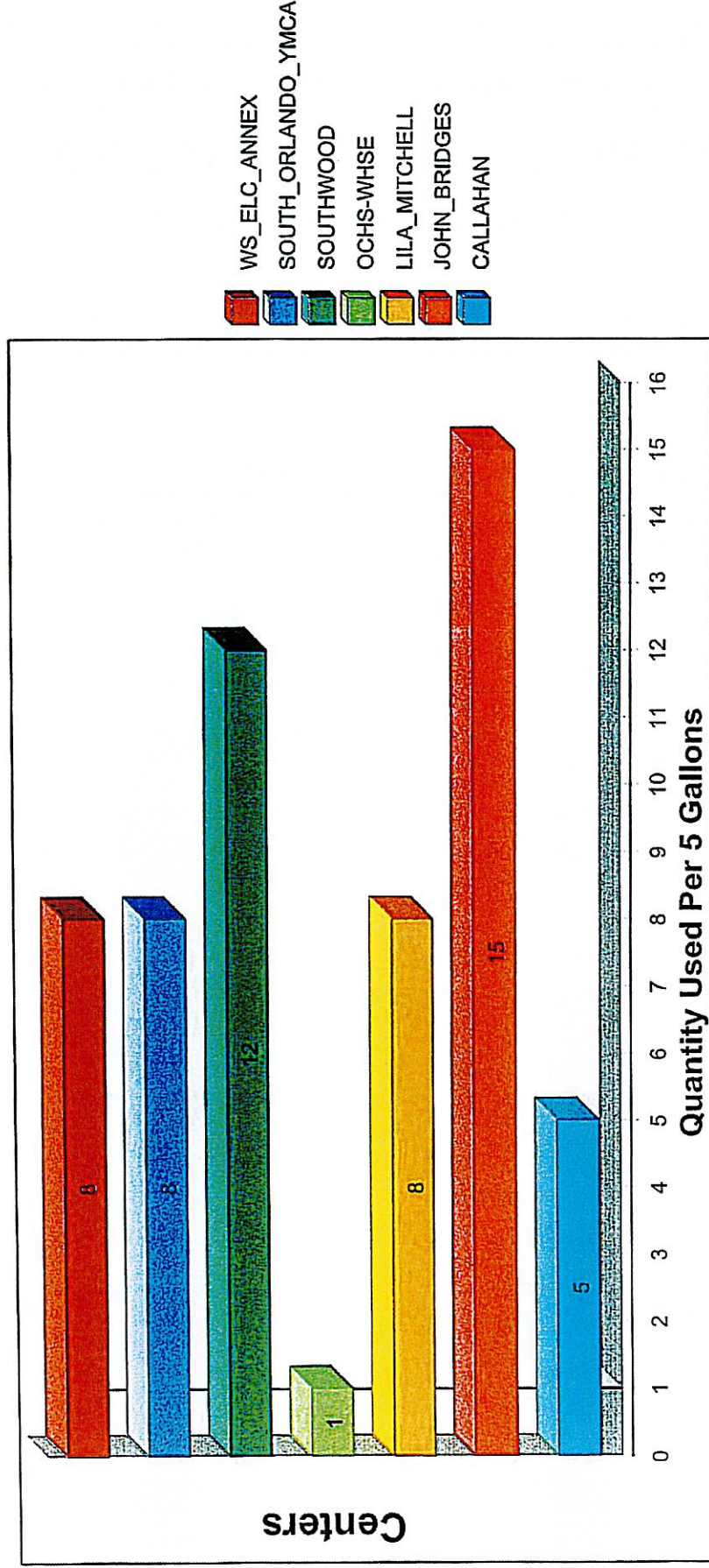
Itemnum	Storeloc	Transdate	Actualdat	Quantit	Unitcost	Binnum	Issuetype	Location
HS-8000-801	OCHS-WHSE	August 27, 2025	August 27, 2025	-8	10	Floor	ISSUE	CALLAHAN
HS-8000-801	OCHS-WHSE	August 21, 2025	August 21, 2025	-4	10	Floor	ISSUE	WS_ELC_ANNEX
HS-8000-801	OCHS-WHSE	August 19, 2025	August 19, 2025	-5	10	Floor	ISSUE	RIVERSIDE_ELEMENTARY



