



Interoffice Memorandum

August 20, 2018

AGENDA ITEM

TO: Mayor Teresa Jacobs
-AND-
Board of County Commissioners

THRU: Lonnie C. Bell, Jr., Director *Lonnie C Bell Jr*
Family Services Department

FROM: Sonya L. Hill, Manager
Head Start Division
Contact: Khadija Pirzadeh, (407) 836-8912
Sonya Hill, (407) 836-7409

SUBJECT: **Consent Agenda Item – September 11, 2018**
Florida Department of Health Child Care Food
Program Budget For Sponsors of Affiliated Sites

The Head Start Division requests Board approval of the Florida Department of Health Child Care Food Program Budget for Sponsors of Affiliated Sites; FY 2018-2019 Child Care Food Program (CCFP) Renewal Certification of Accuracy and Truthfulness; Supplemental Budget for Special Cost Items; Delegation of Signing Authority for the Child Care Food Program; and Management Plan.

The Child Care Food Program is a part of the National School Lunch Program, which provides children in public and private schools with balanced meals and snacks to meet the USDA minimum daily nutritional requirements. All grantees must utilize USDA funds as primary payment for meals, as mandated by Head Start Child Nutrition Performance Standard §1304.44 (a)(b). The Florida Department of Health will reimburse Orange County, the Head Start non-federal entity, up to an estimated amount of \$2,004,520 for meals served to eligible children enrolled in the Head Start Program. The term of this program is from October 1, 2018 through September 30, 2019.

Consent Agenda Item – September 11, 2018

Florida Department of Health Child Care Food Program Budget for Sponsors of
Affiliated Sites

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ACTION REQUESTED: Approval and execution of: 1) Florida Department of Health Child Care Food Program Budget for Sponsors of Affiliated Sites Authorization #: S-734; 2) FY 2018-2019 Child Care Food Program (CCFP) Renewal Certification of Accuracy and Truthfulness; 3) Supplemental Budget for Special Cost Items; 4) Delegation of Signing Authority for the Child Care Food Program; and 5) Florida Department of Health Child Care Food Program Management Plan, which will allow Orange County to be reimbursed up to an estimated amount of \$2,004,520 for nutritional meals served to eligible children in the Head Start Program.

SH/kp:jam

Attachment(s)

c: Randy Singh, Assistant County Administrator
Cristina Berrios, Assistant County Attorney, County Attorney's Office
John Petrelli, Director, Risk Management and Professional Standards
Yolanda S. Brown, Manager, Fiscal Division, Family Services Department
Jamilie Clemens, Grants Supervisor, Finance Division
Patria Morales, Management & Budget Advisor, Office of Management Budget

Florida Department of Health
Child Care Food Program Budget for Sponsors of Affiliated Sites
(for use by Sponsors of Affiliated Child Care Centers,
Afterschool Meals Programs, and Homeless Children Nutrition Programs)

Refer to the instructions and definitions on page 3 before completing this form.

Authorization #: S-734 Organization Name: Orange County Head Start

1. Complete the table below to document your projected food program costs. Use whole dollars only, no cents.

FOOD SERVICE (OPERATIONAL) COSTS	CCFP FUNDS (List amounts)	NON-CCFP FUNDS (List amounts)	CATEGORY TOTALS (CCFP + Non-CCFP Funds)
Food Purchases*	\$ 1,575,104		\$1,575,104
Food Service Labor and Benefits	\$215,106		\$215,106
Non-Contracted Purchased Services			
Non-Food Supplies	\$9,500		\$9,500
Food Service Equipment	\$3,200		\$3,200
Transportation			
Other (Includes Special Cost Items) Describe: Self Insurance	\$14,136		\$14,136
FOOD SERVICE (OPERATIONAL) COST TOTALS	\$ 1,817,046	\$	\$ 1,817,046
ADMINISTRATIVE COSTS	CCFP FUNDS (List amounts)	NON-CCFP FUNDS (List amounts)	CATEGORY TOTALS (CCFP + Non-CCFP Funds)
Administrative Salaries and Benefits	\$178,510	\$11,788	\$190,298
Non-Contracted Purchased Services			
Training			
Travel			
Rent and Utilities			
Office Supplies	\$700		
Other (Includes Special Cost Items) Describe: Indirect Costs, Self Insurance	\$8,264		\$8,514
ADMINISTRATIVE COST TOTALS <i>Administrative costs cannot exceed 15% of total projected earnings</i>	\$187,474 \$	\$11,788 \$	\$198,812 \$
BUDGET TOTALS	CCFP FUNDS** \$ 2,004,520	NON-CCFP FUNDS \$ 11,788	GRAND TOTAL*** \$ 2,016,308

* It is recommended that food purchases equal or exceed 50% of the CCFP Funds Total.

