Memorandum

MIAMI-DADE COUNTY

Date: April 18, 2012

To: Honorable Barbara J. Jordan
Commissioner, District 1

From: Carlos A. Gimenez
Mayor

Subject: Head Start Community Access: Landow Yeshiva Community Schools, Inc.

In response to your correspondence dated March 26, 2012. I want to convey my mutual concern regarding the accessibility of parents to the Landow Yeshiva Head Start center, as well as all of our Head Start centers. It is the position of the County and Program that all centers must be accessible to all members of the community and that no parent is to be denied an application for the Head Start or Early Head Start Program. Staff will immediately advise all current delegate agencies to review their policies so as to ensure that the community is allowed access to a federally funded program, without compromising children's safety. The Head Start Monitoring Unit will follow-up with Landow as well as other delegate agencies to ensure compliance. Site visits as well as "cold calls" will be utilized in this process to gauge conformity. Any irregularities will be reported immediately and dealt with accordingly.

The program staff has been in communication with the Executive Director of Landow Yeshiva, Rabbi Korf, in reference to these concerns. As a result of their conversations, Rabbi Korf agreed to have applications available for all interested residents at the security post. Program staff has confirmed that indeed applications were placed at the security post pursuant to their conversation with Rabbi Korf. This is to be utilized in the event that there are no other Head Start personnel available on site to provide information to the resident.

Secondly, staff discussed with Rabbi Korf the parents' right to tour the facility. Rabbi Korf clarified that parents are always welcomed to tour the facility, all the while ensuring the safety of the children. According to Rabbi Korf, the current center procedures provides for guided tours upon staff availability. If staff is not available to provide the escorted tour, a tour will be scheduled for a later date at the parent's convenience. We will also develop and provide a satisfaction survey for both grantee and delegate sites for parents to complete to serve as a basis for administration to determine areas that might need to be improved as it relates to customer service.

The program addressed the concern regarding the slots available to the local community. By virtue of the community assessments, centers are located in areas of greatest need and therefore must meet the needs of their respective communities. Modifications will be made to all delegate contracts in order to ensure that a certain percentage of the children enrolled in the center for next year reside within an identified radius surrounding the center. As a consequence of this contract modification, delegate agencies will also be advised that staff working in the center must be familiar with the ethnic background and heritage of families enrolled in their centers. Since the program is currently in the recruitment phase, staff will apprise all delegate agencies and grantee center directors of this new requirement prior to selection process.

Finally, Program staff will conduct a broader review of all Head Start facilities (grantee and delegate) to ensure the proper placement of children within the surrounding areas. This will be monitored through the Program's Child Plus tracking system. As the Program is mandated by the Federal Performance Standards to follow the Community Assessment in determining placement of services, staff will ensure

that each delegate agency has an updated copy of the 2012 Community Assessment to utilize as a guide in their recruitment and enrollment process for the 2012-2013 year.

Additionally, please find the attached information regarding Landow Yeshiva Community Schools, Inc.:

- Copy of the executed Landow Yeshiva Head Start Contract
- Copy of the Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) report for the Landow Yeshiva site (Please note that all delegate agencies follow the program's ERSEA plan; however, each agency must develop their own specific recruitment plan. Both plans have been included).
- Listing of all the children in district 1 on the Head Start waiting list
- Landow Yeshiva's master enrollment list of Head Start/Early Head Start students including home addresses and income eligibility verification

I want to thank you for bringing these concerns to our attention as these are practices that neither the County nor the Program sanction.

If additional information is needed please contact Lucia Davis-Raiford at 305-375-2784.

Attachments

c: Honorable Joe A. Martinez, Chairman
and Members of the Board of County Commissioners
Robert A. Cuevas, Jr., County Attorney
Russell Benford, Deputy Mayor
Lisa Martinez, Senior Advisor, Office of the Mayor
Jennifer Moon, Budget Director, Office of Management and Budget
Lucia Davis-Raiford, Director, Community Action and Human Services Department
Jane McQueen, Head Start Director, Community Action and Human Services Department
Charles Anderson, Commission Auditor

MIAMI-DADE COUNTY
HEAD START PROGRAM
CONTRACT RENEWAL

This Contract, made this 1st day of August, 2009, by and between Miami-Dade County, a political subdivision of the State of Florida, through its Community Action Agency (hereinafter referred to as "County"), located at 701 NW First Court Miami, FL 33136 and **Landow Yeshiva Community Schools, Inc.**, having offices at 1330 NW First Court · Miami, FL 33169 (hereinafter referred to as "Provider") states conditions and covenants for the administration of a portion of the County's Head Start Program (hereinafter referred to as "Program").

WHEREAS, the Board through Resolution 811-06 authorized the County Manager to receive and expend federal Health and Human Services (HHS) grant funds for the continued operation and administration of the Head Start/Early Head Start Program; and

WHEREAS, the Provider provides or will develop services of value to the County and has demonstrated an ability to provide these services; and

WHEREAS, the County is desirous of assisting the Provider in providing those services and the Provider is desirous of providing such services; and

WHEREAS, pursuant to the original contract entered into between the County and the Provider, the County desires to exercise the final option to renew for one (1) additional year,

NOW, THEREFORE, in consideration of the mutual covenants recorded herein, the parties hereto agree as follows:

I. **AMOUNT PAYABLE.** Subject to available funds, the maximum amount payable for services rendered under this Contract, shall not exceed $**441,908**. The Amount Payable under this Agreement includes a Cost of Living Adjustment (COLA) of 4.9%. The COLA is comprised of a permanent and temporary increase in the base funding level of this Agreement. The permanent increase in the base funding level is 3.06% of the COLA. The temporary increase in the base funding level is 1.84% of the COLA and shall terminate at the end of the 2009-2010 program year. Both parties agree that should available County funding be reduced, the amount payable under this Contract may be proportionately reduced at the option of the County.

II. **REQUIRED MATCH.** The Delegate Agency agrees to provide non-federal resources in an amount equivalent to twenty-five percent (25%) of the total contract amount. The non-federal resources may be in cash and/or in-kind donations, but may not be from other federal sources unless there is specific statutory language allowing this use. Lump sum in-kind allocations may be allotted throughout the Program year and shall be applied in monthly increments until the in-kind contributions have been exhausted. Along with its monthly invoices, the Delegate Agency agrees to submit proof of the required twenty-five (25%) on non-federal resources. If the Delegate Agency fails to provide proof of non-federal resources, the County shall reduce the monthly reimbursement in accordance with the shortage. The Delegate Agency may recapture funds that were deducted as a result of a shortage in the non-federal resources requirement at the end of the Agreement by providing the requisite documentation/proof in the Closeout Report (See Article XVI, Payment Procedures, Section E).

III. SERVICE PROVISIONS AND CONDITIONS.

A. The Provider agrees to the following service provisions and conditions:

1. Administer the Head Start Program, as defined by the United States Department of Health and Human Services and County rules, five (5) days a week for a total of 175 (one hundred and seventy-five) school days throughout the term of this Agreement for a maximum of **60** slots for pre-school children (ages 3 to 5 years old). Full enrollment of slots shall be obtained on the first day of class and maintained throughout the Program year. Provider shall maintain a waiting list of eligible applicants. The waiting list shall represent not less than 20% of Provider's total enrollment. Provider shall also maintain an inquiry list, i.e. a list of individuals who have expressed an interest in enrolling their child/ren in the Head Start Program. Slots that remain vacant for an excess of thirty (30) days may result in a reduction of funding.

2. Adhere to all applicable Head Start Programs Performance Standards, notices and instructions as promulgated by the United States Department of Health and Human Services Administration for Children and Families (ACF), Administration for Children, Youth and Families (ACYF), including but not limited to Code of Federal Regulations (CFR), Title 45 Parts 1301, 1302, 1303, 1304, 1305, 1306, 1308, 1309 and Section 544(g)(3) of the Head Start Act, Florida Statutes (Section 402.301-402.319 and Section 120.60), Florida Administrative Code (Chapter 65C-22 and Chapter 64E-11) and appropriate County requirements, all of which are incorporated herein by reference. These rules, regulations and requirements must be followed to the extent that they are consistent with the Head Start Act, 42 U.S.C. §9807 et seq., as amended.

3. Provide the children enrolled in the Head Start Program with a separate classroom, ensuring that they are not sharing the classroom with children who are not enrolled in the Head Start Program. The maximum number of children allowed in the classroom of three-year olds is seventeen (17). A class is considered to serve predominately three-year old children if more than half of the children in the class will be three-years old by September 1 of the school year. Four-year olds who reach age four between September 2nd and December 31 of the school year may share a classroom with three-year olds, up to a maximum of seventeen (17) children if the predominant age of the children is three years old and up to a maximum of twenty (20) children if the predominant age of the children is four years old.

4. The hours of operation for Head Start funded sites are from 7:30 a.m. to 4:00 p.m. No center may operate for less time and no fee can be charged for this time. Additional services that fall outside of these time frames may be offered either free of charge or for a fee. If a fee is charged for after-school care during the regular Head Start year or during the summer when Head Start is closed, the Provider must send a notice to the parents advising them that the service is not part of the Head Start services. A copy of this letter should be submitted to the County's Head Start Director.

5. Establish and maintain an organizational structure that supports the accomplishment of program objectives. The structure must address the following program management functions: Management of early childhood development and health services, including child development and education; child medical, dental, and mental health; child nutrition; and services for disabilities; and management of family and community partnerships, including parent activities and the Head Start director with demonstrated skills and abilities in a management capacity relevant to human services program management. (1304.52 (a)(1), 1304.52(b)(1)&(2).

6. Ensure that all staff that are paid by Head Start, either entirely and partially, attends the annual Pre-Service Training Conference, and in-service staff trainings developed for the program.

7. Submit all applications of over-income children to the County for approval prior to the child entering the program. This includes children with disabilities and children transitioning from Early Head Start. Failure to comply will result in a reduction of reimbursement for each child not approved. The reduction will be pro-rated on the delegate cost per child.

8. Provide a daily educational program following the curriculum designated by the County, *High Scope Curriculum*. Daily Educational Program for infants, toddlers, and/or pre-school children shall emphasize the social, physical, emotional, and appropriate cognitive skills as specified by 45 CFR part 1304.21. Any special enhancement projects or special grants that affect the Head Start curriculum must be approved by the County prior to implementation.

9. Ensure immunizations, medical exams, dental, behavioral and developmental screening and appropriate follow-up care for all enrolled children.

10. Ensure that staff eats lunch with the children daily and provide hands-on nutritional activities weekly.

11. Maintain no less than ten (10) percent of the funded enrollment with children who have disabilities and provide disability services in coordination with the Program. Provider shall also comply with Individuals with Disabilities Education Act (IDEA) 20 U.S.C. §1400 et. seq., as may be amended from time to time.

12. Provide Family and Community Partnerships and parent involvement services in coordination with the County, in an effort to ensure that parents share in the decision making processes. The Provider's Head Start Policy and Parent Committees must be clearly identified and must maintain accurate minutes which reflect Head Start's parent activities, education, financial records and other related documents. Powers and functions of the Policy Committee must be in compliance with 42 U.S.C. §9837, Head Start Act, as amended.

13. Provide a meeting allowance of $10.00 per meeting for a maximum of two (2) meetings per month for income eligible members of the Policy Committee.

14. Provide funding for the Parent Activity Fund at a rate of $7.00 per slot. The Activity Fund shall be governed by the federal guidelines and ensure that parents have the role in deciding how these funds will be utilized.

15. Head Start and Early Head Start classroom staff, including substitutes, must comply, at a minimum, with credentialing requirements as per ACF-IM-HS-08-12, or subsequent updates.

16. Establish and maintain an organizational structure that supports the accomplishment of program objectives. Each Provider shall ensure qualifications of content area experts.
    a. Parent Involvement Services supported by staff or consultants with training, experience, and skills in assisting the parents of young children in advocating and decision-making for their families.
    b. Education and Child Development Services supported by staff or consultants with training and experience in areas that include: the theories and principles of child growth and development, early childhood education and family support. In addition, staff or consultants shall meet the qualifications for classroom teachers.
    c. Health Services supported by staff or consultants with training and experience in public health, nursing, health education, maternal and child health, or health administration. This requirement must also be followed when a health procedure must be performed by a licensed/certified health professional.
    d. Nutrition Services supported by staff or consultants who are registered dieticians or nutritionist.
    e. Family and Community Partnership Services supported by staff or consultants with training and experience in field(s) related to social, human or family services.
    f. Disability Services supported by staff or consultants with training and experience in securing and individualizing needs for children with disabilities.
    g. Provide mental health services supported by staff or consultants who are licensed or certified mental health professional with experience and expertise in serving young children and their families.
    h. A qualified fiscal officer acquired for either regularly scheduled or ongoing services.

17. Providers operating center based programs shall adhere to the following staffing requirements and qualifications:
    a. Employ and maintain two (2) paid staff persons (a teacher and a teacher aide or two teachers or substitutes for each classroom).

18. All resumes and educational credentials for all staff including contractual staff, shall be reviewed for qualification of positions in which any portion of the salary is to be paid by the Head Start program. Where Provider hires staff without obtaining prior review and approval from the County for a position's

qualifications, the County shall only reimburse Provider for retroactive payment of staff positions up to sixty (60) days of the County's approval. Requests for reimbursement exceeding sixty (60) days of the County's approval will be disallowed. Required documentation includes but may not be limited to a current resume, educational credentials, and Policy Committee minutes documenting the Committee's approval of recommendation to hire staff. If an emergency situation occurs, e.g. an unanticipated vacancy of position vital to the operation of the program, staff may be hired for a maximum of thirty (30) days prior to the approval by the Policy Committee, but requests for approval of required qualifications must be submitted to the Program immediately. Transcripts and/or Degrees provided in languages other than English shall be translated into English at the expense of Provider.

19. Education Coordinators, including those serving as curriculum specialists, shall possess a Baccalaureate or advance degree in early childhood education or a related degree with eighteen (18) credits in early childhood education by September 30, 2013.

20. Job descriptions shall be submitted for the upcoming school year by August 1st. No more than two (2) modifications shall be allowed per job description per program year.

21. Family and children data must be entered into the database identified by the Program.

22. Display prominently at the entrance of every facility a County approved signage informing the community that the Provider is receiving and utilizing Head Start/Early Head Start funds.

B. The County agrees to the following:

1. To monitor, evaluate and provide guidance to the Provider as it performs its obligations under this Contract.

2. Make available to the Provider appropriate training and technical assistance and notify the Provider of all local, state, and national conferences of relevance to the Head Start program.

3. Reimburse the Provider subject to the availability of federal funds and pursuant to the HHS grant on a monthly basis in accordance with the Provider's approved monthly reimbursement package.

4. Reimburse the Provider for nutrition services provided to children enrolled in Head Start not covered by USDA Child and Adult Care Food Program.

5. Provide disability services for all identified children in the Head Start Program. Provider shall first seek to provide services through Medicaid or other such

insurer before expending Head Start funding. Funds allocated for disabilities services shall not exceed the annual allotment.

6. Provide health services for all children enrolled in the Head Start program up to a maximum of $100,000 annually. Provider shall first seek to provide services through Medicaid or other such insurer before expending Head Start funding. Funds allocated for disabilities services shall not exceed the annual allotment.

IV. BUDGET SUMMARY. The Provider agrees that all expenditures or costs shall be made in accordance with the Budget which is attached herein and incorporated hereto as Attachment B.

The Provider shall request County approval for budget line item adjustments upon proper documentation and justification, as long as there are no programmatic affects. This includes budget shifts between personnel and non-personnel line items. Any Budget Modification shall replace Attachment B.

The Provider may amend the budget no more than twice during the term of this Contract. The first budget revision must be submitted by December 31, 2009. The final budget revision must be submitted by April 30, 2010.

V. EFFECTIVE TERM. The effective term of this Contract shall be from **August 1, 2009 to July 31, 2010.**

VI. INDEMNIFICATION BY PROVIDER.

A. Government Entity. Government entity shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorney's fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of the Contract by the government entity or its employees, agents, servants, partners, principals or subcontractors. Government entity shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. Provided, however, this indemnification shall only be to the extent and within the limitations of Section 768.28 Florida Statute, subject to the provisions of the Statute whereby the government entity shall not be held liable to pay a personal injury or property damage claim or judgment by any one person which exceeds the sum of $100,000, or any claim or judgment or portions thereof, which, when totaled with all other claims or judgments paid by the government entity arising out of the same incident or occurrence, exceed the sum of $200,000 from any and all personal injury or property damage claims, liabilities, losses or causes of action which may arise as a result of the negligence of the government entity.

B. All Other Providers. The Provider shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of

any kind or nature arising out of, relating to or resulting from the performance of this Contract by the Provider or its employees, agents, servants, partners principals or subcontractors. Provider shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. Provider expressly understands and agrees that any insurance protection required by this Contract or otherwise provided by Provider shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

C. Term of Indemnification. The provisions of this section or indemnification shall survive the expiration or termination of this Contract.

VII. INSURANCE.

A. Government Entity. If the Provider is the State of Florida or agency or political subdivision of the State as defined in Section 768.28, Florida Statutes, the Provider shall furnish the County, upon request, written verification of liability protection in accordance with section 768.28, Florida Statutes. Nothing herein shall be construed to extend any party's liability beyond that provided in section 768.28, Florida Statues.

B. All Other Providers. The Provider shall furnish to Miami-Dade County Community Action Agency, 701 NW 1st Court, Miami, Florida 33136, Certificate(s) of Insurance or written verification as determined by the County's Risk Management Division after review of the Scope of Services (Section III, Parts A and B). The County shall not disburse any funds until it is provided with the necessary Certificate(s) or written verification (binders) and such documents have been approved by Risk Management. The Certificate (s) shall indicate that insurance coverage has been obtained which meets the requirements as outlined below:

Worker's Compensation Insurance for all employees of the Provider as required by Florida Statute 440.

Public Liability Insurance on a comprehensive basis in an amount not less than $300,000 combined single limit per occurrence for bodily injury and property damage. Miami-Dade County must be shown as an additional insured with respect to this coverage.

Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than $300,000 combined single limit per occurrence for bodily injury and property damage. For providers transporting children, the limit of liability required for Automobile Liability Insurance is $500,000.

Professional Liability Insurance, when applicable, in the name of the Provider in an amount not less than $250,000.

Student Accident Insurance, ensuring adequate student accident insurance for the number of children included in this contract in an amount not less than $2,000 per child.

Insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

The company must be rated no less than "B" as to management, and no less than "Class V" as to financial strength by the latest edition of Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey or its equivalent subject to the approval of the County Risk Management Division.

or

The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized to do Business in Florida," issued by the State of Florida Department of Insurance and must be members of the Florida Guaranty Fund.

Certificates of Insurance shall indicate that no modification or change in insurance shall be made without thirty (30) days written advance notice to the certificate holder.

VIII. PROOF OF LICENSURE/CERTIFICATION AND BACKGROUND SCREENING.

A. Licensure. If the Provider is required by HHS, the State of Florida or Miami-Dade County to be licensed or certified to provide the services or operate the facilities as described in this contract, the Provider shall furnish the County a copy of all required current licenses or certificates within thirty (30) days of the date of contract execution. Examples of services or operations requiring such licensure or certification include but are not limited to childcare, day care, nursing homes, and boarding homes.

Fire Inspection Certificate. If Provider is required by the State of Florida, Miami-Dade County or any municipality to have a service site Fire Inspection Certificate, Provider shall keep on file the most recent inspection and furnish the County with a copy within thirty (30) days of execution of this Contract.

Health Inspection Certificate. If Provider is required by the State of Florida, Miami-Dade County or any municipality to have a service site Health Inspection Certificate, Provider shall keep on file the most recent inspection and furnish the County with a copy within thirty (30) days of execution of this Contract.

If the Provider fails to furnish the County with the licenses or certificates required under this Section, the County shall not disburse any funds until it is provided with such licenses or certificates.

Failure to provide the licenses or certificates within thirty (30) days of execution of this Contract may result in termination of this Contract.

B. Background Screening.

1. In accordance with Sections 984.01(2)(a), 985.01(2)(a), and 39.001, Florida Statutes, only employees, volunteers and subcontracted personnel with a satisfactory background check through a screening agency may work in direct contact with children under the age of eighteen.

Level 2 background screenings must be completed through the Florida Department of Law Enforcement (FDLE), VECHS Program, However, satisfactory background screening documentation will be accepted for those agencies that already conduct business with either the Department of Children and Families (DCF) or the Department of Juvenile Justice (DJJ) or the Miami Dade Public School System (MDPS). In addition, an Attestation of Good Moral Character must be completed annually for each employee, volunteer and subcontracted personnel upon hiring.

2. Pursuant to Section 1012.465, Florida Statutes, Providers employing current School Board employees in possession of a valid School Board ID Badge and updated Level 2 Screening must complete a verification form. Non-School Board employees are required to obtain a Level 2 Screening and a School Board ID Badge before access to school campuses is granted, in the event access to school campuses is incorporated in the Services under this Contract.

In accordance with section 648A(g)(3) of the Head Start Act, 42 U.S.C. 9483A(g)(3), it is required that all provider agency personnel working directly with children must have a completed Level 2 Screening that indicates that there has been no prior involvement in any of the disallowed conditions, before beginning work with client youths. Level 1 Screenings can be accomplished electronically on line with the Florida Department of Law Enforcement: www.fdle.state.fl.us/CriminalHistory/. Any employee receiving positive response(s) to any of the enumerated charges as defined in Level 1 and Level 2 background checks must immediately cease working with children or youths. All employee personnel files shall reflect the initiation and completion of the required background screening checks.

From the date of execution of this contract, Provider shall furnish the County with proof that background screening Level 2 was completed. If the Provider fails to furnish to the County proof that background screening Level 2 was completed prior to working directly with client youths, the County shall not disburse any further funds and this Contract may be subject to termination at the discretion of the County.

The County requires that only employees and subcontracted employees with a satisfactory background check as described in Section 435.03(3)(a),Florida Statutes, and through an appropriate screening agency (i.e. Florida Department of Law Enforcement, Federal Bureau of Investigation) work in direct contact with the elderly, disabled and persons with mental illness, in settings such as but not limited to adult day care center, assisted living facilities, home equipment screening nursing homes, home health agencies, facilities for developmentally disabled, and mental health treatment facilities.

Within thirty (30) days of execution of this contract, Provider shall furnish the County with proof that background screening was initiated. If the Provider fails to furnish to the County proof that background screening was initiated within thirty (30) days of execution of this contract, the County shall not disburse any further funds and this Contract may be subject to termination at the discretion of the County.

Provider shall retain all records demonstrating compliance with the background screening required herein for not less than three years beyond the last date that all applicable terms of this Contract have been complied with and final payment has been received and appropriate audits have been submitted to and accepted by the appropriate entity.

IX. CONFLICT OF INTEREST.

The Provider agrees to abide by and be governed by Dade County Ordinance No. 72-82 (Conflict of Interest Ordinance codified at Section 2-11.1, et al. of the Code of Miami-Dade County), as amended, and all applicable federal and state conflict of interest provisions, which are incorporated herein by reference as if fully set forth herein, in connection with its Contract obligations hereunder.

The Provider represents that the execution of this Contract does not violate the State of Florida Code of Ethics, (§112.311, Florida Statutes), as amended, which is incorporated herein by reference as if fully set forth herein. Provider agrees to abide by and be governed by all applicable local, state and federal conflict of interest laws throughout the course of this Contract and in connection with its obligations hereunder.

X. CIVIL RIGHTS AND OTHER REGULATORY COMPLIANCE.

A. Non-discrimination and civil rights. Programs receiving funding from the County shall not discriminate against an employee, volunteer, or client of the Provider on the basis of race, color, gender, pregnancy, marital status, familial status, sexual orientation, religion, ancestry, national origin, disability, or age except that programs may target services for specific client groups as defined in the Request for Proposal (RFP) or response to the RFP. Additionally, Provider shall demonstrate that it has standards, policies, and practices necessary to render services in a manner that respects the worth of the individual and protects and preserves the dignity of people of diverse cultures, classes, races, religions, sexual orientation, and ethnic backgrounds.

Provider agrees to abide by Chapter 11A of the Code of Miami-Dade County ("County Code"), as amended, which prohibits discrimination in employment, housing and public accommodations; Title VII of the Civil Rights Act of 1968, as amended, which prohibits discrimination in employment and public accommodation; the Age Discrimination Act of 1975, 42 U.S.C. Section 2000d, as amended, which prohibits discrimination in employment because of age; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, as amended, which prohibits discrimination on the basis of disability; and the Americans with Disabilities Act, 42 U.S.C. § 12103 et seq., which prohibits discrimination in employment and public accommodations because of disability.

It is expressly understood that upon receipt of evidence of discrimination under any of these laws, the County shall have the right to terminate this Contract. If Provider or any owner, subsidiary, or other firm affiliated with or related to Provider, is found by the responsible enforcement agency or the courts to be in violation of these laws, the County will conduct no further business with Provider. Any contract entered into based upon a false affidavit shall be violable by the County.

B. Family medical leave. Provider agrees that it is in compliance with the Family Medical Leave Act (28 U.S.C. §2601 et seq. and §11A-29 et seq. of Miami-Dade County Code) which requires an employer, who in the regular course of business has fifty (50) or more employees working in Miami-Dade County for each working day during each of twenty (20) or more calendar work weeks to provide family medical leave to its employees. Failure to comply with this local law may be grounds for voiding or terminating this Contract.

C. Domestic violence leave. The Provider agrees that it is in compliance with the Domestic Violence Leave, codified as § 11A-60 et seq. of the Miami-Dade County Code, which

requires an employer, who in the regular course of business has fifty (50) or more employees working in Miami-Dade County for each working day during each of twenty (20) or more calendar work weeks to provide domestic violence leave to its employees. Failure to comply with this local law may be grounds for voiding or terminating this Contract.

D. Florida clean indoor air act. Provider agrees that it is in compliance with the Florida Clean Indoor Air Act, §386.201, et seq., Florida Statutes, which prohibits smoking in enclosed indoor workplaces, including private residences where child care or health care is provided.

E. Public entities crime act. Provider represents that the execution of this Contract will not violate the Public Entities Crimes Act (Section 287.133, Florida Statutes), which essentially provides that a person or affiliate who is a contractor, consultant or other Provider and who has been placed on the convicted vendor list following a conviction for a Public Entity Crime may not submit a bid on a contract to provide any goods or services to the Department, may not submit a bid on a contract with the County for the construction or repair of a public building or public work, may not submit bids on leases of real property to the Department, may not be awarded or perform work as a contractor supplier, subcontractor, or consultant under a contract with the Department, and may not transact any business with the County in excess of the threshold amount provided in Section 287.017, Florida Statutes, for category two purchases for a period of thirty-six (36) months from the date of being placed on the convicted vendor list. Violation of this section shall result in cancellation of this Contract and recovery of all monies paid hereto, and may result in debarment from the Department's competitive procurement activities.

F. Living wage. Provider agrees to comply with Miami-Dade County's Living Wage Ordinance (§2-8.9 of Miami-Dade County Code) if it has contracted with the County for a sum of $100,000 or more to provide food preparation/distribution, security services, routine maintenance (custodial, cleaning, refuse removal, repair, refinishing, recycling), clerical or other non-supervisory clerical work, transportation and parking service, printing services or landscaping/lawn services.

G. Compliance with Sarbanes-Oxley. Provider shall comply with the following provisions of the Sarbanes-Oxley Act (SOX) that apply to all corporate entities, including non-profit organizations, as follows:

1. It is a crime to alter, cover up, falsify, or destroy any document that may be relevant to an official investigation (SOX, Section 1102, Section 1512 of Title 18, USC).

2. It is illegal for any corporate entity to punish whistle blowers or retaliate against any employee who reports suspected cases of fraud or abuse (SOX, Section 1107, Section 1513 of Title 18, USC).

H. Child Abuse Reporting. Provider shall immediately report knowledge or reasonable suspicion of abuse, neglect, or abandonment of a child, aged person, or disabled adult to the Florida Abuse Hotline on the statewide toll-free telephone number (1-800-96-ABUSE). As required by Chapters 39 and 415, Florida Statutes, this is binding upon both the Provider and its employees.

XI. INCIDENT REPORTING. The Provider shall ensure 100% compliance with the County's incident reporting procedures.

XII. NOTICES. It is understood and agreed between the parties that written notice addressed to the County and mailed or delivered to the address appearing on page one (1) of the Contract and written notice addressed to the Provider and mailed or delivered to the address appearing on page one (1) of this Contract shall constitute sufficient notice to either party. It is Provider's responsibility to advise the County in writing of any changes in name, address and/or telephone number.

XIII. AUTONOMY. Both parties agree that this Contract recognizes the autonomy of and stipulates or implies no affiliation between the contracting parties. It is expressly understood and intended that the Provider is only a recipient of funding support and is not an agent or instrumentality of the County. Furthermore, the Provider's agents and employees are not agents or employees of the County.

XIV. BREACH OF CONTRACT: COUNTY REMEDIES.

A. Breach. A breach by the Provider shall have occurred under this Contract if: (1) the Provider fails to provide the services outlined in this document within the effective terms of this Contract; (2) the Provider ineffectively or improperly uses the County funds allocated under this Contract; (3) the Provider does not furnish the Certificates of Insurance required by this Contract or as determined by the County's Risk Management Division; (4) the Provider does not furnish proof of licensure/certification or proof of background screening required by this Contract; (5) the Provider fails to submit, or submits incorrect or incomplete proof of expenditures to support disbursement requests or advance funding disbursements or fails to submit or submits incomplete or incorrect detailed reports of expenditures or final expenditure reports; (6) the Provider does not submit or submits incomplete or incorrect required reports; (7) the Provider refuses to allow the County access to records or refuses to allow the County to monitor, evaluate and review the Provider's program; (8) the Provider discriminates under any of the laws and requirements outlined in Section IX of this Contract; (9) the Provider fails to provide Domestic Violence Leave or Family Medical Leave to its employees pursuant to local and federal law; (10) the Provider falsifies or violates the provisions of the Drug Free Workplace Affidavit (Attachment C); (11) the Provider attempts to meet its obligations under this contract through fraud, misrepresentation or material misstatement; (12) the Provider fails to correct deficiencies found during a monitoring, evaluation or review within the specified time; (13) the Provider fails to meet the terms and conditions of any obligation under any contract or otherwise or any repayment schedule to the County or any of its agencies or instrumentalities; (14) the Provider fails to submit the Certificate of Corporate Status, Board of Directors requirement or proof of tax status; (15) fails to meet any of the terms and conditions of the Dade County Affidavits (Attachment C) or the State Affidavit (Attachment D); or (16) the Provider fails to fulfill in a timely and proper manner any and all of its obligations, covenants, agreements and stipulations in this Contract or (17) The Provider fails to fulfill the required non-federal share requirement within the effective term of this contract.

Waiver of breach of any provisions of this Contract shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this Contract.

B. County Remedies. If the Provider breaches this Contract, the County may pursue any or all of the following remedies:

1. The County may terminate this Contract by giving written notice to the Provider of such termination and specifying the effective date thereof at least five (5) days before the effective date of termination. In the event of termination, the County may: (a) request the return of all finished or unfinished documents, data studies, surveys, drawings, maps, models, photographs, reports prepared, equipment and secured by the Provider with County funds under this Contract; (b) seek reimbursement of County funds allocated to the Provider under this Contract; or (c) at the sole discretion of the County, the County may terminate or cancel any other contracts entered into between the County and the Provider. The Provider shall be responsible for all direct and indirect costs associated with such termination, including attorney's fees, costs, and any judgments entered by a court of appropriate jurisdiction;

2. The County may suspend payment in whole or in part under this Contract by providing written notice to the Provider of such suspension and specifying the effective date thereof, at least five (5) days before the effective date of suspension. On the effective date of suspension the Provider must immediately cease to provide services pursuant to this Contract. All payments to Provider as of this date shall cease. If payments are suspended, the County shall specify in writing the actions that must be taken by the Provider as condition precedent to resumption of payments and shall specify a reasonable date for compliance. The County may also suspend any payments in whole or in part under any other contracts entered into between the County and the Provider. The Provider shall be responsible for all direct and indirect costs associated with such suspension, including attorney's fees, costs, and any judgments entered by a court of appropriate jurisdiction;

3. The County may seek enforcement of this Contract including but not limited to filing an action with a court of appropriate jurisdiction. The Provider shall be responsible for all direct and indirect costs associated with such enforcement, including attorney's fees, costs, and any judgments entered by a court of appropriate jurisdiction;

4. The County may debar the Provider from future County contracting;

5. If, for any reason, the Provider should attempt to meet its obligations under this Contract through fraud, misrepresentation or material misstatement, the County shall, whenever practicable terminate this Contract by giving written notice to the provider of such termination and specifying the effective date thereof at least five (5) days before the effective date of such termination. The County may terminate or cancel any other contracts which such individual or entity has with the County. Such individual or entity shall be responsible for all direct and indirect costs associated with such termination or cancellation, including attorney's fees. Any individual or entity who attempts to meet its contractual obligations with the county through fraud, misrepresentation or material misstatement may be disbarred from county contracting for up to five (5) years;

6. Any other remedy available at law or equity.

C. The County Mayor or Mayor's designee is authorized to terminate this Contract on behalf of the County.

D. Damages Sustained. Notwithstanding the above, the Provider shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of the Contract, and the County may withhold any payments to the Provider until such time as the exact amount of damages due the County is determined. The County may also pursue any remedies available at law or equity to compensate for any damages sustained by the breach. The Provider shall be responsible for all direct and indirect costs associated with such action, including attorney's fees, costs, and any judgments entered by a court of appropriate jurisdiction.

XV. TERMINATION BY EITHER PARTY. Both parties agree that this Contract may be terminated by either party hereto by written notice to the other party of such intent to terminate at least thirty (30) days prior to the effective date of such termination. The County Mayor or Mayor's designee is authorized to terminate this Contract on the behalf of the County.

XVI. PAYMENT PROCEDURES. The County agrees to pay the Provider for services rendered under this Contract based on the procedures outlined below, the approved line item budget, and if applicable the Sherman S. Winn Prompt Payment Ordinance (Ordinance 94-40).

A. **Cost Reimbursement Contract.** The Provider shall be paid through reimbursement payments based on the budget approved under this Contract. Upon written request from the Provider, an advance payment of 20% (twenty percent) of the total contract award may be authorized to defray start-up costs. Prior to the disbursement of any funds, the Provider must submit to the County a completed authorized signature form, denoting the names and signatures of all persons authorized to sign reimbursement packages, checks and contracts.

1. The Provider agrees to furnish the County a detailed monthly line-item budget summary which shall be segregated by all program and administrative costs; current month's expenses; year-to-date expenses and available balance; and a statement for the previous month detailing the expenditures and match made by Provider as required by Section II of this document.

2. Each package must include copies of paid payroll taxes, insurances, any backup documentation to support reimbursement requests or additional requests made of the County, and copies of cancelled checks from the previous month, and documentation supporting the reported match.

3. All reimbursement packages shall be submitted within ten (10) working days after the end of the month.

4. The Provider shall provide copies of all contracts and agreements for the current program year, which shall include, but are not limited to, leases for real and personal property and services to the County prior to any requests for reimbursement.

5. The Provider shall provide documentation of compliance with the Davis-Bacon

Act for construction/renovation projects in excess of $2,000.

6. Reimbursement of credit card purchases requires proof that the statement of the credit card which reimbursement is requested has a zero balance.

7. Reimbursement for administrative costs shall not exceed fifteen percent (15%) of the combined contracted amount and matched amount for the Head Start budget.

8. Reimbursement for a lump sum payment of accrued leave will be disallowed.

9. None of the funds provided by the County shall be used to pay the compensation of an individual, either as a direct cost or any prorated as an indirect cost at a rate in excess of Executive Level II.

10. The County will not approve payments for volunteer services provided to the Provider in support of the services detailed in this Contract.

11. The Provider further agrees to maintain originals of cancelled checks, invoices, receipts, and other evidence of indebtedness as proof of expenditure. When original documents cannot be produced, the Provider must adequately justify their absence in writing and furnish copies as proof of expenditure. These documents shall be maintained by the Provider for a period of no less than five (5) years and shall be made available for County staff inspection at any time.

12. The Provider will submit an Agency Cost Allocation Plan to the County within forty-five (45) days of execution of this contract.

13. The cash advance shall be divided in equal parts and deducted from Provider's monthly reimbursements over a six (6) month-period beginning in September 2009.

14. Funds budgeted for direct staff salaries (e.g. teachers, teacher assistants, and/or social workers) shall only be reprogrammed to fill a direct staff vacancy. Where a vacancy has been filled and an overage of allocated funds exists, Provider may request in writing, approval to reprogram funds for non staff related expenditures.

B No Payment of Subcontractors. In no event shall County funds be advanced directly to any subcontractor hereunder.

C. Requests for Payment. The County agrees to pay all budgeted costs incurred by the Provider that are allowable under HHS and County guidelines in accordance with the approved budget upon submission of satisfactory required monthly reports.

D. Processing the Request for Payment. The parties agree that the processing of a payment request shall take a minimum of thirty (30) days from receipt of all required supporting documentation and if the required monthly reports are satisfactory. The County's Finance Department will issue and

mail the check directly to the Provider at the address listed on page one (1) of this Contract, unless otherwise directed by the Provider in writing. It is the responsibility of the Provider to maintain sufficient financial resources to meet the expenses incurred during the period between the provision of services and payment by the County.

