

Memorandum



Date: September 26, 2006
To: Honorable Chairman Joe A. Martinez
and Members, Board of County Commissioners
From: George M. Burgess
County Manager
Subject: Supplemental Information Regarding Community Action Agency's Head Start Meals Program

Supplement to
Agenda Item No. 8(B)1A

At the Board of County Commissioners (BCC) meeting of September 12, 2006, the above referenced item was deferred to the September 26, 2006 BCC meeting pending further explanation of the administrative costs outlined in the grant budget. In response to your request, staff and after further clarification from the Florida Department of Health regarding the grant's budget preparation requirements, the following information is provided.

The Community Action Agency is required to submit two (2) budgets to the Florida Department of Health (FDOH) for the Child Care Food Program. One budget Authorization #1108 (Attachment 1) provides for the meals during the regular Head Start school day. The other, Authorization #724 (Attachment II) provides for snacks for the Head Start after school care. Together, these budgets reflect the costs and staff for the entire program which is operated from October through September.

Pursuant to the FDOH a Full Time Equivalent (FTE) is calculated as 2,080 hours a year or 173 hours per month ($2080 \div 12$). The reporting of employees working full-time on the project or on both projects, cannot exceed the 173 hours per month. The total of 173 hours monthly does not exceed the 2,080 hours utilized annually for County employees; the variation in the monthly hours is a factor of the methodology utilized in the calculation as County employees worked more than 160 hours in some months.

The employee salaries allocated in each of the respective grant budgets are based on their annual salary plus FICA and MICA and the percentage of time dedicated to each project. The remainder of each employee's fringes is paid by the Head Start grant as the Head Start grant mandates participation in the Child Care Food Program.

Attachments


Assistant County Manager

MANAGEMENT PLAN

For Sponsoring Organizations

Instructions: Afterschool Snack Program (ASP) Sponsoring Organizations must complete the following management plan information. Attach additional sheets and other documentation as requested.

Authorization Number: A - 1108 **Sponsor Name:** Miami-Dade Community Action Agency

1. Sponsoring organization's STAFFING PATTERN for CCFP - Complete for all personnel who will be involved in administering the ASP. Administrative duties include managing the CCFP, such as monitoring, compiling meal counts, approving applications, maintaining rosters, filing the claim, etc. It does **not** include preparing or serving meals. Attach additional sheets as needed using the following table format.

Employee Last Name	Position Title	Describe specific ASP administrative duties	Total hours per month spent on ASP	Rate of Pay (Indicate: H, W, BW, M, or A*)	Annual salary to be claimed under ASP
Carol Smith	Food Service Operations Manager	Monitor program sites, follow-up on deficiencies. Provide on site training.	43	\$31.43	16,346.00
Susanne DeMatas	Food Service Manager	Monitor program sites, follow-up on deficiencies. Provide on site training.	130	\$21.70	33,844.00
This total amount must be included in the administrative salaries and benefits on the Budget					TOTAL: \$50,190.00

*H = Hourly, W = Weekly, BW = Biweekly, M = Monthly, A = Annually

2. Complete the table below outlining your proposed TRAINING SCHEDULE for (1) administrative staff (such as, monitors, trainers, clerks, secretaries, bookkeepers), and (2) food service personnel (such as, cooks and meal assistants). Attach additional sheets as needed using the following table format. A sign-in sheet and an agenda must be maintained for each session.

Date(s) of Training (must conduct minimum of 1 per fiscal year)	Topics to be Covered (at a minimum)	Instructor's Name
August 13, 2006	Afterschool Snack Program and Record Keeping	Lillian Caban

3. The sponsor conducts MONITORING REVIEWS at least as often as required by 7 CFR, Part 226.16(d)(4).

Yes x No

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

- Each new site is reviewed within the first four weeks of ASP operations.
- Each existing site is reviewed three times yearly with not more than a six-month lapse between reviews. If using reviews, averaging, contractor meets review averaging requirements.
- Follow-up reviews are conducted within 30 days of disallowance cited or serious deficiency noted.