** The CCFP Funds Total must equal the amount of "Projected Earnings Rounded for use in the Budget" on the PEW.

*** This amount must equal or exceed the amount of "Projected Earnings Rounded for use in the Budget" on the PEW.

NOTE: Additional documentation may be requested to determine if projected costs are necessary, reasonable, and allowable.

2. If any amounts were listed under the Non-CCFP Funds column in the table above, list the specific source(s) of the Non-CCFP funds that will be spent on the food program.

3. Check the source(s) of funds your organization has available to pay for potential over claims of CCFP reimbursement or other unallowable costs (choose at least one):

☐ Tuition/Fees ☐ Savings/Checking ☐ Credit/Loan ☐ Donations ☐ Other (describe): _____

Note: Funds restricted for used in other programs/grants, including other USDA child nutrition programs, cannot be used to pay for CCFP over claims or unallowable costs.

Teresa Jacobs
Signature of Authorized Employee

Teresa Jacobs

Printed Name



9.11.18
Date

County Mayor

Title

FOR DOH USE ONLY:

Approval Signature (Regional Program Specialist)

Date

Approval Signature (DOH Headquarters)

Date

Instructions for Completing the Child Care Food Program (CCFP) Budget

- 1) Have your completed Projected Earnings Worksheet (PEW) in front of you before you complete this form.
- 2) Complete the identifying information at the top of the form.
- 3) Complete the table in # 1 as follows:
 - a. Enter the amount of "Projected Earnings Rounded for use in the Budget" from your PEW in the Budget Totals/CCFP Funds box at the bottom of the Budget.
 - b. As you complete the rest of the Budget, use whole dollars only, no cents.
 - c. CCFP Funds column – Determine how you will spend your projected earnings on the food program and enter the estimated annual amounts in the appropriate budget categories. Be sure that the amounts listed add up to the CCFP Funds Total amount you entered. It is strongly recommended that at least 50% of your CCFP Funds Total be allocated to food purchases. **Refer to the cost category definitions below for examples of allowable food service (operational) and administrative costs.**
 - d. Non-CCFP Funds column – If your projected earnings will not cover the full costs of operating the food program, list the additional amounts you will spend on the program in the appropriate budget categories. Add up the amounts, if any, listed in this column and enter the total in the Budget Totals/Non-CCFP Funds box at the bottom of the Budget.
 - e. Category Totals column and Budget Totals row – For each row going across, add the CCFP Funds amount to the Other Funds amount and enter the total in space provided in the last column. Then go down the column and add up the row totals listed to ensure the amount equals the Budget Totals/Grand Total that you obtained when you added the last row.
- 4) In # 2, list the sources(s) of non-CCFP funds that you included in the budget table, or write N/A if your budget only includes CCFP funds.
- 5) In # 3, check one or more sources of funds available to pay for potential over claims of CCFP reimbursement or other unallowable costs. If "other" is checked, identify the source(s) of funds in the space provided.

Definitions of Cost Categories

FOOD SERVICE (OPERATIONAL) COSTS:

Food Purchases: Expenditures for the food used in meals served to enrolled children or program adults. (If catered, you should report your total invoices). It is recommended that the amount listed for this line item is at least 50% of the CCFP Funds Total.

Food Service Labor and Benefits: All of the wages incurred in the preparation, serving and cleaning up of meals. This should include any fringe benefits afforded the employees.

Non-Contracted Purchased Services: Costs of services that are required for program food service operations. This includes services such as laundry of towels and aprons, trash services, insect and rodent control services, janitorial services, and minor repair of food service equipment.

Non-Food Supplies: Includes kitchen equipment costing \$5,000 or less (per item), and paper goods such as paper towels, napkins, plates, cups, and utensils. Also includes cleaning supplies that are used directly for the food service operation, such as dishwashing detergent, hand soap, cleanser, and sanitizing sprays.

Food Service Equipment: Purchases of equipment costing more than \$5,000 (per item) to be used for the food program. Prior approval is required by the Tallahassee DOH office if any CCFP funds will be used to purchase this equipment.

Transportation: Any cost incurred in transporting food or food supplies to and from the sites, such as a mileage rate or the actual costs for gas, maintenance, etc.

Other: Specify any miscellaneous costs not included in one of the categories above. For contracted purchased services (e.g., rental of food service equipment or kitchen or food preparation space, contracted janitorial services, contracted security services, contracted labor, etc.), a contract must exist between the contractor and another party (related or non-related). You must complete the "Supplemental Budget for Special Cost Items" to receive prior approval for these types of cost items.

ADMINISTRATIVE COSTS:

Administrative Salaries & Benefits: Includes the pro-rated portion of salary/wage and benefit costs for employees that perform CCFP administrative duties, such as training, record keeping, reconciliation of claim data and filing of claims, procurement services and monitoring activities.