Failure to submit the Monthly Summary of Expenditures Report in a manner deemed correct and acceptable by the County, by the 15th day of each month following the month in which the service was delivered, shall be considered a breach of this Contract and may result in termination of this Contract.

Invoices in excess of sixty (60) calendar days and missing required documentation will not be reimbursed.

E. Closeout Report/Recapture of Funds. Upon the expiration of this Contract, the Provider shall submit a Closeout Report to the County no more than forty-five (45) days after the expiration of this Contract. This report shall include a cumulative year-end summary of Provider's performance and fiscal expenditures. If after receipt of this Closeout Report, the County determines that the Provider has been paid funds not in accordance with the Contract, and to which it is not entitled, the Provider shall return such funds to the County or submit appropriate documentation. The County shall have the sole discretion in determining if the Provider is entitled to such funds and the County's decision on this matter shall be binding. Additionally, any unexpended or unallocated funds shall be recaptured by the County along with a detailed explanation as to why funds were unexpended or unallocated.

Any unexpended funds due to the vacancy of staff position(s) of more than thirty (30) days shall be adjusted from the line item budget by the County.

XVII. PROHIBITION AND LIMITATIONS ON USE OF FUNDS.

A. Payment is limited to contracted services. Provider shall use funds provided under this Contract solely for the provision of Services described herein. The Provider shall not use funds provided under this Contract to support other programs or services provided by Provider under a different contract. Neither shall the Provider carry over the funds provided under this Contract to a new contract or amendment without the express written approval of the County. Services funded under this Contract shall only be in addition to services already provided without assistance under this Contract.

B. No supplanting of existing public funds. County funding may not be used by local or state government agencies to replace funding previously provided by those local and state funding sources for the same program purpose. Such government agencies must certify that they have maintained their previous funding level when applying for additional funding from the County. Violation of this section shall be considered a breach of this Contract.

C. Double payments. Provider costs or earnings claimed under this Contract may not also be claimed under another contract or grant from the County or any other agency. Any claim for double payment by Provider shall be considered a material breach under paragraph XIV of this Contract.

D. Use of cost allocation methodology. Provider attests to the County that no other reimbursement is available or used for invoiced Services unless expressly authorized in writing by the County. Provider shall keep accurate and complete records of any fees collected, reimbursement, or

compensation of any kind received from any client or other third party, for any Service covered by this Agreement, and shall make all such records available to the County upon request. Provider shall report such fees, reimbursement, compensation or funding to the County for such payments received which will be deducted from Provider's invoices.

E. Commingling Funds. The Provider shall not commingle funds provided under this Contract with funds received from any other funding sources. The Provider must be able to identify County funds (receipts and disbursements) either by separate general ledger accounts or by a subsidiary ledger that is reconciled to a bank account.

F. Religious purposes. County funds shall not be used for purposes of religious purposes.

G. Lobbying. The Provider shall not use any funds provided under this Contract for lobbying federal, state or local legislators. Violations of this section shall be considered a material breach under paragraph XIV of this Contract.

H. Adverse action or proceeding. Provider shall not utilize the funds provided under this Contract or any other funds provided by the County to retain any legal counsel for any action or proceeding against the County or any of its agents, employees or officials. The Provider shall not utilize the funds provided under this Contract or any other County funds to provide legal representation, advice or counsel to any person in any action or proceeding against the County or any of its agents, employees or officials.

I. Inventory and Capital equipment. To define capital equipment, the County utilizes the definition of "property" as outlined by the Florida Statutes, Chapter 274, as individual items with a value of $1,000 or greater which have a life expectancy of more than one year. Capital equipment purchased by the Provider using County funds are assets of the County, are intended for the County funded programs, considered to be owned by the County. The Provider shall establish and maintain a property control system, and shall be responsible for maintaining a current inventory on all capital items purchased with County funds on forms provided by the County or on forms mutually agreed upon by the County and the Provider. This will include listing on a property record by description, mode, serial number, and date of acquisition and cost. Such property shall be inventoried annually, and an inventory report shall be submitted to the County once a year (July). Records for capital items shall be retained for three (3) years after its disposition. When the Provider is no longer funded by the County, the equipment will be returned to the County for use by another funded program.

XVIII. RECORDS, REPORTS, AUDITS, MONITORING AND REVIEW.

A. Certificate of Corporate Status. The provider must submit to the County, within thirty (30) days from the date of execution of this Contract, a certificate of status in the name of the provider, which certifies the following: that the provider is organized under the laws of the State of Florida; that all fees and penalties have been paid; that the providers most recent annual report has been filed; that its status is active; and that the provider has not filed an Article of Dissolution.

B. Board of Director Requirements. The Provider shall insure that the Board of Directors is apprised of the fiscal, administrative and contractual obligations of the project funded through the County by passage of a formal resolution authorizing execution of the Contract with the County.

Failure to provide a copy of the resolution within forty-five (45) days of execution of this contract may result in termination of this Contract.

C. Proof of Tax Status. The Provider is required to submit to the County the following documentation: (a) The I.R.S. tax exempt status determination letter; (b) the most recent I.R.S. form 990; (c) the annual submission of I.R.S. form 990 within (6) months after the Provider's fiscal year end; (d) IRS 941 - Quarterly Federal Tax Return Reports within thirty-five (35) days after the quarter ends and if the 941 reflects a tax liability, proof of payment must be submitted within sixty (60) days after the quarter ends.

D. Accounting Records. The Provider shall keep accounting records which conform to generally accepted accounting principles. All such records will be retained by the Provider for not less than five (5) years beyond the term of this Contract. However, if any audit, claim, litigation, negotiation or other action involving this Contract or modification hereto has commenced before the expiration of the retention period, the records shall be retained until completion of the action and resolution of all issues which arise from it or until the end of the regular retention period, which ever is later.

E. Financial Audit. Within one-hundred and eighty days (180) of the close of the fiscal year, the Provider agrees to submit to the County a certified independent fiscal audit of all its corporate activities and any accompanying management letter(s), for each year during which this Contract remains in force and until all funds expended from this Contract have been audited. This audit shall be conducted in accordance with auditing standards generally accepted in the United States of America and standards contained in the Government Auditing Standards issued by the Comptroller General of the United States. The fiscal audit must also be conducted consistent with the United States Office of Management and Budget Circular A-133, Audit of States, Local Government and Non-Profit Organizations and the Florida Single Audit Act, Florida Statutes, Section 215.97, as applicable.

For audits conducted under the Office of Management and Budget Circular A-133, Audit of States, Local Government and Non-Profit Organizations and the Florida Single Audit Act, Provider must also submit the schedule of expenditures pertaining to awards, summary schedule of prior audit findings, applicable auditor's reports and the corrective action plan when the schedule of findings and questioned costs prepared by the independent auditor discloses audit findings relating to this contract. If this is not submitted to the County by the dates specified, funds may be withheld until the requirements are met. In the event that the independent auditor does not disclose audit findings relating to this Contract, Provider shall provide written notification to the County that an audit of Provider was conducted in accordance with applicable laws and regulations and that the findings and questioned costs disclosed no audit findings related to this Contract; and, that the summary schedule of prior audit findings did not report on the status of any audit findings relating to awards that the County provided.

Audit extensions may be granted in writing by the County upon receipt in writing of such request with appropriate justification from the Provider.

F. Wage Comparability. Provider shall submit an updated Wage and Comparability study annually.

G. Access to Records: Audit. The County reserves the right to require the Provider to

submit to an audit or review by an auditor, personnel or contractor of the County's choosing. The Provider shall provide access to all of its records which relate to this Contract at its place of business during regular business hours. The Provider agrees to provide such assistance as may be necessary to facilitate their review or audit by the County to insure compliance with applicable accounting and financial standards, including access by the County or its designee to Provider's independent auditor's working papers for complying with federal, state or local requirements. The Provider agrees to maintain supporting documentation for all services provided under this Contract and shall submit such supporting documentation to the County upon request.

H. Office of Miami-Dade County Inspector General. Miami-Dade County has established the Office of Inspector General which is empowered to perform random audits on all County contracts throughout the duration of each contract. Grant recipients are exempt from paying the cost of the audit which is normally ¼ of 1% of the total contract amount.

The Miami-Dade County Inspector General is authorized and empowered to review past, present and proposed County and Public Health Trust programs, contracts, transactions, accounts, records and programs. In addition, the Inspector General has the power to subpoena witnesses, administer oaths, require the production of records and monitor existing projects and programs.

Monitoring of an existing project or program may include a report concerning whether the project is on time, within budget and in compliance with plans, specifications and applicable law.

The Inspector General is empowered to analyze the necessity of and reasonableness of proposed change orders to the Contract. The Inspector General is empowered to retain the services of independent private sector inspectors general to audit, investigate, monitor, oversee, inspect and review operations, activities, performance and procurement process including but not limited to project design, bid specifications, proposal submittals, activities of the Provider, its officers, agents and employees, lobbyists, County staff and elected officials to ensure compliance with contract specifications and to detect fraud and corruption.

Upon ten (10) days prior written notice to the Provider from the Inspector General or Independent Private Sector Inspector General (IPSIG) retained by the Inspector General, the Provider shall make all requested records and documents available to the Inspector General or IPSIG for inspection and copying.

The Inspector General and IPSIG shall have the right to inspect and copy all documents and records in the Provider's possession, custody or control which, in the Inspector General's or IPSIG's sole judgment, pertain to performance of the contract, including, but not limited to original estimate files, worksheets, proposals and Contracts from and with successful and unsuccessful subcontractors and suppliers, all project-related correspondence, memoranda, instructions, financial documents, construction documents, proposal and contract documents, back-charge documents, all documents and records which involve cash, trade or volume discounts, insurance proceeds, rebates, or dividends received, payroll and personnel records, and supporting documentation for the aforesaid documents and records.

The provisions in this section shall apply to the Provider, its officers, agents, employees, subcontractors and suppliers. The Provider shall incorporate the provisions in this section in all subcontractors and all other Contracts executed by the Provider in connection with the performance of the contract.

Nothing in this contract shall impair any independent right of the County to conduct audit or investigative activities. The provisions of this section are neither intended nor shall they be construed to impose any liability on the County by the Provider or third parties.

I. Independent Private Sector Inspector General Reviews. Pursuant to Miami-Dade County Administrative Order 3-20, the Provider is aware that the County has the right to retain the services of an Independent Private Sector Inspector General ("IPSIG"), whenever the County deems it appropriate to do so. Upon written notice from the County, the Provider shall make available to the IPSIG retained by the County, all requested records and documentation pertaining to this Contract for inspection and copying. The County shall be responsible for the payment of these IPSIG services, and under no circumstance shall the Provider's budget and any changes thereto approved by the County, be inclusive of any charges relating to these IPSIG services.

The terms of this provision herein, apply to the Provider, its officers, agents, employees, sub-consultants and assignees. Nothing contained in this provision shall impair any independent right of the County to conduct an audit or investigate the operations, activities and performance of the Provider in connection with this Contract. The terms of this Section shall not impose any liability on the County by the Provider or any third party.

J. Performance Record Keeping and Reporting. The Provider shall maintain and/or furnish data and perform the following functions as indicated:

1. Enter data into the approved family and information system and Galileo on a daily basis to record information on children and families; document observation; and track child's developmental progress, health information, family's goals towards self-sufficiency, family needs, etc., pursuant to the instructions provided by the County. Attendance shall be entered by Friday midnight of each week.

2. Comply with the County's Results Oriented Management and Accountability System (ROMA) reporting requirement by the first working day of each month.

3. Submit any such reports as may be required by the HHS and the County by the specified deadlines.

4. Provide by the fifth working day of each month, the Monthly Delegate Service Report in the format provided by the County.

5. Provide in February an updated work plan for the upcoming school year. The work plan shall be in compliance with the Head Start Performance Standards and the Head Start Act. The plan shall outline the policies and procedures for including children with disabilities in accordance with the Americans Disabilities Act (ADA), 42 U.S.C. §12101 et seq., as may be amended from time to time.

6. Centers must maintain a minimum of 85% Average Enrolled Attendance (AEA) on a monthly basis. When the AEA falls below 85% the Provider will send the

County a complete analysis of the cause by the 5th of the month.

K. Monitoring: Management Evaluation and Performance Review. This section shall pertain only to Providers whose funding allocation under this Contract is $10,000 or more or whose funding allocation becomes $10,000 or more during the term of this Contract.

The Provider agrees to permit County personnel to perform random scheduled monitoring, reviews and evaluations of the program which is the subject of this Contract. The County shall monitor both fiscal/administrative and programmatic compliance with all the terms and conditions of the Contract.

The Provider shall permit the County to conduct site visits, client interviews, client assessment surveys, fiscal/administrative review and other techniques deemed reasonably necessary in the County's sole discretion to fulfill the monitoring function. A report of the County's findings will be delivered to the Provider and the Provider will rectify all deficiencies cited within the period of time specified in the report. If such deficiencies are not corrected within the specified time, the County may suspend payments or terminate this Contract. The County shall conduct one or more formal management evaluation and performance reviews of the Provider. Continuation of this Contract or future funding is dependent upon satisfactory evaluation conclusions. Furthermore, the findings of monitoring reports, responsiveness to corrective action, the satisfactory performance of the requirements of this Contract and the timely receipt of requested information shall be considered factors in evaluating future funding requests.

The Provider shall, on an annual basis, develop and execute a self-assessment plan that is approved by the Policy Committee. Results of the findings and the corrective action plans shall be submitted to the County in the required format.

The Provider shall implement the grantees Quality Assurance and Service Reliability System for planning.

L. Client Records. The Provider shall maintain a separate individual case file for each client/family served. This case file shall include all pertinent information regarding client activity. These files shall be subject to the audit and inspection requirements under this Contract. All such records will be retained by the Provider for no less than five (5) calendar years after the participant is no longer enrolled. Provider agrees to comply with all applicable state and federal laws on privacy and confidentiality.

M. Internal Controls and Documentation. The Provider is expected to institute internal controls and maintain records in accordance with standard best practices. Provider agrees to maintain the following, as applicable: (1) personnel files of employees, which include hiring records, background screening results, job descriptions, and evaluation procedures; (2) authorized time sheets, records, and attendance sheets to document the staff time billed to provide Services; (3) daily activity logs and monthly calendars of services provision; (4) training modules; (5) pre and post session questionnaires; (6) participant consent and information release forms; (7) agency policies and procedures; and (8) such other information related to Service provision as described in this contract or requested by the County.

N Health Insurance Portability and Accountability Act. Any person or entity that

performs or assists Miami-Dade County with a function or activity involving the use or disclosure of Individually Identifiable Health Information (IIHI) and/or Protected Health Information (PHI) shall comply with the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and the Miami-Dade County Privacy Standards Administrative Order. HIPAA mandates for privacy, security and electronic transfer standards that include but are not limited to:

1. Use of information only for performing services required by the contract or as required by law;
2. Use of appropriate safeguards to prevent non-permitted disclosures;
3. Reporting to Miami-Dade County of any non-permitted use or disclosure;
4. Assurances that any agents and subcontractors agree to the same restrictions and conditions that apply to the Bidder/Proposer and reasonable assurances that IIHP/PHI will be held confidential;
5. Making Protected health Information (PHI) available to the customer;
6. Making PHI available to the customer for review and amendment; and incorporating any amendments requested by the customer;
7. Making PHI available to Miami-Dade County for an accounting of disclosures; and
8. Making internal practices, books and records related to PHI available to Miami-Dade County for compliance audits.

PHI shall maintain its protected status regardless of the form and method of transmission (paper records, and/or electronic transfer of data). The Contractor/Provider must give its customers written notice of its privacy information practices including specifically, a description of the types of uses and disclosures that would be made with protected health information.

O. Disaster Plan/Continuity of Operations Plan (COOP). The Provider shall submit to the County an Agency Disaster Plan/COOP by April 1st of each contract year. If the Provider does not have a COOP Plan currently with the (submitted within the past year) it must submit a COOP Plan within thirty (30) days of execution of this Contract. The Plan should be updated annually. At a minimum, the Plan should describe how the Provider establishes and maintains an effective response to emergencies and disasters, and must comply with any Emergency Management related Florida Statutes applicable to the Provider. The Disaster Plan is subject to review and approval of the County.

XIX. SUBCONTRACTORS AND ASSIGNMENTS. The Provider shall neither assign the responsibility of this Contract to another party nor subcontract any of the Services contemplated under this Contract without prior written approval of the Department, which shall not be unreasonably withheld. Any sub-license, assignment or transfer otherwise occurring shall be null and void. Any approved subcontracts shall be governed by the terms and conditions of the Contract.

Provider shall be responsible for all Services performed and all expenses incurred with the Contract. It is understood by the Provider that the County shall not be liable to a subcontractor for any expenses or liabilities incurred under a subcontract and the Provider shall be solely liable to the subcontract. The Provider, at its sole expense, will defend the County against such claims.

In no event shall the County directly advance funds to any subcontractor. All payments to authorized subcontractors shall be paid directly by Provider to the subcontractor.

If this Contract involves the expenditure of $100,000 or more by the County and the Provider intends to use subcontractors to provide the services or suppliers to supply the materials, the Provider shall provide the names of the subcontractors and suppliers on the form attached as Attachment E. Provider agrees that it will not change or substitute subcontractors or suppliers from those listed in Attachment E without prior written approval of the County.

XX. CONFIDENTIALITY. Provider and the County understand that during the course of performing the Services hereunder, each party may have access to certain confidential and proprietary information and materials of the other party in order to further performance of the Services. The Parties shall protect confidential information and comply with applicable federal and state laws on confidentiality to prevent unauthorized use, dissemination or publication of confidential information as each party uses to protect its own confidential information in a like manner. The Parties shall not disclose the confidential information to any third party, or to any employee or contractor who does not have a need to know such information, which need is related to performance of a responsibility hereunder. However, this agreement imposes no obligation upon the Parties with respect to confidential information which (a) was lawfully known to the receiving party before receipt from the other, (b) is or becomes a matter of public knowledge through no fault of the receiving party, (c) is rightfully received by the receiving party from a third party without restriction on disclosure, (d) is independently developed by or for that party, (e) is disclosed under operation of law, (f) is disclosed by the receiving party with the other party's prior written approval. The confidentiality provision of this Contract shall remain in full force and effect after the termination of this Contract.

XXI. SECURITY OBLIGATION. Provider shall maintain an appropriate level of data security for the information Provider is collecting or using in the performance of this Contract. This includes, but is not limited to, approving and tracking all Provider employees who request system or information access and ensuring that user access has been removed from all terminated Provider employees.

XXII. MISCELLANEOUS.

A. Out of Town Travel. Costs for out-of-town travel are allowable, if they are useful for the administering of program activities and with prior approval of the County.

B. Petty Cash. Providers who establish a petty cash fund must maintain detailed support documentation in accordance with the Provider's Fiscal Policies.

C. Publicity. It is understood and agreed between the parties hereto that this Provider is funded by Miami-Dade County. Further, by the acceptance of these funds, the Provider agrees that events funded by this Contract shall recognize the County as a funding source. The Provider shall ensure that all publicity, public relations, advertisements and signs recognizes the County for the support of all contracted activities.

This is to include, but is not limited to, all posted signs, pamphlets, wall plaques, cornerstones, dedications, notices, flyers, brochures, news releases, media packages, promotions, and stationery. The use of the official County logo for these expressed purposes is permissible. The Provider shall ensure that all media representatives, when inquiring about the activities funded by this contract, are informed that the County is its funding source.

D. Contract Guidelines. The Provider agrees to comply with all Federal, State and County laws, rules and regulations, which are incorporated herein by reference. This Contract is made in the State of Florida and shall be governed according to the laws of the State of Florida. Proper venue for this Contract shall be Miami-Dade County, Florida.

Provider agrees to comply with the standards and requirements established under the Community Action Agency's Request for Proposal (RFP) document, which is incorporated by reference as if set forth in its entirety herein. In addition, the Provider agrees to provide the County with the program and services described in Provider's response to the RFP. Where any terms or conditions provided for under the (RFP) conflict with the terms and conditions in this Contract and its attachments, the language of this Contract and its attachments shall control.

E. Modifications and Change Orders. Any alterations, variations, modifications, extensions or waivers of provisions of this Contract including but not limited to amount payable and effective term shall only be valid when they have been reduced to writing, duly approved and signed by both parties and attached to the original of this Contract.

The County and Provider mutually agree that modification of the Scope of Services, schedule of payments, billing and cash payment procedures, set forth herein and other such revisions may be negotiated as a written amendment to this Contract between the parties.

The County Mayor or Mayor's designee is authorized to make modifications to this Contract as described herein on behalf of the County.

The County and Provider mutually agree that the County may effect amendments to the Contract without the written consent of the Provider, to conform the Contract to changes in the laws, directives, guidelines and objectives of County, State and Federal governments.

The Office of the Inspector General shall have the power to analyze the need for, and the reasonableness of proposed change orders.

F. Counterparts. This Contract is signed in four (4) counterparts, and each counterpart shall constitute an original of this Contract.

G. Headings, Use of Singular and Gender. Paragraph headings are for convenience only and are not intended to expand or restrict the scope or substance of the provisions of this Contract. Wherever used herein, the singular shall include the plural and plural shall include the singular, and pronouns shall be read as masculine, feminine or neuter as the context requires.

H. Waivers. Failures or waivers to insist on strict performance of any covenant, condition, or provision of this Contract by the County shall not be deemed a waiver of any rights or remedies, nor shall it relieve the Provider from performing any subsequent obligations strictly in accordance with the terms of this Contract. No waiver shall be effective unless in writing and signed by the party against whom enforcement is sought. Such waiver shall be limited to provisions of this Contract specifically referred to therein and shall not be deemed a waiver of any other provision. No waiver shall constitute a continuing waiver unless the writing states otherwise.

I. Review of this Contract. Each party hereto represents and warrants that they have

consulted with their own attorney concerning each of the terms contained in this Contract. No inference, assumption, or presumption shall be drawn from the fact that one party or its attorney prepared this Contract. It shall be conclusively presumed that each party participated in the preparation and drafting of this Contract.

J. Totality of Contract/Severability of Provisions. No other Contract, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or bind any of the parties hereto. If any provision of this Contract is held invalid or void, the remainder of this Contract shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of applicable law.

This twenty-six (26) page Contract with its recitals on the first page of the Contract and with its attachments as referenced below contain all the terms and conditions agreed upon by the parties:

Attachment A:	U. S. Department of Health and Human Services Head Start Performance Standards and Other Regulations
Attachment B:	Budget
Attachment C:	Miami-Dade County Affidavits
Attachment C1:	Code of Business Ethics
Attachment C2:	Miami-Dade County Debarment Disclosure Affidavit
Attachment D:	State Public Entities Crime Affidavit
Attachment E:	List of Subcontractors and Suppliers
Attachment F:	Purposely Omitted
Attachment G:	Living Wage Affidavit
Attachment H:	State of Florida Chapter 65C-22 Florida Administrative Code
Attachment I:	State of Florida Chapter 65E-11 Florida Administrative Code

SIGNATURES APPEAR ON THE FOLLOWING PAGE

IN WITNESS WHEREOF, the parties hereto have caused this Contract, including Attachments A-I, to be executed by their respective and duly authorized officers as of the day and year first above written.

(SEAL)

ATTEST: **LANDOW YESHIVA COMMUNITY SCHOOLS, INC.**
AGENCY

By: _____
(Signature of Authorized Representative)

BENZION KORE
Type or Print Name

By: _____
(Signature of Authorized Representative)

_____
Type or Print Name

Witnesses:

By: _____
Signature

Brocha Lipkind
Type or Print Name

By: _____
Signature

Ronit Ben Hayoun
Type or Print Name

ATTEST:

HARVEY RUVIN, CLERK

By: _____
DEPUTY CLERK 8/31/09

MIAMI-DADE COUNTY, FLORIDA

By: _____
for GEORGE M. BURGESS
COUNTY MANAGER

AMENDMENT #3/2CP

TO FY 2009-2010 HS CONTRACT BETWEEN MIAMI-DADE COUNTY AND LANDOW YESHIVA COMMUNITY SCHOOLS, INC.

Miami-Dade County by and through its **Community Action Agency** located at 701 NW 1st Court · Miami, FL 33136 (hereinafter called "County") and **Landow Yeshiva Community Schools, Inc.,** located at 1130 NW First Court · Miami, FL 33169 (hereinafter called "Provider") hereby agree on this 1st day of May 2010 to amend the Contract executed on August 1, 2009, between the County and the Provider and authorized by Resolution No. **R-810-09** (Contract).

NOW, THEREFORE, in consideration of the mutual covenants recorded herein and made a part of this Amendment, the County and the Provider agree to the amendment as follows:

1. **Article I, Amount Payable** is amended as follows:

Subject to available funds, the maximum amount payable for services rendered under this Contract, shall not exceed $**582,521**. The Amount Payable under this Agreement includes a Cost of Living Adjustment (COLA) of 4.9%. The COLA is comprised of a permanent and temporary increase in the base funding level of this Agreement. The permanent increase in the base funding level is 3.06% of the COLA. The temporary increase in the base funding level is 1.84% of the COLA and shall terminate at the end of the 2009-2010 program year. Both parties agree that should available County funding be reduced, the amount payable under this Contract may be proportionately reduced at the option of the County.

2. **Article III, Service Provisions and Conditions** paragraph A(1) is amended as follows:

A. The Provider agrees to the following service provisions and conditions:

1. Administer the Head Start Program, as defined by the United States Department of Health and Human Services and County rules, five (5) days a week for a total of **179** (one hundred and seventy-nine) school days throughout the term of this Agreement for a maximum of 80 slots for pre-school children (ages 3 to 5 years old). Full enrollment of slots shall be obtained on the first day of class and maintained throughout the Program year. Provider shall maintain a waiting list of eligible applicants. The waiting list shall represent not less than 20% of Provider's total enrollment. Provider shall also maintain an inquiry list, i.e. a list of individuals who have expressed an interest in enrolling their child/ren in the

Head Start Program. Slots that remain vacant for an excess of thirty (30) days may result in a reduction of funding.

3. The purpose of this amendment is to add funding in the amount of $614.00, which represents a 1.84 % increase in COLA funds awarded in Fiscal Year 2009. The funds must be used during the period of July 1 – 31, 2010. This amendment also adds four (4) additional school days for program year 2009-2010.

4. This amendment shall be effective May 1, 2010 and shall expire on the same date as the Contract.

5. Except for the changes enumerated above, all other provisions of the August 1, 2009 Contract shall remain in full force and effect.

6. This amendment is hereby made a part of the August 1, 2009 Contract.

SIGNATURES APPEAR ON THE FOLLOWING PAGE

IN WITNESS WHEREOF, the parties agree to the mutual covenants herein contained and have caused this three (3) page Amendment No.3 to the August 1, 2009 Contract to be executed by their respective and duly authorized officers this ____ day of May 2010.

(SEAL)

Landow Yeshiva Community Schools, Inc.
AGENCY NAME

ATTEST:

By: _____
(Signature of Authorized Representative)

BENZION KONF
Type or Print Name

By: _____
(Signature of Authorized Representative)

_____
Type or Print Name

Witnesses:

By: _____
(Signature)

Jennifer Lipkind
Type or Print Name

By: _____
(Signature)

Ronit Rudd
Type or Print Name

MIAMI-DADE COUNTY, FLORIDA

ATTEST:

HARVEY RUVIN, CLERK

By: _____ Deputy Clerk 6/2/2010

By: _____
George M. Burgess
County Manager

AMENDMENT #1

TO FY 2009-2010 HEAD START CONTRACT BETWEEN MIAMI-DADE COUNTY AND LANDOW YESHIVA COMMUNITY SCHOOLS, INC.

Miami-Dade County by and through its **Community Action Agency** located at 701 NW 1st Court · Miami, FL 33136 (hereinafter called "County") and **Landow Yeshiva Community Schools, Inc.,** located at 1130 NW First Court · Miami, FL 33169 (hereinafter called "Provider") hereby agree on this 1st day of October 2009 to amend the Contract executed on August 1, 2009, between the County and the Provider and authorized by Resolution No. **R-810-09** (Contract).

WHEREAS, the United States Department of Human Services ("HHS") has approved an application for additional funds in the amount of $136,999 to increase the Provider's enrollment capacity by twenty (20) slots; and

WHEREAS, Miami-Dade County as the designated Grantee of the Head Start program accepted said funds and intends to, contingent on the complete execution of this Amendment #1, advance Provider $17,633 of the total expansion slot award to cover start up costs for the additional slots; and

WHEREAS, the Provider understands and acknowledges that should it violate any of the attendant rules and regulations attached to this money it will be directly responsible for repayment of any and all funds that are recouped from the Grantee by HHS,

NOW, THEREFORE, in consideration of the mutual covenants recorded herein, the Parties hereto agree as follows:

I. **INCORPORATION OF RECITALS ABOVE**. The Parties agree that the statements in the above 'Whereas' clauses are true and correct and are hereby incorporated in this Agreement.

II. **Article I, Amount Payable** is amended as follows:

Subject to available funds, the maximum amount payable for services rendered under this contract shall not exceed **$578,907.** The Amount payable under this agreement includes a Cost of Living Adjustment (COLA) of 4.9% for the HHS portion of the funding. The COLA is comprised of a permanent and temporary increase in the base funding level of this agreement. The permanent increase in the base funding level is 3.06% of the COLA. The temporary increase in the base funding level is 1.84% of the COLA and shall terminate at the end of the 2009-2010 program year. Both parties agree that should available County funding be reduced, the amount payable under this Contract may be proportionately reduced at the option of the County.

III. The purpose of this amendment is to add funding in the amount of $136,999 for an additional twenty (20) Head Start slots.

IV. The Provider shall also provide a Resolution that authorizes the Provider's acceptance of the additional funds. Said Resolution shall be returned to the County and incorporated into this Amendment #1 as Attachment A prior to the disbursement of any funds.

V. This amendment shall be effective October 1, 2009 and shall expire on the same date as the Contract.

VI. Except for the changes enumerated above, all other provisions of the August 1, 2009 Contract shall remain in full force and effect.

VII. This amendment is hereby made a part of the August 1, 2009 Contract.

SIGNATURES APPEAR ON THE FOLLOWING PAGE

IN WITNESS WHEREOF, the parties agree to the mutual covenants herein contained and have caused this Amendment No.1 to the August 1, 2009 Contract to be executed by their respective and duly authorized officers this ____ day of October 2009.

(SEAL)

Landow Yeshiva community Schools, Inc.
AGENCY NAME

ATTEST:

By: _____
(Signature of Authorized Representative)

Benzion Korf
Type or Print Name

By: _____
(Signature of Authorized Representative)

_____
Type or Print Name

Witnesses:

By: Ronit Rudd
(Signature)

Ronit Rudd
Type or Print Name

By: Brocha Lipkind
(Signature)

Brocha Lipkind
Type or Print Name

MIAMI-DADE COUNTY, FLORIDA

ATTEST:

HARVEY RUVIN, CLERK

By: _____
Deputy Clerk
1/20/2010

By: _____
George M. Burgess
County Manager

AMENDMENT # 3
TO FY 2009-2010 CONTRACT BETWEEN
MIAMI-DADE COUNTY
HEAD START PROGRAM
AND
LANDOW YESHIVA COMMUNITY SCHOOLS 2010-11

Miami-Dade County by and through its **Community Action Agency** located at 701 NW 1st Court, Miami, FL 33136 (hereinafter called "County") and **Landow Yeshiva Community Schools,** located at 17330 NW 7th Avenue . Miami, FL 33169 (hereinafter called "Provider") hereby agree on this 1st of August, 2010 to amend the Contract executed on August 1, 2009 between the County and the Provider and authorized by Resolution No.: 338-10.

NOW, THEREFORE, in consideration of the mutual covenants recorded herein and made a part of this Amendment, the County and the Provider agree to the amendments as follows:

1. **Article I.** **AMOUNT PAYABLE** is amended as follows:

Subject to available funds, the maximum amount payable for services rendered under this Contract, shall not exceed $1,135,219. The funded amount for program year 2010-2011 is $555,698.

2. **Article III.** **SERVICE PROVISIONS AND CONDITIONS** is amended as follows:

A. The Provider agrees to the following service provisions and conditions:

1. Administer the Head Start Program, as defined by the United States Department of Health and Human Services and County rules, five (5) days a week for a total of 175 (one hundred seventy-five) school days throughout the term of this Agreement for a maximum of 80 pre-school children (ages 3 to 5 years old). Full enrollment of slots shall be obtained on the first day of class and maintained throughout the Program year. Provider shall maintain a waiting list of eligible applicants. The waiting list shall represent not less than 20% of Provider's total enrollment. Provider shall also maintain an inquiry list, i.e. a list of individuals who have expressed an interest in enrolling their child/ren in the Head Start Program. Slots that remain vacant for an excess of thirty (30) days may result in a reduction of funding.

2. Adhere to all applicable Head Start Program's Performance Standards, notices and instructions as promulgated by the United States Department of Health and Human Services Administration

for Children and Families (ACF), Administration for Children, Youth and Families (ACYF), including but not limited to Code of Federal Regulations (CFR), Title 45 Parts 1301, 1302, 1303, 1304, 1305, 1306, 1308, 1309 and Section 544(g)(3) of the Head Start Act, Florida Statutes (Section 402.301-402.319 and Section 120.60) Florida Administrative Code (Chapter 65C-22 and Chapter 64E-11) and appropriate County requirements, all of which are incorporated herein by reference. These rules, regulations and requirements must be followed to the extent that they are consistent with the Head Start Act, 42 U.S.C. §9807 et seq., as amended.

3. Provide the children enrolled in the Head Start Program with a separate classroom, ensuring that they are not sharing the classroom with children who are not enrolled in the Head Start Program. The maximum number of children allowed in the classroom of three year olds is seventeen (17). A class is considered to serve predominately three year olds if more than half of the children in the class will be three years old by September 1st of the school year. Four year olds who reach age four between September 2nd and December 31st of the school year may share a classroom with three year olds, up to a maximum of seventeen (17) children if the predominant age of the children is three years old and up to a maximum of twenty (20) children if the predominant age of the children is four years old.

4. Ensure that Head Start centers have at least 35 square feet of usable indoor space per child (i.e., exclusive of bathrooms, halls, kitchen, staff rooms, and storage places) and at least 75 square feet of usable outdoor play space per child.

5. The hours of operation for Head Start funded sites are from 7:30 a.m. to 4:00 p.m. No center may operate for less time and no fee can be charged for this time. Additional services that fall outside of these time frames may be offered either free of charge or for a fee. If a fee is charged for after-school care during the regular Head Start year or during the summer when Head Start is closed, the Provider must send a notice to the parents advising them that the service is not part of the Head Start services. A copy of this letter should be submitted to the County's Head Start Director.

6. Establish and maintain an organizational structure that supports the accomplishment of program objectives. The structure must address the following program management functions: Management of early childhood development and health services, including child development and education; child medical, dental, and mental health; child nutrition; and services for disabilities; and management of family and community partnerships, including

parent activities and the Head Start director with demonstrated skills and abilities in a management capacity relevant to human services program management. (1304.52 (a)(1), 1304.52(b)(1)&(2).

7. Ensure that all staff that are paid by Head Start, either entirely or partially, attends the annual Pre-Service Training Conference, and all in-service staff trainings developed for the program.

8. Submit all applications of over-income children to the County for approval prior to the child entering the program. This includes children with disabilities and children transitioning from Head Early Start. Failure to comply will result in a reduction of reimbursement for each child not approved. The reduction will be pro-rated on the delegate cost per child.

9. Provide a daily educational program following the curriculum designated by the County, *High Scope Curriculum.* Daily Educational Program for infants, toddlers, and/or pre-school children shall emphasize the social, physical, emotional, and appropriate cognitive skills as specified by 45 CFR part 1304.21. Any special enhancement projects or special grants that affect the Head Start curriculum must be approved by the County prior to implementation.

10. Ensure immunizations, medical exams, dental, sensory, behavioral and developmental screenings are obtained timely and appropriate follow-up care for all enrolled children is provided.

11. Ensure that staff eats lunch with the children daily and provide hands-on nutritional activities weekly.

12. Maintain no less than ten (10) percent of the funded enrollment with children who have disabilities and provide disability services in coordination with the Program. Provider shall also comply with Individuals with Disabilities Education Act (IDEA), 20 U.S. C. §1400 et seq., as may be amended from time to time.

13. Provide Family and Community Partnerships and parent involvement services in coordination with the Program, in an effort to ensure that parents share in the decision making processes. The Provider's Head Start Policy and Parent Committees must be clearly identified and must maintain accurate minutes which reflect Head Start's parent activities, education, financial records and other related documents. Powers and functions of the Policy Committee must be in compliance with section 642(c) (3) of the Head Start Act (42 U.S.C. 9837).

14. Parent Committees must be organized and functional for each center. Parent Committees must be comprised exclusively of the parents of Head Start and/or Early Head Start children currently enrolled at the center level.

15. Policy Committees must be comprised of two types of representatives: parents of currently enrolled children and community representatives. At least 51 percent of the members of these policy groups must be the parents of currently enrolled Head Start and/or Early Head Start children.

16. Provide a meeting allowance of $10.00 per meeting for a maximum of two meetings per month for income eligible members of the Policy Committee.

17. Provide funding for the Parent Activity Fund at a rate of $7.00 per slot. The Activity Fund shall be governed by the federal guidelines and ensure that parents have the role in deciding how these funds will be utilized.