4. The sponsor reviews all ASP records for accuracy and compliance. Yes No

5. The sponsor will be using Review Averaging for FY 05-06. Yes No

6. State the addressees) where ASP records will be maintained.

864 NW 23RD Street, Miami, Florida 33127

7. 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.

How many sites do you currently sponsor? 52

In the table below, list employees involved with monitoring as defined below. For each employee, indicate percentage of ASP hours spent on monitoring. Monitoring ratios for sponsors must equal at least one FTE (2080/hrs/yr or 173/hrs/mo) for 25 to 150 sites. See below for more detail.

Employee Name	*Total hours per month spent on ASP (From page 1)	% ASP hours spent monitoring	Description of Monitoring Activities
Carol Smith	43	100%	Monitor program site, provide on site training, and follow up on deficiencies.
Susanne DeMatas	130	100%	Monitor program site, provide on site training, and follow up on deficiencies.
TOTALS:	173		

* Sponsors with twenty-five (25) or more sites are required to employ at least one full time equivalent (FTE) monitor per 25-150 sites. Generally there should be approximately one monitoring FTE per 85 sites. A full time equivalent equals one staff year (2080 hours) or a staff month (173 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.

**Monitoring activities include, but are not limited to conducting on-site reviews, travel, supervisory oversight of monitors, writing review reports, follow-up reviews, parental contact, training, and claims processing.

**CHILD CARE FOOD PROGRAM
MANAGEMENT PLAN**

For Sponsoring Organizations

Instructions: Child Care Food Program (CCFP) Sponsoring Organizations must complete the following management plan information. Attach additional sheets and other documentation as requested.

Authorization Number: S- 724 **Sponsor Name:** Miami-Dade Community Action Agency

1. Sponsoring organization's STAFFING PATTERN for CCFP - Complete for all personnel who will be involved in administering the CCFP. Administrative duties include managing the CCFP, such as monitoring, compiling meal counts, approving applications, maintaining rosters, filing the claim, etc. It does **not** include preparing or serving meals. Attach additional sheets as needed using the following table format.

Employee Last Name	Position Title	Describe specific CCFP administrative duties	Total hours per month spent on CCFP	Rate of Pay (Indicate: H, W, BW, M, or A*)	Annual salary to be claimed under CCFP	
White, Ruthe	Nutrition Services Coordinator	Plan menus, ensure completion of site visits, review monitoring reports, review and/or revise program budget, ensure follow-up on deficiencies, oversee program administration.	30	45.43/H	16,355.00	
Caban, Lillian	Nutrition Services Supervisor	Monitor program sites, follow-up on deficiencies, provide on site training	130	39.73/H	61,979.00	
Smith, Carol	Food Service Manager	Complete CCFP application, provide training, review enrollment rosters, monitor program operations, complete claims for reimbursement, and verify program eligibility.	130	31.43/H	49,031.00	
Dematas, Susanne	Food Service manager	Monitor program sites, follow up on deficiencies, provide on site training.	43	21.70/H	11,197.00	
Ballard, Cherilyn	Buyer	Process caterer invoices for payment, resolve problems with the vendor, review meal counts received from the center.	173	21.40/H	44,426.00	
Donaldson, Lynetta	Clerk 3	Process caterer invoices for payment, tally meal counts and expenses for school board sites monthly claims.	69	16.80/H	13,910.00	
This total amount must be included in the administrative salaries and benefits on the Budget					TOTAL:	196,898.00

*H = Hourly, W= Weekly, BW = Biweekly, M = Monthly, A = Annually

2. Complete the table below outlining your proposed TRAINING SCHEDULE for (1) administrative staff (such as, monitors, trainers, clerks, secretaries, bookkeepers), and (2) food service personnel (such as, cooks and meal assistants). Attach additional sheets as needed using the following table format. A sign-in sheet and an agenda must be maintained for each session.