Non-Contracted Purchased Services: Costs of services, excluding Professional Services (see "Other" category below), required for the maintenance, repair or upkeep of administrative equipment. The non-contracted cost of purchased security, janitorial or insect control as related to administrative offices or spaces can also be included.

Training: Includes labor hours, travel, and rental costs that are incurred in providing food program training to staff and sponsored sites.

Travel: Includes costs for travel to state training workshops and travel expenses for site monitoring by sponsors.

Rent & Utilities: Includes rental of office space and office equipment (i.e., telephone) that is used exclusively for the food program.

Office Supplies: Includes costs for paper, pens, postage, etc. for food program use only.

Other: Specify any miscellaneous administrative costs not included in one of the categories above. For contracted purchased services (e.g., computer programming, bookkeeping services, and other contracted labor, etc.), a contract must exist between the contractor and another party (related or non-related). You must complete the "Supplemental Budget for Special Cost Items" to receive prior approval for these types of cost items.

Projected Earnings Worksheet - FY 2018-19

Auth #: S-734

Organization Name:

Orange County Head Start

Requires User Input

Automatically Calculates

Please Answer these Questions

Enrollment

1536	Number of children eligible for free meals
	Number of children eligible for reduced meals
	Number of children eligible for non-needy meals
1536	Total number of enrolled children (a+b+c)

Average Attendance per Day

1459	(Cannot exceed total number of enrolled children)
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Days Operating

20	Total number days operating (per month)
11	Total number months operating per year

Put a "Y" in each category that applies:

Y	Claiming Breakfast?
	Claiming Morning Snack?
Y	Claiming Lunch?
Y	Claiming Afternoon Snack?
	Claiming Supper?
	Claiming Evening Snack?

Total Number of Meals Served in One Month to Eligible Children

(Number of Operating Days x Average Attendance per Day)

29180	Breakfast
0	AM Snack
29180	Lunch
29180	PM Snack
0	Supper
0	Evening Snack

Note: You may reduce these numbers to reflect the meals served by meal type.

Validation Cells G27/35 - J27/35

Rates

July 1, 2018 - June 30, 2019

Breakfast:

Free	\$1.79
Reduced	\$1.49
Non-Needy	\$0.31

Lunch/Supper:

Free	\$3.31
Reduced	\$2.91
Non-Needy	\$0.31

Snacks:

Free	\$0.91
Reduced	\$0.45
Non-Needy	\$0.08

Cash-in-Lieu: \$0.2350

Now the Worksheet will do the Calculations (password protected - read only)

1) Calculation to Determine Percentage

Divide the number of eligible children in each category by the total number of children enrolled.

a. Number free	1536	/ total enrolled	1536	=	100.00%
b. Number reduced price	0	/ total enrolled	1536	=	0.00%
c. Number nonneedy	0	/ total enrolled	1536	=	0.00%
Total Percentage:					100.00%

2) Calculation to Determine Free/Reduced Distribution for each Meal Type

Multiply the category percentages calculated in step 1 by the number of meals served for each meal type.

Multiply that answer (the free/reduced distribution) by the current reimbursement rates.

Type Meal Category Percentage (Number 2) above multiplied by assigned meal reimbursement rate (password protected)

Breakfast	Category %		# Meals Served		# of Meals by Category		Rate	Reimbursement Amount
a. Free %	1.000	X	29180	=	29180	X	\$ 1.79	\$ 52,232.20
b. Reduced Price %	0.000	X	29180	=	0	X	\$ 1.49	\$ -
c. Nonneedy %	0.000	X	29180	=	0	X	\$ 0.31	\$ -
Total Number of Breakfast Claimed					29180			\$ 52,232.20

Lunch/Supper					# of Meals		Rate	Reimbursement Amount
a. Free %	1.000	X	29180	=	29180	X	\$ 3.31	\$ 96,585.80
b. Reduced Price %	0.000	X	29180	=	0	X	\$ 2.91	\$ -
c. Nonneedy %	0.000	X	29180	=	0	X	\$ 0.31	\$ -
Total Number of Lunches and Suppers Claimed					29180			\$ 96,585.80

Snacks					# of Meals		Rate	Reimbursement Amount
a. Free %	1.000	X	29180	=	29180	X	\$ 0.91	\$ 26,553.80
b. Reduced Price %	0.000	X	29180	=	0	X	\$ 0.45	\$ -
c. Nonneedy %	0.000	X	29180	=	0	X	\$ 0.08	\$ -
Total Number of Snacks Claimed					29180			\$ 26,553.80

Commodities Reimbursement*					
a. Lunch	29180	X	0.2350	=	\$6,857.30
b. Supper	0	X	0.2350	=	\$0.00
					\$6,857.30

Projected Meal Earnings for One Month	\$ 175,371.80
Total Projected Meal Earnings for One Year	\$ 2,104,462.16

Projected Commodity Reimbursement for One Month	\$6,857.30
Projected Commodity Reimbursement for One Year	\$75,430.30

Total Projected Earnings for One Year	=	\$2,004,520.10
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Projected Earnings Rounded for use in the Budget	=	\$2,004,520.00
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Sponsor Administrative Cap	\$ 289,363.47
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Note: Sponsor Administrative Cap = Total Projected Meal Earnings for One Year x 15% and does not apply to independent contractors

*PLEASE NOTE: The cash-in-lieu-of commodity payments received by an institution shall be used only to purchase food products that are produced in the United States for use in the program. Institutions must maintain sufficient records to document the proper use of these payments.