18. Provide disability services for all identified children in the Head Start Program.

19. Provide nutritional services for all identified children in the Head Start Program.

20. Provide mental health services for all identified children in the Head Start Program.

21. Provide health services for all uninsured children enrolled in the Head Start Program.

22. Ensure that all teaching staff complete fifteen (15) clock hours of professional development training. In addition, Professional Development plans must be completed on all full-time Head Start employees who provide direct services to children. Plans must be regularly evaluated.

23. Head Start and Early Head Start classroom staff, including substitutes, must comply, at a minimum, with credentialing requirements as per ACF-IM-HS-08-12, or subsequent updates.

24. Ensure that all classroom teachers meet the Alternative credentialing requirement stated in section 648A (3) (A) of the Head Start Act, by September 30, 2011.

26. Establish and maintain an organizational structure that supports the accomplishment of program objectives. At the minimum, each

provider shall ensure that the following program management functions are assigned within the program.

a. Parent Involvement Services supported by staff or consultants with training, experience, and skills in assisting the parents of young children in advocating and decision-making for their families.

b. Education and Child Development Services supported by staff or consultants with training and experience in areas that include: the theories and principles of child growth and development, early childhood education, and family support. In addition, staff or consultants shall meet the qualifications for classroom teachers.

c. Health Services supported by staff or consultants with training and experience in public health, nursing, health education, maternal and child health, or health administration. This requirement must also be followed when a health procedure must be performed by a licensed/certified health professional.

d. Nutrition Services supported by staff or consultants who are registered dieticians or nutritionist.

e. Family and Community Partnership Services supported by staff or consultants with training and experience in field(s) related to social, human or family services.

f. Disability Services supported by staff or consultants with training and experience in securing and individualizing needs for children with disabilities.

g. Mental Health Services supported by staff or consultants who are licensed or certified mental health professionals with experience and expertise in serving young children and their families.

27. Providers operating center based programs shall adhere to the following staffing requirements and qualifications:

a. Employ and maintain two paid staff persons (a teacher and a teacher aide or two teachers or substitutes for each classroom).

28. All resumes and educational credentials for staff including contractual staff, shall be reviewed for qualification of positions in

which any portion of the salary is to be paid by the Head Start program. Where Provider hires staff without obtaining prior review and approval from the County for a position's qualifications, the County shall only reimburse Provider for retroactive payment of staff positions only up to sixty (60) days prior to the County's approval. All other requests for retroactive reimbursements shall be disallowed. Required documentation include but is not limited to a current resume, educational credentials, and Policy Committee minutes documenting the Committee's approval of recommendation to hire staff. If an emergency situation occurs, e.g. an unanticipated vacancy of position vital to the operation of the program, staff may be hired for a maximum of thirty (30) days prior to the approval by the Policy Committee, but requests for approval of required qualifications must be submitted to the Program immediately. Transcripts and/or Degrees provided in languages other than English shall be translated into English at the expense of Provider.

29. Education Coordinators, including those serving as curriculum specialists, shall possess a Baccalaureate or advance degree in early childhood education or a related degree with eighteen (18) credits in early childhood education by September 30, 2013.

30. All Head Start Teacher Assistants will be required to obtain a National Child Development Associate Credential by September 30, 2013.

31. Job descriptions shall be submitted for the upcoming school year by August 1st. No more than two (2) modifications per job description shall be allowed per program year.

32. Family and children data must be entered into the database identified by the Program.

33. Display prominently at the entrance of every facility a County approved signage informing the community that the Provider is receiving and utilizing Head Start/Early Head Start funds.

B. The County agrees to the following:

1. To monitor, evaluate and provide guidance to the Provider as it performs its obligations under this Contract.

2. Make available to the Provider appropriate training and technical assistance and notify the Provider of all local, state, and national conferences of relevance to the Head Start program.

3. Reimburse the Provider subject to the availability of federal funds and pursuant to the HHS grant on a monthly basis in accordance with the Provider's approved monthly reimbursement package.

4. Reimburse the Provider for nutrition services provided to children enrolled in Head Start not covered by USDA Child and Adult Care Food Program.

5. Provide disability services for all identified children in the Head Start Program through Providers contracted with Miami-Dade Head Start/Early Head Start.

6. Provide health services for all children enrolled in the Head Start Program through Providers contracted with Miami-Dade Head Start/Early Head Start.

7. Provide mental health services for all children enrolled in the Head Start Program through Providers contracted with Miami-Dade Head Start/Early Head Start.

8. Provide nutritional services for all children enrolled in the Head Start Program through Providers contracted with Miami-Dade Head Start/Early Head Start.

3. Article IV. BUDGET SUMMARY last paragraph is amended as follows:

The Provider may amend the budget no more than twice during the program year 2010-2011. The first budget revision must be submitted by December 31, 2010. The final budget revision must be submitted no later than May 15, 2011.

4. Article V. EFFECTIVE TERM is amended as follows: The effective term of this Contract shall be extended for the period **August 1, 2010 to July 31, 2011.**

5. Article VIII. PROOF OF LICENSURE/CERTIFICATION AND BACKGROUND SCREENING Section B.(1) and (2) Background Screening is amended as follows:

B. Background Screening.

1. In accordance with Sections 984.01(2)(a), 985.01(2)(a), and 39.001, Florida Statutes, only employees, volunteers and subcontracted personnel with a satisfactory background check through a screening agency may work in direct contact with children under the age of eighteen. Level 2 background screenings must be completed through the Florida Department of Law Enforcement (FDLE). However, satisfactory background screening documentation will be accepted for those agencies that already conduct business with either the Department of Children and Families (DCF) or the Department of Juvenile Justice (DJJ) or the Miami Dade Public School System (MDPS). In addition, an Attestation of Good Moral Character must be completed

annually for each employee, volunteer or subcontracted personnel upon hiring. Local background screenings are required and should be obtained in the city in which the applicant resides.

2. Per Florida Statute 1012.465, Providers employing current School Board employees in possession of a valid School Board ID Badge and updated Level 2 Screening must complete a verification form. Non-School Board employees are required to obtain a Level 2 Screening and a School Board ID Badge before access to school campuses is granted, in the event access to school campuses is incorporated in the Services under this Contract.

In accordance with section 648A(g)(3) of the Head Start Act, 42 U.S.C. 9483A(g)(3), it is required that all provider agency personnel working directly with children must have a completed Level 2 Screening that indicates that there has been no prior involvement in any of the disallowed conditions, before beginning work with client youths. Level 1 Screenings can be accomplished electronically on line with the Florida Department of Law Enforcement: www.fdle.state.fl.us/CriminalHistory/. Any employee receiving positive response(s) to any of the enumerated charges as defined in Level 1 and Level 2 background checks must immediately cease working with children or youths. All employee personnel files shall reflect the initiation and completion of the required background screening checks.

From the date of execution of this contract, Provider shall furnish the County with proof that background screening Level 2 was completed. If the Provider fails to furnish to the County proof that background screening Level 2 was completed prior to working directly with children, the County shall not disburse any further funds and this Contract may be subject to termination at the discretion of the County. All new staff must have a Level 2 screening prior to being hired.

The County requires that only employees and subcontracted employees with a satisfactory background check as described in Section 435.03(3)(a), and through an appropriate screening agency (i.e. Florida Department of Law Enforcement, Federal Bureau of Investigation) work in direct contact with the elderly, disabled and persons with mental illness, in settings such as but not limited to adult day care center, assisted living facilities, home equipment screening nursing homes, home health agencies (facilities for developmentally disabled, and mental health treatment facilities.

Provider shall retain all records demonstrating compliance with the background screening required herein for not less than three years beyond the last date that all applicable terms of this Contract have been complied with and final payment has been received and appropriate audits have been submitted to and accepted by the appropriate entity.

6. **Article XVI. PAYMENT PROCEDURES Section (A)(13)** is amended as follows:

13. The cash advance shall be divided in equal parts and deducted from Provider's monthly reimbursements over a eight month period beginning October 2010.

7. **Article XVIII. RECORDS, REPORTS, AUDITS, MONITORING AND REVIEW Section E. Financial Audit, Section F. Wage Comparability, Section J. Performance Record Keeping and Reporting and Section K. Monitoring: Management Evaluation and Performance Review** are amended as follows:

E. Financial Audit. Within one-hundred and eighty days (180) of the close of the Provider's fiscal year, the Provider agrees to submit to the County a certified independent fiscal audit of all its corporate activities and any accompanying management letter(s), for each year during which this Contract remains in force and until all funds expended from this Contract have been audited. This audit shall be conducted in accordance with auditing standards generally accepted in the United States of America and standards contained in the Government Auditing Standards issued by the Comptroller General of the United States. The fiscal audit must also be conducted consistent with the United States Office of Management and Budget Circular A-133, Audit of States, Local Government and Non-Profit Organizations and the Florida Single Audit Act, Florida Statutes 215.97, as applicable.

For audits conducted under the Office of Management and Budget Circular A-133, Audit of States, Local Government and Non-Profit Organizations and the Florida Single Audit Act, Provider must also submit the schedule of expenditures pertaining to awards, summary schedule of prior audit findings, applicable auditor's reports and the corrective action plan when the schedule of findings and questioned costs prepared by the independent auditor discloses audit findings relating to this contract. If this is not submitted to the County by the dates specified, funds may be withheld until the requirements are met. In the event that the independent auditor does not disclose audit findings relating to this Contract, Provider shall provide written notification to the County that an audit of Provider was conducted in accordance with applicable laws and regulations and that the findings and questioned costs disclosed no audit findings related to this Contract; and, that the summary schedule of prior audit findings did not report on the status of any audit findings relating to awards that the County provided.

Audit extensions may be granted in writing by the County upon receipt in writing of such request with appropriate justification from the Provider.

F. Wage Comparability. Provider shall submit an updated Wage and Comparability study at the time of contract execution. This data should include the analysis of wages in similar programs in terms of size, scope and services, and include a narrative of findings.

J. Performance Record Keeping and Reporting. The Provider shall maintain and/or furnish data and perform the following functions as indicated:

1. Enter data into the approved family and information system and Galileo on a daily basis to record information on children and families; document observation; and track child's developmental progress, health information, family's goals towards self-

sufficiency, family needs, etc., pursuant to the instructions provided by the County. Attendance shall be entered by Friday midnight of each week.

2. Comply with the County's Results Oriented Management and Accountability System (ROMA) reporting requirement by the first working day of each month.

3. Submit any such reports as may be required by the HHS and the County by the specified deadlines.

4. Submit quarterly reports of the Provider's on-going monitoring in November, February, and May.

5. Provide by the fifth working day of each month, the Policy Committee and Board of Directors minutes.

6. Provide in February an updated work plan for the upcoming school year. The work plan shall be in compliance with the Head Start Performance Standards and Head Start Act. The plan shall outline the policies and procedures for including children with disabilities in accordance with the Americans Disabilities Act (ADA), 42 U.S.C. §12103 et. seq. as amended.

7. Centers must maintain a minimum of 85% Average Enrolled Attendance (AEA) on a monthly basis. When the AEA falls below 85% an analysis of the cause will be sent to the Program by the 5th of the month.

K. Monitoring: Management Evaluation and Performance Review. This section shall pertain only to Providers whose funding allocation under this Contract is $10,000 or more or whose funding allocation becomes $10,000 or more during the term of this Contract.

The Provider agrees to permit County personnel to perform random scheduled monitoring, reviews and evaluations of the program which is the subject of this Contract. The County shall monitor both fiscal/administrative and programmatic compliance with all the terms and conditions of the Contract.

The Provider shall permit the County to conduct site visits, client interviews, client assessment surveys, fiscal/administrative review and other techniques deemed reasonably necessary in the County's sole discretion to fulfill the monitoring function. A report of the County's findings will be delivered to the Provider and the Provider will rectify all deficiencies cited within the period of time specified in the report. If such deficiencies are not corrected within the specified time, the County may suspend payments or terminate this Contract. The County shall conduct one or more formal management evaluation and performance reviews of the Provider. Continuation of this Contract or future funding is dependent upon satisfactory evaluation conclusions.

Furthermore, the findings of monitoring reports, responsiveness to corrective action, the satisfactory performance of the requirements of this Contract and the timely receipt of requested information shall be considered factors in evaluating future funding requests.

The Provider shall, on an annual basis, develop and execute a self-assessment plan that is approved by the Policy Committee. Results of the findings and the corrective action plans shall be submitted to the County in the required format.

8. Article X. CIVIL RIGHTS AND OTHER REGULATORY COMPLIANCE Section H. is amended as follows:

H. Child Abuse Reporting. Provider shall immediately report knowledge or reasonable suspicion of abuse, neglect, or abandonment of a child, aged person, or disabled adult to the Florida Abuse Hotline on the statewide toll-free telephone number (1-800-96-ABUSE). As required by Chapters 39 and 415, Florida Statutes, this is binding upon both the Provider and its employees. The Provider must submit written notification, of the incidence, to the County within twenty-four (24) hours of reporting.

9. This amendment shall be effective August 1, 2010 and shall expire July 31, 2011.

10. Except for the changes enumerated above, all other provisions of the August 1, 2009 contract and all accompanying amendments shall remain in full force and effect.

11. This amendment is hereby made a part of the August 1, 2009 contract.

SIGNATURES APPEAR ON THE FOLLOWING PAGE

IN WITNESS WHEREOF, the parties agree to the mutual covenants herein contained and have caused this twelve (12) page Amendment No. 3 to the August 1, 2009 Contract to be executed by their respective and duly authorized officers this 30 day of August 2010.

(SEAL)

Landow Yeshiva Community Schools
AGENCY NAME

ATTEST:

By: _____
(Signature of Authorized Representative)

Gedalia Kohn
Type or Print Name

By: _____
(Signature of Authorized Representative)

_____
Type or Print Name

Witnesses:

By: _____
(Signature)

Ronit Rubl
Type or Print Name

By: _____
(Signature)

Brocha Liptind
Type or Print Name

MIAMI-DADE COUNTY, FLORIDA

ATTEST:

HARVEY RUVIN, CLERK

By: _____
Deputy Clerk

By: _____
for George M. Burgess
County Manager

R-291-11

AMENDMENT # 5
TO FY 2009-2010 CONTRACT BETWEEN
MIAMI-DADE COUNTY
HEAD START PROGRAM
AND
LANDOW YESHIVA COMMUNITY SCHOOLS

Miami-Dade County by and through its **Community Action Agency** located at 701 NW 1st Court, Miami, FL 33136 (hereinafter called "County") and **Landow Yeshiva Community Schools,** located at 17330 NW 7th Avenue . Miami, FL 33169 (hereinafter called "Provider") hereby agree on this 1st of August, 2011 to amend the Contract executed on August 1, 2009 between the County and the Provider and authorized by Resolution No.: 291-11.

NOW, THEREFORE, in consideration of the mutual covenants recorded herein and made a part of this Amendment, the County and the Provider agree to the amendments as follows:

1. **Article I. AMOUNT PAYABLE** is amended as follows:

Subject to available funds including receipt of funds and appropriation and allocation of funds by the County, the maximum amount payable for services rendered under this Contract, shall not exceed $1,556,917. The funded amount for program year 2011-2012 is $421,698. The funded amount does not reflect Head Start slots funded by the American Recovery and Reinvestment Act. Whether funds are available shall be up to the sole discretion of the County.

2. Pursuant to **Article V,** the **EFFECTIVE TERM** of this contract is amended as follows: The effective term of the Contract shall be from **August 1, 2011 to July 31, 2012.**

3. Pursuant to **Article XVI,** the **PAYMENT PROCEDURES** clause sections (D) and (E) are amended as follows:

D. Processing the Request for Payment.

The Parties agree that the Program will process and forward to the County's Finance Department for processing, all payment requests within ten (10) business days from receipt of all required supporting documentation. The County's Finance Department will process approved payment requests upon receipt. Any payment request package that is incomplete will be adjusted accordingly from the following month's request unless the discrepancy is satisfied prior to processing the subsequent month's payment request. The County's Finance Department will issue and mail the check directly to the Provider to the address on file with the County's Finance Department, unless otherwise directed by the Provider in writing.

E. Closeout Report/Recapture of Funds.

Upon the expiration of this Contract, the Provider shall submit a Closeout Report to the County no more than thirty (30) days after the expiration of this Contract.

4. Pursuant to **Article XVIII, the Records, Reports, Audits, Monitoring and Review** clause section (E) is amended as follows:

E. Financial Audit.

Within one-hundred and eighty days (180) of the close of the fiscal year, the Provider agrees to submit to the County and the Federal Clearing House web site a certified independent fiscal audit of all its corporate activities and any accompanying management letter(s), for each year during which this Contract remains in force and until all funds expended from this Contract have been audited.

5. This amendment shall be effective August 1, 2011 and shall expire July 31, 2012.

6. Except for the changes enumerated above, all other provisions of the August 1, 2009 contract and all accompanying amendments shall remain in full force and effect.

7. The Provider agrees to comply with all applicable Federal, States, and local laws, regulations and standards.

8. This amendment is hereby made a part of the August 1, 2009 contract.

SIGNATURES APPEAR ON THE FOLLOWING PAGE

IN WITNESS WHEREOF, the parties agree to the mutual covenants herein contained and have caused this three (3) page Amendment No. 5 to the August 1, 2009 Contract to be executed by their respective and duly authorized officers this 26th day of August 2011.

(SEAL)

Landow Yeshiva Community Schools
AGENCY NAME

ATTEST:

By: _____
(Signature of Authorized Representative)

Benzion Konf
Type or Print Name

By: _____
(Signature of Authorized Representative)

_____
Type or Print Name

Witnesses:

By: _____
(Signature)

Jennifer Lipkind
Type or Print Name

By: _____
(Signature)

Ronit Rudd
Type or Print Name

MIAMI-DADE COUNTY, FLORIDA

ATTEST:

HARVEY RUVIN, CLERK

By: _____
Deputy Clerk Geri Spencer

By: _____
Carlos A. Gimenez
Mayor

AMENDMENT # 6
TO FY 2009-2010 HEAD START CONTRACT BETWEEN MIAMI-DADE COUNTY AND LANDOW YESHIVA COMMUNITY SCHOOLS

Miami-Dade County by and through its **Community Action and Human Services Department** located at 701 NW 1st Court · Miami, FL 33136 (hereinafter called "County") and **Friends of Lubavitch of Florida, Inc. d/b/a/ Landow Yeshiva Community Schools,** located at 17330 NW 7th Avenue · Miami, FL 33169 (hereinafter called "Provider") collectively the Parties hereby agree on this 29th day of February 2012 to amend the Contract executed on January 4, 2010, between the County and the Provider.

WHEREAS, the County received a discretionary grant from the Department of Health and Human Services (HHS) for Head Start/Early Head Start Program to increase enrollment for program year 2009-2010; and

WHEREAS, the discretionary grant award was funded through the American Recovery and Reinvestment Act of 2009 (ARRA); and

WHEREAS, the award is subject to the terms and conditions specific to the ARRA of 2009; and

WHEREAS, the award is subject to the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104); and

WHEREAS, Provider increased its Head Start enrollment by twenty (20) slots;

WHEREAS, additional ARRA funding now incorporated into the overall Head Start Program was provided to continue the Head Start Program for program year 2010-2011 expired on September 29, 2011; and

WHEREAS, the Head Start/Early Head Start Program was awarded another discretionary grant to sustain the increase in Head Start slots for a portion of the 2011-2012 Head Start/early Head Start Program year; and

WHEREAS, future support of this award is anticipated.

NOW, THEREFORE, in consideration of the mutual covenants recorded herein and made a part of this Amendment, the Parties expressly agree as follows:

1. Incorporation of Recitals Above. The parties agree that the statements in the above 'Whereas' clauses are true and correct and are hereby incorporated in this Amendment.

2. **Article I. Amount Payable** is amended as follows:

Subject to available funds including receipt of funds and appropriation and allocation of funds by the County, the maximum amount payable for services rendered under this Head Start Contract shall not exceed $ **1,556,917.00.** The funding allocations, slot allotments and terms that slots are funded are indicated in the table below

	Number of Slots	**Length of time these slots are funded**	**Funding Allocation**
Head Start			
Original Allocation	**60**	**August 1, 2011-July 31, 2012**	**$421,698.00**
Additional Allocation	**20**	**September 30 2011-March 31, 2012**	**$67,000**
Head Start Total	**80**		**$488,698.00**
Early Head Start			
Original Allocation	**0**	**August 1, 2011-July 31, 2012**	**$0**
Additional Allocation	**16**	**September 30 2011-March 31, 2012**	**$107,560.50**
Early Head Start Total	**16**		**$107,560.50**
Total Funding			**$596,258.50**

The determination of whether funds are available shall be up to the sole discretion of the County.

3. Pursuant to Article V, the effective term of this contract is amended as follows: The contract period for the 20 additional Head Start slots is September 30, 2011 through March 31, 2012.

4. The purpose of this amendment is to continue funding for the additional Head Start slots, and to specify the effective term for that funding.

5. Except for the changes enumerated above, all other provisions of the January 4, 2010 Contract and its amendments shall remain in full force and effect.

6. This amendment is hereby made a part of the January 4, 2010 Contract.

7. To the extent this amendment conflicts with the January 4, 2010 contract and any preceding amendments, this amendment controls.

IN WITNESS WHEREOF, the parties agree to the mutual covenants herein contained and have caused this three (3) page Amendment No.6 to the January 4, 2010 Contract to be executed by their respective and duly authorized officers this ____ day of _____ 2012.

(SEAL)

Landow Yeshiva Community Schools
AGENCY NAME

ATTEST:

By: _____
(Signature of Authorized Representative)

Benzion Kanf
Type or Print Name

By: _____
(Signature of Authorized Representative)

_____
Type or Print Name

Witnesses:

By: _____
(Signature)

Jennifer Lipkind
Type or Print Name

By: _____
(Signature)

Shayna Bortnik
Type or Print Name

MIAMI-DADE COUNTY, FLORIDA

ATTEST:

HARVEY RUVIN, CLERK

By: _____
Deputy Clerk Gene Spencer
2/29/12

By: _____
for Carlos A. Gimenez
Mayor

MIAMI-DADE COUNTY
EARLY HEAD START PROGRAM

LANDOW YESHIVA COMMUNITY SCHOOLS, INC.

This Contract, made this 4th day of January, 2010, by and between Miami-Dade County, a political subdivision of the State of Florida, through its Community Action Agency (hereinafter referred to as "County"), located at 701 NW First Court Miami, FL 33136 and **Landow Yeshiva Community Schools, Inc.,** having offices at 1130 NW First Court · Miami, FL 33169, (hereinafter referred to as "Provider") states conditions and covenants for the administration of a portion of the County's Early Head Start Program (hereinafter referred to as "Program").

WHEREAS, the Board through Resolution 811-06 authorized the County Manager to receive and expend federal Health and Human Services (HHS) grant funds for the continued operation and administration of the Head Start/Early Head Start Program; and

WHEREAS, the United States Department of Human Services ("HHS") has approved an application for additional funds in the amount of $243,464 to increase the Provider's enrollment capacity by sixteen (16) slots; and

WHEREAS, Miami-Dade County as the designated Grantee of the Head Start program accepted said funds and intends to, contingent on the complete execution of this Agreement, allow Provider $97,829 of the total expansion slot award to cover start up costs for the additional slots; and

WHEREAS, the Provider understands and acknowledges that should it violate any of the attendant rules and regulations attached to this money it will be directly responsible for repayment of any and all funds that are recouped from the Grantee by HHS,

NOW, THEREFORE, in consideration of the mutual covenants recorded herein, the parties hereto agree as follows:

I. **AMOUNT PAYABLE.** Subject to available funds, the maximum amount payable for services rendered under this Contract, shall not exceed **$ 234,464.**

II. **REQUIRED MATCH.** The Delegate Agency agrees to provide non-federal resources in an amount equivalent to twenty-five percent (25%) of the total federal allocation. The non-federal resources may be in cash and/or in-kind donations, but may not be from other federal sources unless there is specific statutory language allowing this use. Lump sum in-kind allocations may be allotted throughout the Program year and shall be applied in monthly increments until the in-kind contributions have been exhausted. Along with its monthly invoices, the Delegate Agency agrees to submit proof of the required twenty-five (25%) on non-federal resources. If the Delegate Agency fails to provide proof of non-federal resources, the County shall reduce the monthly reimbursement in accordance with the shortage. The Delegate Agency may recapture funds that were deducted as a result of a shortage in the non-federal resources requirement at the end of the Agreement by providing the requisite documentation/proof in the Closeout Report (See Article XVI, Payment Procedures, Section E).

III. SERVICE PROVISIONS AND CONDITIONS.

A. The Provider agrees to the following service provisions and conditions:

1. Administer the Early Head Start Program, as defined by the United States Department of Health and Human Services and County rules, five (5) days a week for a total of 143 (one hundred and forty-three) school days throughout the term of this Agreement for a maximum of **16** Early Head Start for infants and toddlers (ages 0 to 3 years old). Full enrollment of slots shall be obtained on the first day of class and maintained throughout the Program year. Provider shall maintain a waiting list of eligible applicants. The waiting list shall represent not less than 20% of Provider's total enrollment. Provider shall also maintain an inquiry list, i.e. a list of individuals who have expressed an interest in enrolling their child/ren in the Head Start Program. Slots that remain vacant for an excess of thirty (30) days may result in a reduction of funding.

2. Adhere to all applicable Head Start Programs Performance Standards, notices and instructions as promulgated by the United States Department of Health and Human Services Administration for Children and Families (ACF), Administration for Children, Youth and Families (ACYF), including but not limited to Code of Federal Regulations (CFR), Title 45 Parts 1301, 1302, 1303, 1304, 1305, 1306, 1308, 1309 and Section 544(g)(3) of the Head Start Act, Florida Statutes (Section 402.301-402.319 and Section 120.60) Florida Administrative Code (Chapter 65C-22 and Chapter 64E-11) and appropriate County requirements, all of which are incorporated herein by reference. These rules, regulations and requirements must be followed to the extent that they are consistent with the Head Start Act, 42 U.S.C. §9807 et seq., as amended.

3. Provide the children enrolled in the Early Head Start Program with a separate classroom, ensuring that they are not sharing the classroom with children who are not enrolled in the Early Head Start Program. The maximum number of children allowed in the Early Head Start classroom is eight (8).

4. The hours of operation for Early Head Start funded sites are from 7:30 a.m. to 6:00 p.m. No center may operate for less time and no fee can be charged for this time. Additional services that fall outside of these time frames may be offered either free of charge or for a fee. If a fee is charged for after-school care during the regular Early Head Start year, the Provider must send a notice to the parents advising them that the service is not part of the Head Start services. A copy of this letter should be submitted to the County's Head Start Director.

5. Establish and maintain an organizational structure that supports the accomplishment of program objectives. The structure must address the following program management functions: Management of early childhood development and health services, including child development and education; child medical, dental, and mental health; child nutrition; and services for

disabilities; and management of family and community partnerships, including parent activities and the Head Start director with demonstrated skills and abilities in a management capacity relevant to human services program management. (1304.52 (a)(1), 1304.52(b)(1)&(2).

6. Ensure that all staff that are paid by Early Head Start, either entirely or partially, attends the annual Pre-Service Training Conference, Infants, Toddlers, and Pregnant Women Conference, and all in-service staff trainings developed for the program.

7. Submit all applications of over-income children to the County for approval prior to the child entering the program. This includes children with disabilities and children transitioning from Early Head Start. Failure to comply will result in a reduction of reimbursement for each child not approved. The reduction will be pro-rated on the delegate cost per child.

8. Provide a daily educational program following the *Creative Curriculum* designated by the Program. Daily Educational Program for infants, toddlers, and/or pre-school children shall emphasize the social, physical, emotional, and appropriate cognitive skills as specified by 45 CFR part 1304.21. Any special enhancement projects or special grants that affect the Early Head Start curriculum must be approved by the County prior to implementation.

9. Ensure immunizations, medical exams, dental, behavioral and developmental screenings are obtained and timely and appropriate follow-up care for all enrolled children is provided.

10. Ensure that staff eats lunch with the toddlers daily and provide hands-on nutritional activities weekly. Infants shall be held while being fed. Infants and young toddlers shall be fed "on demand" to the extent possible or at appropriate intervals.

11. Maintain no less than ten (10) percent of the funded enrollment with children who have disabilities and provide disability services in coordination with the Program. Provider shall also comply with Individuals with Disabilities Education Act (IDEA), 20 U.S. C. §1400 et seq., as may be amended from time to time.

12. Provide Family and Community Partnerships and parent involvement services in coordination with the Program, in an effort to ensure that parents share in the decision making processes. The Provider's Head Start Policy and Parent Committees must be clearly identified and must maintain accurate minutes which reflect Head Start's parent activities, education, financial records and other related documents. Powers and functions of the Policy Committee must be in compliance with section 642(c) (3) of the Head Start Act (42 U.S.C. 9837).

13. Provide a meeting allowance of $10.00 per meeting for a maximum of two meetings per month for income eligible members of the Policy Committee.

14. Provide funding for the Parent Activity Fund at a rate of $7.00 per slot. The Activity Fund shall be governed by the federal guidelines and ensure that parents have the role in deciding how these funds will be utilized.

15. Provide disability services for all identified children in the Early Head Start Program.

16. Provide mental health services for all identified children in the Early Head Start Program.

17. Provide health services for all uninsured children enrolled in the Early Head Start Program.

18. Head Start and Early Head Start classroom staff, including substitutes, must comply, at a minimum, with credentialing requirements as per ACF-IM-HS-08-12, or subsequent updates.

    In addition to the above requirements, staff working as teachers with infants and/or toddlers must obtain a Child Development Associate (CDA) credential for Infants and Toddler Care givers or an equivalent credential that addresses comparable competencies within one (1) year of hire as a teacher of infants and toddlers.

19. Establish and maintain an organizational structure that supports the accomplishment of program objectives. At the minimum, each provider shall ensure that the following program management functions are assigned within the program.

    a. Parent involvement services supported by staff or consultants with training, experience, and skills in assisting the parents of young children in advocating and decision-making for their families.

    b. Education and child development services supported by staff or consultants with training and experience in areas that include: the theories and principles of child growth and development, early childhood education, and family support. In addition, staff or consultants shall meet the qualifications for classroom teachers.

    c. Health services supported by staff or consultants with training and experience in public health, nursing, health education, maternal and child health, or health administration. This requirement must also be followed when a health procedure must be performed by a licensed/certified health professional.

    d. Nutrition services supported by staff or consultants who are registered dieticians or nutritionist.

e. Family and community partnership services supported by staff or consultants with training and experience in field(s) related to social, human or family services.

f. Disability services supported by staff or consultants with training and experience in securing and individualizing needs for children with disabilities.

g. Provide mental health services supported by staff or consultants who are licensed or certified mental health professionals with experience and expertise in serving young children and their families.

20. Providers operating center based programs shall adhere to the following staffing requirements and qualifications:

a. Employ and maintain two paid staff persons (2 caregivers or substitute for each classroom), ensuring a ratio of 1:4.

b. A qualified fiscal officer acquired for either regularly scheduled or ongoing services.

21. All resumes and educational credentials for staff including contractual staff, shall be reviewed for qualification of positions in which any portion of the salary is to be paid by the Early Head Start program. Where Provider hires staff without obtaining prior review and approval from the County for a position's qualifications, the County shall only reimburse Provider for retroactive payment of staff positions only up to sixty (60) days prior to the County's approval. All other requests for retroactive reimbursements shall be disallowed. Required documentation include but is not limited to a current resume, educational credentials, and Policy Committee minutes documenting the Committee's approval of recommendation to hire staff. If an emergency situation occurs, e.g. an unanticipated vacancy of position vital to the operation of the program, staff may be hired for a maximum of thirty (30) days prior to the approval by the Policy Committee, but requests for approval of required qualifications must be submitted to the Program immediately. Transcripts and/or Degrees provided in languages other than English shall be translated into English at the expense of Provider.

22. Education Coordinators, including those serving as curriculum specialists, shall possess a Baccalaureate or advance degree in early childhood education or a related degree with eighteen (18) credits in early childhood education by September 30, 2013.

23. Job descriptions shall be submitted for the upcoming school year by August 1st. No more than two (2) modifications per job description shall be allowed per program year.

24. Family and children data must be entered into the database identified by the Program.

25. Provider shall be responsible for supplying all diapering supplies (e.g. diaper, wipes, gloves, changing paper, etc). during the hours in which infants and/or toddlers are in attendance at the center.

26. Display prominently at the entrance of every facility a County approved signage informing the community that the Provider is receiving and utilizing Head Start/Early Head Start funds.

B. The County agrees to the following:

1. To monitor, evaluate and provide guidance to the Provider as it performs its obligations under this Contract.

2. Make available to the Provider appropriate training and technical assistance and notify the Provider of all local, state, and national conferences of relevance to the Early Head Start program.

3. Reimburse the Provider subject to the availability of federal funds and pursuant to the HHS grant on a monthly basis in accordance with the Provider's approved monthly reimbursement package.

4. Reimburse the Provider for nutrition services provided to children enrolled in Early Head Start not covered by USDA Child and Adult Care Food Program.

5. Provide disability services for all identified children in the Early Head Start Program. Provider shall first seek to provide services through Medicaid or other such insurer before expending Early Head Start funding. Funds allocated for disabilities services shall not exceed the annual allotment.

6. Provide health services for all children enrolled in the Early Head Start program up to a maximum of $100,000 annually. Provider shall first seek to provide services through Medicaid or other such insurer before expending Early Head Start funding. Funds allocated for disabilities services shall not exceed the annual allotment.

IV. BUDGET SUMMARY. The Provider agrees that all expenditures or costs shall be made in accordance with the Budget which is attached herein and incorporated hereto as Attachment B.

The Provider shall request Program approval for budget line item adjustments upon proper documentation and justification, as long as there are no programmatic affects. This includes budget shifts between personnel and non-personnel line items. The Budget Modification shall replace Attachment B.

The Provider may amend the budget no more than twice during the term of this Contract. The first budget revision must be submitted by December 31, of the Program year. The final budget revision must be submitted by April 30, of the Program year.

V. **EFFECTIVE TERM.** The effective term of this Contract shall be from **January 4, 2010** to **July 31, 2010**.

VI. **INDEMNIFICATION BY PROVIDER.**

A. Government Entity. Government entity shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorney's fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of the Contract by the government entity or its employees, agents, servants, partners, principals or subcontractors. Government entity shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. Provided, however, this indemnification shall only be to the extent and within the limitations of Section 768.28 Florida Statute, subject to the provisions of the Statute whereby the government entity shall not be held liable to pay a personal injury or property damage claim or judgment by any one person which exceeds the sum of $100,000, or any claim or judgment or portions thereof, which, when totaled with all other claims or judgments paid by the government entity arising out of the same incident or occurrence, exceed the sum of $200,000 from any and all personal injury or property damage claims, liabilities, losses or causes of action which may arise as a result of the negligence of the government entity.

B. All Other Providers. The Provider shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Contract by the Provider or its employees, agents, servants, partners principals or subcontractors. Provider shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. Provider expressly understands and agrees that any insurance protection required by this Contract or otherwise provided by Provider shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

C. Term of Indemnification. The provisions of this section or indemnification shall survive the expiration or termination of this Contract.

VII. **INSURANCE.**

A. Government Entity. If the Provider is the State of Florida or agency or political subdivision of the State as defined in Section 768.28, Florida Statutes, the Provider shall furnish the County, upon request, written verification of liability protection in accordance with section 768.28, Florida Statutes. Nothing herein shall be construed to extend any party's liability beyond that provided in section 768.28, Florida Statues.

B. All Other Providers. The Provider shall furnish to Miami-Dade County Community Action Agency, 701 NW 1st Court, Miami, Florida 33136, Certificate(s) of Insurance or written verification as determined by the County's Risk Management Division after review of the Scope of Services (Section III, Parts A and B). The County shall not disburse any funds until it is provided with the necessary Certificate(s) or written verification (binders) and such documents have been approved by Risk Management. The Certificate (s) shall indicate that insurance coverage has been obtained which meets the requirements as outlined below:

Worker's Compensation Insurance for all employees of the Provider as required by Florida Statute 440.

Public Liability Insurance on a comprehensive basis in an amount not less than $300,000 combined single limit per occurrence for bodily injury and property damage. Miami-Dade County must be shown as an additional insured with respect to this coverage.

Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than $300,000 combined single limit per occurrence for bodily injury and property damage. For providers transporting children, the limit of liability required for Automobile Liability Insurance is $500,000.

Professional Liability Insurance, when applicable, in the name of the Provider in an amount not less than $250,000.

Student Accident Insurance, ensuring adequate student accident insurance for the number of children included in this contract in an amount not less than $2,000 per child.

Insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

> The company must be rated no less than "B" as to management, and no less than "Class V" as to financial strength by the latest edition of Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey or its equivalent subject to the approval of the County Risk Management Division.
>
> or
>
> The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized to do Business in Florida," issued by the State of Florida Department of Insurance and must be members of the Florida Guaranty Fund.

Certificates of Insurance shall indicate that no modification or change in insurance shall be made without thirty (30) days written advance notice to the certificate holder.