Itemnum	Storeloc	Transdate	Actualdat	Quantit	Unitcost	Binnum	Issuetype	Location
HS-8000-801	OCHS-WHSE	August 12, 2025	August 12, 2025	-5	10	Floor	ISSUE	WEST_OAKS_ELEMENTARY
HS-8000-801	OCHS-WHSE	August 12, 2025	August 12, 2025	-5	10	Floor	ISSUE	ROSEMONT_ELEMENTARY
HS-8000-801	OCHS-WHSE	August 11, 2025	August 11, 2025	-6	10	Floor	ISSUE	THREE_POINTS_ELEMENTARY
HS-8000-801	OCHS-WHSE	August 11, 2025	August 11, 2025	-13	10	Floor	ISSUE	EAST_ORANGE
HS-8000-801	OCHS-WHSE	August 8, 2025	August 8, 2025	-3	10	Floor	ISSUE	DOVER_SHORES_ELEMENTARY
HS-8000-801	OCHS-WHSE	August 8, 2025	August 8, 2025	-6	10	Floor	ISSUE	LOVELL_ELEMENTARY
HS-8000-801	OCHS-WHSE	August 8, 2025	August 8, 2025	-20	10	Floor	ISSUE	PINE_HILLS_COMM_CTR
HS-8000-801	OCHS-WHSE	August 7, 2025	August 7, 2025	-5	10	Floor	ISSUE	DOVER_SHORES_ELEMENTARY
HS-8000-801	OCHS-WHSE	August 7, 2025	August 7, 2025	-2	10	Floor	ISSUE	MCCOY_ELEMENTARY
HS-8000-801	OCHS-WHSE	August 6, 2025	August 6, 2025	-6	10	Floor	ISSUE	VENTURA
HS-8000-801	OCHS-WHSE	August 5, 2025	August 5, 2025	-6	10	Floor	ISSUE	ALOMA_ELEMENTARY
HS-8000-801	OCHS-WHSE	August 1, 2025	August 1, 2025	-4	10	Floor	ISSUE	ENGLEWOOD

Head Start Water Crystal -Springs Monthly Report

5 Gallon Water Bottle Used By Month



Itemnum	Storeloc	Transdate	Actualdat	Quantit	Unitcost	Binnum	Issuetype	Location
HS-8000-801	OCCHS-WHSE	July 30, 2025	July 30, 2025	-8	10	Floor	ISSUE	LILA_MITCHELL
HS-8000-801	OCCHS-WHSE	July 29, 2025	July 29, 2025	-8	10	Floor	ISSUE	WS_ELC_ANNEX
HS-8000-801	OCCHS-WHSE	July 29, 2025	July 29, 2025	-5	10	Floor	ISSUE	CALLAHAN



Itemnum	Storeloc	Transdate	Actualdat	Quantil	Unitcost	Binnun	Issuetype	Location
HS-8000-801	OCHS-WHSE	July 29, 2025	July 29, 2025	-15	10	Floor	ISSUE	JOHN_BRIDGES
HS-8000-801	OCHS-WHSE	July 23, 2025	July 23, 2025	-8	10	Floor	ISSUE	SOUTH_ORLANDO_YMCA
HS-8000-801	OCHS-WHSE	July 23, 2025	July 23, 2025	-12	10	Floor	ISSUE	SOUTHWOOD
HS-8000-801	OCHS-WHSE	July 14, 2025	July 14, 2025	-1	10	Floor	ISSUE	OCHS-WHSE

Budget Report - September 2025

Head Start Disbursement

Current Disbursement	\$ 16,325,053.00
GFIFT Funds	\$ 4,100,000.00
Current Usage	\$ 17,245,016.41
Projected Usage	\$ 18,659,218.42
Deficit (-) / Surplus (+)	\$ 1,765,834.58

VPK Revenue	\$ 1,223,671.05
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7521 - HS Administration