APPROVED
BY ORANGE COUNTY BOARD
OF COUNTY COMMISSIONERS
SEP 11 2018



Florida Department of Health

**FY 2018-2019 Child Care Food Program (CCFP) Renewal
Certification of Accuracy and Truthfulness**

Instructions:

1. This form is used to certify that the CCFP online renewal submission(s) is true and correct.
2. The person signing this form must hold one of the following positions or be the delegated authority for one of the following positions.

Authorized positions by organization type:

For-Profit - Majority Owner

Not-For-Profit - Executive Director, Board Chairman, Chief Executive Officer, President

Public School District - School Superintendent

Military - Commanding Officer

Church - Head Clergy Member

3. Complete this form, print, sign, scan, and upload a copy in the designated upload section for this form at the bottom of the contractor renewal screen (electronic signatures are not accepted).
4. If this form is signed by a delegated authority, you must also upload the Delegation of Signing Authority form in the designated upload section for that form at the bottom of the contractor renewal screen.

CCFP Authorization Number: 0734

Organization's Name: Orange County Head Start

By signing this form, I certify that all information submitted and uploaded as part of the CCFP online renewal process is true and correct.

Signature: *Teresa Jacobs*

(Form must be signed by one of the persons listed in # 2 of the instructions above.)

Printed Name: Teresa Jacobs

Position Title: County Mayor

Date: SEP 11 2018



BCC Mtg. Date: September 11, 2018



Child Care Food Program

SUPPLEMENTAL BUDGET FOR SPECIAL COST ITEMS

Authorization #: S -734 Name of Organization: Orange County Head Start

Check one: ☒ Original budget ☐ Amended budget Fiscal Year 2019

- Use this form to list any special cost items for which you are requesting prior written approval (per current revision of FNS Instruction 796-2) in your budget; **failure to receive prior approval means that these cost items must not be charged to the CCFP.**
- Documentation to support these CCFP costs must be maintained by your organization and are subject to review prior to and after approval.
- Before completing this form, refer to the guidance and instructions provided on page 4.**

SPECIAL COST ITEMS	DOLLAR AMOUNT Administrative	DOLLAR AMOUNT Operational (Food Service)
1. Special Compensation		
(A) Compensation to the nonprofit organization's trustees, directors, officers, or family members for CCFP services performed.....	\$ 0.00	\$ 0.00
(B) Stipends to compensate board members for the costs of attending corporate meetings when CCFP business is conducted.....	\$ 0.00	\$ 0.00
(C) A substantial increase in the organization's level of compensation to an individual or all employees funded from CCFP reimbursements.....	\$ 0.00	\$ 0.00
(D) Excess funds from the organization's nonprofit food service account used for increases in salaries or fringe benefit costs to improve food service operations.....	\$ 0.00	\$ 0.00
2. Overtime, Holiday Pay and Compensatory Leave		
(A) Payment of overtime, holiday pay for work performed on a non-work holiday, and/or compensatory leave.....	\$ 0.00	\$ 0.00
(B) Incentive payments and awards exceeding \$500 made to CCFP funded employees.....	\$ 0.00	\$ 0.00
(C) Severance pay for CCFP funded employees when it does not constitute excess compensation.....	\$ 0.00	\$ 0.00
(D) Deferred compensation for CCFP funded employees when the deferral is in the best interest of the CCFP (other restrictions apply; see current FNS Instruction 796-2).....	\$ 0.00	\$ 0.00
(E) Amendments or modifications to approved deferral plans for CCFP funded employees	\$ 0.00	\$ 0.00
3. Contributions, Donation Costs, and Advertising		
(A) Costs required to make goods or services donated to the organization usable for the CCFP (donated or volunteer labor is unallowable).....	\$ 0.00	\$ 0.00
(B) Advertising costs solely for: (a) recruitment of personnel for the CCFP; (b) the procurement of goods and services for the CCFP; (c) the disposal of scrap or surplus acquired in the performance of the CCFP except when disposal costs are reimbursed; (d) program outreach	\$ 0.00	\$ 0.00
4. Depreciation - Equipment and Improvements \$5,000 or more		
(A) Using a <u>different</u> method of depreciation for space and facility other than the 30 year straight line method or a method accepted by the IRS.....	\$ 0.00	\$ 0.00
(B) For publicly owned buildings, the amount assigned as the acquisition cost.....	\$ 0.00	\$ 0.00
(C) Using a <u>different</u> method of depreciation for equipment other than the 15 year straight line method or a method accepted by the IRS.....	\$ 0.00	\$ 0.00