VIII. PROOF OF LICENSURE/CERTIFICATION AND BACKGROUND SCREENING.

A. Licensure. If the Provider is required by HHS, the State of Florida or Miami-Dade

County to be licensed or certified to provide the services or operate the facilities as described in this contract, the Provider shall furnish the County a copy of all required current licenses or certificates within thirty (30) days of the date of contract execution. Examples of services or operations requiring such licensure or certification include but are not limited to childcare, day care, nursing homes, and boarding homes.

Fire Inspection Certificate. If Provider is required by the State of Florida, Miami-Dade County or any municipality to have a service site Fire Inspection Certificate, Provider shall keep on file the most recent inspection and furnish the County with a copy within thirty (30) days of execution of this Contract.

Health Inspection Certificate If Provider is required by the State of Florida, Miami-Dade County or any municipality to have a service site Health Inspection Certificate, Provider shall keep on file the most recent inspection and furnish the County with a copy within thirty (30) days of execution of this Contract.

If the Provider fails to furnish the County with the licenses or certificates required under this Section, the County shall not disburse any funds until it is provided with such licenses or certificates.

Failure to provide the licenses or certificates within thirty (30) days of execution of this Contract may result in termination of this Contract.

B. Background Screening.

1. In accordance with Sections 984.01(2)(a), 985.01(2)(a), and 39.001, Florida Statutes, only employees, volunteers and subcontracted personnel with a satisfactory background check through a screening agency may work in direct contact with children under the age of eighteen. Level 2 background screenings must be completed through the Florida Department of Law Enforcement (FDLE), VECHS Program. However, satisfactory background screening documentation will be accepted for those agencies that already conduct business with either the Department of Children and Families (DCF) or the Department of Juvenile Justice (DJJ) or the Miami Dade Public School System (MDPS). In addition, an Attestation of Good Moral Character must be completed annually for each employee, volunteer or subcontracted personnel upon hiring.

2. Per Florida Statue 1012.465, Providers employing current School Board employees in possession of a valid School Board ID Badge and updated Level 2 Screening must complete a verification form. Non-School Board employees are required to obtain a Level 2 Screening and a School Board ID Badge before access to school campuses is granted, in the event access to school campuses is incorporated in the Services under this Contract.

In accordance with section 648A(g)(3) of the Head Start Act, 42 U.S.C. 9483A(g)(3), it is required that all provider agency personnel working directly with children must have a completed Level 2 Screening that indicates that there has been no prior involvement in any of the disallowed conditions, before beginning work with client youths. Level 1 Screenings can be accomplished electronically on line with the Florida Department of Law Enforcement: www.fdle.state.fl.us/CriminalHistory/. Any employee receiving positive response(s) to any of the enumerated charges as defined in Level 1 and Level 2 background checks must immediately cease working with children or youths. All employee personnel files shall reflect the initiation and completion of the required background screening checks.

From the date of execution of this contract, Provider shall furnish the County with proof that background screening Level 2 was completed. If the Provider fails to furnish to the County proof that background screening Level 2 was completed prior to working directly with children, the County shall not disburse any further funds and this Contract may be subject to termination at the discretion of the County.

The County requires that only employees and subcontracted employees with a satisfactory background check as described in Section 435.03(3)(a), and through an appropriate screening agency (i.e. Florida Department of Law Enforcement, Federal Bureau of Investigation) work in direct contact with the elderly, disabled and persons with mental illness, in settings such as but not limited to adult day care center, assisted living facilities, home equipment screening nursing homes, home health agencies (facilities for developmentally disabled, and mental health treatment facilities.

Within thirty (30) days of execution of this contract, Provider shall furnish the County with proof that background screening was completed. If the Provider fails to furnish to the County proof that background screening was completed within thirty (30) days of execution of this contract, the County shall not disburse any further funds and this Contract may be subject to termination at the discretion of the County

Provider shall retain all records demonstrating compliance with the background screening required herein for not less than three years beyond the last date that all applicable terms of this Contract have been complied with and final payment has been received and appropriate audits have been submitted to and accepted by the appropriate entity.

IX. CONFLICT OF INTEREST.

The Provider agrees to abide by and be governed by Dade County Ordinance No. 72-82 (Conflict of Interest Ordinance codified at Section 2-11.1, et al. of the Code of Miami-Dade County), as amended, and all applicable federal and state conflict of interest provisions, which are incorporated herein by reference as if fully set forth herein, in connection with its Contract obligations hereunder.

The Provider represents that the execution of this Contract does not violate the State of Florida Code of Ethics, (§112.311, Florida Statutes), as amended, which is incorporated herein by reference as if fully set forth herein. Provider agrees to abide by and be governed by all applicable local, state and federal conflict of interest laws throughout the course of this Contract and in connection with its obligations hereunder.

X. CIVIL RIGHTS AND OTHER REGULATORY COMPLIANCE.

A. Non-discrimination and civil rights. Programs receiving funding from the County shall not discriminate against an employee, volunteer, or client of the Provider on the basis of race, color, gender, pregnancy, marital status, familial status, sexual orientation, religion, ancestry, national origin, disability, or age except that programs may target services for specific client groups as defined in the Request for Proposal (RFP) or response to the RFP. Additionally, Provider shall demonstrate that it has standards, policies, and practices necessary to render services in a manner that respects the worth of the individual and protects and preserves the dignity of people of diverse cultures, classes, races, religions, sexual orientation, and ethnic backgrounds

Provider agrees to abide by Chapter 11A of the Code of Miami-Dade County ("County Code"), as amended, which prohibits discrimination in employment, housing and public accommodations; Title VII of the Civil Rights Act of 1968, as amended, which prohibits discrimination in employment and public accommodation; the Age Discrimination Act of 1975, 42 U.S.C. Section 2000d, as amended, which prohibits discrimination in employment because of age; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, as amended, which prohibits discrimination on the basis of disability; and the Americans with Disabilities Act, 42 U.S.C. § 12103 et seq., which prohibits discrimination in employment and public accommodations because of disability.

It is expressly understood that upon receipt of evidence of discrimination under any of these laws, the County shall have the right to terminate this Contract. If Provider or any owner, subsidiary, or other firm affiliated with or related to Provider, is found by the responsible enforcement agency or the courts to be in violation of these laws, the County will conduct no further business with Provider. Any contract entered into based upon a false affidavit shall be violable by the County.

B. Family medical leave. Provider agrees that it is in compliance with the Family Medical Leave Act (28 USC 2601 et. seq. and §11A-29 et. seq. of Miami-Dade County Code) which requires an employer, who in the regular course of business has fifty (50) or more employees working in Miami-Dade County for each working day during each of twenty (20) or more calendar work weeks to provide family medical leave to its employees. Failure to comply with this local law may be grounds for voiding or terminating this Contract.

C. Domestic violence leave. The Provider agrees that it is in compliance with the Domestic Violence Leave, codified as § 11A-60 et. seq. of the Miami-Dade County Code, which requires an employer, who in the regular course of business has fifty (50) or more employees working in Miami-Dade County for each working day during each of twenty (20) or more calendar work weeks to provide domestic violence leave to its employees. Failure to comply with this local law may be grounds for voiding or terminating this Contract.

D. Florida clean indoor air act. Provider agrees that it is in compliance with the Florida Clean Indoor Air Act, §386.201, et seq., Florida Statutes, which prohibits smoking in enclosed indoor workplaces, including private residences where child care or health care is provided.

E. Public entities crime act. Provider represents that the execution of this Contract will not violate the Public Entities Crimes Act (Section 287.133, Florida Statutes), which essentially provides that a person or affiliate who is a contractor, consultant or other Provider and who has been placed on the convicted vendor list following a conviction for a Public Entity Crime may not submit a bid on a contract to provide any goods or services to the Department, may not submit a bid on a contract with the County for the construction or repair of a public building or public work, may not submit bids on leases of real property to the Department, may not be awarded or perform work as a contractor supplier, subcontractor, or consultant under a contract with the Department, and may not transact any business with the County in excess of the threshold amount provided in Section 287.017, Florida Statutes, for category two purchases for a period of thirty-six (36) months from the date of being placed on the convicted vendor list. Violation of this section shall result in cancellation of this Contract and recovery of all monies paid hereto, and may result in debarment from the Department's competitive procurement activities.

F. Living wage. Provider agrees to comply with Miami-Dade County's Living Wage Ordinance (§2-8.9 of Miami-Dade County Code) if it has contracted with the County for a sum of $100,000 or more to provide food preparation/distribution, security services, routine maintenance (custodial, cleaning, refuse removal, repair, refinishing, recycling), clerical or other non-supervisory clerical work, transportation and parking service, printing services or landscaping/lawn services.

G. Compliance with Sarbanes-Oxley. Provider shall comply with the following provisions of the Sarbanes-Oxley Act (SOX) that apply to all corporate entities, including non-profit organizations, as follows:

1. It is a crime to alter, cover up, falsify, or destroy any document that may be relevant to an official investigation (SOX, Section 1102, Section 1512 of Title 18, USC).

2. It is illegal for any corporate entity to punish whistle blowers or retaliate against any employee who reports suspected cases of fraud or abuse (SOX, Section 1107, Section 1513 of Title 18, USC).

H. Child Abuse Reporting. Provider shall immediately report knowledge or reasonable suspicion of abuse, neglect, or abandonment of a child, aged person, or disabled adult to the Florida Abuse Hotline on the statewide toll-free telephone number (1-800-96-ABUSE). As required by Chapters 39 and 415, Florida Statutes, this is binding upon both the Provider and its employees.

XI. INCIDENT REPORTING. The Provider shall ensure 100% compliance with the County's incident reporting procedures.

XII. NOTICES. It is understood and agreed between the parties that written notice addressed to the County and mailed or delivered to the address appearing on page one (1) of the Contract and written notice addressed to the Provider and mailed or delivered to the address appearing on page one (1) of this Contract shall constitute sufficient notice to either party. It is Provider's responsibility to advise the County in writing of any changes in name, address and/or telephone number.

XIII. AUTONOMY. Both parties agree that this Contract recognizes the autonomy of and stipulates or implies no affiliation between the contracting parties. It is expressly understood and intended that the Provider is only a recipient of funding support and is not an agent or instrumentality of the County. Furthermore, the Provider's agents and employees are not agents or employees of the County.

XIV. BREACH OF CONTRACT: COUNTY REMEDIES.

A. Breach. A breach by the Provider shall have occurred under this Contract if: (1) the Provider fails to provide the services outlined in this document within the effective terms of this Contract; (2) the Provider ineffectively or improperly uses the County funds allocated under this Contract; (3) the Provider does not furnish the Certificates of Insurance required by this Contract or as determined by the County's Risk Management Division; (4) the Provider does not furnish proof of licensure/certification or proof of background screening required by this Contract; (5) the Provider fails to submit, or submits incorrect or incomplete proof of expenditures to support disbursement requests or advance funding disbursements or fails to submit or submits incomplete or incorrect

detailed reports of expenditures or final expenditure reports; (6) the Provider does not submit or submits incomplete or incorrect required reports; (7) the Provider refuses to allow the County access to records or refuses to allow the County to monitor, evaluate and review the Provider's program; (8) the Provider discriminates under any of the laws and requirements outlined in Section IX of this Contract; (9) the Provider fails to provide Domestic Violence Leave or Family Medical Leave to its employees pursuant to local and federal law; (10) the Provider falsifies or violates the provisions of the Drug Free Workplace Affidavit (Attachment C); (11) the Provider attempts to meet its obligations under this contract through fraud, misrepresentation or material misstatement; (12) the Provider fails to correct deficiencies found during a monitoring, evaluation or review within the specified time; (13) the Provider fails to meet the terms and conditions of any obligation under any contract or otherwise or any repayment schedule to the County or any of its agencies or instrumentalities; (14) the Provider fails to submit the Certificate of Corporate Status, Board of Directors requirement or proof of tax status; (15) fails to meet any of the terms and conditions of the Dade County Affidavits (Attachment C) or the State Affidavit (Attachment D); or (16) the Provider fails to fulfill in a timely and proper manner any and all of its obligations, covenants, agreements and stipulations in this Contract or (17) The Provider fails to fulfill the required non-federal share requirement within the effective term of this contract.

Waiver of breach of any provisions of this Contract shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this Contract.

B. County Remedies. If the Provider breaches this Contract, the County may pursue any or all of the following remedies:

1. The County may terminate this Contract by giving written notice to the Provider of such termination and specifying the effective date thereof at least five (5) days before the effective date of termination. In the event of termination, the County may: (a) request the return of all finished or unfinished documents, data studies, surveys, drawings, maps, models, photographs, reports prepared, equipment and secured by the Provider with County funds under this Contract; (b) seek reimbursement of County funds allocated to the Provider under this Contract; or (c) at the sole discretion of the County, the County may terminate or cancel any other contracts entered into between the County and the Provider. The Provider shall be responsible for all direct and indirect costs associated with such termination, including attorney's fees, costs, and any judgments entered by a court of appropriate jurisdiction;

2. The County may suspend payment in whole or in part under this Contract by providing written notice to the Provider of such suspension and specifying the effective date thereof, at least five (5) days before the effective date of suspension. On the effective date of suspension the Provider must immediately cease to provide services pursuant to this Contract. All payments to Provider as of this date shall cease. If payments are suspended, the County shall specify in writing the actions that must be taken by the Provider as condition precedent to resumption of payments and shall specify a reasonable date for compliance. The County may also suspend any payments in whole or in part under any other contracts entered into between the County and the Provider. The Provider shall be responsible for all direct and indirect costs associated with such suspension,

including attorney's fees, costs, and any judgments entered by a court of appropriate jurisdiction;

3. The County may seek enforcement of this Contract including but not limited to filing an action with a court of appropriate jurisdiction. The Provider shall be responsible for all direct and indirect costs associated with such enforcement, including attorney's fees, costs, and any judgments entered by a court of appropriate jurisdiction;

4. The County may debar the Provider from future County contracting;

5. If, for any reason, the Provider should attempt to meet its obligations under this Contract through fraud, misrepresentation or material misstatement, the County shall, whenever practicable terminate this Contract by giving written notice to the provider of such termination and specifying the effective date thereof at least five (5) days before the effective date of such termination. The County may terminate or cancel any other contracts which such individual or entity has with the County. Such individual or entity shall be responsible for all direct and indirect costs associated with such termination or cancellation, including attorney's fees. Any individual or entity who attempts to meet its contractual obligations with the county through fraud, misrepresentation or material misstatement may be disbarred from county contracting for up to five (5) years;

6. Any other remedy available at law or equity.

C. The County Manager is authorized to terminate this Contract on behalf of the County.

D. Damages Sustained. Notwithstanding the above, the Provider shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of the Contract, and the County may withhold any payments to the Provider until such time as the exact amount of damages due the County is determined. The County may also pursue any remedies available at law or equity to compensate for any damages sustained by the breach. The Provider shall be responsible for all direct and indirect costs associated with such action, including attorney's fees, costs, and any judgments entered by a court of appropriate jurisdiction.

XV. TERMINATION BY EITHER PARTY. Both parties agree that this Contract may be terminated by either party hereto by written notice to the other party of such intent to terminate at least thirty (30) days prior to the effective date of such termination. The County Mayor or Mayor's designee is authorized to terminate this Contract on the behalf of the County.

XVI. PAYMENT PROCEDURES. The County agrees to pay the Provider for services rendered under this Contract based on the procedures outlined below, the approved line item budget, and if applicable the Sherman S. Winn Prompt Payment Ordinance (Ordinance 94-40).

A. **Cost Reimbursement Contract.** The Provider shall be paid through reimbursement payments based on the budget approved under this contract. Prior to the disbursement of any funds, the Provider must submit to the County a completed authorized signature form, denoting the names and signatures of all persons authorized to sign reimbursement packages, checks and contracts.

1. The Provider agrees to furnish the County a detailed monthly line-item budget summary which shall be segregated by all program and administrative costs; current month's expenses; year-to-date expenses and available balance; and a statement for the previous month detailing the expenditures and match made by Provider as required by Section II of this document.

2. Each package must include copies of paid payroll taxes, insurances, any backup documentation to support reimbursement requests or additional requests made of the County, and copies of cancelled checks from the previous month, and documentation supporting the reported match.

3. All reimbursement packages shall be submitted within ten (10) working days after the end of the month.

4. The Provider shall provide copies of all contracts and agreements for the current program year, which shall include, but are not limited to, leases for real and personal property and services to the County prior to any requests for reimbursement.

5. The Provider shall provide documentation of compliance with the Davis-Bacon Act for construction/renovation projects in excess of $2,000.

6. Reimbursement of credit card purchases requires proof that the statement of the credit card which reimbursement is requested has a zero balance.

7. Reimbursement for administrative costs shall not exceed fifteen percent (15%) of the combined contracted amount and matched amount for the Early Head Start budget.

8. Reimbursement for a lump sum payment of accrued leave will be disallowed.

9. None of the funds provided by the County shall be used to pay the compensation of an individual, either as a direct cost or any prorated as an indirect cost at a rate in excess of Executive Level II.

10. The County will not approve payments for volunteer services provided to the Provider in support of the services detailed in this contract.

11. The Provider further agrees to maintain originals of cancelled checks, invoices, receipts, and other evidence of indebtedness as proof of expenditure. When original documents cannot be produced, the Provider must adequately justify their absence in writing and furnish copies as proof of expenditure. These documents shall be maintained by the Provider for a period of no less than five (5) years and shall be made available for County staff inspection at any time.

12. The Provider will submit an Agency Cost Allocation Plan to the County within forty-five (45) days of execution of this contract.

13. Funds budgeted for direct staff salaries (e.g. teachers, teacher assistants, and/or social workers) shall only be reprogrammed to fill a direct staff vacancy. Where a vacancy has been filled and an overage of allocated funds exists, Provider may request in writing approval to reprogram funds for non staff related expenditures.

B No Payment of Subcontractors. In no event shall County funds be advanced directly to any subcontractor hereunder.

C. Requests for Payment. The County agrees to pay all budgeted costs incurred by the Provider which are allowable under HHS and County guidelines in accordance with the approved budget upon submission of satisfactory required monthly reports.

D. Processing the Request for Payment. The parties agree that the processing of a payment request shall take a minimum of thirty (30) days from receipt of all required supporting documentation, if the required monthly reports are satisfactory. The County's Finance Department will issue and mail the check directly to the Provider at the address listed on page one (1) of this Contract, unless otherwise directed by the Provider in writing. It is the responsibility of the Provider to maintain sufficient financial resources to meet the expenses incurred during the period between the provision of services and payment by the County.

Failure to submit the Monthly Summary of Expenditures Report in a manner deemed correct and acceptable by the County, by the 15th day of each month following the month in which the service was delivered, shall be considered a breach of this Contract and may result in termination of this Contract.

Invoices submitted for the reimbursement of expenses incurred in excess of sixty (60) calendar days shall not be reimbursed. Additionally, unsupported invoices without the proper substantiating documentation will not be reimbursed.

E. Closeout Report/Recapture of Funds. Upon the expiration of this Contract, the Provider shall submit a Closeout Report to the County no more than forty-five (45) days after the expiration of this Contract. This report shall include a cumulative year-end summary of Provider's performance and fiscal expenditures. If after receipt of this Closeout Report, the County determines that the Provider has been paid funds not in accordance with the Contract, and to which it is not entitled, the Provider shall return such funds to the County or submit appropriate documentation in support of fund entitlement. The County shall have the sole discretion in determining if the Provider is entitled to such funds and the County's decision on this matter shall be binding. Additionally, any unexpended or unallocated funds shall be recaptured by the County along with a detailed explanation as to why funds were unexpended or unallocated.

Any unexpended funds due to the vacancy of staff position(s) of more than thirty (30) days shall be adjusted from the line item budget by the County.

XVII. PROHIBITION AND LIMITATIONS ON USE OF FUNDS.

A. Payment is limited to contracted services. Provider shall use funds provided under this Contract solely for the provision of Services described herein. The Provider shall not use funds provided under this Contract to support other programs or services provided by Provider under a

different contract. Neither shall the Provider carry over the funds provided under this Contract to a new contract or amendment without the express written approval of the County. Services funded under this Contract shall only be in addition to services already provided without assistance under this Contract.

B. No supplanting of existing public funds. County funding may not be used by local or state government agencies to replace funding previously provided by those local and state funding sources for the same program purpose. Such government agencies must certify that they have maintained their previous funding level when applying for additional funding from the County. Violation of this section shall be considered a breach of this Contract.

C. Double payments. Provider costs or earnings claimed under this Contract may not also be claimed under another contract or grant from the County or any other agency. Any claim for double payment by Provider shall be considered a material breach under paragraph XIV of this Contract.

D. Use of cost allocation methodology. Provider attests to the County that no other reimbursement is available or used for invoiced Services unless expressly authorized in writing by the County. Provider shall keep accurate and complete records of any fees collected, reimbursement, or compensation of any kind received from any client or other third party, for any Service covered by this Agreement, and shall make all such records available to the County upon request. Provider shall report such fees, reimbursement, compensation or funding to the County for such payments received which will be deducted from Provider's invoices.

E. Commingling Funds. The Provider shall not commingle funds provided under this Contract with funds received from any other funding sources. The Provider must be able to identify County funds (receipts and disbursements) either by separate general ledger accounts or by a subsidiary ledger that is reconciled to a bank account.

F. Religious purposes. County funds shall not be used for purposes of religious purposes.

G. Lobbying. The Provider shall not use any funds provided under this Contract for lobbying federal, state or local legislators. Violations of this section shall be considered a material breach under paragraph XIV of this Contract.

H. Adverse action or proceeding. Provider shall not utilize the funds provided under this Contract or any other funds provided by the County to retain any legal counsel for any action or proceeding against the County or any of its agents, employees or officials. The Provider shall not utilize the funds provided under this Contract or any other County funds to provide legal representation, advice or counsel to any person in any action or proceeding against the County or any of its agents, employees or officials.

I. Inventory and Capital equipment. To define capital equipment, the County utilizes the definition of "property" as outlined by the Florida Statutes, Chapter 274, as individual items with a value of $1,000 or greater which have a life expectancy of more than one year. Capital equipment purchased by the Provider using County funds are assets of the County, are intended for the County funded programs, considered to be owned by the County. The Provider shall establish and maintain a property control system, and shall be responsible for maintaining a current inventory on all capital items purchased with County funds on forms provided by the County or on forms mutually agreed upon by the County and the Provider. This will include listing on a property record by description,

mode, serial number, and date of acquisition and cost. Such property shall be inventoried annually, and an inventory report shall be submitted to the County once a year (July). Records for capital items shall be retained for three (3) years after its disposition. When the Provider is no longer funded by the County, the equipment will be returned to the County for use by another funded program.

XVIII. RECORDS, REPORTS, AUDITS, MONITORING AND REVIEW.

A. Certificate of Corporate Status. The provider must submit to the County, within thirty (30) days from the date of execution of this Contract, a certificate of status in the name of the provider, which certifies the following: that the provider is organized under the laws of the State of Florida; that all fees and penalties have been paid; that the providers most recent annual report has been filed; that its status is active; and that the provider has not filed an Article of Dissolution.

B. Board of Director Requirements. The Provider shall insure that the Board of Directors is apprised of the fiscal, administrative and contractual obligations of the project funded through the County by passage of a formal resolution authorizing execution of the Contract with the County. Failure to provide a copy of the resolution within forty-five (45) days of execution of this contract may result in termination of this Contract.

C. Proof of Tax Status. The Provider is required to submit to the County the following documentation: (a) The I.R.S. tax exempt status determination letter; (b) the most recent I.R.S. form 990; (c) the annual submission of I.R.S. form 990 within (6) months after the Provider's fiscal year end; (d) IRS 941 - Quarterly Federal Tax Return Reports within thirty-five (35) days after the quarter ends and if the 941 reflects a tax liability, proof of payment must be submitted within sixty (60) days after the quarter ends.

D. Accounting Records. The Provider shall keep accounting records which conform to generally accepted accounting principles. All such records will be retained by the Provider for not less than five (5) years beyond the term of this Contract. However, if any audit, claim, litigation, negotiation or other action involving this Contract or modification hereto has commenced before the expiration of the retention period, the records shall be retained until completion of the action and resolution of all issues which arise from it or until the end of the regular retention period, which ever is later.

E. Financial Audit. Within one-hundred and eighty days (180) of the close of the fiscal year, the Provider agrees to submit to the County a certified independent fiscal audit of all its corporate activities and any accompanying management letter(s), for each year during which this Contract remains in force and until all funds expended from this Contract have been audited. This audit shall be conducted in accordance with auditing standards generally accepted in the United States of America and standards contained in the Government Auditing Standards issued by the Comptroller General of the United States. The fiscal audit must also be conducted consistent with the United States Office of Management and Budget Circular A-133, Audit of States, Local Government and Non-Profit Organizations and the Florida Single Audit Act, Florida Statutes 215.97, as applicable.

For audits conducted under the Office of Management and Budget Circular A-133, Audit of States, Local Government and Non-Profit Organizations and the Florida Single Audit Act, Provider must also submit the schedule of expenditures pertaining to awards, summary schedule of prior audit findings, applicable auditor's reports and the corrective action plan when the schedule of findings and

questioned costs prepared by the independent auditor discloses audit findings relating to this contract. If this is not submitted to the County by the dates specified, funds may be withheld until the requirements are met. In the event that the independent auditor does not disclose audit findings relating to this Contract, Provider shall provide written notification to the County that an audit of Provider was conducted in accordance with applicable laws and regulations and that the findings and questioned costs disclosed no audit findings related to this Contract; and, that the summary schedule of prior audit findings did not report on the status of any audit findings relating to awards that the County provided.

Audit extensions may be granted in writing by the County upon receipt in writing of such request with appropriate justification from the Provider.

F. Wage Comparability. Provider shall submit an updated Wage and Comparability study annually.

G. Access to Records: Audit. The County reserves the right to require the Provider to submit to an audit or review by an auditor, personnel or contractor of the County's choosing. The Provider shall provide access to all of its records which relate to this Contract at its place of business during regular business hours. The Provider agrees to provide such assistance as may be necessary to facilitate their review or audit by the County to insure compliance with applicable accounting and financial standards, including access by the County or its designee to Provider's independent auditor's working papers for complying with federal, state or local requirements. The Provider agrees to maintain supporting documentation for all services provided under this Contract and shall submit such supporting documentation to the County upon request.

H. Office of Miami-Dade County Inspector General. Miami-Dade County has established the Office of Inspector General which is empowered to perform random audits on all County contracts throughout the duration of each contract. Grant recipients are exempt from paying the cost of the audit which is normally ¼ of 1% of the total contract amount.

The Miami-Dade County Inspector General is authorized and empowered to review past, present and proposed County and Public Health Trust programs, contracts, transactions, accounts, records and programs. In addition, the Inspector General has the power to subpoena witnesses, administer oaths, require the production of records and monitor existing projects and programs.

Monitoring of an existing project or program may include a report concerning whether the project is on time, within budget and in compliance with plans, specifications and applicable law.

The Inspector General is empowered to analyze the necessity of and reasonableness of proposed change orders to the Contract. The Inspector General is empowered to retain the services of independent private sector inspectors general to audit, investigate, monitor, oversee, inspect and review operations, activities, performance and procurement process including but not limited to project design, bid specifications, proposal submittals, activities of the Provider, its officers, agents and employees, lobbyists, County staff and elected officials to ensure compliance with contract specifications and to detect fraud and corruption.

Upon ten (10) days prior written notice to the Provider from the Inspector General or Independent Private Sector Inspector General (IPSIG) retained by the Inspector General, the Provider

shall make all requested records and documents available to the Inspector General or IPSIG for inspection and copying.

The Inspector General and IPSIG shall have the right to inspect and copy all documents and records in the Provider's possession, custody or control which, in the Inspector General's or IPSIG's sole judgment, pertain to performance of the contract, including, but not limited to original estimate files, worksheets, proposals and Contracts from and with successful and unsuccessful subcontractors and suppliers, all project-related correspondence, memoranda, instructions, financial documents, construction documents, proposal and contract documents, back-charge documents, all documents and records which involve cash, trade or volume discounts, insurance proceeds, rebates, or dividends received, payroll and personnel records, and supporting documentation for the aforesaid documents and records.

The provisions in this section shall apply to the Provider, its officers, agents, employees, subcontractors and suppliers. The Provider shall incorporate the provisions in this section in all subcontractors and all other Contracts executed by the Provider in connection with the performance of the contract.

Nothing in this contract shall impair any independent right of the County to conduct audit or investigative activities. The provisions of this section are neither intended nor shall they be construed to impose any liability on the County by the Provider or third parties.

I. Independent Private Sector Inspector General Reviews. Pursuant to Miami-Dade County Administrative Order 3-20, the Provider is aware that the County has the right to retain the services of an Independent Private Sector Inspector General ("IPSIG"), whenever the County deems it appropriate to do so. Upon written notice from the County, the Provider shall make available to the IPSIG retained by the County, all requested records and documentation pertaining to this Contract for inspection and copying. The County shall be responsible for the payment of these IPSIG services, and under no circumstance shall the Provider's budget and any changes thereto approved by the County, be inclusive of any charges relating to these IPSIG services.

The terms of this provision herein, apply to the Provider, its officers, agents, employees, sub-consultants and assignees. Nothing contained in this provision shall impair any independent right of the County to conduct an audit or investigate the operations, activities and performance of the Provider in connection with this Contract. The terms of this Section shall not impose any liability on the County by the Provider or any third party.

J. Performance Record Keeping and Reporting. The Provider shall maintain and/or furnish data and perform the following functions as indicated:

1. Enter data into the approved family and information system and Galileo on a daily basis to record information on children and families; document observation; and track child's developmental progress, health information, family's goals towards self-sufficiency, family needs, etc., pursuant to the instructions provided by the County. Attendance shall be entered by Friday midnight of each week.

2. Comply with the County's Results Oriented Management and Accountability

System (ROMA) reporting requirement by the first working day of each month.

3. Submit any such reports as may be required by the HHS and the County by the specified deadlines.

4. Provide by the fifth working day of each month, the Monthly Delegate Service Report in the format provided by the County.

5. Provide in February an updated work plan for the upcoming school year. The work plan shall be in compliance with the Head Start Performance Standards and Head Start Act. The plan shall outline the policies and procedures for including children with disabilities in accordance with the Americans Disabilities Act (ADA), 42 U.S.C. §12103 et. seq. as amended.

6. Centers must maintain a minimum of 85% Average Enrolled Attendance (AEA) on a monthly basis. When the AEA falls below 85% an analysis of the cause will be sent to the Program by the 5th of the month.

K. Monitoring: Management Evaluation and Performance Review. This section shall pertain only to Providers whose funding allocation under this Contract is $10,000 or more or whose funding allocation becomes $10,000 or more during the term of this Contract.

The Provider agrees to permit County personnel to perform random scheduled monitoring, reviews and evaluations of the program which is the subject of this Contract. The County shall monitor both fiscal/administrative and programmatic compliance with all the terms and conditions of the Contract.

The Provider shall permit the County to conduct site visits, client interviews, client assessment surveys, fiscal/administrative review and other techniques deemed reasonably necessary in the County's sole discretion to fulfill the monitoring function. A report of the County's findings will be delivered to the Provider and the Provider will rectify all deficiencies cited within the period of time specified in the report. If such deficiencies are not corrected within the specified time, the County may suspend payments or terminate this Contract. The County shall conduct one or more formal management evaluation and performance reviews of the Provider. Continuation of this Contract or future funding is dependent upon satisfactory evaluation conclusions. Furthermore, the findings of monitoring reports, responsiveness to corrective action, the satisfactory performance of the requirements of this Contract and the timely receipt of requested information shall be considered factors in evaluating future funding requests.

The Provider shall, on an annual basis, develop and execute a self-assessment plan that is approved by the Policy Committee. Results of the findings and the corrective action plans shall be submitted to the County in the required format.

The Provider shall implement the County's Quality Assurance and Service Reliability System for planning.

L. Client Records. The Provider shall maintain a separate individual case file for each client/family served. This case file shall include all pertinent information regarding client activity

These files shall be subject to the audit and inspection requirements under this Contract. All such records will be retained by the Provider for not less than five (5) calendar years after the participant is no longer enrolled. Provider agrees to comply with all applicable state and federal laws on privacy and confidentiality.

M. Internal Controls and Documentation. The Provider is expected to institute internal controls and maintain records in accordance with standard best practices. Provider agrees to maintain the following, as applicable: (1) personnel files of employees which include hiring records, background screening results, job descriptions, and evaluation procedures; (2) authorized time sheets, records, and attendance sheets to document the staff time billed to provide Services; (3) daily activity logs and monthly calendars of services provision; (4) training modules; (5) pre and post session questionnaires; (6) participant consent and information release forms; (7) agency policies and procedures and (8) such other information related to Service provision as described in this contract or requested by the County.

N Health Insurance Portability and Accountability Act. Any person or entity that performs or assists Miami-Dade County with a function or activity involving the use or disclosure of Individually Identifiable Health Information (IIHI) and/or Protected Health Information (PHI) shall comply with the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and the Miami-Dade County Privacy Standards Administrative Order. HIPAA mandates for privacy, security and electronic transfer standards that include but are not limited to:

1. Use of information only for performing services required by the contract or as required by law;
2. Use of appropriate safeguards to prevent non-permitted disclosures;
3. Reporting to Miami-Dade County of any non-permitted use or disclosure;
4. Assurances that any agents and subcontractors agree to the same restrictions and conditions that apply to the Bidder/Proposer and reasonable assurances that IIHP/PHI will be held confidential;
5. Making Protected health Information (PHI) available to the customer;
6. Making PHI available to the customer for review and amendment; and incorporating any amendments requested by the customer;
7. Making PHI available to Miami-Dade County for an accounting of disclosures; and
8. Making internal practices, books and records related to PHI available to Miami-Dade County for compliance audits.

PHI shall maintain its protected status regardless of the form and method of transmission (paper records, and/or electronic transfer of data). The Contractor/Provider must give its customers written notice of its privacy information practices including specifically, a description of the types of uses and disclosures that would be made with protected health information.

O. Disaster Plan/Continuity of Operations Plan (COOP). The Provider shall submit to the County an Agency Disaster Plan/COOP by April 1st of each contract year. If the Provider does not have a COOP Plan currently with the (submitted within the past year) it must submit a COOP Plan within thirty (30) days of execution of this Contract. The Plan should be updated annually. At a minimum, the Plan should describe how the Provider establishes and maintains an effective response to emergencies and disasters, and must comply with any Emergency Management related Florida

Statutes applicable to the Provider. The Disaster Plan is subject to review and approval of the County.

XIX. SUBCONTRACTORS AND ASSIGNMENTS. The Provider shall neither assign the responsibility of this Contract to another party nor subcontract any of the Services contemplated under this Contract without prior written approval of the Department, which shall not be unreasonably withheld. Any sub-license, assignment or transfer otherwise occurring shall be null and void. Any approved subcontracts shall be governed by the terms and conditions of the Contract.

Provider shall be responsible for all Services performed and all expenses incurred with the Contract. It is understood by the Provider that the County shall not be liable to a subcontractor for any expenses or liabilities incurred under a subcontract and the Provider shall be solely liable to the subcontract. The Provider, at its sole expense, will defend the County against such claims.

In no event shall the County directly advance funds to any subcontractor. All payments to authorized subcontractors shall be paid directly by Provider to the subcontractor.

If this Contract involves the expenditure of $100,000 or more by the County and the Provider intends to use subcontractors to provide the services or suppliers to supply the materials, the Provider shall provide the names of the subcontractors and suppliers on the form attached as Attachment E. Provider agrees that it will not change or substitute subcontractors or suppliers from those listed in Attachment E without prior written approval of the County.

XX. CONFIDENTIALITY. Provider and the County understand that during the course of performing the Services hereunder, each party may have access to certain confidential and proprietary information and materials of the other party in order to further performance of the Services. The Parties shall protect confidential information and comply with applicable federal and state laws on confidentiality to prevent unauthorized use, dissemination or publication of confidential information as each party uses to protect its own confidential information in a like manner. The Parties shall not disclose the confidential information to any third party, or to any employee or contractor who does not have a need to know such information, which need is related to performance of a responsibility hereunder. However, this agreement imposes no obligation upon the Parties with respect to confidential information which (a) was lawfully known to the receiving party before receipt from the other, (b) is or becomes a matter of public knowledge through no fault of the receiving party, (c) is rightfully received by the receiving party from a third party without restriction on disclosure, (d) is independently developed by or for that party, (e) is disclosed under operation of law, (f) is disclosed by the receiving party with the other party's prior written approval. The confidentiality provision of this Contract shall remain in full force and effect after the termination of this Contract.

XXI. SECURITY OBLIGATION. Provider shall maintain an appropriate level of data security for the information Provider is collecting or using in the performance of this Contract. This includes, but is not limited to, approving and tracking all Provider employees who request system or information access and ensuring that user access has been removed from all terminated Provider employees.

XXII. MISCELLANEOUS.

A. Out of Town Travel. Costs for out-of-town travel are allowable, if they are useful for the administering of program activities and with prior approval of the County.

B. Petty Cash. Providers who establish a petty cash fund must maintain detailed support documentation in accordance with the Provider's Fiscal Policies.

C. Publicity. It is understood and agreed between the parties hereto that this Provider is funded by Miami-Dade County. Further, by the acceptance of these funds, the Provider agrees that events funded by this Contract shall recognize the County as a funding source. The Provider shall ensure that all publicity, public relations, advertisements and signs recognizes the County for the support of all contracted activities.