Section	Acc Code	Budget	Encumbered	YTD	Balance	Projected
Salaries	7FA	\$ 1,889,221.00	\$ -	\$ 1,476,748.39	\$ 412,472.61	\$ 293,954.68
Indirect Costs	7FB	\$ 106,329.00	\$ -	\$ 106,329.00	\$ -	\$ -
Operations	7FC	\$ 44,779.00	\$ 3,575.32	\$ 37,768.98	\$ 3,434.70	\$ 416.91
Self Insurance	7FG	\$ 9,061.00	\$ -	\$ 9,061.00	\$ -	\$ -

7522 - HS Education

Section	Acc Code	Budget	Encumbered	YTD	Balance	Projected
Salaries	7FE	\$ 13,445,688.00	\$ -	\$ 11,503,129.33	\$ 1,942,558.67	\$ 942,403.52
Operations	7FF	\$ 713,561.00	\$ 246,730.33	\$ 370,910.39	\$ 95,920.28	\$ 76,484.28
Field Trips	7FN	\$ 23,500.00	\$ -	\$ 22,603.67	\$ 896.33	\$ (957.32)
Self Insurance	7FG	\$ 150,214.00	\$ -	\$ 150,214.00	\$ -	\$ -

7523 - USDA Administration

Section	Acc Code	Budget	Encumbered	YTD	Balance	Projected
Salaries	7FQ	\$ 153,970.00	\$ -	\$ 123,548.34	\$ 30,421.66	\$ 18,986.47
Indirect Costs	7FP	\$ 6,543.00	\$ -	\$ 701.89	\$ 5,841.11	\$ -
Operations	7FR	\$ 1,150.00	\$ -	\$ -	\$ 1,150.00	\$ 1,150.00
Self Insurance	7FS	\$ 521.00	\$ -	\$ 521.00	\$ -	\$ -

USDA Revenue	\$ 510,274.24
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7524 - USDA Operations

Section	Acc Code	Budget	Encumbered	YTD	Balance	Projected
Salaries	7FT	\$ 246,429.00	\$ -	\$ 217,363.72	\$ 29,065.28	\$ 8,878.21
Operations	7FU	\$ 1,526,368.00	\$ 184,667.70	\$ 1,337,893.75	\$ 3,806.55	\$ 3,806.55
Self Insurance	7FS	\$ 894.00	\$ -	\$ 894.00	\$ -	\$ -

7525 - HS Training

Section	Acc Code	Budget	Encumbered	YTD	Balance	Projected
Total	7FH	\$ 156,870.00	\$ -	\$ 149,842.73	\$ 7,027.27	\$ (3,704.48)

7526 - HS Disability

Section	Acc Code	Budget	Encumbered	YTD	Balance	Projected
Salaries	7FI	\$ 271,226.00	\$ -	\$ 245,736.10	\$ 25,489.90	\$ 5,272.50
Operations	7FK	\$ 65,006.00	\$ 11,528.69	\$ 49,990.42	\$ 3,488.89	\$ 2,315.06
Self Insurance	7FG	\$ 2,777.00	\$ -	\$ 2,777.00	\$ -	\$ -

7527 - HS Health & Dental

Section	Acc Code	Budget	Encumbered	YTD	Balance	Projected
Salaries	7FV	\$ 422,544.00	\$ -	\$ 363,068.55	\$ 59,475.45	\$ 30,009.99
Operations	7FW	\$ 10,633.00	\$ -	\$ 9,348.09	\$ 1,284.91	\$ 341.49
Self Insurance	7FG	\$ 752.00	\$ -	\$ 752.00	\$ -	\$ -

7528 - HS ERSEA/Community Engagement

Section	Acc Code	Budget	Encumbered	YTD	Balance	Projected
Salaries	7FX	\$ 2,389,878.00	\$ -	\$ 2,109,391.00	\$ 280,487.00	\$ 109,800.69
Operations	7FY	\$ 44,080.00	\$ -	\$ 36,791.99	\$ 7,288.01	\$ 3,338.07
Self Insurance	7FG	\$ 11,600.00	\$ -	\$ 11,600.00	\$ -	\$ -

7529 - County Support

Section	Acc Code	Budget	Encumbered	YTD	Balance	Projected
Total	HZE	\$ 787,234.00	\$ 49,592.39	\$ 519,671.13	\$ 217,970.48	\$ 175,827.37