5. Direct Expensing - Equipment and Other Property \$5,000 or more	\$ Amount (Adm.)	\$ Amount (Op.)
The program's share of the cost of equipment or property purchased by the organization for use in the CCFP (typically this applies to large food service equipment; see current FNS Instruction 796-2 for a list of exclusions).....	\$ 0.00	\$ 0.00
6. Facilities and Space Costs		
The costs for rearrangement and alterations to facilities owned by the organization that are necessary for efficient and effective CCFP operations but do not result in capital improvements.....	\$ 0.00	\$ 0.00
7. Insurance		
(A) Costs of other insurance maintained by the organization in connection with the general activities of the CCFP when the type, extent and cost of coverage is in accordance with the general state or local government policy and sound business practices.....	\$ 0.00	\$ 0.00
(B) Costs of insurance or contributions to any self-insurance reserve covering the risk, loss, or damage to Federal Government property to the extent that the organization is liable for such loss or damage.....	\$ 1,721.00	\$ 14,136.00
(C) Cost of directors and officers insurance provided that the insurance policy actually provides liability coverage related to the CCFP and, if the policy also provides coverage for non-CCFP liability, the CCFP share of the cost is properly allocated.....	\$ 0.00	\$ 0.00
(D) Contributions to a reserve for self-insurance to the extent that the reserve meets state insurance requirements and the type of coverage, extent of coverage and the rates and premiums that would have been allowed had insurance been purchased to cover the risks.....	\$ 0.00	\$ 0.00
8. Employee Health and Welfare Costs and Credits		
(A) The cost of professional crisis intervention counseling and emergency medical care when the costs are a direct result of participation in the CCFP.....	\$ 0.00	\$ 0.00
(B) Cost of current benefits provided to program employees if these benefits were provided to the same class of employees prior to participation in the CCFP.....	\$ 0.00	\$ 0.00
(C) Cost of new or expanded benefit programs if existing benefit programs were provided to the same class of employees prior to participation in the CCFP.....	\$ 0.00	\$ 0.00
9. Interest and Other Financial Costs		
(A) Stop payment charges for reimbursement payments and other CCFP disbursements, whether by check or EFT.....	\$ 0.00	\$ 0.00
(B) CCFP account reconciliation and analysis fees, including the allocated share of fees charged for commingled accounts.....	\$ 0.00	\$ 0.00
(C) Interest on organizational debt for non-profit private organizations and for public organizations, used to acquire or replace allowable CCFP equipment or other property or make allowable CCFP improvements are allowable <u>if</u> the following documentation requirements are met and forwarded to DOH: --a financing arrangement, which is a bona-fide arms-length transaction between unrelated parties, requires full disclosure to DOH --a financing arrangement, which is not an arms-length transaction, requires full disclosure to DOH and the Federal Regional Office.....	\$ 0.00	\$ 0.00
10. Tier I Day Care Home Licensing Costs (up to \$300 per home)		
Costs for the following items are allowable <u>only</u> if the items are necessary for unlicensed Tier I eligible day care homes to meet licensing requirements:	\$ 0.00	\$ 0.00
(A) Supplies such as smoke detectors and fire extinguishers.....	\$ 0.00	\$ 0.00
(B) Minor alterations such as adding handrails.....	\$ 0.00	\$ 0.00
(C) The costs of fire and safety inspections and licensing fees.....	\$ 0.00	\$ 0.00
11. Legal Expenses and Other Professional Services		
(A) The sponsoring organization's cost to pursue administrative and judicial recovery of CCFP funds due from sponsored facilities when the costs are reasonable in relation to the amount of the funds due.....	\$ 0.00	\$ 0.00
(B) The organization's costs for CCFP-related services performed by individuals who <u>are not</u> officers, employees or members of the organization but who are members of a <u>particular profession or possess a particular skill</u>	\$ 0.00	\$ 0.00
12. Purchased Services for Program Operation – Other (Excluding Professional Services as listed above)		
(A) Transactions that are not arms-length and/or involve related parties for purchased services.....	\$ 0.00	\$ 0.00
(B) Maintenance and service repair <u>contracts</u> on CCFP equipment.....	\$ 0.00	\$ 0.00
(C) All other purchased and contractual service costs needed for CCFP operation.....	\$ 0.00	\$ 0.00