This is to include, but is not limited to, all posted signs, pamphlets, wall plaques, cornerstones, dedications, notices, flyers, brochures, news releases, media packages, promotions, and stationery. The use of the official County logo for these expressed purposes is permissible. The Provider shall ensure that all media representatives, when inquiring about the activities funded by this contract, are informed that the County is its funding source.

D. Contract Guidelines. The Provider agrees to comply with all Federal, State and County laws, rules and regulations, which are incorporated herein by reference. This Contract is made in the State of Florida and shall be governed according to the laws of the State of Florida. Proper venue for this Contract shall be Miami-Dade County, Florida.

Provider agrees to comply with the standards and requirements established under the Community Action Agency's Request for Proposal (RFP) document which is incorporated by reference as if set forth in its entirety herein. In addition, the Provider agrees to provide the County with the program and services described in Provider's response to the RFP. Where any terms or conditions provided for under the (RFP) conflict with the terms and conditions in this Contract and/or its attachments, the language of this Contract and/or its attachments shall control.

E. Modifications and Change Orders. Any alterations, variations, modifications, extensions or waivers of provisions of this Contract including but not limited to amount payable and effective term shall only be valid when they have been reduced to writing, duly approved and signed by both parties and attached to the original of this Contract.

The County and Provider mutually agree that modification of the Scope of Services, schedule of payments, billing and cash payment procedures, set forth herein and other such revisions may be negotiated as a written amendment to this Contract between the parties.

The County Mayor or Mayor's designee is authorized to make modifications to this Contract as described herein on behalf of the County.

The County and Provider mutually agree that the County may effect amendments to the Contract without the written consent of the Provider, to conform the Contract to changes in the laws, directives, guidelines and objectives of County, State and Federal governments.

The Office of the Inspector General shall have the power to analyze the need for, and the reasonableness of proposed change orders.

F. Counterparts. This Contract is signed in four (4) counterparts, and each counterpart shall constitute an original of this Contract.

G. Headings, Use of Singular and Gender. Paragraph headings are for convenience only and are not intended to expand or restrict the scope or substance of the provisions of this Contract. Wherever used herein, the singular shall include the plural and plural shall include the singular, and pronouns shall be read as masculine, feminine or neuter as the context requires.

H. Waivers. Failures or waivers to insist on strict performance of any covenant, condition, or provision of this Contract by the County shall not be deemed a waiver of any rights or remedies, nor shall it relieve the Provider from performing any subsequent obligations strictly in accordance with the terms of this Contract. No waiver shall be effective unless in writing and signed by the party against whom enforcement is sought. Such waiver shall be limited to provisions of this Contract specifically referred to therein and shall not be deemed a waiver of any other provision. No waiver shall constitute a continuing waiver unless the writing states otherwise.

I. Totality of Contract/Severability of Provisions. No other Contract, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or bind any of the parties hereto. If any provision of this Contract is held invalid or void, the remainder of this Contract shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of applicable law.

This twenty-six (26) page Contract with its recitals on the first page of the Contract and with its attachments as referenced below contain all the terms and conditions agreed upon by the parties:

Attachment A:	U. S. Department of Health and Human Services Head Start Performance Standards and Other Regulations
Attachment B:	Budget
Attachment C:	Miami-Dade County Affidavits
Attachment C1:	Code of Business Ethics
Attachment C2:	Miami-Dade County Debarment Disclosure Affidavit
Attachment D:	State Public Entities Crime Affidavit
Attachment E:	List of Subcontractors and Suppliers
Attachment F:	Purposely Omitted
Attachment G:	Living Wage Affidavit
Attachment H:	State of Florida Chapter 65C-22 Florida Administrative Code
Attachment I:	State of Florida Chapter 65E-11 Florida Administrative Code

INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the parties hereto have caused this Contract, including Attachments A-I, to be executed by their respective and duly authorized officers as of the day and year first above written.

(SEAL)

ATTEST: **LANDOW YESHIVA COMMUNITY SCHOOLS, INC.**
AGENCY

By: _____
(Signature of Authorized Representative)

Berzion Korf
Type or Print Name

By: _____
(Signature of Authorized Representative)

_____
Type or Print Name

Witnesses:

By: _____
Signature

Jennifer Lipkind
Type or Print Name

By: _____
Signature

Ronit Rudd
Type or Print Name

ATTEST:

HARVEY RUVIN, CLERK

By: _____
DEPUTY CLERK 3/19/10

MIAMI-DADE COUNTY, FLORIDA

By: _____
GEORGE M. BURGESS
COUNTY MANAGER

AMENDMENT # 1
TO FY 2009-2010 CONTRACT BETWEEN
MIAMI-DADE COUNTY
EARLY HEAD START PROGRAM 2010-11
AND
LANDOW YESHIVA COMMUNITY SCHOOLS

Miami-Dade County by and through its **Community Action Agency** located at 701 NW 1st Court, Miami, FL 33136 (hereinafter called "County") and **Landow Yeshiva Community Schools,** located at 17330 NW 7th Avenue . Miami, FL 33169 (hereinafter called "Provider") hereby agree on this 1st of August, 2010 to amend the Contract executed on January 4, 2010 between the County and the Provider and authorized by Resolution No.: 338-10.

NOW, THEREFORE, in consideration of the mutual covenants recorded herein and made a part of this Amendment, the County and the Provider agree to the amendments as follows:

1. **Article I. AMOUNT PAYABLE** is amended as follows:

Subject to available funds, the maximum amount payable for services rendered under this Contract, shall not exceed $449,585. The funded amount for program year 2010-2011 is $215,121.

2. **Article III. SERVICE PROVISIONS AND CONDITIONS** is amended as follows:

A. The Provider agrees to the following service provisions and conditions:

1. Administer the Early Head Start Program, as defined by the United States Department of Health and Human Services and County rules, five (5) days a week for a total of 226 (two hundred twenty-six) school days throughout the term of this Agreement for a maximum of **16** Early Head Start for infants and toddlers (ages 0 to 3 years old). Full enrollment of slots shall be obtained on the first day of class and maintained throughout the Program year. Provider shall maintain a waiting list of eligible applicants. The waiting list shall represent not less than 20% of Provider's total enrollment. Provider shall also maintain an inquiry list, i.e. a list of individuals who have expressed an interest in enrolling their child/ren in the Head Start Program. Slots that remain vacant for an excess of thirty (30) days may result in a reduction of funding.

2. Adhere to all applicable Head Start Programs Performance Standards, notices and instructions as promulgated by the United States Department of Health and Human Services Administration

for Children and Families (ACF), Administration for Children, Youth and Families (ACYF), including but not limited to Code of Federal Regulations (CFR), Title 45 Parts 1301, 1302, 1303, 1304, 1305, 1306, 1308, 1309 and Section 544(g)(3) of the Head Start Act, Florida Statutes (Section 402.301-402.319 and Section 120.60) Florida Administrative Code (Chapter 65C-22 and Chapter 64E-11) and appropriate County requirements, all of which are incorporated herein by reference. These rules, regulations and requirements must be followed to the extent that they are consistent with the Head Start Act, 42 U.S.C. §9807 et seq., as amended.

3. Provide the children enrolled in the Early Head Start Program with a separate classroom, ensuring that they are not sharing the classroom with children who are not enrolled in the Early Head Start Program. The maximum number of children allowed in the Early Head Start classroom is eight (8).

4. Ensure that Early Head Start centers have at least 45 square feet of usable indoor space per child (i.e., exclusive of bathrooms, halls, kitchen, staff rooms, and storage places) and at least 75 square feet of usable outdoor play space per child.

5. The hours of operation for Early Head Start funded sites are from 7:30 a.m. to 6:00 p.m. No center may operate for less time and no fee can be charged for this time. Additional services that fall outside of these time frames may be offered either free of charge or for a fee. If a fee is charged for after-school care during the regular Early Head Start year, the Provider must send a notice to the parents advising them that the service is not part of the Head Start services. A copy of this letter should be submitted to the County's Head Start Director.

6. Establish and maintain an organizational structure that supports the accomplishment of program objectives. The structure must address the following program management functions: Management of early childhood development and health services, including child development and education; child medical, dental, and mental health; child nutrition; and services for disabilities; and management of family and community partnerships, including parent activities and the Head Start director with demonstrated skills and abilities in a management capacity relevant to human services program management. (1304.52 (a)(1), 1304.52(b)(1)&(2).

7. Ensure that all staff that are paid by Early Head Start, either entirely or partially, attends the annual Pre-Service Training

Conference, Infants, Toddlers, and Pregnant Women Conference, and all in-service staff trainings developed for the program.

8. Submit all applications of over-income children to the County for approval prior to the child entering the program. This includes children with disabilities and children transitioning from Early Head Start. Failure to comply will result in a reduction of reimbursement for each child not approved. The reduction will be pro-rated on the delegate cost per child.

9. Provide a daily educational program following the *Creative Curriculum* designated by the Program. Daily Educational Program for infants, toddlers, and/or pre-school children shall emphasize the social, physical, emotional, and appropriate cognitive skills as specified by 45 CFR part 1304.21. Any special enhancement projects or special grants that affect the Early Head Start curriculum must be approved by the County prior to implementation.

10. Ensure immunizations, medical exams, dental, sensory, behavioral and developmental screenings are obtained and timely and appropriate follow-up care for all enrolled children is provided.

11. Ensure that staff eats lunch with the toddlers daily and provide hands-on nutritional activities weekly. Infants shall be held while being fed. Infants and young toddlers shall be fed "on demand" to the extent possible or at appropriate intervals.

12. Maintain no less than ten (10) percent of the funded enrollment with children who have disabilities and provide disability services in coordination with the Program. Provider shall also comply with Individuals with Disabilities Education Act (IDEA), 20 U.S. C. §1400 et seq., as may be amended from time to time.

13. Provide Family and Community Partnerships and parent involvement services in coordination with the Program, in an effort to ensure that parents share in the decision making processes. The Provider's Head Start Policy and Parent Committees must be clearly identified and must maintain accurate minutes which reflect Head Start's parent activities, education, financial records and other related documents. Powers and functions of the Policy Committee must be in compliance with section 642(c) (3) of the Head Start Act (42 U.S.C. 9837).

14. Parent Committees must be organized and functional for each center. Parent Committees must be comprised exclusively of the parents of Head Start and/or Early Head Start children currently enrolled at the center level.

15. Policy Committees must be comprised of two types of representatives: parents of currently enrolled children and community representatives. At least 51 percent of the members of these policy groups must be the parents of currently enrolled Head Start and/or Early Head Start children.

16. Provide a meeting allowance of $10.00 per meeting for a maximum of two meetings per month for income eligible members of the Policy Committee.

17. Provide funding for the Parent Activity Fund at a rate of $7.00 per slot. The Activity Fund shall be governed by the federal guidelines and ensure that parents have the role in deciding how these funds will be utilized.

18. Provide disability services for all identified children in the Early Head Start Program.

19. Provide nutritional services for all identified children in the Early Head Start Program.

20. Provide mental health services for all identified children in the Early Head Start Program.

21. Provide health services for all uninsured children enrolled in the Early Head Start Program.

22. Ensure that all teaching staff complete fifteen (15) clock hours of professional development training. In addition, Professional Development plans must be completed on all full-time Early Head Start employees who provide direct services to children. Plans must be regularly evaluated

23. Head Start and Early Head Start classroom staff, including substitutes, must comply, at a minimum, with credentialing requirements as per ACF-IM-HS-08-12, or subsequent updates.

24. Ensure that all classroom teachers will meet the Alternative credentialing requirement stated in section 648A (3) (A) of the Head Start Act, by September 30, 2011.

25. In addition to the above requirements, staff working as teachers with infants and/or toddlers must obtain a Child Development Associate (CDA) credential for Infants and Toddler Care givers or an equivalent credential that addresses comparable competencies within one (1) year of hire as a teacher of infants and toddlers.

26. Establish and maintain an organizational structure that supports the accomplishment of program objectives. At the minimum, each provider shall ensure that the following program management functions are assigned within the program.

a. Parent involvement services supported by staff or consultants with training, experience, and skills in assisting the parents of young children in advocating and decision-making for their families.

b. Education and child development services supported by staff or consultants with training and experience in areas that include: the theories and principles of child growth and development, early childhood education, and family support. In addition, staff or consultants shall meet the qualifications for classroom teachers.

c. Health services supported by staff or consultants with training and experience in public health, nursing, health education, maternal and child health, or health administration. This requirement must also be followed when a health procedure must be performed by a licensed/certified health professional.

d. Nutrition services supported by staff or consultants who are registered dieticians or nutritionist.

e. Family and community partnership services supported by staff or consultants with training and experience in field(s) related to social, human or family services.

f. Disability services supported by staff or consultants with training and experience in securing and individualizing needs for children with disabilities.

g. Mental health services supported by staff or consultants who are licensed or certified mental health professionals with experience and expertise in serving young children and their families.

27. Providers operating center based programs shall adhere to the following staffing requirements and qualifications:

a. Employ and maintain two paid staff persons (2 caregivers or substitute for each classroom), ensuring a ratio of 1:4.

b. A qualified fiscal officer acquired for either regularly scheduled or ongoing services.

28. All resumes and educational credentials for staff including contractual staff, shall be reviewed for qualification of positions in which any portion of the salary is to be paid by the Early Head Start program. Where Provider hires staff without obtaining prior review and approval from the County for a position's qualifications, the County shall only reimburse Provider for retroactive payment of staff positions only up to sixty (60) days prior to the County's approval. All other requests for retroactive reimbursements shall be disallowed. Required documentation include but is not limited to a current resume, educational credentials, and Policy Committee minutes documenting the Committee's approval of recommendation to hire staff. If an emergency situation occurs, e.g. an unanticipated vacancy of position vital to the operation of the program, staff may be hired for a maximum of thirty (30) days prior to the approval by the Policy Committee, but requests for approval of required qualifications must be submitted to the Program immediately. Transcripts and/or Degrees provided in languages other than English shall be translated into English at the expense of Provider.

29. Education Coordinators, including those serving as curriculum specialists, shall possess a Baccalaureate or advance degree in early childhood education or a related degree with eighteen (18) credits in early childhood education by September 30, 2013.

30. All Head Start Teacher Assistants will be required to obtain a National Child Development Associate Credential by September 30, 2013.

31. Job descriptions shall be submitted for the upcoming school year by August 1st. No more than two (2) modifications per job description shall be allowed per program year.

32. Family and children data must be entered into the database identified by the Program.

33. Provider shall be responsible for supplying all diapering supplies (e.g. diaper, wipes, gloves, changing paper, etc.) during the hours in which infants and/or toddlers are in attendance at the center.

34. Display prominently at the entrance of every facility a County approved signage informing the community that the Provider is receiving and utilizing Head Start/Early Head Start funds.

B. The County agrees to the following:

1. To monitor, evaluate and provide guidance to the Provider as it performs its obligations under this Contract.

2. Make available to the Provider appropriate training and technical assistance and notify the Provider of all local, state, and national conferences of relevance to the Early Head Start program.

3. Reimburse the Provider subject to the availability of federal funds and pursuant to the HHS grant on a monthly basis in accordance with the Provider's approved monthly reimbursement package.

4. Reimburse the Provider for nutrition services provided to children enrolled in Early Head Start not covered by USDA Child and Adult Care Food Program.

5. Provide disability services for all identified children in the Early Head Start Program through Providers contracted with Miami-Dade Head Start/Early Head Start.

6. Provide health services for all children enrolled in the Early Head Start program through Providers contracted with Miami-Dade Head Start/Early Head Start.

7. Provide mental health services for all children enrolled in the Early Head Start Program through Providers contracted with Miami-Dade Head Start/Early Head Start.

8. Provide nutritional services for all children enrolled in the Early Head Start Program through Providers contracted with Miami-Dade Head Start/Early Head Start.

3. **Article IV. BUDGET SUMMARY** last paragraph is amended as follows:

The Provider may amend the budget no more than twice during the program year 2010-2011. The first budget revision must be submitted by December 31, 2010. The final budget revision must be submitted no later than May 15, 2011.

4. **Article V. EFFECTIVE TERM** is amended as follows: The effective term of this Contract shall be extended for the period **August 1, 2010** to **July 31, 2011.**

5. **Article VIII. PROOF OF LICENSURE/CERTIFICATION AND BACKGROUND SCREENING Section B.(1) and (2) Background Screening** is amended as follows:

B. Background Screening.

1. In accordance with Sections 984.01(2)(a), 985.01(2)(a), and 39.001, Florida Statutes, only employees, volunteers and subcontracted personnel with a

satisfactory background check through a screening agency may work in direct contact with children under the age of eighteen. Level 2 background screenings must be completed through the Florida Department of Law Enforcement (FDLE). However, satisfactory background screening documentation will be accepted for those agencies that already conduct business with either the Department of Children and Families (DCF) or the Department of Juvenile Justice (DJJ) or the Miami Dade Public School System (MDPS). In addition, an Attestation of Good Moral Character must be completed annually for each employee, volunteer or subcontracted personnel upon hiring. Local background screenings are required and should be obtained in the city in which the applicant resides.

2. Per Florida Statute 1012.465, Providers employing current School Board employees in possession of a valid School Board ID Badge and updated Level 2 Screening must complete a verification form. Non-School Board employees are required to obtain a Level 2 Screening and a School Board ID Badge before access to school campuses is granted, in the event access to school campuses is incorporated in the Services under this Contract.

In accordance with section 648A(g)(3) of the Head Start Act, 42 U.S.C. 9483A(g)(3), it is required that all provider agency personnel working directly with children must have a completed Level 2 Screening that indicates that there has been no prior involvement in any of the disallowed conditions, before beginning work with client youths. Level 1 Screenings can be accomplished electronically on line with the Florida Department of Law Enforcement: www.fdle.state.fl.us/CriminalHistory/. Any employee receiving positive response(s) to any of the enumerated charges as defined in Level 1 and Level 2 background checks must immediately cease working with children or youths. All employee personnel files shall reflect the initiation and completion of the required background screening checks.

From the date of execution of this contract, Provider shall furnish the County with proof that background screening Level 2 was completed. If the Provider fails to furnish to the County proof that background screening Level 2 was completed prior to working directly with children, the County shall not disburse any further funds and this Contract may be subject to termination at the discretion of the County. All new staff must have a Level 2 screening prior to being hired.

The County requires that only employees and subcontracted employees with a satisfactory background check as described in Section 435.03(3)(a), and through an appropriate screening agency (i.e. Florida Department of Law Enforcement, Federal Bureau of Investigation) work in direct contact with the elderly, disabled and persons with mental illness, in settings such as but not limited to adult day care center, assisted living facilities, home equipment screening nursing homes, home health agencies (facilities for developmentally disabled, and mental health treatment facilities.

Provider shall retain all records demonstrating compliance with the background screening required herein for not less than three years beyond the last date that all applicable terms of this Contract have been complied with and final payment has been received and appropriate audits have been submitted to and accepted by the appropriate entity.

6. **Article XVI. PAYMENT PROCEDURES Section (A)(13)** is amended as follows:

13. The cash advance shall be divided in equal parts and deducted from Provider's monthly reimbursements over an eight month period beginning October 2010.

7. **Article XVIII. RECORDS, REPORTS, AUDITS, MONITORING AND REVIEW Section E. Financial Audit, Section F. Wage Comparability, Section J. Performance Record Keeping and Reporting and Section K. Monitoring: Management Evaluation and Performance Review** are amended as follows:

E. Financial Audit. Within one-hundred and eighty days (180) of the close of the Provider's fiscal year, the Provider agrees to submit to the County a certified independent fiscal audit of all its corporate activities and any accompanying management letter(s), for each year during which this Contract remains in force and until all funds expended from this Contract have been audited. This audit shall be conducted in accordance with auditing standards generally accepted in the United States of America and standards contained in the Government Auditing Standards issued by the Comptroller General of the United States. The fiscal audit must also be conducted consistent with the United States Office of Management and Budget Circular A-133, Audit of States, Local Government and Non-Profit Organizations and the Florida Single Audit Act, Florida Statutes 215.97, as applicable.

For audits conducted under the Office of Management and Budget Circular A-133, Audit of States, Local Government and Non-Profit Organizations and the Florida Single Audit Act, Provider must also submit the schedule of expenditures pertaining to awards, summary schedule of prior audit findings, applicable auditor's reports and the corrective action plan when the schedule of findings and questioned costs prepared by the independent auditor discloses audit findings relating to this contract. If this is not submitted to the County by the dates specified, funds may be withheld until the requirements are met. In the event that the independent auditor does not disclose audit findings relating to this Contract, Provider shall provide written notification to the County that an audit of Provider was conducted in accordance with applicable laws and regulations and that the findings and questioned costs disclosed no audit findings related to this Contract; and, that the summary schedule of prior audit findings did not report on the status of any audit findings relating to awards that the County provided.

Audit extensions may be granted in writing by the County upon receipt in writing of such request with appropriate justification from the Provider.

F. Wage Comparability. Provider shall submit an updated Wage and Comparability study at the time of contract execution. This data should include the analysis of wages in similar programs in terms of size, scope and services, and include a narrative of findings.

J. Performance Record Keeping and Reporting. The Provider shall maintain and/or furnish data and perform the following functions as indicated:

1. Enter data into the approved family and information system and Galileo on a daily basis to record information on children and families; document observation; and track child's developmental progress, health information, family's goals towards self-sufficiency, family needs, etc., pursuant to the instructions provided by the County. Attendance shall be entered by Friday midnight of each week.

2. Comply with the County's Results Oriented Management and Accountability System (ROMA) reporting requirement by the first working day of each month.

3. Submit any such reports as may be required by the HHS and the County by the specified deadlines.

4. Submit quarterly reports of the Provider's on-going monitoring in November, February, and May.

5. Provide by the fifth working day of each month, the Policy Committee and Board of Directors minutes.

6. Provide in February an updated work plan for the upcoming school year. The work plan shall be in compliance with the Head Start Performance Standards and Head Start Act. The plan shall outline the policies and procedures for including children with disabilities in accordance with the Americans Disabilities Act (ADA), 42 U.S.C. §12103 et. seq. as amended.

7. Centers must maintain a minimum of 85% Average Enrolled Attendance (AEA) on a monthly basis. When the AEA falls below 85% an analysis of the cause will be sent to the Program by the 5th of the month.

K. Monitoring: Management Evaluation and Performance Review. This section shall pertain only to Providers whose funding allocation under this Contract is $10,000 or more or whose funding allocation becomes $10,000 or more during the term of this Contract.

The Provider agrees to permit County personnel to perform random scheduled monitoring, reviews and evaluations of the program which is the subject of this Contract. The County shall monitor both fiscal/administrative and programmatic compliance with all the terms and conditions of the Contract.

The Provider shall permit the County to conduct site visits, client interviews, client assessment surveys, fiscal/administrative review and other techniques deemed reasonably necessary in the County's sole discretion to fulfill the monitoring function. A report of the County's findings will be delivered to the Provider and the Provider will

rectify all deficiencies cited within the period of time specified in the report. If such deficiencies are not corrected within the specified time, the County may suspend payments or terminate this Contract. The County shall conduct one or more formal management evaluation and performance reviews of the Provider. Continuation of this Contract or future funding is dependent upon satisfactory evaluation conclusions. Furthermore, the findings of monitoring reports, responsiveness to corrective action, the satisfactory performance of the requirements of this Contract and the timely receipt of requested information shall be considered factors in evaluating future funding requests.

The Provider shall, on an annual basis, develop and execute a self-assessment plan that is approved by the Policy Committee. Results of the findings and the corrective action plans shall be submitted to the County in the required format.

8. Article X. CIVIL RIGHTS AND OTHER REGULATORY COMPLIANCE Section H. is amended as follows:

H. Child Abuse Reporting. Provider shall immediately report knowledge or reasonable suspicion of abuse, neglect, or abandonment of a child, aged person, or disabled adult to the Florida Abuse Hotline on the statewide toll-free telephone number (1-800-96-ABUSE). As required by Chapters 39 and 415, Florida Statutes, this is binding upon both the Provider and its employees. The Provider must submit written notification, of the incidence, to the County within twenty-four (24) hours of reporting.

9. This amendment shall be effective August 1, 2010 and shall expire July 31, 2011.

10. Except for the changes enumerated above, all other provisions of the January 4, 2010 contract and all accompanying amendments shall remain in full force and effect.

11. This amendment is hereby made a part of the January 4, 2010 contract.

SIGNATURES APPEAR ON THE FOLLOWING PAGE

IN WITNESS WHEREOF, the parties agree to the mutual covenants herein contained and have caused this twelve (12) page Amendment No.1 to the January 4, 2010 Contract to be executed by their respective and duly authorized officers this ____day of _____ 2010.

(SEAL)

Landow Yeshiva Community Schools
AGENCY NAME

ATTEST:

By: _____
(Signature of Authorized Representative)

BENZION KONIG
Type or Print Name

By: _____
(Signature of Authorized Representative)

_____
Type or Print Name

Witnesses:

By: _____
(Signature)

Ronit Rudd
Type or Print Name

By: _____
(Signature)

Jennifer Lipkind
Type or Print Name

MIAMI-DADE COUNTY, FLORIDA

ATTEST:

HARVEY RUVIN, CLERK

By: _____
Deputy Clerk

8/30/10

By: _____
George M. Burgess
County Manager

AMENDMENT # 2
TO FY 2009-2010 EHS CONTRACT BETWEEN
MIAMI-DADE COUNTY
AND
LANDOW YESHIVA COMMUNITY SCHOOLS, INC.

Miami-Dade County by and through its **Community Action Agency** located at 701 NW 1st Court · Miami, FL 33136 (hereinafter called "County") and **Landow Yeshiva Community Schools, Inc.**, located at 1130 NW First Court · Miami, FL 33169 (hereinafter called "Provider") collectively the Parties hereby agree on this ____ day of April 2011 to amend the Contract executed on August 1, 2009, between the County and the Provider.

WHEREAS, the County received a discretionary grant from the Department of Health and Human Services (HHS) for Head Start/Early Head Start Program to increase enrollment for program year 2009-2010; and

WHEREAS, the discretionary grant award was funded through the American Recovery and Reinvestment Act of 2009 (ARRA); and

WHEREAS, the award is subject to the terms and conditions specific to the ARRA of 2009; and

WHEREAS, the award is subject to the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104); and

WHEREAS, the Provider received ARRA funding to increase its enrollment in the Early Head Start Program for program year 2009-2010; and

WHEREAS, Provider increased its Early Head Start enrollment by sixteen (16) slots; and

WHEREAS, the ARRA funding provided to expand the Early Head Start Program for program year 2009-2010 expired on September 29, 2010; and

WHEREAS, the Head Start/Early Head Start Program was awarded a second discretionary grant to sustain the increase in Early Head Start slots for the 2010-2011 Head Start/Early Head Start Program year; and

WHEREAS, no future support of this award is anticipated.

NOW, THEREFORE, in consideration of the mutual covenants recorded herein and made a part of this Amendment, the Parties expressly agree as follows:

1. Incorporation of Recitals Above. The parties agree that the statements in the above 'Whereas' clauses are true and correct and are hereby incorporated in this Amendment.

2. In consideration of the fact that the total amount awarded to Provider for the sixteen (16) Early Head Start slots funded by the ARRA of 2009 for program year 2009-2010 is $215,121. This award does not constitute an increase in the total contract amount which remains $458,585; and the award is reduced accordingly for any cash advances, reimbursements, and/or pending reimbursement packages as of the execution of this amendment.

3. The term of the contract for the Early Head Start slots funded through the Health and Human Services grant and the Early Head Start expansion slots funded through ARRA are not synonymous. The contract period for the Early Head Start slots funded through the HHS grant is from August 1, 2010 through July 31, 2011. The term of the contract for the Early Head Start slots funded through ARRA is from September 30, 2010 through September 29, 2011.

4. The purpose of this amendment is to clarify the period of funding for the Early Head Start slots funded through the HHS grant and the Early Head Start slots funded through the ARRA of 2009.

5. This amendment shall establish the contract term begins August 1, 2010 and shall expire on July 31, 2011 for the Early Head Start program slots funded by the HHS grant and shall expire on September 29, 2011 for the Early Head Start slots funded by the ARRA of 2009.

6. Except for the changes enumerated above, all other provisions of the August 1, 2009 Contract and its amendments shall remain in full force and effect.

7. This amendment is hereby made a part of the August 1, 2009 Contract.

8. To the extent this amendment conflicts with the August 1, 2009 contract and any preceding amendments, this amendment controls.

INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the parties agree to the mutual covenants herein contained and have caused this three (3) page Amendment No.2 to the August 1, 2009 Contract to be executed by their respective and duly authorized officers this 22 day of June 2011.

(SEAL)

Landow Yeshiva Community Schools, Inc.
AGENCY NAME

ATTEST:

By: _____ By: _____
(Signature of Authorized Representative) (Signature of Authorized Representative)

Benzion Korf
Type or Print Name

Type or Print Name

Witnesses:

By: _____ By: _____
(Signature) (Signature)

Ronit Rudd
Type or Print Name

Ayelet Bortnik
Type or Print Name

MIAMI-DADE COUNTY, FLORIDA

ATTEST:

HARVEY RUVIN, CLERK

By: _____ By: _____
Deputy Clerk Alina T. Hudak
County Manager

AMENDMENT # 3
TO FY 2009-2010 EARLY HEAD START CONTRACT BETWEEN MIAMI-DADE COUNTY AND LANDOW YESHIVA COMMUNITY SCHOOLS

Miami-Dade County by and through its **Community Action and Human Services Department** located at 701 NW 1st Court · Miami, FL 33136 (hereinafter called "County") and **Friends of Lubavitch of Florida, Inc. d/b/a/ Landow Yeshiva Community Schools,** located at 17330 NW 7th Avenue · Miami, FL 33169 (hereinafter called "Provider") collectively the Parties hereby agree on this 29th day of February 2012 to amend the Contract executed on January 4, 2010, between the County and the Provider.

WHEREAS, the County received a discretionary grant from the Department of Health and Human Services (HHS) for Head Start/Early Head Start Program to increase enrollment for program year 2009-2010; and

WHEREAS, the discretionary grant award was funded through the American Recovery and Reinvestment Act of 2009 (ARRA); and

WHEREAS, the award is subject to the terms and conditions specific to the ARRA of 2009; and

WHEREAS, the award is subject to the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104); and

WHEREAS, Provider increased its Early Head Start enrollment by sixteen (16) slots;

WHEREAS, additional ARRA funding now incorporated into the overall Early Head Start Program was provided to continue the Early Head Start Program for program year 2010-2011 expired on September 29, 2011; and

WHEREAS, the Head Start/Early Head Start Program was awarded another discretionary grant to sustain the increase in Early Head Start slots for a portion of the 2011-2012 Head Start/Early Head Start Program year; and

WHEREAS, future support of this award is anticipated.

NOW, THEREFORE, in consideration of the mutual covenants recorded herein and made a part of this Amendment, the Parties expressly agree as follows:

1. Incorporation of Recitals Above. The parties agree that the statements in the above 'Whereas' clauses are true and correct and are hereby incorporated in this Amendment.

2. **Article I. Amount Payable** is amended as follows:

Subject to available funds including receipt of funds and appropriation and allocation of funds by the County, the maximum amount payable for services rendered under this Early Head Start Contract shall not exceed $ **566,145.50.** The funding allocations, slot allotments and terms that slots are funded are indicated in the table below

	Number of Slots	**Length of time these slots are funded**	**Funding Allocation**
Head Start			
Original Allocation	**60**	**August 1, 2011-July 31, 2012**	**$421,698.00**
Additional Allocation	**20**	**September 30 2011-March 31, 2012**	**$67,000**
Head Start Total	**80**		**$488,698.00**
Early Head Start			
Original Allocation	**0**	**August 1, 2011-July 31, 2012**	**$0**
Additional Allocation	**16**	**September 30 2011-March 31, 2012**	**$107,560.50**
Early Head Start Total	**16**		**$107,560.50**
Total Funding			**$596,258.50**

The determination of whether funds are available shall be up to the sole discretion of the County.

3. Pursuant to Article V, the effective term of this contract is amended as follows: The contract period for the 16 additional Early Head Start slots is September 30, 2011 through March 31, 2012.

4. The purpose of this amendment is to continue funding for the additional Early Head Start Slots, and to specify the effective term for that funding.

5. Except for the changes enumerated above, all other provisions of the January 4, 2010 Contract and its amendments shall remain in full force and effect.

6. This amendment is hereby made a part of the January 4, 2010 Contract.

7. To the extent this amendment conflicts with the January 4, 2010 contract and any preceding amendments, this amendment controls.

IN WITNESS WHEREOF, the parties agree to the mutual covenants herein contained and have caused this three (3) page Amendment No.3 to the January 4, 2010 Contract to be executed by their respective and duly authorized officers this ____ day of _____ 2012.

(SEAL)

Landow Yeshiva Community Schools
AGENCY NAME

ATTEST:

By: _____ By: _____
(Signature of Authorized Representative) (Signature of Authorized Representative)

Benzion Kons
Type or Print Name

Type or Print Name

Witnesses:

By: _____ By: _____
(Signature) (Signature)

Jennifer Lipkin
Type or Print Name

Shayna Bortnik
Type or Print Name

MIAMI-DADE COUNTY, FLORIDA

ATTEST:

HARVEY RUVIN, CLERK

By: _____ By: _____
Deputy Clerk Gene Spencer 2/29/12

for Carlos A. Gimenez
Mayor

COUNTY COMMISSIONERS DADE COUNTY FLORIDA

Landow Head Start
Recruitment and Enrollment Plan
2012-2013

The recruitment period to recruit and enroll new families to the Miami-Dade Head Start/ Early Head Start program year 2012-2013 will be from January 17, 2012 thru April 17, 2012. Enrollment opportunities will be made available for all low income families with children zero(0) to three(3) and three (3) to five (5) years on or before September 1st, 2012.

Former and Current Head Start/ Early Head Start parents will be encouraged to take an active part in the recruitment efforts. Parents can assist with the distribution of flyers and at the same time share their experiences with other parents that may be interested in applying for the program.

Application Process:

It is our goal to provide a welcoming environment where the prospective parent can receive open and clear communication from the staff as soon as they enter our facility. Staff is trained to offer the application to those who feel they may qualify for the program after having been informed on the qualifying criteria.

Parents will be given the Head Start/ Early Head Start application both parts 1 and 2 with the appropriate instructions and list of documents needed to apply. Parent will be placed on the inquiry list as a means for follow up.

The parent will be advised on the tools used to determine eligibility such as the Poverty Guidelines and Selection Criteria points system. Parents will also be advised that the selection process is based ultimately on those who have the greatest need.

January 17- April 17, 2012

- **Landow staff will be actively distributing flyers in the local area recording all activity in the verification form and the monthly log.**
- **Posters and flyers will be strategically placed in the targeted areas pediatrician's offices, clinics, local stores, supermarkets, school as well as the Local Park and community service agencies.**
- **Landow staff will contact community partners and other agencies such as DCF, Charter Schools, Healthy Children, Miami police department to inform community about enrollment.**
- **Current Head Start parents will be recruited to spread the word to their neighbors, family, and friends.**
- **Current Parent Committee, Executive Committee and Policy Committee members will assist in the recruitment effort in the Landow community by distributing flyers at local events.**
- **Center Director will provide recruitment verification forms to staff to conduct outreach activities.**
- **Health and social service staff will work with agencies that serve children with disabilities to recruit children with IEP/IFSP.**
  Staff will attend staffings' and meetings.
- **Applications will be ready available at the center for those parents who walk in and request information. All applications distributed will be documented on the inquiry log.**
- **All returning Landow parents will receive a letter to confirm their continued interest in remaining in the center or transferring to another facility.**
- **Policy council committee, parent committee, and Landow staff will play an active role in recruitment for the 2012-2013 school year**

_____ _____

Date **Policy Council**

MIAMI-DADE COUNTY

COMMUNITY ACTION AGENCY
HEAD START/EARLY HEAD START

ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE PLAN
(ERSEA)

2012-2013

TABLE OF CONTENTS

	Page
Recruitment Period	3
Application Process	3
Public Relations	3
Recruitment of Children with Disabilities	4
Interdisciplinary Team Meeting	5
Cluster Recruitment and Enrollments Plan	5
▪ On-Site Recruitment Monitoring Visits	5
▪ Enrollment Tracking	6
▪ Record Audit	6
Open Enrollment Period	
▪ Prior to Open Enrollment	6
▪ During Open Enrollment	6
▪ Voluntary Prekindergarten (VPK) Certificates	7
Application Process	
▪ Part I - Application and Eligibility	7
▪ Part II - Selection	9
▪ Part III - Waiting List	10
▪ Part IV - Inquiry Log	11
▪ Part V - Funded Enrollment	11
▪ Part VII - No Shows	12
▪ Part VII – No Fees for Head Start/Early Head Services	13
References	
▪ Recruitment and Enrollment At A Glance	13
▪ Joint Recruitment Efforts	14
▪ Quick Recruiting Tips	16
Attachments:	17

Miami-Dade Community Action Agency
Head Start/Early Head Start Division

2011-2012 RECRUITMENT AND ENROLLMENT PLAN

The open period to recruit children and families for the 2012 - 2013 Program Year will be from January 17, 2012 through April 17, 2012. These enrollment opportunities will be available for pregnant women and children two (2) months to 4 (four) years of age by September 1, 2012.

Former and current Head Start/Early Head Start parents will be encouraged to assist in the recruitment efforts. Parents can assist in distributing flyers in the community and by sharing positive experiences with other parents that may be interested.