7534 - HS Facilities

Section	Acc Code	Budget	Encumbered	YTD	Balance	Projected
Salaries	7FL	\$ 236,324.00	\$ -	\$ 205,418.51	\$ 30,905.49	\$ 14,254.80
Operations	7FM	\$ 430,289.00	\$ -	\$ 382,816.26	\$ 47,472.74	\$ 5,462.96
Self Insurance	7FG	\$ 719.00	\$ -	\$ 719.00	\$ -	\$ -

Overview

Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families ACF-OHS-PI-25-02

Initiative Goals

1. Expand Access to Healthy Foods

- Replace outdated refrigerators and water coolers.
- Install **53 Skywell Water Machines**, reducing 6,000 lbs of plastic waste annually.
- Launch "Bring Hope Home" food box deliveries for 600+ families.
- Purchase a **dedicated nutrition vehicle** to deliver fresh food and materials.

2. Enhance Nutrition Education

- Classroom kits with food models, games, and bilingual learning tools.
- Evidence-based programs: **Dr. Yum Food Adventure**, **We Can Energize**, and **Junior Master Gardener**.
- Family engagement through **Nutrition Nights**, **Fresh Adventures field trips**, and the **Healthy Bodies, Healthy Minds Initiative**.

3. Build Family and Community Partnerships

- Culinary training scholarships for parents.
- Countywide **Nutrition Resource Fair** with WIC, SNAP, Second Harvest, Hebni, and other partners.
- Intergenerational gardening projects supported by UF/IFAS Extension and Master Gardeners.

Expected Impact

- Improved access to fresh, affordable, and culturally relevant foods.
- Stronger child health outcomes: better attendance, focus, and long-term eating habits.
- Increased parent engagement and knowledge of healthy cooking.
- Expanded community connections to nutrition, health, and wellness services.

Funding Request

- **Federal Funds:** \$921,163
- **Non-Federal Match:** \$230,291
- **Total Project Budget:** \$1,151,455

Every dollar invested ensures that Orange County's youngest learners and their families build the foundation for a healthier future.

Budget Request

Project Request	Description	Budget Amount	424 Category
Industrial Refrigerator Replacement	2 Refrigerator	\$ 6,800.00	Supplies
Skywell Water Machines	53 Skywell Water Machines	\$ 424,000.00	Equipment
Water Coolers	33 Water Coolers	\$ 9,900.00	Supplies
Promoting Healthy Eating Materials and Supplies	Promoting Healthy Eating Classroom Kits	\$ 29,750.00	Supplies
Promoting Healthy Eating Materials and Supplies	Printed Materials	\$ 500.00	Other
Garden Project	Supplies	\$ 17,250.00	Supplies
Bring Hope Home	Meals for Children During School Breaks	\$122,400.00	Contractual
Table for Two Imitative	Additional Meal for Second Teacher	\$104,000.00	Contractual
Fresh Adventures	Transportation and Entry Costs	\$ 25,000.00	Other
Fresh Adventures	Boxed Lunches	\$ 7,000.00	Contractual
Culinary Training Partnership	5 Program for Parents	\$12,500.00	Other
Family Nutrition Night	Catered Meals, Materials	\$19,000.00	Other
Family Nutrition Nights	Supplies	\$ 8,100.00	Supplies
Healthy Bodies, Healthy Minds	Materials, Booths, Vendor	\$ 26,800.00	Other
Healthy Bodies, Healthy Minds	Learning Supplies	\$ 5,000.00	Supplies
Training and Technical Assistance	Registration	\$ 81,937.00	Other
Training and Technical Assistance	Travel	\$ 25,000.00	Travel
Nutrition Resource Fair	Supplies (Nutrition Kits, etc.)	\$ 17,770.00	Supplies
Nutrition Resource Fair	Printed Materials, Vendor Services, Marketing etc.	\$ 10,700.00	Other
On-Call Nutrition and Wellness Support Specialist	Salary	\$ 20,000.00	Salary
On-Call Nutrition and Wellness Support Specialist	FICA	\$ 4,000.00	Fringe Benefits
On-Call Nutrition and Wellness Support Specialist	Laptop	\$ 3,000.00	Other
Vehicle for Nutrition Service Area	Nissan Rogue	\$ 32,000.00	Equipment
Indirect Costs 7.08%	Indirect Costs	\$ 60,907.00	Indirect Costs