13. Proposal Costs	\$ Amount (Adm.)	\$ Amount (Op.)
The costs of preparing proposals for potential FNS Child Nutrition Program grants.....	\$ 0.00	\$ 0.00
14. Membership in Civic and Other Organizations		
Costs of public and not-for-profit organizations memberships in civic or community organizations for CCFP funded employees; requires full disclosure to DOH and the Federal Regional Office with accompanying documentation.....	\$ 0.00	\$ 0.00
15. Conferences		
The prorated share of travel and registration fees when the CCFP is only a portion of a larger child care related agenda.....	\$ 0.00	\$ 0.00
16. Management Studies		
The cost of studies directly related to the program that are performed by entities other than the organization itself.....	\$ 0.00	\$ 0.00
17. CCFP Rental Costs		
Special lease arrangements – capital leases, sale-with-lease-back leases, less-than-arms-length transactions, and lease with option-to-purchase (documentation must accompany this form).....	\$ 0.00	\$ 0.00
18. Communication and Technology Costs		
Cellular phones, pagers, and related charges	\$ 0.00	\$ 0.00
TOTAL	\$ 1,721.00	\$ 14,136.00

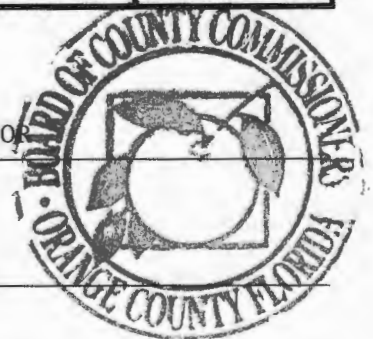
Teresa Jacobs
 Signature of Chairman of the Board, Executive Director, CEO,
 President, Head Clergy Member, or Delegated Authority

TERESA JACOBS
 Printed Name

ORANGE COUNTY MAYOR

Title

9.11.18
 Date



For DOH Use Only:

Approved by: _____ Date Approved: _____
 (Program Specialist Signature)

Approved by: _____ Date Approved: _____
 (Headquarters Approver Signature)

Guidance for using the Supplemental Budget for Special Cost Items

Use the following **Common Special Cost Items** chart to help determine whether or not you need to charge special cost items to the CCFP and complete a Supplemental Budget. Keep in mind that this is a list of common special cost items charged to the program; the Supplemental Budget for Special Cost Items form includes a complete listing of special cost items. More detailed information can be found in the current revision of FNS Instruction 796-2.

Common Special Cost Items	Corresponding # on Supplemental Budget
Overtime pay	2. A.
Equipment costing more than \$5,000 and which is used exclusively for the CCFP can be directly expensed; otherwise, without specific prior written approval, the cost of that item can only be recovered through "depreciation" which is approved through the annual (regular) budget approval process	4
Professional and consultant services that are CCFP related: attorney costs related to administrative review, accountant (for non tax services), management consultant, nutritionist; Semi-professional services: bookkeeping services, internet/web design consultant, computer programming services	11. B.
Less-than-arm's-length and related party transactions are NOT common to the program; however, it is important to note that you MUST disclose these relationships/transactions to DOH if they relate to the program in <u>any</u> way. <ul style="list-style-type: none"> Less-than-arm's-length transactions occurs when the parties involved are <u>not</u> independent and/or have a relationship to each other. Related party transactions are less-than-arm's-length transactions since they involve persons who are related to each other. Examples of less-than-arm's-length and related party transactions include, but are not limited to, those involving family members (such as a parent and child, spouses, or siblings), a subsidiary (such as a branch, auxiliary, or subordinate business), and/or a parent company (which is the business with ownership, control or influence over a smaller business). 	12. A.
Maintenance <u>CONTRACTS</u> and service repair <u>CONTRACTS</u> on CCFP equipment	12. B.
Any purchased or contractual service such as janitorial, pest control, security, trash pick-up, etc.	12. C.
Cellular phones, pagers, and related charges	18. A.

How to complete the Supplemental Budget:

- Fill in your CCFP authorization number (if one has been assigned) and your organization name.
- Check "Original budget" if you are submitting your first CCFP budget of the fiscal year, or check "Amended budget" if you are submitting a budget amendment during the fiscal year.
- Fill in the blank after "Fiscal Year," indicating the fiscal year to which this form applies. For example, if the applicable fiscal year is October 2016 to September 2017, you would enter 2016-2017.
- On the blank Supplemental Budget enclosed, indicate the dollar amount for each specific item of cost you plan to charge to the CCFP in the column titled "Dollar Amount/Administrative" or "Dollar Amount/Operational (Food Service)," whichever is appropriate for the specific item.
- Total the amount(s) in the "Dollar Amount" column(s) and enter the total(s) on the "TOTAL" line on Page 3.
- For sponsors of unaffiliated child care centers, sponsors of day care homes, and sponsors of unaffiliated afterschool sites include the reported amounts on the appropriate CCFP automated budget schedule(s). For all other contractor types, include each "TOTAL" on your CCFP Budget form in either Food Service/Operational Costs-Other, or Administrative Costs-Other, as applicable; write in the words-"special cost item(s)" on the "Describe" line of your organization's CCFP Budget under "Other (Includes Special Cost Items)."
- The employee who completed the form must list their name and title, then sign and date.
- Attach the Supplemental Budget form to your CCFP Budget form.