Application Process:

Parents picking up an application package will receive full instructions from staff on completing the application process. The package will consist of the ChildPlus application, the registration requirements (attachment A) and related instructions. Parents will complete the Preliminary Application Request Log (B) prior to receiving the application.

The Federal Poverty Guidelines (attachment C) and Selection Criteria (attachment D) points must be prominently displayed. A copy of the Federal Poverty Guidelines and Selection Criteria will be distributed to the parent at the time of intake.

Parents should also be advised that the selection process is based on families who have the greatest need. In addition, failure to complete all the necessary paperwork during the application process will result in the application being placed on the waiting list. It is the responsibility of the parent to maintain current contact information with the center.

All efforts must be made to enroll children who meet the income guidelines. Approved applications of children whose families' income exceed the Federal Poverty Guideline will not be enrolled until all children who meet the income guideline have been enrolled. All over income applications must be approved by the Head Start/Early Head Start Director, including children who have a diagnosed disability and children who are transitioning from Early Head Start.

Parents will certify that the information provided on the application and supporting documentation are true and correct and that all parent(s)/legal guardian(s) income are reported. Deliberate misrepresentation of any information submitted may be subject to the child being terminated from the program.

Public Relations:

Public Service Announcements will be sent to the media in English, Spanish and Creole languages via the Miami-Dade Communications Department. Additionally,

letters will be sent to other agencies that serve low-income families advising them of enrollment opportunities. Presentations will also be made at CAA staff meetings to encourage referrals for participation in the Head Start/Early Head Start Program.

Head Start/Early Head Start staff will be responsible for contacting other agencies, such as the Miami-Dade County Public Schools, Department of Children & Families, South Florida Workforce, Nurseries, United States Postal Office, Park & Recreation, retail stores, churches, local businesses, and housing developments, etc., to inform the community about enrollment opportunities. Extra efforts will also be made to reach out to organizations that serve children with disabilities including neighborhood health centers.

Presentations/Announcements will be made at Parent Committee meetings as well as CAA Community Advisory Meetings. The Policy Council, Policy Committees and CAA Board and Delegate Agency Board of Director's will also receive information regarding enrollment opportunities.

Center Directors will provide Recruitment Verification Forms (attachment E) to staff to conduct outreach activities. Community representatives that meet with program staff will be encouraged to sign the recruitment verification form. These forms will be maintained on site in a folder for each center. This form will also be completed when outreach takes place at community events. Center Directors will contact the Department of Children and Families area managers in their area, school principals, South Florida Workforce and the Child Development Services Supervisors. Staff conducting outreach will be required to submit the Recruitment Verification Form. As part of these community outreach efforts, flyers (attachment F) will be distributed and posted throughout the neighborhoods surrounding the center.

Recruitment of Children with Disabilities

The ERSEA and Disabilities Coordinators will work with agencies that serve children with disabilities to recruit children with an Individualized Education Plan (IEP) or Individualized Family Support Plan (IFSP). Referrals from the Early Steps Programs and Miami-Dade County Public School will be disseminated to the center(s) of the parent's choice or in close proximity to the child's home. Recruitment efforts will include attending the Birth to Two Programs' Parent Transition meetings at the ARC, UCP, Easter Seals, Debbie School and the Linda Ray Intervention Centers. Enrollment flyers will be distributed to Hospital and Clinics throughout the recruitment campaign.

All outreach information and flyers will contain a statement regarding Head Start/Early Head Start's willingness to serve children with disabilities. Our contracted specialized health services providers are also a source for referrals. They actively promote the inclusiveness of the Head Start/Early Head Start program. Head Start/Early Head Start staff serves on interagency committees

addressing the needs of children with disabilities. These networking partnerships are additional sources of referrals.

Every effort will be made to encourage all parents and particularly parents of children with disabilities to remain in Head Start for the second year. Each center is required to have 10% of their funded enrollment with children of special needs or disability.

Interdisciplinary Team Meeting

Social service staff assigned to families selected for the program will lead the team meetings to discuss the children's needs (e.g., special diet, disability and mental health services, etc) during the enrollment process and as needed during the program year. This staffing team will consist of the Social Worker, Center Director, Teaching Staff, Curriculum Specialist, and Service Area Staff. Outcomes of the meetings must be documented in ChildPlus.

Cluster Recruitment and Enrollment Plan:

The Center Director will be responsible for developing a Cluster Recruitment and Enrollment Plan by **December 12, 2011**. The plan will consist of outreach efforts to South Florida Work Force, Department of Children and Families, Miami -Dade Public Housing Units, agencies that serve children with disabilities, pregnant women, infants and toddlers. Details of recruitment and registration activities to inform the returning 4 years old children about the benefits of participating in the Voluntary Pre-Kindergarten program must be outlined in the plan.

The Plan should include but not be limited to an Open House for the community to observe the centers activities in session for the official **Recruitment and Enrollment Kickoff** activities scheduled for the week **January 9 -12, 2012 or at another time that is most appropriate**. Open House will be held in March or April to inform parents to visits their prospective Head Start/Early Head Start center. Recruitment and Enrollment Fairs held at the centers on the weekends and after hours are an excellent means of attracting full time students and working parents.

On-Site Recruitment Monitoring Visits:

Onsite monitoring visits will be conducted by the Monitoring Unit throughout the program year. The ERSEA Coordinator will monitor the centers between **January** to **June** to ensure compliance and provide technical assistance. Monitoring will include, but not limited to: an audit of the new applications and its supporting documentations, ChildPlus Desktop monitoring of enrollment data, Recruitment Verification Forms and a review of the Preliminary Application Request Log to track follow-up with families.

Enrollment Tracking (via ChildPlus):

The Monitoring Unit, ERSEA Coordinator, Center Directors and Program Coordinators will monitor the enrollment data and recruitment efforts on a consistent basis during the open enrollment campaign and throughout the program year. Meetings will be scheduled with centers that are having difficulties reaching full enrollment to determine an action plan for outreach and/or marketing.

Record Audit:

Social service staff will bring their completed applications and supporting documentations to a designated center to be audited by a team made up of Center Directors, Social Workers, Community Family Service worker, and Service Area staff persons. The record audit reviews will be held in June. A final audit will be conducted in July if needed. Documents to be reviewed are not limited to the following.

Document List for Eligibility:	**Document List for Enrollment/ Child's Health Records:**
Signed and Dated HS/EHS Application (part I and II) by Parent, Community Family Service Worker, and Center Director.	Original Immunization Records
Proofs of age and Miami-Dade County Residency	Original Physical Examination (Must include: Head Circumference Height and Weight, Hearing and Vision Screening Results)
Family Income Verification Form completed	Original Dental Exam.
Parent/Legal Guardian Photo ID	Lab Results Blood Pressure Results
Diagnosed Disability - IEP or IFSP Information if applicable.	Diagnosed Disability Documentation

Prior to the open recruitment period:

Center staff will send letters to all families with age eligible children on the waiting list (attachment G) and Preliminary Action Request logs to confirm their continued interest in the program by **December 22, 2011**. Families on the waiting list will receive priority for placement next year assuming they continue to meet the income criteria; ChildPlus points assigned will remain valid.

During the open enrollment period

Returning families will receive a letter (attachment H), by **February 17, 2012** to confirm their continued interest in remaining in the center or transferring to another facility. In addition, information requested will include updating the State

of Florida Department of Children and Families Emergency Contact Form. All Transfer Request Forms (attachment I) and Transition Request Forms (attachment J) must be forwarded to the receiving center by **April 16, 2012.** No transfers request should be honored after **August 10, 2012** for the upcoming school year. Transfers will be held until the first week of school. Transfers continue to receive priority for placement during the open enrollment period and throughout the program year.

During the interview with the returning parents, staff will discuss the benefits of their child remaining in the program for the second year. Staff will also stress the importance of the Voluntary Prekindergarten Education Program services which are available in the program.

Special emphasis will be placed on retaining families who have children with a diagnosed disability. Many of the services that are available in the program are not readily available through the Miami-Dade County Public Schools system (MDCPS).

Voluntary Prekindergarten (VPK) Certificates

Parents of four years old will be encouraged to secure the VPK Certificates from Miami-Dade County Child Development Services for the upcoming school year. Documentation required to apply for the VPK Program includes proof of the child's age and Florida residency. Efforts will be made to assist the parents in securing the certificate prior to school closing. A copy of the certificate will be kept in the folder for VPK certification.

Part I Application and Eligibility:

Parents will receive an application form, the registration requirements, and a list of the centers addresses and phone numbers. Parents will be directed to contact the Community Family Service Worker to schedule an appointment to start the enrollment process. All parents interested enrolling their child in person or by phone will be requested to provide the necessary information to complete the Preliminary Application Request Log. The application contains all information necessary to determine the child's ranking priority based on the Selection Criteria, including income information.

Parents will submit the application with the required supporting documents and staff will record the submission date on the Preliminary Request Log. Income information, proof of age and residency, as well as any disability documentation must be attached to the application. Staff must verify all documents for accuracy and sign and date the Application and Income Verification forms. The family income should be verified by the social service staff and Center Director before the child is eligible to participate in the program. The income verification is completed when staff has signed the income verification form. All completed applications must be entered in ChildPlus within five (5) business days of the date submitted.

Income verification will required the examination of any of the following: Individual Income Tax Form 1040, W-2 forms, pay stubs, pay envelopes, written statements from parent's employer on company letterhead, child support letter, notarized statement, and documentation showing current status as recipients of public assistance such as, TANF or SSI. A parent who is being supported by someone else can ask the person who supports them for a notarized letter regarding the income they provide. Documentation must indicate the family's source of income for the last 12 months or the last calendar year. The Selection Criteria along with the Federal Poverty Guidelines must be prominently displayed and accessible to parents at the time of the application.

All efforts must be made to enroll children who meet the income guidelines. Approved applications of children whose families' income exceed the Federal Poverty Guideline will not be enrolled until all children who meet the income guideline have been enrolled. All over income applications must be approved by the Head Start/Early Head Start Director, including children who have a diagnosed disability and children who are transitioning from Early Head Start.

Once the child is found eligible for the program the family will be notified of their initial eligibility status for enrollment. The family will be notified of their eligibility by mail (attachment K) and an interview will be scheduled with the family selected by **May 15, 2012**. All interviews will be scheduled between **May 15, 2012 - June 29, 2012.** Parents failing to complete all the necessary paperwork during the application process will result in the application being placed on the waiting list. It is the responsibility of the parent to maintain current contact information.

In order to strive to meet the mandated 10% enrollment of children with disabilities, all centers must reserve the necessary slots for children with a current IEP for Head Start or IFSP for Early Head Start until **July 27, 2012**. The ERSEA Coordinator will authorize filling all vacancies after reviewing the referrals from the Early Steps Program and MDCPS, to ensure that every possible effort have been made to enroll all children with disabilities referrals. Centers are responsible for making efforts to retain all returning children with disabilities and conducting outreach to agencies that serve children with disabilities.

Part II Selection:

The application will be scored utilizing the established selection criteria. Once entered, a total number of points will determine the priority of eligible families. ChildPlus will generate the Application Prioritization Report for all applications returned with verified proof of income for the last twelve (12) months or last calendar year by **April 17, 2012.**

The ChildPlus 2025 Enrollment Priority Listing Report will rank the applications based on the highest to lowest points received by each family. If two or more families receive the same number of points, the family with the lowest percentage of income based on the poverty guidelines will be given priority. Children who have been court ordered into the program will receive priority for placement to comply with legal requirements.

All over income applications must be approved by the Head Start/Early Head Start Director, including children who have a diagnosed disability and children who are transitioning from Early Head Start. The Social Worker will prepare the Over Income Justification Request Form (attachment L) and written justification on families whose income exceeds the Federal Poverty Guidelines. The Over Income Justification Form must be signed by the Center Director and social service staff at the center level. Staff must hand deliver to the ERSEA Coordinator the family folder, the Over Income Justification Form, and a justification letter detailing the family circumstances and supporting written documentation (hospital bills, utilities bills, mortgage/rental notice, bankruptcy, foreclosure or other outstanding bills) from the family in order for the over-income enrollment request to be considered. The ERSEA Coordinator will review the documentation and forward the documentation to the Head Start/Early Head Start Director for final approval or disapproval. A copy of the signed Over-Income Justification Form must be maintained in the child's folder.

A. Selection Letters:

Selected applicants will receive a letter (attachment M) informing them of their acceptance in the programs no later than **May 15, 2012**. All interviews will include a review of the application process, dental exams, medical forms, labs requirements, HIPPA, DCF Child Care Application for Enrollment (emergency contact), consents and agreement forms. The enrolled children must have a current physical, immunization, and TB screenings prior to starting school. The Community Family Service Worker will assist families without a health home, to apply for Medicaid/Florida KidCare if they qualify or to locate the nearest public or private clinic in their community. Families that do not qualify for any state public insurance and cannot afford to pay for the required health exams must be referred to the Miami-Dade County CAA Head Start/EHS Health Coordinator. A copy of the referral and family outcome must be filed in the child's folder.

Children transitioning from Early Head Start will be sent a selection letter based on available openings. **The Head Start Social Service staff must ensure that these families meet the income requirements before sending a Selection Letter to the transitioning families by May 15, 2012,** All Over income applications must be reviewed by the ERSEA Coordinator and approved by the HS/EHS Director, prior to accepting the child in Head Start. The letter for children transitioning from Early Head Start into Head Start for the new school year will include a letter inviting them to the Parent Orientation or related activities.

A non-selection letter (attachment N) will be sent to parents by **May 24, 2012** when there are no available openings remaining. Information will also be provided regarding how the selection process occurs. They will be advised of being placed on the waiting list. Prior to sending this letter staff must determine if there are vacancies at a surrounding center and offer this option to parents. In addition, families placed on the waiting list will be contacted for placement from centers with immediate openings.

B. Transfer Requests:

Parents will be eligible to make a Transfer Request to another center to the Community Family Service Worker after their child has actually attended school. No transfers will be granted within one week of school starting, this will eliminate duplicate enrollment issues. Children enrolled in the Home based program will be eligible for the program at the end of the program year or deemed necessary by the Home Visitor Coordinator.

The Transfer Request Form (attachment I) will be completed by the parent and staff and forwarded to the center requested by the parent. Transfers will receive priority attention during the recruitment period and throughout the program year. Placements will be based on the date indicated on the transfer request form.

Transfer folders will be reviewed by the Center Director prior to being transferred. The receiving Center Director will review and sign and date the application of all incoming transfers on the application. Both the initiating and receiving centers must contact the Information Technology Unit by e-mail and/or telephone prior to the child's folders being transferred to the new location. The receiving center will contact the family to advise them of the status of their placement and/or entry date.

The letter for returning children requesting a transfer will include the new location and Parent Orientation information. The child records will be transferred to the new center by **June 4, 2012 for Head Start and August 3, 2012 for Early Head Start**. Transfers will receive priority attention during the recruitment period and throughout the program year. Placements will be based on the date indicated on the transfer request form. The letter for returning children requesting a transfer for the new school year will include a letter inviting them to the Parent Orientation or related

Transfers will be honored as long as the folder contains their current medical, educational, developmental, attendance and current Family Partnership Agreement. Parents that have evidence that they participated in a Head Start/Early Head Start Program in another county or state will receive assistance for placement.

C. Early Head Start Transitions:

During the Transition Meeting or prior to the child entering the Head Start Program the family income eligibility will be determined by the Head Start Social Worker. A Transition Request Form will be completed and forwarded to the staff of the center requested by the parent. During the transition meeting the parent will select three centers of their choice for placement. A transition request must be sent to the three centers requested by the parent.

Children transitioning from Early Head Start will be sent a selection letter based on available openings. **The Head Start Social Service staff must ensure that these families meet the income requirements before sending a Selection Letter to the transitioning families by May 15, 2012,** All Over income applications must be reviewed by the ERSEA Coordinator and approved by the HS/EHS Director, prior to accepting the child in Head Start. The letter for children transitioning from Early Head

Start into Head Start for the new school year will include a letter inviting them to the Parent Orientation or related activities.

The receiving center staff will notify the Early Head Start Social Services staff of an available opening prior to the child's third birthday or at the beginning of a new program year. All over income applications must be submitted to the ERSEA Coordinator with supporting documentation and approved by the HS/EHS Director, prior to placing over income Early Head Start families in Head Start.

Part III Waiting List:

The waiting list will be utilized throughout the year and will reflect all parents who have submitted all the required documentation to start school. All waiting list applications must be entered into ChildPlus and scored according to the established Selection Criteria. Each center will make every effort to maintain twenty (20%) percent of their funded enrollment on the waiting list. Recruitment efforts will be conducted throughout the program year. However, these activities will take place in conjunction with other tasks that must be completed to ensure compliance with the Performance Standards. Placement from the waiting list should include the ten (10%) percent placement of children with disabilities

Each family will be contacted by telephone or mail on a quarterly basis concerning their interest in remaining on the waiting list. If no response, a letter will be sent (attachment O). Parents of children on the waiting list will be asked to bring updated medical documentation as needed. All information included with the application will be maintained in a confidential manner. Families placed on the waiting list will be contacted for placement from centers with immediate openings. If a family is no longer interested their name should be removed from the waiting list. All contact efforts must be documented in the Enrollment Comment Section in ChildPlus.

Part IV Inquiry Log:

Throughout the year, should the waiting list drop below the recommended 20%, parents will be contacted from the Preliminary Application Log to come in and complete the Head Start application process. Parents will also be asked to select all centers that they are interested in enrolling their child and referred to the appropriate center based on the space availability. As is customary, parents will also be given information to contact Miami-Dade County Child Development Services at (305) 373-3521, 311and 211 for other possible childcare options. Parents will also be requested to check on the status of their application periodically.

Part V Funded Enrollment:

The 2011-2012 funded enrollment for program options are Head Start is 6310 and 446 for Early Head Start. The centers total funded enrollment is subject to change based on the program needs.

Part VII No Shows:

It is essential that staff document all attempts made to contact the families of the children who have not shown within 1 to 3 days of school. All efforts to contact the families by means of the telephone, e-mail, home visit or U.S. Mail must be documented in ChildPlus. Children will be considered no shows if they have five consecutive unexcused absences from the beginning of the school year. No show children will be placed on the waiting list and replaced with children on the waiting list.

Community Family Service Workers and Center Directors must review the enrollment status of each child entering and withdrawing from the program to ensure the accuracy of the data. If staff is experiencing difficulty with the ChildPlus system, will complete an ITD Service Request Form and/or contact their ChildPlus Specialist for technical assistance.

Part VIII No Fees for Head Start /Early Head Start Services

Miami Dade County Head Start/Early Head Start program must not prescribe any fee schedule or otherwise provide for the charging of any fees for participation in the program. Under no circumstances shall a Head Start program solicit, encourage, or in any other way condition a child's enrollment or participation in the program upon the payment of a fee.

Note: This document should be used in conjunction with the Miami-Dade County Head Start/Early Head Start Integrated Work Plan.

Miami-Dade County Community Action Agency
Head Start/Early Head Start Program

2012-2013 Recruitment and Enrollment at Glance

Dates	Recruitment and Enrollment Activities
December 12, 2011	Recruitment and Enrollment Plans Due
December 22, 2011	Mail out - Inquiry and Waiting List Families
January 9-12, 2012	Kickoff - 2011-2012 Open Enrollment Campaign
January 17, 2012	Start up- Open Enrollment and Recruitment Campaign
January 17 – April 17, 2012	Official Open Enrollment Campaign Starts
February17, 2012	Letter Distribution - Returning Families
January - May 2012	VPK Certification – 4 year olds
January - August 2012	Monitoring – ChildPlus Desktop and Onsite Visits
April 17, 2012	Priority Deadline for Transfers and Transition Requests
April 17, 2012	Income Verification – EHS to HS Families
April 17 , 2012	End – Open Enrollment Campaign
March – April 2012	Grantee and Delegate Agencies Open House 9:00-11:00 AM
May 7, 2012	Prioritize and Select – Submit a copy to ERSEA Coordinator (Grantee and Delegates)
May 15, 2012	Eligibility Letters Mailed -Deadline New/Transfer/Transition Families
May 15 - July 2012	Interviews
May 30, 2012	Non-Selection (wait list) Letters Deadline – Document Efforts
May - June 2012	Monitoring Onsite Visits
June – Ju1y 2012	Audit of New Applications
June - August 2012	Parent Orientation – New/Transfers/EHS Transitions/Returning Children and Families
May – July 2012	Enroll and Assign to Classroom
May - Ongoing	Establish SNI and Partnership Agreements
July 31, 2012	Full Enrollment
August 2012	No-Shows Dropped (Immediately of Verification up to 3 days Maximum)
Daily/Weekly/Monthly	Verification of Enrollment and Attendance

2012-2013
Miami-Dade County Community Action Agency
Head Start/Early Head Start Program
Recruitment and Outreach Joint Efforts

1. We R Head Start/EHS First Wednesdays/Friday – Grantee and Delegate Staff/Parents
   (These recruitment efforts will be coordinated by the Team Members a minimum of 3 outreach efforts Nov – March)

Monthly Outreach to Neighborhood Service Centers -
Caleb Center/South Dade Government Center/Frank Shannon Center
Health Clinics
WIC Clinics and Stores
Public Housing

- Beach Cluster/KIDCO/Centro Hispano
- Bethune Cluster/Allapattah/Notre Dame
- Caleb Cluster/FCAA New Mt Zion
- Carrie Meek Cluster/Haitian Youth/ Our Little Ones
- Colonel Zubkoff Cluster/Paradise Christian/Centro Mater West
- Central Cluster/Centro Mater East/Sagrada Familia
- Liberty Square Cluster /Holy Redeemer
- IAW Cluster/Good Shepherd
- Leisure City Cluster/LeJardin/CCS-So Dade
- OEBL /Landow/FCAA Children's Place, Opalocka and Bunche Park
- South Miami/United Way/St Albans/Sunflowers//O'Farrill

2. Let's Spread the Word Wednesdays – Joint Housing Development Canvassing/Recruitment (a minimum of 3 outreach efforts Nov – March)

- Bethune/FCAA (Annie Coleman Public Housing)
- Liberty Square/Holy Redeemer (Liberty Square Public Housing)
- Caleb (Annie Coleman Public Housing)
- Central/Centro Hispano (Culmer Place/Rainbow Village Public Housing)
- Scott Carver/KIDCO (17th Ave. 75th street Public Housing)
- Colonel Zubkoff/FCAA Cluster (Miami Gardens Public Housing)
- OEBL Cluster/FCAA (135th Street Apartments/Triangle- Section 8)
- CPH South/IAW/Good Shepherd (Arthur Mays Public Housing)
- South Miami/St Albans S Miami (South Miami Plaza)
- Leisure City/So Dade/LeJardin (Biscayne Plaza/Heritage Village/Moody Village/Pine Island)
- Beach/KIDCO (Victory Homes/Rebecca Towers/Estella Amaris)

3. Disability/Birth-to-Two Agencies Recruitment Efforts February '2011
(These recruitment efforts will be coordinated with the Disability Unit)

Date/Time TBA *United Cerebral Palsy (UCP)-North Shore*
Carrie Meek/Our Little Ones 985 NW 91 Street- 305 835-9006

Date/Time TBA *Association for Retarded Citizens (ARC)-Goulds*
IAW/Good Shepherd 21300 SW 122 Avenue - 305 232-2672

Date/Time TBA *Association for Retarded Citizens (ARC)-Florida City*
Leisure City/LeJardin 756 West Palm Drive Florida City - 305 246-4585

Date/Time TBA *Easter Seals of South Florida*
Central/Allapattah 1475 NW 14 Avenue – 305 325-0470

Date/Time TBA *United Cerebral Palsy (UCP)-Hialeah*
Centro Mater W/Paradise 2700 W 81 Street Hialeah – 305 826-2017

Date/Time TBA *Easter Seals of South Florida*
Centro Hispano/C Mater E 1475 NW 14 Avenue – 305 325-0470

Date/Time TBA *Association for Retarded Citizens (ARC) – Kendall*
S. Miami/St. Albans – S Miami 11025 SW 84 Street – Cottage #7 – 305 279-4141

Date/Time TBA *Debbie School*
Bethune/KIDCO 1601 NW 12 Avenue – 305 243-6961

Quick Recruiting Tips

1. Put up notices about your program on Bulletin Boards at grocery stores, hardware stores, office supplies stores, restaurants and schools.
2. Send out press releases (print) or public service announcements (broadcast) regularly to the media telling them about things you are doing. You can announce:
    - New outreach programs in your community
    - Festivals, Fairs, Holiday Events sponsored by your program
    - Moves to a new location
    - Awards received by staff or parents
    - Special educational projects
    - Gifts or donations made by local businesses or organizations
    - Fundraisers, Celebrity or well-known attendees
    - Anything that would interest the readers in your community
3. Open your mouth. Talk to all the people you see: gasoline and grocery store cashiers, hairdresser, sales clerks make sure they know about your program.
4. Speak at your church and at other area churches. Speak at seminars, conferences. Promote your speaking engagement with flyers, or a press release to community newspapers or radio stations.
5. Appear on local community cable shows that have programs geared to the community.
6. Contribute articles to your neighborhood newspapers so they are familiar with your program's activities.
7. Attend community meetings, speak up and let everyone know who you are and what your program is doing!
8. Send out postcards with simple announcements about events at your Head Start program. Postcards get read!
9. Send out greeting cards each holiday with a flyer about your program. Why not have the children make the holiday cards.
10. Go to school with your children. Talk to the classes and teachers about the Head Start program. Visit other schools and talk with the principals. Leave behind your materials in the teacher's lounge.
11. Same place or same section each time.
12. Attend conferences, festivals, fairs. Network and pass out your program's flyers and cards.
13. Desktop-publish a program newsletter and distribute it widely.
14. Write letters to the editor about issues that affect your program. Letters that get printed in magazines and newspapers carry a lot of weight. Call in to radio talk shows. Make your comments and identify yourself and what you do. You never know who may be listening.
15. Be a copy cat. If you see good promotional ideas copy it.
16. Phone-a-thon. Call everyone you know and tell them you are recruiting.
17. Do a poster or flyer for your program. Put it where the foot traffic is.
18. Do surveys find out what children services your community wants?
19. Make sure your program is listed in all the area phone directories. Specialized community directories too!
20. Connect your program with other community campaigns. Help out with the events and share the publicity.
21. Hold an Open House. Invite the community to your program. Give tours when it is convenient.
22. Sponsor an artist. Have a talented artist do a mural on a wall or help the children do a mural. Publicize the event and invite the community to the opening.
23. Create a sticker with the phone number of your program. Stick it everywhere permissible.
24. Frame articles about your program. Keep a notebook of positive press.
25. Wear a symbol of your program everywhere, for example, a Head Start button.
26. Offer an inexpensive gift to parents who refer other parents and children to your program.
27. Create a list of the organizations and businesses that have helped or worked with you in the past. Send each one a note to thank them and to telling them you are recruiting.
28. Try all these ideas. The more ideas you use the better! The key to promotion is repetition. BE PERSISTENT. Soon you'll have all the volunteers and help you need.

Attachments

Document	Attachment
Registration Requirements	A
Preliminary Application Request Log	B
Federal Poverty Guidelines	C
Selection Criteria	D
Recruitment Verification Form	E
Agency Flyer	F
Wait List Letter	G
Returning Family Letter	H
Transfer Request Form	I
Transition Request Form	J
Eligibility Letter	K
Over-Income Justification Form	L
Selection Letter	M
Non-Selection Letter	N
Quarterly Request Letter	O

Attachment A

Miami-Dade County Community Action Agency
Head Start/Early Head Start

Head Start Registration Requirements

Dear Parents (s):

The following items are needed before completing the Head Start/Early Head Start application process:

1. Your child's birth certificate. Children must be 3 or 4 years of age on or before September 1, 2012, or no more than five (5) years old after September 1, 2012.

2. Proof of parent's/legal guardian gross income for the past 12 months or the last calendar year. Documents include a signed Income Form Tax 1040, W-2 forms, pay stubs, pay envelopes, Unemployment Compensation, written statements from employers, or documentation showing current status as recipients of public assistance, Social Security Supplemental Income (SSI), TANF, or Child Support.

3. Picture identification of parent(s)/legal guardian – driver's license, state issued picture, employer issued I.D.

4. Proof of Dade County Residency.

5. If your child has a diagnosed disability, you must attach the Individualized Education Plan (IEP) or the Individualized Family Support Plan (IFSP). Disabled child are eligible for the Head Start Program on or after their third (3rd) birth date.

Note: In order to ensure that your child receives proper care and attention, inform the Head Start staff during registration, if your child has any allergies, special medical or dietary needs, or other areas of concern.

All information returned to the Head Start/Early Head Start Program will be maintained in a confidential manner. Failure to complete all the necessary paperwork during the application process will result in the application being placed on the waiting list. It is the responsibility of the parent to maintain current contact information.

Parents will certify that the information provided on the application and supporting documentation is true and correct and that all parent(s)/legal guardian(s) income is reported. Deliberate misrepresentation of any information may be subject to the child being terminated from the program.

Miami-Dade County Community Action Agency
Head Start/Early Head Start

Early Head Start Registration Requirements

Dear Parents (s):

The following items are needed before completing the Head Start/Early Head Start application process:

1. Proof of pregnancy – Doctor's note.

2. Proof of age - child's birth certificate.

3. Proof of family gross income for the past 12 months or the last calendar year. Documents include a signed Income Form Tax 1040, W-2 forms, pay stubs, pay envelopes, Unemployment Compensation, written statements from employers, or documentation showing current status as recipients of public assistance, Social Security Supplemental Income (SSI), TANF, or Child Support.

4. Picture identification of parent(s)/legal guardian – driver's license, state issued picture, Military ID, employer issued I.D.

5. Proof of Dade County Residency.

6. If your child has a diagnosed disability, you must attach the Individualized Family Support Plan (IFSP). Disabled child are eligible for Early Head Start (0-3 years old) and Head Start on or after their third (3rd) birth date.

Note: In order to ensure that your child receives proper care and attention, inform the Early Head Start staff during registration, if your child has any allergies, special medical or dietary needs, or other areas of concern.

All information returned to the Head Start/Early Head Start Program will be maintained in a confidential manner. Failure to complete all the necessary paperwork during the application process will result in the application being placed on the waiting list. It is the responsibility of the parent to maintain current contact information.

Parents will certify that the information provided on the application and supporting documentation is true and correct and that all the parent(s)/legal guardian(s) income is reported. Parents will be informed that deliberate misrepresentation of any information may be subject to the child being terminated from the program.

Attachment B

2011 HHS Poverty Guidelines for the 48 Contiguous States and the District Columbia

Persons in family	Poverty Guideline
1	$10,890
2	14,710
3	18,530
4	22,350
5	26,170
6	29,990
7	33,810
8	37,630

For families with more than 8 persons, add $3,820 for each additional person.

Attachment C

Miami-Dade Community Action Agency
Head Start/Early Head Start

2012-2013 Selection Criteria Checklist

SECTION	POINTS
A. INCOME	
Low Income 75-100% Below Poverty Guidelines	95
Low Income 50-74% Below Poverty Guidelines	85
Low Income 25-49% Below Poverty Guidelines	75
Low Income 0-24% Below Poverty Guidelines	65
Over-Income 101-130% Over Poverty Guideline	10
Over-Income 131% Over Poverty Guidelines	0
B. AGE	
Head Start (Three to Five)	
Five (after 9/l)	95
Four years old	85
Three years old	50
Early Head Start (0 to Three)	
0 to 11 months	95
12 months to 2 years old	85
2 years and 1 month to 3 years old	75
C. DISABILITY	
Diagnosed Disability with IEP or IFSP	95
Diagnosed Condition by a Professional	25
No Disability	0
D. OTHER FACTORS	
Documented -Homeless	85
Documented Substance abuse/Domestic Violence	50
Children Transitioning from EHS to HS	50
Documented Working Parent/Student	50
Documented SSI/TANF Recipients	50
Documented Parent Education 8th grade or below	50
Documented Referral from (see below *)	50
Documented Teen Parent < 17 years old	25
Documented Siblings of a Returning Child(ren)	25
Documented Pregnant Women	25
Documented Public housing resident	25
No Apparent Social Service or Special Needs	0
E. PARENTAL STATUS	
Foster Parent	95
Guardian	85
One Parent Family	75
Two Parent Family	65

***Department of Children and Families, Court Ordered, Foster Care Program**

Miami-Dade Community Action Agency
Head Start/Early Head Start
Over-Income
2012-2013 Selection Criteria Checklist

SECTION	POINTS
A. INCOME	
Income 101-110% of Poverty Guidelines	75
Income 111-120% of Poverty Guidelines	65
Income 121-130% of Poverty Guidelines	55
Income 131-140% of Poverty Guidelines	45
Income 141-150% of Poverty Guidelines	35
Income 151-160% of Poverty Guidelines	25
Income 161-170% of Poverty Guidelines	15
Income 171 -180% of Poverty Guidelines	10
Income 181- 200% of Poverty Guidelines	5
Over 201% of Poverty Guidelines	0
B. AGE	
Head Start (Three to Five)	
Five (after 9/l)	95
Four years old	85
Three years old	50
Early Head Start (0 to Three)	
0 to 11 months	95
12 months to 2 years old	85
2 years and 1 month to 3 years old	75
C. DISABILITY – Diagnosed Disability with IEP or IFSP	
Medical Issues (Prematurity, Failure to Thrive, Spina Bifida, Cerebral Palsy, Down Syndrome, Cancer treatment, G-Tube and Heart Condition.	75
½ day LEAP Program (Autism)	65
½ day Reverse Mainstream Program	55
½ day Speech/Language Program	45
Consult Model	25
Walk In Therapy	10
D. OTHER FACTORS	
Combination of any Two or More of the Following*	75
Children transitioning from Early Head Start to Head Start	65
Documented Foreclosure (last 12 months/calendar year)	55
Documented Bankruptcy (last 12 months/calendar year)	55
Documented Unemployed (no compensation)	55
Documented Unemployed (compensation)	45
Documented Substance abuse/Domestic Violence	45
Documented Parental Disability	45
Referral from (see below**)	45
No Apparent Social Service or Special Needs	0
E. PARENTAL STATUS	
Documented Legal Guardianship	75
One Parent Family	65
Two Parent Family	55

***When using a combination of any two or more, the total number of points cannot be greater than 75. If the combination of two or more is less than 75, add and use the total of number of points.**
****Department of Children and Families, and Court Ordered.**

Attachment D

Miami-Dade County Community Action Agency
Head Start/Early Head Start

Recruitment Verification Form

Date: _____

Print Name: _____

Agency Name: _____

Address: _____

Telephone #: _____

___ Post flyers in a strategic location.
___ Share information with other interested persons in the community.
___ Provide space at a community event to share program information.
___ _____

_____
Signature of Community Representative

Thank you.

_____
CAA Staff Signature(s)

Attachment E

MIAMI–DADE COUNTY COMMUNITY ACTION AGENCY
Head Start/Early Head Start

ATTENTION PARENTS
!!!PONGAN ATENCION PADRES!!!
ATANSYON PARAN!!!

WE ARE ACCEPTING APPLICATIONS FOR THE 2012-2013 PROGRAM YEAR
Estamos aceptando solicitudes (aplicaciones) para el programa del 2012-2013
Head Start ap akseptê aplikasyon pou pwogram anê lêkole 2012-2013
Your child must be between zero (0) and five (5) years old after September 1, 2012.

Su niño debe tener cero meses (0) y no puede ser mayor de cinco años (5) depuês del primero 1 de Septiembre del 2012.

Fok timoun nan antre zero (0) ê senk (5) zan apwe Septum 1, 2012

PLEASE CONTACT _____AT _____ FOR AN APPLICATION OR COME BY
_____ FOR ADDITIONAL INFORMATION.

Favor de comunicarse con _____al telefono _____ para obtener su Solictud pase por _____ localizado en _____ para información adicional. Tanpri Kontaké _____ nan niméró _____ pou yon aplikasyon oubyen Vini nan sant la _____ pou plis infomasyon.

HEAD START IS A COMPREHENSIVE CHILD DEVELOPMENT PROGRAM FOR LOW-INCOME FAMILIES WHO MEET 100% OF THE FEDERAL POVERTY GUIDELINES. TEN PERCENT (10%) OF THE SLOTS ARE RESERVED FOR CHILDREN WITH DISABILITIES AND/OR SPECIAL NEEDS

Head Start Sé un programa de desarrollo infantil, para familias que cualifican 100% con los requisito federales. Diez porcinito (10%) de las vacantes están reservados para niño (as) con incapacidades.
Head Start Sé Yon Kompréhansif pwogram Dévlopman Pou Timoun Ke Fanmiye Yo Lajan Yo Ba (low income) é Lajan Yo Kouvri (100%) Gld Mizere Federal La. Nou Ginyin Dis Pou San (10%) Plas Ki Rézervé Pou Timoun Ki Ginyin Dézabilité Ou Bylin Bezwin Espésyal

Attachment F

MIAMI-DADE CAA HEAD START/EARLY HEAD START
PRELIMINARY APPLICATION REQUEST LOG

Center: _____ **Month:** _____

Parent/Guardian Name	Child's Name	Child' DOB	Address	Contact Phone Number	Application Pick-up Date	Application Submission Date	Follow-up Date	Application Completion Date/ Comments

Attachment G

Miami-Dade County Community Action Agency
Head Start/Early Head Start

WAITING LIST LETTER
(Quarterly Request Letter)

Dear _____:
(Parents name)

Thank you for your interest in enrolling your child in the CAA Head Start/Early Head Start program.