Orange County Community and Family Services Department
Head Start Division

Fiscal

Procedure # 12.13

Warehouse Procedures

STANDARD OPERATING PROCEDURES

I. Purchases and Delivery - 45CFR 75.320, 75.321

1. When purchasing consumables, supplies, equipment, the Fiscal Officer will create a purchase order in Maximo.
2. Upon delivery of the merchandise to the warehouse, the Warehouse Specialist should:
 - a. The Warehouse Specialist will obtain the delivery packing slip and compare the delivery slip to the items in the Maximo purchase order to verify what was received.
 - b. Upon verification, the Warehouse Specialist will contact the Fiscal Officer to close the Purchase Order
 - c. Items will then be available in Maximo to fulfill orders.
 - d. The packing slip will be sent to fiscal to process final invoice for payment.
 - e. The Warehouse Specialist will place items in the correct bin. If the item is new, the Warehouse Specialist will create a bin and place items in it.

II. Maximo - 45CFR 75.320, 75.321

1. The following procedures must be followed for the delivery of Maximo items:
 - a. Center Supervisor will submit a Maximo Order Request Form to the appropriate Field Operations Supervisors for education, disability supplies, ink and copy paper.
 - b. Center Supervisors will submit a Maximo Order Request Form to the Nutrition Coordinator for Nutrition Supplies.
 - c. Center Supervisors will submit a Maximo Order Request Form to the Childhood Health and Parental Services Program Manager for Health Supplies.
 - d. Once the Maximo Order Request Form is received by the Field Operations Supervisors, Nutrition Coordinator and Childhood Health and Parental Services Program Manager will process a work order for the items in Maximo. Inventory must review prior to approving the work order.
 - e. Upon approval in Maximo, the Warehouse Specialist will retrieve the work order from Maximo and prepare for delivery. The Warehouse Specialist will remove the item from the appropriate bin and prepare for delivery.
 - f. Delivery to centers is scheduled for Monday, Wednesday and Friday, unless closed for a holiday
 - g. Upon delivery to the center, the Warehouse Specialist will have the requestor sign the work order for the requested items and upload the signed work order in

Maximo. The Warehouse Specialist will also provide a copy of the work order on site to the requestor.

Procedure # 12.13 (continued)

- h. Once the delivery is complete, the Warehouse Specialist will close the work order in Maximo.
 - i. The Center Supervisor will keep the copy of the signed work order in the Tangible Assets Binder.
2. Maximo Inventory Replenishment
- a. Every Monday the Fiscal Program Manager will send the Head Start Inventory Reorder Report to the Sr. Program Manager, Education Coordinators, Assistant Nutrition Coordinator and the Childhood Health and Parental Services Program Manager
 - b. The Sr. Program Manager, Education Coordinators, Nutrition Coordinator and the Childhood Health and Parental Services Program Manager will need to review the report and order as items fall below minimum level.
 - c. It is the responsibility of the Sr. Program Manager, Education Coordinators, Nutrition Coordinator and the Childhood Health and Parental Services Program Manager to ensure items are replenished in a timely manner.
3. ~~Maximo Magazine~~
- a. ~~The Maximo Magazine will be updated as new items are entered into the Maximo system. A new page will be provided to all Head Start Staff to add to their existing magazine.~~
 - b. ~~Annually, a new updated Magazine will be provided to all staff.~~

III. Pick- up and Delivery Request -45CFR 75.320, 75.321

4. ~~Pick-up and Delivery Requests~~
- 1. To request a pickup or delivery, the requester must complete a Pickup and Delivery form located on the shared drive, in the forms folder
 - 2. The requestor will send the Pickup Delivery form to the Warehouse Specialist and the Management Maintenance Coordinator.
 - 3. Pick up and Deliveries are scheduled for Monday, Wednesday and Friday, unless closed for a holiday
4. When sending damaged or surplus equipment to the warehouse for disposal, the following procedures must be followed:
- a. Prior to sending damaged or surplus equipment to the warehouse, the Division Manager or designee will write a memorandum that includes the description of the item, county control number, serial number, assigned division/program, and all the details about the loss or damage. The original memorandum is sent to the warehouse along with the equipment that is being transferred to the warehouse.