SEP 11 2018

Organization Name: Orange County Board of County Commissioners Authorization #: S-734

Delegation of Signing Authority for the Child Care Food Program

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

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

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

Delegating Official:

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

Ajit Lalchandani
Signature (Delegating Official)

Teresa Jacobs

Printed Name

County Mayor

Title

Date

9.11.18

Acknowledged and Agreed by Representative:

(Must be an employee of the organization.)

Ajit Lalchandani
Signature (Representative)

Ajit Lalchandani

Printed Name

County Administrator

Title

Date

9.11.18

Authorization Number:

S-734

Orange County Board of County Commissioners / Orange County Head Start

1. Required Administrative Duties

Job Duty	Employee Name
Administrative Oversight	Sonya Hill / Milagros Font / Daisy Flores
Bookkeeping	Sandra Ruff / Milagros Font / Daisy Flores
Checking and Approving Menus	Milagros Font / Daisy Flores
Compiling Claim Data	Daisy Flores
Checking and Filing Claims	Sandra Ruff / Milagros Font / Daisy Flores / Jamille Clemens - Orange County Comptroller's Office
Determining Site Eligibility (A Only)	

Job Duty	Employee Name
Training	Daisy Flores / Shamim Sheikh / Kerry-Ann Smith
Financial Management	Sonya Hill / Sandra Ruff / Milagros Font
Monitoring	Daisy Flores / Shamim Sheikh / Kerry-Ann Smith
Technical Assistance	Milagros Font / Daisy Flores
Classifying Free and Reduced Meal Apps (S Only)	Daisy Flores
Maintaining Enrollment Roster (S Only)	Daisy Flores

Columns I and J document the allocation of the total allowable costs for annual salary and benefits. Complete column I by inputting the portion of the total allowable salary and benefit amount for each employee that will be paid with CCFP funds. The amount in column I cannot be more than the amount listed in column H. The total amount listed in column I cannot exceed the 15% sponsor administrative cap listed on the PEW, and must match the amount listed on the budget for administrative salaries and benefits in the CCFP Funds column. The difference between the total allowable salary and benefits (H) and the amount to be charged (I) is calculated in column J. The total calculated at the bottom of column J must match the amount listed on the budget for administrative salaries and benefits in the Other Funds column.

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
Employee Name	Position Title	Hours per Month Spent on CCFP	# of CCFP Operating Months per Year	Total Annual Hours Worked for Employer	Total Annual Salary	Annual Insurance & Other Benefit Costs Paid by Employer	Total Annual Salary & Benefits Allowable to Charge to CCFP	Projected Amount to be Charged to the CCFP	Amount to be Charged to Other Funds (Column H minus Column I)
Milagros Font	Senior Program Manager	16	12	2080	\$ 77,996	\$ 24,309	\$ 9,444	\$ -	\$ 9,444
Daisy Flores	Senior Nutrition Coordinator	173.33	12	2080	\$ 48,244	\$ 18,576	\$ 67,819	\$ 67,819	\$ -
Shamim Sheikh	Assistant Nutrition Coordinator	163.33	12	1960	\$ 35,135	\$ 17,490	\$ 52,624	\$ 52,624	\$ -
Kerry - Ann Smith	Assistant Nutrition Coordinator	163.33	12	1960	\$ 35,135	\$ 17,490	\$ 52,624	\$ 52,624	\$ -
Sonya L. Hill	Division Manager	2	12	2080	\$ 97,543	\$ 27,419	\$ 1,442	\$ -	\$ 1,442
Sandra Ruff	Program Manager	2	12	2080	\$ 57,178	\$ 20,997	\$ 902	\$ -	\$ 902
		0	0	1	\$ -	\$ -	\$ -	\$ -	\$ -
		0	0	1	\$ -	\$ -	\$ -	\$ -	\$ -
		0	0	1	\$ -	\$ -	\$ -	\$ -	\$ -
		0	0	1	\$ -	\$ -	\$ -	\$ -	\$ -
		0	0	1	\$ -	\$ -	\$ -	\$ -	\$ -
		0	0	1	\$ -	\$ -	\$ -	\$ -	\$ -
		0	0	1	\$ -	\$ -	\$ -	\$ -	\$ -
		0	0	1	\$ -	\$ -	\$ -	\$ -	\$ -
		0	0	1	\$ -	\$ -	\$ -	\$ -	\$ -
		0	0	1	\$ -	\$ -	\$ -	\$ -	\$ -
		0	0	1	\$ -	\$ -	\$ -	\$ -	\$ -
		0	0	1	\$ -	\$ -	\$ -	\$ -	\$ -
		0	0	1	\$ -	\$ -	\$ -	\$ -	\$ -
		0	0	1	\$ -	\$ -	\$ -	\$ -	\$ -
		0	0	1	\$ -	\$ -	\$ -	\$ -	\$ -
		0	0	1	\$ -	\$ -	\$ -	\$ -	\$ -
							TOTAL	CCFP Funds	Other Funds
Note: Transfer the columns I and J totals to the applicable columns on the Administrative Salaries & Benefits row of the Budget. -->							\$ 184,855	\$ 173,067	\$ 11,788