Currently, your child's application is on the waiting list for the_____
(Name of center)

Please contact_____ at _____ to let us know if you are still
(Social Worker) (Telephone #)
interested in remaining on the waiting list. Also, we would like to know if there are other centers that you might be interested in attending in close proximity to your home or work.

A response is required by_____. If we do not hear from you by this date,
(Within two weeks)
your application will be removed from the waiting list. It is the responsibility of the parent to maintain current contact information.

Again, thank you for your interest and we look forward to speaking to you soon.

Sincerely,

_____
Name/Title

Attachment H

_____
(DATE)

Dear Parent/Guardian (s):

We are in the process of updating your child's file for the _____ school year. In order for your child to continue in Head Start/Early Head Start, please complete the attached DCF Enrollment (emergency contact) Application. In addition, we are requesting that you submit your child's updated medical/dental information.

If you are interested in transferring your child to a more convenient location, please indicate the name of the center. The name of the center(s) is/are _____ _____ _____.

If you need assistance with locating a center in close proximity to your home or work, please contact the social worker. Enclosed you will find an envelope to return this information to your child's center. The deadline to complete this information is _____. Thank you for your cooperation.

Sincerely,

_____
Name/Title

Attachment I

MIAMI–DADE COUNTY COMMUNITY ACTION AGENCY
Head Start/Early Head Start

TRANSFER REQUEST FORM

CHILD NAME: _____ DATE OF BIRTH: _____

PARENT/GUARDIAN NAME: _____

ADDRESS: _____

TELEPHONE #:_____ CELLULAR #:_____

CENTER INITIATING TRANSFER

CENTER: _____ TELEPHONE #:_____

SOCIAL WORKER NAME: _____CENTER DIRECTOR: _____

****

Please indicate three centers to maximize your request.

TRANSFER REQUEST TO: 1. _____2. _____3._____
(CENTERS NAME)

REASON FOR TRANSFER: _____

IDENTIFY ANY SPECIAL NEEDS_____

PARENT SIGNATURE: _____

****

TRANSFER RECEIVING CENTER

SOCIAL WORKER FORWARDED TO: _____

CENTER DIRECTOR: _____

TELEPHONE: _____ CENTER: _____

DATE: _____ FOLLOW-UP DATE: _____

FORM DISTRIBUTION:

__ ORIGINAL TO RECEIVING CENTER
__ FOLDER
__ PARENT COPY

Attachment J

MIAMI–DADE COUNTY COMMUNITY ACTION AGENCY
Head Start/Early Head Start

TRANSITION REQUEST FORM

CHILD NAME: _____ DATE OF BIRTH: _____
PARENT/GUARDIAN NAME: _____
ADDRESS: _____
TELEPHONE #:_____ CELLULAR #:_____

_____
CENTER: _____ TELEPHONE #:_____
TEACHER: _____ CENTER DIRECTOR: _____
****
TRANSITION REQUEST TO: 1. _____2. _____ 3._____
(CENTERS NAME)
PROJECTED TRANSITION DATE: _____

INCOME STATUS:
___INCOME ELIGIBLE ___OVER INCOME

DISABILITY STATUS:
__DISAGNOSED DISABILITY ___SUSPECTED DISABILITY
__IDENTIFY ANY SPECIAL NEEDS_____

PARENT SIGNATURE: _____

EHS SOCIAL WORKER SIGNATURE: _____ _____
****
TRANSITION RECEIVING CENTER

HS SOCIAL WORKER FORWARDED TO: _____
CENTER DIRECTOR: _____
TELEPHONE: _____ CENTER: _____
DATE: _____ FOLLOW-UP DATE: _____

FORM DISTRIBUTION:
__ ORIGINAL TO RECEIVING CENTER
__ COPY IN FOLDER
__ PARENT COPY

Attachment K

_____
(Date)

Dear Parent:

Thank you for your interest in enrolling in the CAA Head Start/ Early Head Start Program for the 2012-2013 program year. We are pleased to inform you that you have been selected to participate in the program **pending completing** the Final Enrollment Process. Failure to complete all the necessary paperwork during the Enrollment Process will result in the application being placed on the waiting list. It is the **responsibility** of the parent to maintain **current contact information**.

In order to complete the registration process, you will need to bring the following information:

1. Proof of age -your child's birth certificate. Child must be two months old and no more than four (4) years old by September 1, 2012.
2. Proof of parent's income for the past 12 months or the last calendar year.
3. An updated Immunization Record to include DTAP-POLIO-MMR-HIB-HBV, Varicella, Influenza and Prevnar (recommended) results recorded on Form 680.
4. A complete physical examination and PPD test (Form 3040) including hearing and vision screening with recorded results valid through September 2012. Head circumference must be recorded for all children less than 24 months. (Form 3040)
5. Blood screening for Hemoglobin or Hematocrit with recorded results which should be valid through September 2012. Lead and Sickle Cell screening should be completed.
6. A dental examination completed prior to the beginning of the school year (See directions on Form 5- For Head Start Only)
7. Your child's Medicaid/KidCare, HMO or managed care provider card.
8. Picture identification of parents including driver's license, state issued picture identification, food stamp card, or employer issued I.D.

Parents will certify that the information provided on the application and supporting documentation are true and correct and that all parent(s)/legal guardian(s) income are reported. Deliberate misrepresentation of any information submitted may be subject to the child being terminated from the program.

We look forward to hearing from you soon; if you are having problems obtaining any of the above listed information contact me immediately

You will need to contact _____ at _____ no later than _____ to schedule an appointment to come for an interview.

Sincerely,

Attachment L

Miami-Dade County Community Action Agency
Head Start/Early Head Start

OVER-INCOME JUSTIFCATION REQUEST FORM

Dear Head Start/Early Head Start Director:

Attached please find the Over-Income Justification Request Form for enrolling an over income family (_____) into
Child's Name
the Head Start/Early Head Start Program. The family income is $_____ and $_____over the Federal Poverty Guidelines established for a family of _____. Income eligibility is based on reviewing the following documentation_____. **The following Supporting documentation** _____ **(medical, rental, mortgage, employment, utilities, loan payments, etc.) must be attached for consideration.**

Status:

- Early Head Start Transition ____
- Diagnosed Disability ____
- Diagnosed Condition by a Professional ___
- Financial ____
  Poverty Guidelines %_____

_____	_____
Social Service Staff Date	ERSEA Coordinator Date
_____	_____
Center Director Date	HS/EHS Director's Approval Date
_____	_____
Center	HS/EHS Director's Disapproval Date
_____	
Parent Signature Date	

Attachments: __Justification Letter from Parent
__Family folder
__Justification Letter from Staff
__Financial/Medical Supporting Documentation

Attachment M

_____
(Date)

Dear Parent/Guardian (s):

We are pleased to inform you that your child_____ has been selected to attend the Miami-Dade County Community Action Agency's Head Start Program for the 2012-2013 school year, based on you having submitted all the required documentation. Failure to complete all the necessary paperwork during the enrollment process will result in the application being placed on the waiting list. It is the responsibility of the parent to maintain current contact information.

Your child will be attending _____ located at_____ for the fall term. School is scheduled to begin on _____. The center operational hour's are from _____.

Parent orientation meeting will start promptly at the following location and time _____. We will share some important information regarding the Head Start/Early Head Start Program. Your attendance is vital to the success of your child's early education.

Welcome to the Head Start/Early Head Start Program. We look forward to serving you and your family.

Sincerely,

_____
Name/Title

Attachment N

_____
(Date)

Dear Parent(s):

Thank you for your interest in enrolling your child/children in the Miami-Dade County Community Action Agency Head Start / Early Head Start Program. The Head Start/ Early Head Start Program provide educational opportunities, health services, parent involvement, and social services to low-income children and their families.

There were many families who applied for the program. The families selected were chosen based on those who had the greatest need. We regret to inform you that we are unable to place your child / children at this time. Please be assured that your child's name has been added to the waiting list. All information included on your application will be maintained in a confidential manner while on the waiting list. You will be contacted immediately should a vacancy occur. It is the responsibility of the parent to maintain current contact information.

Please contact_____ at
____ _____
(Center Name)

or please feel free to visit the Center to explore other alternatives for child care services.

You may also contact the Department of Human Services, Child Development Services Child Care and Resource Referral Hotline at (305) 373-3521, 211, and 311 for additional information on child care services.

Again, thank you for your interest in the Head Start Program.

Sincerely,

_____
Name/Title

Miami-Dade CAHS Head Start

2110 - Master List of Participants

Program Term: Head Start - 2011-2012, Agency: Landow, Enrollment Status: Enrolled Enrollment Date: 8/22/2011 - 3/30/2012, Current Location and Status

Landow

Child's Name Child's Living Address Primary Adult Living Address	Primary Adult Child's Mailing Address Primary Adult Mailing Address	Preferred Name Birthday Sex/Race/Age	Lang. Prof.	SSN Medicaid Eligibility Medicaid Number	Primary Health Coverage* Other Health Coverage Insurance Number Primary Disability	Program Enrolled Withdrawn	Primary Phone Secondary Phone Adult Phone
Landow Yeshiva							
Amar, 501 Ne 199 Lane Miami, FL 33179	Amar, 501 Ne 199 Lane Miami, FL 33179	10/18/2007 F W 4	*English 3 European/Slavic 3			HS 08/30/2011	(C) (305) 653-2255 (C) (786) 274-3982
Amar, 200 Ocean Blvd Miami, FL 33160	Amar, 200 Ocean Blvd Miami, FL 33160	01/15/2007 M W 5	*English			HS 08/30/2011	(H) (305) 705-0292 (C) (786) 337-2772
Balgley, 945 NE 175 Street Miami, FL 33162	Balgley, 945 NE 175 Street Miami, FL 33162	01/04/2007 F W 5	*English		Medicaid	HS 02/01/2012	(H) (305) 493-0756 (W) (305) 372-9022
Balisok, 770 Ne 178th St North Miami Bch, FL 33162	Balisok, 770 Ne 178th St North Miami Bch, FL 33162	02/21/2007 M W 5	*English 3			HS 08/30/2011	(H) (786) 320-6615 (C) (718) 801-4427
Basher, 810 NE 173 Terrace N. Miami Beach, FL 33162-	Basher, 810 NE 173 Terrace N. Miami Beach, FL 33162-	03/04/2007 F W 5	*English			HS 08/30/2011	(C) (786) 553-4648 (C) (786) 553-4647
Bonkovski, 18151 Ne 31st Ct Aventura, FL 33160	Bonkovski, 18151 Ne 31st Ct Aventura, FL 33160	08/10/2007 M W 4	*English			HS 08/30/2011	(H) (305) 682-1882
Brashevitzky, 5353 nw 109 ct. Doral, FL 33178-	Brashevitzky, 5353 nw 109 ct. Doral, FL 33178-	10/01/2007 F W 4	*English 3			HS 08/30/2011	(C) (786) 877-5367
Brody, 1270 Ne 175 Street No. Miami Beach, FL 33162-	Brody, 1270 Ne 175 Street No. Miami Beach, FL 33162-	03/07/2007 F W 5	*English		Private Health Insurance	HS 08/30/2011	(C) (305) 213-9218 (H) (305) 653-8635
Brusowankin, 20350 W Country Club Drive #104 Aventura, FL 33180	Brusowankin, 20350 W Country Club Drive #104 Aventura, FL 33180	11/16/2006 M W 5	English			HS 08/30/2011	(C) (786) 294-2262 (C) (305) 494-5454
Caroline, 211 greenwood dr Key Biscayne, FL 33149-	Caroline, 211 greenwood dr Key Biscayne, FL 33149-	05/18/2007 F W 4	*English 3			HS 08/30/2011	
Cass, 5401 Collins Ave #1014 Miami Beach, FL 33140	Cass, 5401 Collins Ave #1014 Miami Beach, FL 33140	03/28/2008 F W 4	*English		Combined Medicaid/CHIP	HS 08/30/2011	(C) (305) 861-2326 (C) (305) 672-7337
Cass, 5401 Collins Ave #1014 Miami Beach, FL 33140	Cass, 5401 Collins Ave #1014 Miami Beach, FL 33140	12/13/2006 F W 5	*English		Combined Medicaid/CHIP	HS 08/30/2011	(C) (305) 861-2326 (C) (305) 672-7337
Chein, 10350 W Bay Harbor Dr. Bay Harbor, FL 33154	Chein, 10350 W Bay Harbor Dr. Bay Harbor, FL 33154	07/15/2008 M W 3	*English 3			HS 02/01/2012	(C) (347) 534-8674
Cheruty, 2370 Ne 202 St Aventura, FL 33180	Cheruty, 2370 Ne 202 St Aventura, FL 33180	10/17/2007 M W 4	*English 3			HS 08/30/2011	(H) (305) 705-2261 (W) (305) 219-3353

* Primary Language Language Proficiency 0 = None, 1 = Poor, 2 = Moderate, 3 = Proficient

*Calculated using the At End of Enrollment field

Report Format Copyright © Management Information Technology USA, Inc.

Miami-Dade CAHS Head Start

2110 - Master List of Participants

Program Term: Head Start - 2011-2012, Agency: Landow, Enrollment Status: Enrolled Enrollment Date: 8/22/2011 - 3/30/2012, Current Location and Status

Landow

Child's Name Child's Living Address Primary Adult Living Address	Primary Adult Child's Mailing Address Primary Adult Mailing Address	Preferred Name Birthday Sex/Race/Age	Lang. Prof.	SSN Medicaid Eligibility Medicaid Number	Primary Health Coverage* Other Health Coverage Insurance Number Primary Disability	Program Enrolled Withdrawn	Primary Phone Secondary Phone Adult Phone
Citron, 210 174th St Miami, FL 33160	Citron, 210 174th St Miami, FL 33160	Gavi 01/27/2008 F W 4	*English			HS 08/30/2011	(C) (786) 554-0166
Cohen, 2463 NE 202nd Street Aventura, FL 33180	Cohen, 2463 NE 202nd Street Aventura, FL 33180	 01/02/2007 M W 5	*English		Medicaid	HS 08/30/2011	(C) (305) 794-5602 (H) (305) 937-0109
Cohen, 9455 Collins Ave Apt508 Bay Harbor, FL 33154	Cohen, 9455 Collins Ave Apt508 Bay Harbor, FL 33154	 08/01/2007 F W 4	*English		Private Health Insurance	HS 08/30/2011	(C) (917) 371-2568 (C) (917) 371-2568
Davidzada, 17615 NE 8th Place North Miami Beach, FL 33162	Davidzada, 17615 NE 8th Place North Miami Beach, FL 33162	 03/09/2008 M W 4	*English 2 European/Slavic 2			HS 08/30/2011	(C) (305) 989-9908 (H) (786) 472-5503
Elkayam, 2145 ne 124 st N. Miami Beach, FL 33181-	Elkayam, 2145 ne 124 st N. Miami Beach, FL 33181-	 06/23/2008 M W 3	*English 3			HS 02/01/2012	
Fellig, 1251 Hardee Rd Miami, FL 33146	Fellig, 1251 Hardee Rd Miami, FL 33146	 11/13/2007 F W 4	*English 3			HS 08/30/2011	(C) (305) 303-8215 (C) (305) 206-4013
Fensterszaub, 3545 Magelln Cir. Miami, FL 33180	Fensterszaub, 3545 Magelln Cir. Miami, FL 33180	 03/29/2007 F W 5	*English		Medicaid	HS 08/30/2011	(C) (347) 267-4204
Freedman, 9341 Collins Ave Apt 204 Bay Harbor, FL 33154	Freedman, 9341 Collins Ave Apt 204 Bay Harbor, FL 33154	 04/23/2008 F W 3	*English 3			HS 02/01/2012	(C) (305) 519-0581 (H) (305) 861-8108
Friedman, 10031 sw 15 terr Miami, FL 33174-	Friedman, 10031 sw 15 terr Miami, FL 33174-	 04/19/2007 F W 4	*English			HS 08/30/2011	(C) (786) 266-1035 (H) (305) 226-5533
Geisinsky, 900 Ne 175th St North Miami Bch, FL 33162	Geisinsky, 900 Ne 175th St North Miami Bch, FL 33162	 06/03/2008 M W 3	*English 3			HS 08/30/2011	(H) (305) 705-4060 (C) (718) 710-1987
Geisinsky, 900 Ne 175th St North Miami Bch, FL 33162	Geisinsky, 900 Ne 175th St North Miami Bch, FL 33162	 12/22/2006 M W 5	*English 3			HS 08/30/2011	(H) (305) 705-4060 (C) (718) 710-1987
Gold, 1121 ne 170 st N. Miami Beach, FL 33162-	Gold, 1121 ne 170 st N. Miami Beach, FL 33162-	 04/30/2007 M W 4	*English			HS 08/30/2011	(H) (305) 655-2595
Goldberger, 4101 Pinetree Dr #1530 Miami, FL 33140	Goldberger, 4101 Pinetree Dr #1530 Miami, FL 33140	 03/05/2007 M W 5	*English		Medicaid	HS 02/01/2012	(C) (305) 803-3658
Goldenstein, 19340 NE 18th Place Miami, FL 33179	Goldenstein, 19340 NE 18th Place Miami, FL 33179	 10/16/2006 M W 5	*English			HS 08/30/2011	(H) (305) 705-9355 (W) (305) 935-5580
Goldman, 201 174th St Sunny Isles Beach, FL 33160	Goldman, 201 174th St Sunny Isles Beach, FL 33160	 01/24/2008 M W 4	*English 3			HS 08/30/2011	

* Primary Language Language Proficiency 0 = None, 1 = Poor, 2 = Moderate, 3 = Proficient

Report Format Copyright © Management Information Technology USA, Inc.

*Calculated using the At End of Enrollment field

Miami-Dade CAHS Head Start

2110 - Master List of Participants

Program Term: Head Start - 2011-2012, Agency: Landow, Enrollment Status: Enrolled Enrollment Date: 8/22/2011 - 3/30/2012, Current Location and Status

Landow

Child's Name Child's Living Address Primary Adult Living Address	Primary Adult Child's Mailing Address Primary Adult Mailing Address	Preferred Name Birthday Sex/Race/Age	Lang. Prof.	SSN Medicaid Eligibility Medicaid Number	Primary Health Coverage* Other Health Coverage Insurance Number Primary Disability	Program Enrolled Withdrawn	Primary Phone Secondary Phone Adult Phone
Green, I 1398 Ne 176 St North Miami Bch, FL 33162	Green, 1398 Ne 176 St North Miami Bch, FL 33162	06/23/2007 M W 4	*English 3			HS 08/30/2011	(H) (305) 402-1489 (C) (786) 663-2246
Hyman, 353 W. 47th st Miami Beach, FL 33140- ,	Hyman, 353 W. 47th st Miami Beach, FL 33140- ,	02/26/2007 F W 5	*English		Medicaid	HS 08/30/2011	(C) (305) 761-3922 (C) (305) 788-6558
Karsenty, 19390 Collins Ave # 521 Sunny Isles, FL 33160	Karsenty, 19390 Collins Ave # 521 Sunny Isles, FL 33160	08/06/2008 M W 3	*English		Medicaid	HS 08/30/2011	(C) (786) 301-9918
Klein, 5701 Marius St coral Gables, FL 33146-	Klein, Y ,	03/26/2008 F W 4	*English 3			HS 08/30/2011	(W) (305) 653-8770
Korf, 1035 west ave Apt. 507 Miami beach, FL 33139- ,	Korf, 1035 west ave Apt. 507 Miami beach, FL 33139- ,	01/30/2008 F W 4	*English		Medicaid	HS 08/30/2011	(C) (718) 913-8317 (C) (305) 695-1719
Kozlovsky, 9800 Collins Ave Bal Harbour, FL 33154	Lapidus, 9800 Collins Ave Bal Harbour, FL 33154	04/18/2008 M W 3	English *Central/South		Combined Medicaid/CHIP	HS 08/30/2011	(C) (305) 343-9727
Kramer, 16750 Ne 10th Ave #102 North Miami Beach, FL 33162	Kramer, 16750 Ne 10th Ave #102 North Miami Beach, FL 33162	04/20/2007 F W 4	*English		Medicaid	HS 08/30/2011	(C) (305) 878-2519
Labkowski, 17525 Ne 7th Ave Miami, FL 33162	Labkowski, 17525 Ne 7th Ave Miami, FL 33162	10/26/2006 M W 5	*English			HS 08/30/2011	(C) (305) 218-7474
Lehr, 20341 Ne 30th Ave #ph10 Miami, FL 33180	Lehr, 20341 Ne 30th Ave #ph10 Miami, FL 33180	05/02/2007 F W 4	*English		Medicaid	HS 08/30/2011	(C) (718) 915-2222 (H) (305) 974-4041
Levine, 16740 Ne 9th Ave #711 Miami, FL 33162	Levine, 16740 Ne 9th Ave #711 Miami, FL 33162	11/23/2006 F W 5	*English			HS 08/30/2011	(H) (786) 628-5068
Lipkind, 1125 Ne 177 Terr North Miami, FL 33162	Lipkind, 1125 Ne 177 Terr North Miami, FL 33162	07/08/2008 F W 3	*English		Medicaid	HS 02/01/2012	(H) (305) 652-5471
Lipskier, 727 Lenox Ave miami beach, FL 33139- ,	Lipskier, 727 Lenox Ave miami beach, FL 33139- ,	12/01/2007 F W 4	*English		Medicaid	HS 02/01/2012	(C) (305) 720-6886 (H) (305) 695-2807
Lisbon, 9559 Collins Ave Apt 410 Bay Harbor, FL 33154	Lisbon, 9559 Collins Ave Apt 410 Bay Harbor, FL 33154	07/14/2008 F W 3	*English 3		Medicaid	HS 02/01/2012	(H) (305) 861-2716 (C) (786) 499-6238
Mann, 1035 west ave Apt. 405 Miami Beach, FL 33139-	Mann, 1035 west ave Apt. 405 Miami Beach, FL 33139-	08/16/2007 F W 4	*English			HS 08/30/2011	(H) (786) 264-1111 (C) (786) 514-9593

* Primary Language Language Proficiency 0 = None, 1 = Poor, 2 = Moderate, 3 = Proficient

*Calculated using the At End of Enrollment field

Report Format Copyright © Management Information Technology USA, Inc.

Miami-Dade CAHS Head Start

2110 - Master List of Participants

Program Term: Head Start - 2011-2012, Agency: Landow, Enrollment Status: Enrolled Enrollment Date: 8/22/2011 - 3/30/2012, Current Location and Status

Landow

Child's Name Child's Living Address Primary Adult Living Address	Primary Adult Child's Mailing Address Primary Adult Mailing Address	Preferred Name Birthday Sex/Race/Age	Lang. Prof.	SSN Medicaid Eligibility Medicaid Number	Primary Health Coverage* Other Health Coverage Insurance Number Primary Disability	Program Enrolled Withdrawn	Primary Phone Secondary Phone Adult Phone
Margolin, 960 Ne 172 nd st North Miami Beach, FL 33162-	Crockett, 960 Ne 172 nd st North Miami Beach, FL 33162-	08/08/2008 M W 3	English		Medicaid	HS 02/01/2012	(C) (305) 761-4734 (W) (305) 770-3481
Marlow, 645 ne 173 terr N. Miami Beach, FL 33162-	Marlow, 645 ne 173 terr N. Miami Beach, FL 33162-	09/27/2007 M W 4	*English		Medicaid	HS 08/30/2011	(W) (305) 654-9722
Menachem, 1040 ne 180 terr NMB, FL 33162-	Menachem, 1040 ne 180 terr NMB, FL 33162-	05/29/2007 M W 4	*English			HS 08/30/2011	(C) (305) 896-7339
Menaker, 1341 Ne 173rd St North Miami Bch, FL 33162	Menaker, 1341 Ne 173rd St North Miami Bch, FL 33162	09/28/2007 F W 4	*English 3			HS 02/01/2012	(C) (718) 757-4620 (C) (347) 756-1306
Mizrahi, 9595 Collins Ave #205 Surfside, FL 33154	Mizrahi, 9595 Collins Ave #205 Surfside, FL 33154	10/10/2007 M W 4	*English			HS 08/30/2011	(C) (305) 993-5510
Ohana, 661 NE 177 Street Miami, FL 33162	Schwelling, 661 NE 177 Street Miami, FL 33162	01/15/2007 M W 5	*English		Medicaid	HS 08/30/2011	(C) (240) 271-3150 (H) (305) 651-4111
Otero, 2640 Ne 205 St Miami, FL 33180	Otero, 2640 Ne 205 St Miami, FL 33180	04/01/2007 M W 4	*English		Medicaid	HS 08/30/2011	(C) (786) 306-8211
Paley, 19370 Collins Ave #402 Sunny Isles Beach, FL 33160	Paley, 19370 Collins Ave #402 Sunny Isles Beach, FL 33160	07/24/2007 M W 4	*English 3			HS 08/30/2011	(C) (305) 904-3888 (H) (305) 932-2612
Plotkin, 3215 ne 184 st Apt. 1410 Aventura, FL 33160-	Plotkin, 3215 ne 184 st Apt. 1410 Aventura, FL 33160-	01/23/2007 M W 5	*English		Medicaid	HS 08/30/2011	(C) (305) 318-4270
Rabin, 5401 Collins Avenue Apt 608 Miami Beach, FL 33140	Rabin, 5401 Collins Avenue Apt 608 Miami Beach, FL 33140	09/30/2007 F W 4	*English		State-Only Funded Insurance	HS 02/01/2012	(C) (305) 898-8624
Reinetz, 722 NE 171st North Miami Beach, FL 33162	Reinetz, 722 NE 171st North Miami Beach, FL 33162	09/22/2008 F W 3	*English		Medicaid	HS 09/26/2011	(C) (347) 581-9873 (C) (347) 581-9981
Roash, 980 NE 176th St #106 Miami, FL 33162	Roash, 980 NE 176th St #106 Miami, FL 33162	07/14/2008 M W 3	English *Other 1			HS 02/01/2012	(C) (786) 356-3533 (C) (786) 356-3155
Roash, 980 NE 176th St #106 Miami, FL 33162	Roash, 980 NE 176th St #106 Miami, FL 33162	08/07/2007 F W 4	English 1 *Other 2			HS 08/30/2011	(C) (786) 356-3533 (C) (786) 356-3155
Rosenfeld, 18460 Ne 30 St Apt. 1301 Aventura, FL 33180-	Rosenfeld, 18460 Ne 30 St Apt. 1301 Aventura, FL 33180-	06/29/2008 M W 3	*English 3			HS 02/01/2012	(C) (786) 312-0235

* Primary Language Language Proficiency 0 = None, 1 = Poor, 2 = Moderate, 3 = Proficient

*Calculated using the At End of Enrollment field

Report Format Copyright © Management Information Technology USA, Inc.

Miami-Dade CAHS Head Start

2110 - Master List of Participants

Program Term: Head Start - 2011-2012, Agency: Landow, Enrollment Status: Enrolled Enrollment Date: 8/22/2011 - 3/30/2012, Current Location and Status

Landow

Child's Name Child's Living Address Primary Adult Living Address	Primary Adult Child's Mailing Address Primary Adult Mailing Address	Preferred Name Birthday Sex/Race/Age	Lang. Prof.	SSN Medicaid Eligibility Medicaid Number	Primary Health Coverage* Other Health Coverage Insurance Number Primary Disability	Program Enrolled Withdrawn	Primary Phone Secondary Phone Adult Phone
Rosenfeld, 18460 Ne 30 St Apt. 1301 Aventura, FL 33180-	Rosenfeld, 18460 Ne 30 St Apt. 1301 Aventura, FL 33180-	12/02/2006 M W 5	*English			HS 08/30/2011	(C) (786) 312-0235
Rudd, 1445 Ne 177 Terrace North Miami, FL 33162	Rudd, 1445 Ne 177 Terrace North Miami, FL 33162	05/08/2007 F W 4	*English		Medicaid	HS 08/30/2011	(C) (786) 586-1727
Schapiro, 1504 Bay Road Miami, FL 33139	Schapiro, 1504 Bay Road Miami, FL 33139	03/10/2008 M W 4	*English			HS 02/01/2012	(C) (305) 761-5770
Schapiro, 1504 Bay Road Miami, FL 33139	Schapiro, 1504 Bay Road Miami, FL 33139	01/16/2007 F W 5	*English		Medicaid	HS 08/30/2011	(C) (305) 761-5770
Schijveschuurder, 1504 Bay Rd Apt 720 Miami, FL 33139	Schijveschuurder, 1504 Bay Rd Apt 720 Miami, FL 33139	02/08/2008 F W 4	*English		Medicaid	HS 08/30/2011	(H) (786) 275-6819 (C) (347) 982-1716
Schvetz, 9800 W Bay Harbor Dr #203 Bay Harbour, FL	Schvetz, 9800 W Bay Harbor Dr #203 Bay Harbour, FL	11/05/2007 M W 4	English *Spanish		Medicaid	HS 02/01/2012	(H) (786) 216-7065 (C) (786) 262-6418
Schvetz, 9800 W Bay Harbor Dr #203 Bay Harbour, FL	Schvetz, 9800 W Bay Harbor Dr #203 Bay Harbour, FL	11/05/2007 M W 4	English *Spanish		Medicaid	HS 02/01/2012	(H) (786) 216-7065 (C) (786) 262-6418
Schvetz, 9800 W Bay Harbor Dr #203 Bay Harbour, FL	Schvetz, 9800 W Bay Harbor Dr #203 Bay Harbour, FL	11/05/2007 M W 4	English *Spanish		Private Health Insurance	HS 02/01/2012	(H) (786) 216-7065 (C) (786) 262-6418
Schwab, 941 Ne 176 St Miami, FL 33162	Schwab, 941 Ne 176 St Miami, FL 33162	02/05/2007 F W 5	*English			HS 08/30/2011	(C) (305) 484-8222
Selwyn, 740 NE 173rd Terrace North Miami Beach, FL 33162	Selwyn, 740 NE 173rd Terrace North Miami Beach, FL 33162	12/05/2006 M W 5	*English			HS 08/30/2011	(C) (562) 276-5123 (C) (562) 276-3346
Smith, 16820 ne 6th ct N. Miami Beach, FL 33162-	Smith, 16820 ne 6th ct N. Miami Beach, FL 33162-	12/19/2006 F W 5	*English		Medicaid	HS 08/30/2011	(C) (305) 323-4421 (H) (305) 770-1811
Smith, 16820 ne 6th ct N. Miami Beach, FL 33162-	Smith, 16820 ne 6th ct N. Miami Beach, FL 33162-	06/15/2008 F W 3	*English		Medicaid	HS 02/01/2012	(C) (305) 323-4421 (H) (305) 770-1811
Smith, 8858 Harding Ave Surfside, FL 33154	Smith, 8858 Harding Ave Surfside, FL 33154	06/06/2007 M W 4	*English 3			HS 08/30/2011	(H) (305) 868-0473 (C) (786) 853-9127
Srugo, 20301 ne 30th ave Apt. 308 Miami, FL 33180-	Srugo, 20301 ne 30th ave Apt. 308 Miami, FL 33180-	02/13/2008 M W 4	*English		State-Only Funded Insurance	HS 08/30/2011	(C) (305) 318-6006 (H) (305) 433-3321

* Primary Language Language Proficiency 0 = None, 1 = Poor, 2 = Moderate, 3 = Proficient

*Calculated using the At End of Enrollment field

Report Format Copyright © Management Information Technology USA, Inc.

Miami-Dade CAHS Head Start

2110 - Master List of Participants

Program Term: Head Start - 2011-2012, Agency: Landow, Enrollment Status: Enrolled Enrollment Date: 8/22/2011 - 3/30/2012, Current Location and Status

Landow

Child's Name Child's Living Address Primary Adult Living Address	Primary Adult Child's Mailing Address Primary Adult Mailing Address	Preferred Name Birthday Sex/Race/Age	Lang. Prof.	SSN Medicaid Eligibility Medicaid Number	Primary Health Coverage* Other Health Coverage Insurance Number Primary Disability	Program Enrolled Withdrawn	Primary Phone Secondary Phone Adult Phone
Steinberg, 840 ne 179 terr North Miami Beach, FL 33162-	Steinberg, 840 ne 179 terr North Miami Beach, FL 33162-	07/29/2007 F W 4	*English		Medicaid	HS 08/30/2011	(C) (305) 935-0462 (C) (305) 934-0463
Storfer, 17101 Ne 9th Ave North Miami Bch, FL 33162	Storfer, 17101 Ne 9th Ave North Miami Bch, FL 33162	03/22/2007 F W 5	*English 3			HS 08/30/2011	(C) (342) 244-4286 (C) (718) 813-4886
Tauber, 17240 NE 11th Avenue N. Miami Beach, FL 33162-	Tauber, 17240 NE 11th Avenue N. Miami Beach, FL 33162-	02/02/2008 M W 4	*English		Medicaid	HS 08/30/2011	(H) (305) 770-3970
Weiss, 16000 Nw 83rd Place Miami, FL 33016	Weiss, 16000 Nw 83rd Place Miami, FL 33016	01/13/2007 M W 5	*English		Medicaid	HS 08/30/2011	(C) (754) 244-2162 (H) (305) 359-5678 (H) (305) 359-5678
Wolff, 8460 Sw 198st Cutler Bay, FL 33189	Wolff, 8460 Sw 198st Cutler Bay, FL 33189	10/11/2007 M W 4	*English		Medicaid	HS 08/30/2011	(C) (305) 804-8896
Yfraimov, 18140 Ne 10 Ct NMB, FL 33162	Yfraimov, 18140 Ne 10 Ct NMB, FL 33162	09/29/2008 F W 3	English 2 *European/Slavic 3		Medicaid	HS 02/01/2012	(C) (786) 223-9182
Yfraimov, 18140 Ne 10 Ct NMB, FL 33162	Yfraimov, 18140 Ne 10 Ct NMB, FL 33162	01/06/2007 M W 5	English 1 *European/Slavic 3		Medicaid	HS 08/30/2011	(C) (786) 223-9182
Zavdi, 1504 Bay Rd. Apt. 1220 miami beach, FL 33139-	Zavdi, 1504 Bay Rd. Apt. 1220 miami beach, FL 33139-	03/10/2008 M W 4	*English 3		Medicaid	HS 02/01/2012	(C) (305) 804-3325 (H) (305) 532-3325
Zmiry, 2403 Ne 202 St Miami, FL 33180	Zmiry, 2403 Ne 202 St Miami, FL 33180	02/08/2007 M W 5	*English		Combined Medicaid/CHIP	HS 08/30/2011	(C) (954) 548-9507 (H) (305) 794-6094
80 Participants							
80 Participants Landow							

* Primary Language Language Proficiency 0 = None, 1 = Poor, 2 = Moderate, 3 = Proficient

*Calculated using the At End of Enrollment field

Report Format Copyright © Management Information Technology USA, Inc.

Miami-Dade CAHS Head Start

2110 - Master List of Participants

Program Term: Early Head Start - 2011-2012, Agency: Landow, Enrollment Status: Enrolled Enrollment Date: 8/22/2011 - 3/30/2012, Current Location and Status

Landow

Child's Name Child's Living Address Primary Adult Living Address	Primary Adult Child's Mailing Address Primary Adult Mailing Address	Preferred Name Birthday Sex/Race/Age	Lang. Prof.	SSN Medicaid Eligibility Medicaid Number	Primary Health Coverage* Other Health Coverage Insurance Number Primary Disability	Program Enrolled Withdrawn	Primary Phone Secondary Phone Adult Phone
Landow Yeshiva EHS							
Basher, 810 NE 173 Terrace N. Miami Beach, FL 33162-	Basher, 810 NE 173 Terrace N. Miami Beach, FL 33162-	03/15/2009 M W 3	*English			EH 02/01/2012	(C) (786) 553-4648 (C) (786) 553-4647
Bonnardel, 20100 W Country Club Drive Aventura, FL 33180	Bonnardel, 20100 W Country Club Drive Aventura, FL 33180	07/24/2009 M W 2	*English 3		Medicaid	EH 02/01/2012	(C) (305) 336-4489 (C) (347) 613-5414
Kleinman, Shmuel 1035 west ave Apt. 201 Miami Beach, FL 33139- ,	Kleinman, Shalom 1035 west ave Apt. 201 Miami Beach, FL 33139- ,	10/09/2008 M W 3	English *Other		Medicaid	EH 02/01/2012	(C) (305) 345-4622 (W) (305) 653-8770
Korf, 1035 west ave Apt. 507 Miami beach, FL 33139- ,	Korf, 1035 west ave Apt. 507 Miami beach, FL 33139- ,	10/15/2009 F W 2	*English			EH 02/01/2012	(C) (718) 913-8317 (C) (305) 695-1719
Kozlovsky, 9800 Collins Ave Bal Harbour, FL 33154	Lapidus, 9800 Collins Ave Bal Harbour, FL 33154	12/21/2009 F W 2	*English			EH 02/01/2012	(C) (305) 343-9727
Lipskier, 727 Lenox Ave miami beach, FL 33139- ,	Lipskier, 727 Lenox Ave miami beach, FL 33139- ,	03/08/2009 M W 3	*English			EH 02/01/2012	(C) (305) 720-6886 (H) (305) 695-2807
Mann, 1035 west ave Apt. 405 Miami Beach, FL 33139-	Mann, 1035 west ave Apt. 405 Miami Beach, FL 33139-	04/13/2009 F W 2	*English 3			EH 02/01/2012	(H) (786) 264-1111 (C) (786) 514-9593
Reinetz, 722 NE 171st North Miami Beach, FL 33162	Reinetz, 722 NE 171st North Miami Beach, FL 33162	06/14/2010 M W 1	*English			EH 02/01/2012	(C) (347) 581-9873 (C) (347) 581-9981
Rudd, 1445 Ne 177 Terrace North Miami, FL 33162	Rudd, 1445 Ne 177 Terrace North Miami, FL 33162	06/07/2010 M W 1	*English			EH 02/01/2012	(C) (786) 586-1727
Schijveschuurder, 1504 Bay Rd Apt 720 Miami, FL 33139	Schijveschuurder, 1504 Bay Rd Apt 720 Miami, FL 33139	12/27/2008 M W 3	*English		Medicaid	EH 02/01/2012	(H) (786) 275-6819 (C) (347) 982-1716
Snovsky, 4044 N. Meridian Ave #3c Miami Beach, FL 33140	Snovsky, 4044 N. Meridian Ave #3c Miami Beach, FL 33140	03/05/2010 F W 2	English 1			EH 02/01/2012	(C) (786) 200-2627 (C) (786) 267-7970
Snovsky, 4044 N. Meridian Ave #3c Miami Beach, FL 33140	Snovsky, 4044 N. Meridian Ave #3c Miami Beach, FL 33140	Mendy 03/05/2010 M W 2	English 1		State-Only Funded Insurance	EH 02/01/2012	(C) (786) 200-2627 (C) (786) 267-7970
Steinberg, 840 ne 179 terr North Miami Beach, FL 33162-	Steinberg, 840 ne 179 terr North Miami Beach, FL 33162-	12/29/2009 M W 2	*English			EH 02/01/2012	(C) (305) 935-0462 (C) (305) 934-0463

* Primary Language Language Proficiency 0 = None, 1 = Poor, 2 = Moderate, 3 = Proficient

Report Format Copyright © Management Information Technology USA, Inc.