Procedure # 12.13 (continued)

- b. Upon receipt of the equipment, the Warehouse Specialist will complete a Property Custody Receipt. This receipt and a copy of the Division Managers memorandum will be sent to the Orange County Property Accounting Division and the Head Start Fiscal Program Manager.
 - c. Service Areas will not transfer property without prior written approval from their immediate supervisor.
5. The delivery of equipment from the warehouse to Property Accounting shall follow the procedures listed below:
- a. The Warehouse Specialist is responsible for obtaining written approval from the appropriate Manager before damaged equipment is turned in to Property Accounting.
 - b. The Warehouse Specialist will maintain a disposal list of all items turned in to Property Accounting. The list will consist of the county property number, serial number, description of item, estimated purchase price, assigned division/program, date approved for disposal by the Division Manager, and date the equipment was transferred to Property Accounting.
 - c. The Warehouse Specialist will submit a copy of the disposal list and the receipts from Property Accounting to the Head Start Fiscal Program Manager per occurrence on an as needed basis.

IV. Special Events

~~6. Special Events~~

- 1. For Pick up and Delivery at special events and/or recruiting events, a Special Event and Recruitment Form will need to be completed and submitted to the Warehouse Specialist **two weeks** in advance of the event.
- 2. The event must be confirmed with the warehouse staff within 48 working hours for possible last-minute cancellations.

Revised: 12/15/17; 5/11/21; 07/13/22,01/03/24

Orange County Family Services Department
Head Start Division

Fiscal

Procedure # 12.9

Purchase Requests

STANDARD OPERATING PROCEDURES

I. §75.326 -§75-335

Definitions

1. **Advantage** – Computerized Financial System with a Procurement Component.
2. **Request for Quotations** - A small order procurement method or requesting quotes.
3. **Sole Source** – purchases that are exempt from bid requirements upon certification by the Procurement Manager stating the conditions and circumstances necessitating the purchase.
4. **Emergency Procurement** – purchases that exceed the mandatory bid limit or quote process when the nature of the emergency dictates such an action.

Initiation Process for Informal Quotes

1. Three informal quotes are required for purchases exceeding 10,000 up to 150,000
2. Head Start cannot piggyback from other established contracts unless they are federally procured

Services on Orange County Government Property

1. The “Request for Quote “form will be used for any services from \$10,000 up to \$150,000 that will occur on county property.
- 2.
3. The scope of work on the “Request for Quote” will need to be provided exactly the same to each vendor.
4. Vendors, who quote for services, must provide the proper insurance requirements including; Commercial General Liability, Business Automobile Liability, Workers’ Compensation and address Orange County Risk as the Certificate Holder- if working on County property.
5. All services on property must ensure insurance requirements are valid on date of service

Duties of Management

1. ~~Managers will provide~~ The FPM will send vendors whom intend to do business on county property, insurance requirements to work with the county. Once insurance documents are received and ~~with quotes and insurance verified, the~~ to begin the procurement process can begin.

Procedure # 12.9 (continued)

2. ~~Manager and Sr. Managers~~ Management will ensure link the purchase is linked to the program's goals and objectives. ~~This is will be listed on the request.~~
3. The ~~Fiscal Program Manager~~ fiscal unit will prepare the purchase order request.

Duties of Fiscal Program Manager (FPM)

1. The FPM will review the Purchase Order Request form to ensure all fields are correctly completed.
2. The FPM will check the Advantage Financial system to ensure funds are available and complete the accounting information on the Purchase Order Request Form.
3. The FPM will verify the accuracy, dates and pricing for the three quotes provided.
4. For goods/services under contract, the FPM will print and attach the contract to the Purchase Order Form and ensure services/goods will be delivered within the contracted time period.
5. For ~~Contracted Services~~ purchase order requests, the FPM will verify status in the SAM.gov website and to ensure no conflicts with debarment. A printed status will be attached to the Purchase Order Request form.
6. For Contracted Services purchase order requests, the FPM will verify status in the Florida Department of Management Services to verify the vendor is not listed on the Convicted, Discriminatory, and Suspended vendor list. A printed status of all three verifications will be attached to the Purchase Order Request form.
7. The Orange County Contractor Sub-Recipient Checklist will be completed for each Purchase Order.
8. The FPM will send the Purchase Order Request along with supporting documents to Community Family Services Fiscal Department for processing.