Authorization Number:	S-734	Sponsoring Organization Name:	Orange County Board of County Commissioners / Orange County Head Start
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Instructions: Mark "Yes" or "No" for questions 3, 6 and 7 below by placing an X in the cell. Complete the remaining questions as specified.

3. The sponsor conducts MONITORING REVIEWS at least as often as required by 7 CFR, Part 226.16(d)(4)(iii). YES ☒ YES NO ☐

A yes answer indicates that the sponsoring organization, at a minimum, conducts unannounced CCFP monitoring reviews as follows:

- Each new site is reviewed within the first four weeks of CCFP operations.
- Each existing site is reviewed three times yearly with not more than a six-month lapse between reviews. If using review averaging, contractor meets review averaging requirements.
- Follow-up reviews are conducted within 30 days of issuing a disallowance and/or identifying areas of noncompliance.

4. How many sites do you currently sponsor?

5. MONITORING STAFF - Complete this section only if your organization sponsors 25 or more sites or if you anticipate sponsoring 25 or more sites during this fiscal year.

In column A below, list all employees who perform monitoring activities, and describe the specific activities each employee performs in column B. Monitoring activities include, but are not limited to, conducting on-site reviews, planning the review schedule, travel for reviews, supervisory oversight of monitors, writing review reports, follow-up reviews, pre-approval visits, household contacts, technical assistance, and desk reviews of claim documentation. For each employee listed, indicate the number of hours per month spent on monitoring in column C, and the total monthly hours spent on the CCFP in column D (refer back to table 2, column C). The percentage of each employee's monitoring time will auto-calculate in column E, and the total number of FTEs performing monitoring activities will be calculated in the bottom row. Please Note: Monitoring ratios for sponsors must equal at least one FTE (2080 hours/year or 173.33 hours/month) for 25 to 150 sites.

A.	B.	C.	D.	E.
Employee Name	Description of Monitoring Activities	# of Hours per Month Spent on Monitoring*	Total Hours per Month Spent on CCFP (should be the same number of hours listed in table 2, column C)	% of Monthly CCFP Hours Spent Monitoring
Shamim Sheikh	Conduct Monitoring visits related to food service operation at Head Start Centers	163.33	163.33	100.00%
Kerry - Ann Smith	Conduct Monitoring visits related to food service operation at Head Start Centers	163.33	163.33	100.00%
				#DIV/0!
				#DIV/0!
				#DIV/0!
TOTAL =		326.66	Number of FTEs =	1.88

* Sponsors with twenty-five (25) or more sites are required to employ at least one full time equivalent (FTE) monitor per 25-150 sites. However, to ensure adequate monitoring, there should be approximately one FTE monitor for not more than 85 sites. An FTE equals one staff year (2080 hours) or a staff month (173.33 hours) and could be one full time staff person who monitors full time; two half time staff who spend all of their time monitoring; two full time staff who spend half of their time monitoring; three full time staff, one of whom monitors 40% of the time, with the other two each spending 30% of their time monitoring, etc.

6. The sponsor completes training on all required topics at least once a year. YES ☒ Yes NO ☐

Required Training Topics <ul style="list-style-type: none"> • Menu Planning & Meal Pattern Requirements • Meal Count Procedures • Claim Review & Submission Procedures • Reimbursement System • Civil Rights Requirements 	Recommended Training Topics <ul style="list-style-type: none"> • Food Safety & Sanitation • Nutrition Education
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*** Note: A sign-in sheet and agenda must be maintained for each training session.

7. The sponsor REVIEWS ALL CCFP RECORDS for accuracy and compliance. YES ☒ Yes NO ☐

8. List the Florida address(es) where CCFP records will be maintained:

Orange County Head Start - 2100 E. Michigan St. Orlando, FL 32806

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

Signature of Authorized Employee: *Hij Dalchanda*

Printed Name: *Teresa Jacobs*



Date: *9.11.18*

Title: County Mayor