Date(s) of Training (must conduct minimum of 1 per fiscal year)	Topics to be Covered (at a minimum)	Instructor's Name
8/9/06	Record keeping, meal counts, and Claim review	Susanne DeMatas
8/9/06	Food Safety & Sanitation	Susanne DeMatas
2/21/07	Menu Planning, Meal Patterns	Susanne DeMatas

3. The sponsor conducts MONITORING REVIEWS at least as often as required by 7 CFR, Part 226.16(d)(4).

Yes x No

Attachment II

A yes answer indicates that the sponsoring organization, at a minimum, conducts 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 reviews. averaging, contractor meets review averaging requirements.
- Follow-up reviews are conducted within 30 days of disallowance cited or serious deficiency noted.

4. The sponsor reviews all CCFP records for accuracy and compliance. Yes x No

5. The sponsor will be using Review Averaging for FY 05-06. Yes No x

6. State the addressees) where CCFP records will be maintained.

864 NW 23rd Street, Miami, Florida 33127

7. 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.

How many sites do you currently sponsor? 46

In the table below, list employees involved with monitoring as defined below. For each employee, indicate percentage of CCFP hours spent on monitoring. Monitoring ratios for sponsors must equal at least one FTE (2080/hrs/yr or 173/hrs/mo) for 25 to 150 sites. See below for more detail.

Employee Name	*Total hours per month spent on CCFP (From page 1)	% CCFP hours spent monitoring	Description of Monitoring Activities
Carol Smith	130	100%	Monitor program operations.
Susanne DeMatas	43	100%	Monitor program sites, follow up on deficiencies
TOTALS:	173		

* Sponsors with twenty-five (25) or more sites are required to employ at least one full time equivalent (FTE) monitor per 25-150 sites. Generally there should be approximately one monitoring FTE per 85 sites. A full time equivalent equals one staff year (2080 hours) or a staff month (173 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.

**Monitoring activities include, but are not limited to conducting on-site reviews, travel, supervisory oversight of monitors, writing review reports, follow-up reviews, parental contact, training, and claims processing.

**MIAMI-DADE COMMUNITY ACTION AGENCY
MANAGEMENT (BUDGET) PLAN**

Attachment III

Authorization Number: A - 1108 - AFTERSCHOOL SNACK PROGRAM

Employee Last Name	Position Title	Describe specific ASP administrative duties	Total hours per month spent on ASP	Rate of Pay (Indicate: H, W, BW, M, or A*)	Annual salary to be claimed under ASP
Carol Smith	Food Service Operations Manager	Monitor program sites, follow-up on deficiencies. Provide on site training.	43	\$31.43	16,346.00
Susanne DeMatas	Food Service Manager	Monitor program sites, follow-up on deficiencies. Provide on site training.	130	\$21.70	33,844.00
TOTAL:					\$50,190.00

Authorization Number: S- 724 Regular Day Child Care Food Program

Employee Last Name	Position Title	Describe specific CCFP administrative duties	Total hours per month spent on CCFP	Rate of Pay (Indicate: H, W, BW, M, or A*)	Annual salary to be claimed under CCFP
White, Ruthe	Nutrition Services Coordinator	Plan menus, ensure completion of site visits, review monitoring reports, review and/or revise program budget, ensure follow-up on deficiencies, oversee program administration.	30	45.43/H	16,355.00
Caban, Lillian	Nutrition Services Supervisor	Monitor program sites, follow-up on deficiencies, provide on site training	130	39.73/H	61,979.00
Smith, Carol	Food Service Manager	Complete CCFP application, provide training, review enrollment rosters, monitor program operations, complete claims for reimbursement, and verify program eligibility.	130	31.43/H	49,031.00
Dematas, Susanne	Food Service manager	Monitor program sites, follow up on deficiencies, provide on site training.	43	21.70/H	11,197.00
Ballard, Cherilyn	Buyer	Process caterer invoices for payment, resolve problems with the vendor, review meal counts received from the center.	173	21.40/H	44,426.00
Donaldson, Lynetta	Clerk 3	Process caterer invoices for payment, tally meal counts and expenses for school board sites monthly claims.	69	16.80/H	13,910.00
TOTAL:					196,898.00