Sole Source

Requestor Responsibility:

1. Sole Source is to be used when only one vendor ~~is able to~~ can provide goods or services. A Sole Source Form will need to be completed by the requestor indicating the circumstances for non-competition, requirement restrictions, and other similar products/services or companies.
2. The FPM will ask the vendor to provide a quote and a Sole Source Letter explaining how the company is the only one providing the product/service.

Procedure #12.9 (continued)

3. Requestor will need to provide the FPM with a detailed Sole Source Justification to answer the following questions:
 - i. Expertise of Contractor
 - ii. Management
 - iii. Responsiveness
 - iv. Knowledge of Program
 - v. Use of Services
 - vi. Uniqueness
 - vii. How long for another vendor/contractor to reach the same Level of competence.

Fiscal Program Manager Responsibility:

1. The FPM will prepare the Sole Source Form to ensure all fields are properly completed.
2. The FPM will check the Advantage Financial system to ensure funds are available.
3. The FPM will sign and obtain signature from the Head Start Division Manager
4. The FPM will send the Sole Source Form along with the quote, Sole Source Letter and Sole Source Justification along with other documentation if necessary to the Community Family Services Fiscal Department for Processing.

Emergency Purchase

Requestor Responsibility:

1. An Emergency Purchase Form is to be used when the procurement exceeds the mandatory bid limit and may be only be authorized by the Procurement Manager or Designee. The form will explain the circumstances, description of equipment/facility need emergency action, adverse impacts, and proof to support that the purchase is fair and reasonable.

2. Requestor will ask the vendor to provide a quote for service/product and provide justification of the emergency.

Fiscal Program Manager Responsibility:

3. The FPM will prepare the *Emergency Purchase* Form to ensure all fields are properly completed.
4. The FPM will check the Advantage Financial system to ensure funds are available.

Procedure # 12.9 (continued)

5. The FPM will sign and obtain signature from the Head Start Division Manager
6. The FPM will send the *Emergency Purchase* Form along with the quote, along with other documentation if necessary to the Community Family Services Fiscal Department for Processing.

Processing Time

1. The delivery/requisition/change order request will be submitted to the Community Family Services Fiscal Division for processing as follows:
 - Delivery orders – within 2 days
 - Requisitions/purchase orders – 4 weeks prior to the need of goods/services
2. Purchase requests must be made in advance to avoid last minute requests and to ensure management is aware of what is being ordered. All service areas must keep an accurate inventory on-hand and maintain a system for tracking items and services ordered/received. Inventories should be replenished in a timely manner to avoid the need for emergency orders.
3. If the purchase is an emergency or if there is only one vendor, the *Emergency Purchase Order Request* form will be attached.
4. Purchase order requests for companies or individuals proposing to do work at an Orange County site must include proof of liability insurance with a certificate of coverage listing Orange County Board of County Commissioners.
5. Service areas must ensure that information submitted is accurate and complete, otherwise it will be returned.
6. Failure to follow the appropriate purchasing request process could result in disciplinary action, up to and including termination.

Issuing Purchase Requisitions

1. The Head Start Fiscal Program Manager will access the Advantage Accounting system to ensure that funds are available, sign the request, and forward the request to the Division Manager to sign and submit to the Community and Family Services Fiscal Division for processing.

Procedure # 12.9 (continued)

Additional Standards

1. Employees may not receive or accept gifts or gratuities, other than advertising novelties of nominal value, is strictly prohibited.
2. No employee shall become obligated to any vendor and shall not conduct any County transaction from which he/she may personally benefit.
3. All personnel shall abide by the Code of Ethics for all Orange County Employees, as defined in the Orange County Policy Manual and Operations Regulations.

Revised 11/2/17; 07/13/22

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@usel.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).

Procedure # 3.2 (continued)

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