*Calculated using the At End of Enrollment field

Miami-Dade CAHS Head Start

2110 - Master List of Participants

Program Term: Early Head Start - 2011-2012, Agency: Landow, Enrollment Status: Enrolled Enrollment Date: 8/22/2011 - 3/30/2012, Current Location and Status

Landow

Child's Name Child's Living Address Primary Adult Living Address	Primary Adult Child's Mailing Address Primary Adult Mailing Address	Preferred Name Birthday Sex/Race/Age	Lang. Prof.	SSN Medicaid Eligibility Medicaid Number	Primary Health Coverage* Other Health Coverage Insurance Number Primary Disability	Program Enrolled Withdrawn	Primary Phone Secondary Phone Adult Phone
Tauber, 17240 NE 11th Avenue N. Miami Beach, FL 33162-	Tauber, 17240 NE 11th Avenue N. Miami Beach, FL 33162-	12/24/2009 M W 2	*English			EH 02/01/2012	(H) (305) 770-3970
Vaknin, 17415 NE 12th Avenue North Miami Beach, FL 33162	Vaknin, 17415 NE 12th Avenue North Miami Beach, FL 33162	05/08/2009 F W 2	*English 3 Other 3			EH 02/01/2012	(C) (954) 822-2144 (C) (954) 588-5994
Zavdi, 1504 Bay Rd. Apt. 1220 miami beach, FL 33139-	Zavdi, 1504 Bay Rd. Apt. 1220 miami beach, FL 33139-	05/21/2010 F W 1	*English			EH 02/01/2012	(C) (305) 804-3325 (H) (305) 532-3325
16 Participants							
16 Participants Landow							

* Primary Language Language Proficiency 0 = None, 1 = Poor, 2 = Moderate, 3 = Proficient

*Calculated using the At End of Enrollment field

Report Format Copyright © Management Information Technology USA, Inc.

Miami-Dade CAHS Head Start

2004 - Management Report - Eligibility Income

Program Term: Head Start - 2011-2012, Site: Landow Yeshiva, Enrollment Status: Enrolled

Landow

Participant	Family Name	Primary Adult	Income						TANF			SSI		WIC		$0 to $2999	$3000 to $5999	$6000 to $8999	$9000 to $11999	$12000 to $14999	$15000 and Over
			Eligible 0-100%	101-130%	Over > 130%	Foster Child	Home-less	Public Assist.	Yes	No	Former	Yes	No	Yes	No						
	Amar		✓							✓			✓	✓						14160	
	Amar		✓							✓			✓		✓						27750
	Balgley		✓							✓			✓		✓						22220
	Balisok		✓						✓				✓	✓						12457	
	Basher		✓							✓		✓		✓							27816
	Bonkovski		✓							✓			✓		✓						15981
	Brashevitzky		✓							✓			✓	✓							21228
	Brody		✓							✓			✓		✓						30668
	Brusowankin		✓							✓			✓		✓						25200
	Caroline		✓							✓			✓		✓				9600		
	Cass		✓							✓			✓	✓							16710
	Cass		✓							✓			✓	✓							17930
	Chein		✓							✓			✓	✓							16729
	Cheruty		✓							✓			✓	✓							22891
	Citron		✓							✓			✓		✓						15800
	Cohen		✓							✓			✓	✓						14178	
	Cohen		✓							✓			✓		✓					14924	
	Davidzada		✓							✓			✓	✓							17552
	Elkayam		✓							✓			✓	✓							25696
	Fellig		✓							✓			✓		✓			8369			
	Fensterszau		✓							✓			✓		✓						25000
	Freedman		✓							✓			✓		✓						15824
	Friedman		✓							✓			✓		✓						19009
	Geisinsky		✓							✓			✓		✓				11296		
	Geisinsky		✓							✓			✓		✓				11297		
	Gold		✓							✓			✓	✓							35975

Report Format Copyright © Management Information Technology USA, Inc.

Miami-Dade CAHS Head Start

2004 - Management Report - Eligibility Income

Program Term: Head Start - 2011-2012, Site: Landow Yeshiva, Enrollment Status: Enrolled

Landow

Participant	Family Name	Primary Adult	Income						TANF			SSI		WIC		$0 to $2999	$3000 to $5999	$6000 to $8999	$9000 to $11999	$12000 to $14999	$15000 and Over
			Eligible 0-100%	101-130%	Over > 130%	Foster Child	Home-less	Public Assist.	Yes	No	Former	Yes	No	Yes	No						
	Goldberger		✓							✓			✓		✓						16208
	Goldenstein		✓							✓			✓	✓							16622
	Goldman		✓							✓			✓		✓			7200			
	Green		✓							✓			✓		✓						28450
	Hyman		✓							✓			✓	✓							28000
	Karsenty		✓							✓			✓	✓							17837
	Klein		✓							✓			✓		✓						18000
	Korf		✓							✓			✓		✓						30909
	Kozlovsky/La		✓							✓			✓	✓					10791		
	Kramer		✓							✓			✓		✓						17985
	Labkowski		✓							✓			✓		✓					14440	
	Lehr		✓							✓			✓	✓		2500					
	Levine		✓							✓			✓	✓							17323
	Lipkind		✓							✓			✓	✓							33597
	Lipskier		✓							✓			✓	✓							26568
	Lisbon		✓							✓			✓		✓					12000	
	Mann		✓							✓		✓			✓						17251
	Crockett/Mar		✓							✓			✓		✓						26114
	Marlow		✓							✓			✓		✓						22199
	Menachem		✓							✓			✓	✓							18000
	Menaker		✓							✓			✓		✓				11534		
	Mizrahi/Mosz		✓							✓			✓		✓						26000
	Ohana/Schw		✓							✓			✓	✓							24171
	Batzri/Otero		✓							✓			✓	✓							22534
	Brodowicz/P		✓							✓			✓		✓						17460
	Plotkin		✓							✓			✓		✓				11086		

Report Format Copyright © Management Information Technology USA, Inc.

Miami-Dade CAHS Head Start

2004 - Management Report - Eligibility Income

Program Term: Head Start - 2011-2012, Site: Landow Yeshiva, Enrollment Status: Enrolled

Landow

Participant	Family Name	Primary Adult	Income						TANF			SSI		WIC		$0 to $2999	$3000 to $5999	$6000 to $8999	$9000 to $11999	$12000 to $14999	$15000 and Over
			Eligible 0-100%	101-130%	Over > 130%	Foster Child	Home-less	Public Assist.	Yes	No	Former	Yes	No	Yes	No						
	Rabin		✓							✓			✓		✓						29368
	Reinetz		✓							✓			✓	✓					10625		
	Roash		✓							✓			✓	✓							21049
	Roash		✓							✓			✓	✓							19529
	Rosenfeld		✓							✓			✓	✓							31402
	Rosenfeld		✓							✓			✓	✓							32910
	Rudd		✓							✓			✓	✓					11841		
	Schapiro		✓							✓			✓	✓							22639
	Schapiro		✓							✓			✓	✓							25653
	Schijveschuu		✓							✓			✓	✓						14161	
	Schvetz				✓					✓		✓		✓							40745
	Schvetz				✓					✓		✓		✓							40745
	Schvetz				✓					✓		✓		✓							40745
	Schwab		✓							✓			✓		✓						36400
	Selwyn		✓							✓			✓	✓							17576
	Smith		✓							✓			✓	✓							28080
	Smith		✓							✓			✓	✓							36591
	Smith		✓							✓			✓	✓							24029
	Srugo		✓							✓			✓		✓					14697	
	Steinberg		✓							✓			✓	✓							28811
	Storfer		✓							✓			✓	✓							19125
	Tauber		✓							✓			✓	✓							24913
	Weiss		✓							✓			✓		✓						29294
	Wolff		✓							✓			✓	✓							19833
	Yfraimov		✓						✓				✓	✓							15000
	Yfraimov		✓						✓				✓	✓		2500					

Report Format Copyright © Management Information Technology USA, Inc.

Miami-Dade CAHS Head Start

2004 - Management Report - Eligibility Income

Program Term: Head Start - 2011-2012, Site: Landow Yeshiva, Enrollment Status: Enrolled

Landow

Participant	Family Name	Primary Adult	Income						TANF			SSI		WIC		$0 to $2999	$3000 to $5999	$6000 to $8999	$9000 to $11999	$12000 to $14999	$15000 and Over
			Eligible 0-100%	101-130%	Over > 130%	Foster Child	Home-less	Public Assist.	Yes	No	Former	Yes	No	Yes	No						
	Zavdi		✓							✓			✓		✓						31394
	Zmiry		✓							✓			✓	✓							15327
80			77	0	3	0	0	0	3	77	0	5	75	46	34	2	0	2	8	8	60
80 Landow			77	0	3	0	0	0	3	77	0	5	75	46	34	2	0	2	8	8	60

Report Format Copyright © Management Information Technology USA, Inc.

Miami-Dade CAHS Head Start

2004 - Management Report - Eligibility Income

Program Term: Early Head Start - 2011-2012, Site: Landow Yeshiva EHS, Enrollment Status: Enrolled

Landow

Participant	Family Name	Primary Adult	Income						TANF			SSI		WIC		$0 to $2999	$3000 to $5999	$6000 to $8999	$9000 to $11999	$12000 to $14999	$15000 and Over
			Eligible 0-100%	101-130%	Over > 130%	Foster Child	Home-less	Public Assist.	Yes	No	Former	Yes	No	Yes	No						
	Basher		✓							✓		✓		✓							24075
	Bonnardel		✓							✓			✓		✓		3198				
	Kleinman		✓							✓			✓		✓						20299
	Korf		✓							✓			✓		✓						30909
	Kozlovsky/La		✓							✓			✓	✓					10791		
	Lipskier		✓							✓			✓	✓							26568
	Mann		✓							✓		✓			✓						20167
	Reinetz		✓							✓			✓	✓						12867	
	Rudd		✓							✓			✓	✓							24975
	Schijveschuu		✓							✓			✓	✓							23269
	Snovsky				✓					✓			✓	✓							49847
	Snovsky				✓					✓			✓	✓							49847
	Steinberg		✓							✓			✓	✓							25357
	Tauber		✓							✓			✓	✓							24913
	Dayan/Vakni		✓							✓			✓		✓				9033		
	Zavdi		✓							✓			✓		✓						31394
16			14	0	2	0	0	0	0	16	0	2	14	10	6	0	1	0	2	1	12
16 Landow			14	0	2	0	0	0	0	16	0	2	14	10	6	0	1	0	2	1	12

Report Format Copyright © Management Information Technology USA, Inc.

Attachment 5

Miami-Dade CAHS Head Start

2006 - Management Report - Waitlist

Miami-Dade CAHS Head Start

ChildPlusID		Birthday	Waitlist Date	Current Status	Current Status Date
Current Location: **Bunche Park Elementary**					
Current Program: Head Start					
51859	Bustamante, Emily	08/27/2006	08/13/2010	Waitlisted	08/13/2010
54618	Clarke, Richard	08/31/2007	08/13/2010	Waitlisted	08/13/2010
70115	Frazier, Danard	03/28/2008	08/04/2011	Waitlisted	08/04/2011
50516	Garner, Jahelm	04/30/2008	12/06/2011	Waitlisted	12/06/2011
50927	McMullen, Thurmari	05/23/2006	08/13/2010	Waitlisted	08/13/2010
11445	Morla, Jr., Jay	01/12/2008	11/22/2011	Waitlisted	11/22/2011
51849	Robinson, Kayla	11/12/2006	08/13/2010	Waitlisted	08/13/2010
50168	Rodriguez, Kevim	08/12/2008	07/22/2010	Waitlisted	07/22/2010
51350	Toussaint, Deborah	11/29/2006	08/13/2010	Waitlisted	08/13/2010
Current Program: Head Start			9		
Bunche Park Elementary Totals:		9			
Miami-Dade CAHS Head Start Totals:		9			
Current Program: Head Start			9		

Copyright © ChildPlus Software

Miami-Dade CAHS Head Start

2006 - Management Report - Waitlist

Miami-Dade CAHS Head Start

ChildPlusID		Birthday	Waitlist Date	Current Status	Current Status Date
Current Location: **Carol City Elementary**					
Current Program: Head Start					
69211	Baez, Edwin	03/13/2007	08/10/2011	Waitlisted	08/10/2011
18457	Boyd, Wil'Niya	07/31/2007	12/10/2010	Waitlisted	12/10/2010
50779	Caceres, Kaylani	04/06/2007	08/13/2010	Waitlisted	08/13/2010
60596	Daniels, Jr., Travares	07/27/2007	01/25/2011	Waitlisted	01/25/2011
60059	Hammond, Jazari	03/26/2007	12/28/2010	Waitlisted	12/28/2010
59899	Hayes, Shonjaysha	12/27/2006	12/14/2010	Waitlisted	12/14/2010
74912	Hines, Gemiyah	08/17/2008	01/09/2012	Waitlisted	01/09/2012
74447	Jackson, Leah	08/31/2006	07/23/2010	Waitlisted	07/23/2010
48068	Jackson, Rayne	07/18/2007	08/19/2010	Waitlisted	08/19/2010
68017	Johnson, Cordell	08/04/2008	04/19/2011	Waitlisted	04/19/2011
75492	Limontas, Maggie	02/02/2008	01/09/2012	Waitlisted	01/09/2012
47939	Martinez, Christopher	06/15/2008	07/22/2010	Waitlisted	07/22/2010
48351	Masis, Naomi	01/04/2007	05/05/2011	Waitlisted	05/05/2011
50917	Moore, Carmen	01/21/2007	08/19/2010	Waitlisted	08/19/2010
59914	Myers, Cecil	01/31/2007	12/14/2010	Waitlisted	12/14/2010
59910	Sanchez-Venegas, Sarah	04/20/2007	12/14/2010	Waitlisted	12/14/2010
51053	Santos, Enalyse	03/01/2007	08/19/2010	Waitlisted	08/19/2010
60427	Saunders, Eljavontay	12/21/2006	01/14/2011	Waitlisted	01/14/2011
60608	Simmons, Rayneisha	08/18/2007	01/25/2011	Waitlisted	01/25/2011
47537	Tapia, Hidanielis	10/20/2006	08/19/2010	Waitlisted	08/19/2010
50620	Washington, Shandrea	04/03/2007	08/19/2010	Waitlisted	08/19/2010
Current Program: Head Start			21		
Carol City Elementary Totals:		21			
Miami-Dade CAHS Head Start Totals:		21			
Current Program: Head Start			21		

Copyright © ChildPlus Software

Miami-Dade CAHS Head Start

2006 - Management Report - Waitlist

Miami-Dade CAHS Head Start

ChildPlusID		Birthday	Waitlist Date	Current Status	Current Status Date
Current Location: **Colonel Zubkoff**					
Current Program: Head Start					
42029	Alcide, Benjamin	09/12/2006	07/12/2010	Waitlisted	07/12/2010
42032	Alcide, Nathan	07/05/2007	07/12/2010	Waitlisted	07/12/2010
42033	Alcide, Sarah	07/05/2007	07/12/2010	Waitlisted	07/12/2010
47903	Alexander, Akira	12/22/2006	07/12/2010	Waitlisted	07/12/2010
64276	Alexis, Jazmine	07/13/2008	06/29/2011	Waitlisted	06/29/2011
62464	Altime, Jonathan	12/28/2006	06/29/2011	Waitlisted	06/29/2011
60960	Alvarado, Dariel	12/12/2006	07/12/2010	Waitlisted	07/12/2010
68726	Arana, David	02/03/2007	06/29/2011	Waitlisted	06/29/2011
44901	Ardura, Alicia	02/21/2007	07/12/2010	Waitlisted	07/12/2010
36688	Aris, Aaliyah	06/10/2007	07/12/2010	Waitlisted	07/12/2010
44920	Augustin, Talnige H	12/13/2006	07/12/2010	Waitlisted	07/12/2010
36776	Baez, Matthew	10/05/2006	07/12/2010	Waitlisted	07/12/2010
45330	Baxter, Iyoshua N.	08/02/2007	07/12/2010	Waitlisted	07/12/2010
45511	Belliard, Henry	12/07/2006	07/12/2010	Waitlisted	07/12/2010
49037	Berwick, Makai	01/16/2008	06/29/2011	Waitlisted	06/29/2011
59466	Blen Aime, Deborah	10/06/2006	11/23/2010	Waitlisted	11/23/2010
39987	Bouayaben, Aijoub	12/04/2006	07/12/2010	Waitlisted	07/12/2010
72147	Bredy, Isabel	06/12/2008	06/29/2011	Waitlisted	06/29/2011
59461	Brown, Gavin	09/26/2006	11/22/2010	Waitlisted	11/22/2010
59473	Brown, Monika	11/06/2006	11/23/2010	Waitlisted	11/23/2010
63501	Brown, Zionah	10/08/2006	06/29/2011	Waitlisted	06/29/2011
66642	Buck, Armani	01/31/2008	06/29/2011	Waitlisted	06/29/2011
59424	Cadet, Jonael	08/25/2007	11/22/2010	Waitlisted	11/22/2010
45564	Calixte, Duyana	07/03/2007	07/12/2010	Waitlisted	07/12/2010
61561	Cange, Riordan	07/17/2007	06/29/2011	Waitlisted	06/29/2011
67149	Carvalho, Sophia	01/11/2008	06/29/2011	Waitlisted	06/29/2011
45782	Cave, Trayton	04/30/2007	07/12/2010	Waitlisted	07/12/2010
63106	Charles, Malik	12/29/2006	06/29/2011	Waitlisted	06/29/2011
45808	Charlton, Jaliyah	10/25/2006	07/12/2010	Waitlisted	07/12/2010
41682	Cheri, Odeannah	04/25/2007	07/07/2010	Waitlisted	07/07/2010
63067	Chong, Densal	01/04/2007	06/29/2011	Waitlisted	06/29/2011
63447	Clotaire, Jamyne	05/17/2008	06/29/2011	Waitlisted	06/29/2011
5785	Collins, Taneal	09/25/2006	06/29/2011	Waitlisted	06/29/2011
47657	Colson-Wallace, Sherrolyse	03/09/2007	07/12/2010	Waitlisted	07/12/2010
45814	Conley, Za'Mariah	06/20/2007	07/12/2010	Waitlisted	07/12/2010
57219	Corgelas, Cianna	11/23/2006	11/29/2010	Waitlisted	11/29/2010
50237	Crespo, Andre	11/07/2007	04/21/2010	Waitlisted	04/21/2010
50235	Crespo, Xavier	11/06/2006	02/03/2011	Waitlisted	02/03/2011
60275	Crowl, Lillian	01/04/2007	01/10/2011	Waitlisted	01/10/2011
62670	Dalberiste, Kaitlynni	01/05/2007	06/29/2011	Waitlisted	06/29/2011
40333	Dardy, Kezia	01/07/2007	07/12/2010	Waitlisted	07/12/2010
39874	DaShawn, Dalmond	11/03/2006	07/12/2010	Waitlisted	07/12/2010
45889	Dauphin, Patrick	08/03/2007	07/12/2010	Waitlisted	07/12/2010
73242	Davis, Zaryiah	12/03/2007	06/29/2011	Waitlisted	06/29/2011
36662	Delson, Rayshawn	03/15/2007	07/12/2010	Waitlisted	07/12/2010

Copyright © ChildPlus Software

Miami-Dade CAHS Head Start

2006 - Management Report - Waitlist

Miami-Dade CAHS Head Start

ChildPlusID		Birthday	Waitlist Date	Current Status	Current Status Date
60304	Denous, Beyonca	09/23/2006	01/10/2011	Waitlisted	01/10/2011
16573	Desir, John	01/03/2007	06/29/2011	Waitlisted	06/29/2011
47787	Desrivieres, Kenneth	09/12/2006	07/12/2010	Waitlisted	07/12/2010
60307	Destine, Kevin	03/06/2007	01/10/2011	Waitlisted	01/10/2011
45920	Dieudonne, Heli	02/05/2007	07/12/2010	Waitlisted	07/12/2010
16432	Dixon, Jerline	12/10/2006	07/12/2010	Waitlisted	07/12/2010
45972	Duncan-Burleigh, Johan	11/28/2006	07/12/2010	Waitlisted	07/12/2010
45979	Duncan-Pryce, Ayana	08/29/2007	07/12/2010	Waitlisted	07/12/2010
40735	Echezabal, Alejandro	10/02/2006	07/12/2010	Waitlisted	07/12/2010
63371	Edwards, Aden	03/27/2007	06/29/2011	Waitlisted	06/29/2011
40655	Ellison, Radcliffe	09/04/2006	07/12/2010	Waitlisted	07/12/2010
40660	Escarment, Lorzenska	03/03/2007	07/12/2010	Waitlisted	07/12/2010
46032	Escobar, Michael	07/31/2007	07/12/2010	Waitlisted	07/12/2010
72453	Espinoza, Amanda	11/02/2007	06/29/2011	Waitlisted	06/29/2011
16700	Estassin, Sebastien	10/08/2006	07/12/2010	Waitlisted	07/12/2010
39942	Esty, Jermain	12/29/2006	07/12/2010	Waitlisted	07/12/2010
62516	Esty-Old Field, Makayla	09/29/2006	06/29/2011	Waitlisted	06/29/2011
60266	Etienne, Aijah	09/19/2006	07/14/2010	Waitlisted	07/14/2010
46066	Ferreiras, Aisone	10/20/2006	07/12/2010	Waitlisted	07/12/2010
64422	Fertil, Bareen-Lee	08/03/2007	07/06/2011	Waitlisted	07/06/2011
61292	Fils-Aime, Max-Thony	12/29/2006	07/06/2011	Waitlisted	07/06/2011
59399	Fleury, Shiren	09/15/2006	11/19/2010	Waitlisted	11/19/2010
38190	Gay, Makari	10/27/2006	07/12/2010	Waitlisted	07/12/2010
65657	Genelus, Allison	08/18/2007	07/06/2011	Waitlisted	07/06/2011
52259	Geter, Diyani	06/27/2008	07/06/2011	Waitlisted	07/06/2011
53831	Gilles, Iau	02/03/2008	07/06/2011	Waitlisted	07/06/2011
66045	Gonzalez, Emily	12/24/2006	07/06/2011	Waitlisted	07/06/2011
40191	Gray, Myrtle	10/24/2006	07/12/2010	Waitlisted	07/12/2010
40535	Guillaume, Alexandra	09/02/2006	04/29/2010	Waitlisted	04/29/2010
40291	Harris, Gabriel	03/09/2007	07/12/2010	Waitlisted	07/12/2010
40167	Henry, Tyrese	01/24/2007	07/12/2010	Waitlisted	07/12/2010
40119	Hewell, Izayah	02/13/2007	07/12/2010	Waitlisted	07/12/2010
46137	Jaboin, Abigail	04/28/2007	07/12/2010	Waitlisted	07/12/2010
62481	Jackson, Darian	09/06/2006	07/06/2011	Waitlisted	07/06/2011
62614	James, Keyanna	06/10/2008	07/06/2011	Waitlisted	07/06/2011
64268	Jean Baptitiste, Sarah	07/29/2008	07/06/2011	Waitlisted	07/06/2011
59397	Jean Jacques, Edwin	03/01/2007	11/19/2010	Waitlisted	11/19/2010
45881	Jean-Bart, I'manuel	05/07/2007	07/12/2010	Waitlisted	07/12/2010
60254	Jean-Louis, Angel	02/09/2007	01/10/2011	Waitlisted	01/10/2011
10512	JeanJacques, Kettler	01/30/2007	07/12/2010	Waitlisted	07/12/2010
62690	Jeanvil, Marcterry	12/07/2007	07/06/2011	Waitlisted	07/06/2011
46446	Jefferies Jr., Omar	07/31/2007	07/12/2010	Waitlisted	07/12/2010
46466	Jenkins, Jayden	08/10/2007	07/12/2010	Waitlisted	07/12/2010
46560	Jimenez, Christine	02/12/2007	07/12/2010	Waitlisted	07/12/2010
40479	JN Paul, Helevy	09/20/2006	07/12/2010	Waitlisted	07/12/2010
7356	Johnson, Anissia	10/03/2007	07/07/2011	Waitlisted	07/07/2011
46570	Johnson, Desmond	05/20/2007	07/12/2010	Waitlisted	07/12/2010

Copyright © ChildPlus Software

Miami-Dade CAHS Head Start

2006 - Management Report - Waitlist

Miami-Dade CAHS Head Start

ChildPlusID		Birthday	Waitlist Date	Current Status	Current Status Date
46581	Johnson, Joy	04/06/2007	07/12/2010	Waitlisted	07/12/2010
42548	Johnson, Terrance	09/22/2006	07/26/2010	Waitlisted	07/26/2010
66116	Johnson, Zionna	04/18/2008	07/06/2011	Waitlisted	07/06/2011
68954	Jones, Allonah	07/17/2008	07/06/2011	Waitlisted	07/06/2011
60854	Joseph, Jakya	11/27/2006	07/12/2010	Waitlisted	07/12/2010
46726	Joyce, Kelis	03/16/2007	07/12/2010	Waitlisted	07/12/2010
46735	Kelly, Mya	01/20/2007	07/12/2010	Waitlisted	07/12/2010
47784	Lafosse, Hans	11/29/2006	07/12/2010	Waitlisted	07/12/2010
40387	Laing, Maurice	04/13/2007	07/12/2010	Waitlisted	07/12/2010
47763	Lake, Jayden	12/08/2006	07/12/2010	Waitlisted	07/12/2010
46828	Laster, Laniyah	12/02/2006	07/12/2010	Waitlisted	07/12/2010
48178	Laurent, Bradley	09/06/2007	07/06/2011	Waitlisted	07/06/2011
10740	Laurent, Frantzalino	09/06/2007	07/12/2010	Waitlisted	07/12/2010
46838	Lawrence, Deandra	02/27/2007	07/12/2010	Waitlisted	07/12/2010
68719	Lefevre, Kenny	07/17/2008	07/06/2011	Waitlisted	07/06/2011
60882	Lenoir, Sanaa	05/07/2007	02/02/2011	Waitlisted	02/02/2011
36840	Lespinasse, Bomani	02/12/2007	07/12/2010	Waitlisted	07/12/2010
46843	Lissimore, Jor'dan	03/23/2007	07/12/2010	Waitlisted	07/12/2010
60857	Louis Jeune, Tawiel	12/25/2006	02/02/2011	Waitlisted	02/02/2011
10755	Maceus, Makeynia	02/14/2008	07/07/2011	Waitlisted	07/07/2011
46863	Magny, Analah	05/23/2007	07/12/2010	Waitlisted	07/12/2010
60886	Mallard, Nijeh	08/10/2007	02/02/2011	Waitlisted	02/02/2011
61500	Manuel, Le'Anne	02/14/2008	07/06/2011	Waitlisted	07/06/2011
57903	Martinez-Ibarroule, Cesar	11/09/2007	07/06/2011	Waitlisted	07/06/2011
46887	McKinzy, Amaya	04/29/2007	07/12/2010	Waitlisted	07/12/2010
46891	McKinzy, Anaya	04/29/2007	07/12/2010	Waitlisted	07/12/2010
64282	Michel, Kamorah	11/03/2006	07/06/2011	Waitlisted	07/06/2011
66675	Miller, Shawn	01/02/2008	07/06/2011	Waitlisted	07/06/2011
69013	Minott, Dillon	05/11/2008	07/06/2011	Waitlisted	07/06/2011
55422	Mode, Rode	09/11/2006	08/23/2010	Waitlisted	08/23/2010
70971	Mondesir, Micah	08/22/2007	07/06/2011	Waitlisted	07/06/2011
46900	Morel, Sharlinn	02/20/2007	07/08/2010	Waitlisted	07/08/2010
44264	Moss Jr., Stephen	12/11/2006	07/12/2010	Waitlisted	07/12/2010
42000	Moultrie, Malik	02/13/2007	07/12/2010	Waitlisted	07/12/2010
42003	Moultrie, Michael	02/13/2007	07/12/2010	Waitlisted	07/12/2010
64439	Myles, Clay	07/21/2008	07/06/2011	Waitlisted	07/06/2011
42198	Napper, Reggie	03/27/2007	07/12/2010	Waitlisted	07/12/2010
67185	Nolan, Rashard	03/03/2007	07/06/2011	Waitlisted	07/06/2011
47628	O'Steen, Tariq	08/03/2007	07/12/2010	Waitlisted	07/12/2010
68609	Olibrice, Arus	12/11/2007	07/06/2011	Waitlisted	07/06/2011
46952	Ortega-Pascual, Elias	03/07/2007	07/12/2010	Waitlisted	07/12/2010
7986	Ovalle, Fredy	05/07/2007	05/19/2010	Waitlisted	05/19/2010
67209	Palaversic, Abigail	06/12/2008	07/06/2011	Waitlisted	07/06/2011
62600	Palaversic, Adrian	09/28/2006	07/06/2011	Waitlisted	07/06/2011
42116	Parker Jr., Quintel	03/06/2007	07/12/2010	Waitlisted	07/12/2010
64394	Parker, Tianna	11/17/2007	07/06/2011	Waitlisted	07/06/2011
44330	Payton, Navia	09/20/2006	07/12/2010	Waitlisted	07/12/2010

Copyright © ChildPlus Software

Miami-Dade CAHS Head Start

2006 - Management Report - Waitlist

Miami-Dade CAHS Head Start

ChildPlusID		Birthday	Waitlist Date	Current Status	Current Status Date
64349	Pearce, Nicholas	05/06/2007	07/06/2011	Waitlisted	07/06/2011
47189	Pennant, Shovair	12/05/2006	07/12/2010	Waitlisted	07/12/2010
47841	Peter, Damya	05/19/2007	07/12/2010	Waitlisted	07/12/2010
11121	Phillips III, Elrod	06/17/2007	07/12/2010	Waitlisted	07/12/2010
47077	Phillips, Zaquareia	08/06/2007	07/12/2010	Waitlisted	07/12/2010
60909	Pierre-Louis, Emma-Lina	03/25/2007	02/02/2011	Waitlisted	02/02/2011
40196	Pierre-Louis, Esther	10/23/2006	07/12/2010	Waitlisted	07/12/2010
48649	Polanco, Yiscarly	12/29/2006	07/12/2010	Waitlisted	07/12/2010
60333	Pouponneau, Ephesian	09/21/2006	01/11/2011	Waitlisted	01/11/2011
63003	Powell, Davron	08/30/2007	07/06/2011	Waitlisted	07/06/2011
52009	Prince, Marc	06/28/2007	07/12/2010	Waitlisted	07/12/2010
47220	Pringle, Kinard	08/20/2007	07/12/2010	Waitlisted	07/12/2010
70533	Prophete, Willy	06/24/2008	07/06/2011	Waitlisted	07/06/2011
66644	Ragin, Ahmad	02/02/2007	07/06/2011	Waitlisted	07/06/2011
47273	Rapisarda, Henry	09/23/2006	07/12/2010	Waitlisted	07/12/2010
47116	Reid, Tyrell	12/03/2006	07/12/2010	Waitlisted	07/12/2010
63114	Robertson, Jermaine	05/21/2008	07/06/2011	Waitlisted	07/06/2011
60269	Rollins, Chadae'	03/14/2007	01/10/2011	Waitlisted	01/10/2011
47280	Roper, Tasharia	01/12/2007	07/12/2010	Waitlisted	07/12/2010
46260	Royal, Jarrett	11/14/2006	07/12/2010	Waitlisted	07/12/2010
47781	Sain Fleur, Anthony	03/22/2007	07/12/2010	Waitlisted	07/12/2010
52329	Saintidor, Kamar	12/09/2006	07/13/2010	Waitlisted	07/13/2010
47283	Saintil, Jada	05/30/2007	07/12/2010	Waitlisted	07/12/2010
62455	Santana, Sophia	05/27/2008	07/06/2011	Waitlisted	07/06/2011
67172	Saray, Dylan	11/27/2007	07/06/2011	Waitlisted	07/06/2011
64155	Shambley, Fallon	09/12/2007	07/06/2011	Waitlisted	07/06/2011
51377	Smith, Alexis	04/06/2007	07/12/2010	Waitlisted	07/12/2010
47598	Smith, Sariyah	03/01/2007	07/12/2010	Waitlisted	07/12/2010
64297	Souter, Jayden	01/19/2007	07/06/2011	Waitlisted	07/06/2011
47503	St. Clair Jr., Adnell	06/11/2007	07/12/2010	Waitlisted	07/12/2010
64607	Supno, Daniel	03/07/2007	07/06/2011	Waitlisted	07/06/2011
65476	Swain, Riyan	02/28/2008	06/28/2011	Waitlisted	06/28/2011
40395	Tanelus, Dackson	04/06/2007	07/12/2010	Waitlisted	07/12/2010
46116	Taylor, Damien	06/05/2007	07/12/2010	Waitlisted	07/12/2010
64411	Telles, Isaiah	09/03/2007	07/06/2011	Waitlisted	07/06/2011
61359	Thermora, Bianca	10/26/2007	07/06/2011	Waitlisted	07/06/2011
60919	Thimot, Christine	06/14/2007	02/03/2011	Waitlisted	02/03/2011
72211	Thomas, Juderson	06/22/2008	07/06/2011	Waitlisted	07/06/2011
44236	Thorne, Saray	04/10/2007	07/12/2010	Waitlisted	07/12/2010
65672	Turner, Kaylee	06/22/2008	07/06/2011	Waitlisted	07/06/2011
64251	Valdivia, Emily	06/15/2007	07/06/2011	Waitlisted	07/06/2011
42854	Vernet, Sahrobbi	09/16/2006	07/12/2010	Waitlisted	07/12/2010
52235	Voltaire, Jehiel	09/25/2006	07/12/2010	Waitlisted	07/12/2010
40431	Walker Jr., Rahjell	06/14/2007	07/12/2010	Waitlisted	07/12/2010
64205	Watson, Dianarys	03/26/2007	07/06/2011	Waitlisted	07/06/2011
61486	Whyms Jr., Tradon	03/14/2007	07/06/2011	Waitlisted	07/06/2011
67167	Whyte, Carlson	11/08/2006	07/06/2011	Waitlisted	07/06/2011

Copyright © ChildPlus Software

Miami-Dade CAHS Head Start

2006 - Management Report - Waitlist

Miami-Dade CAHS Head Start

ChildPlusID		Birthday	Waitlist Date	Current Status	Current Status Date
36802	Wilcoxson, Nancy	01/22/2007	07/12/2010	Waitlisted	07/12/2010
60873	William, Joewy	04/03/2007	02/02/2011	Waitlisted	02/02/2011
47723	Williams, Dezania	03/04/2007	07/12/2010	Waitlisted	07/12/2010
61355	Williams, Jamal	04/18/2007	07/06/2011	Waitlisted	07/06/2011
61356	Williams, Jasmine	04/18/2007	07/06/2011	Waitlisted	07/06/2011
47730	Wilson, Ava	08/06/2007	07/12/2010	Waitlisted	07/12/2010
64000	Wilson, Treliyah	07/16/2008	07/06/2011	Waitlisted	07/06/2011
11277	Zaldivar, Kevin	10/04/2006	07/12/2010	Waitlisted	07/12/2010
70980	Zayas, Destiny	06/23/2008	07/06/2011	Waitlisted	07/06/2011
61841	Zelaya, Janelle	11/02/2007	07/06/2011	Waitlisted	07/06/2011
60951	Zephirin, Veronica	08/15/2007	02/03/2011	Waitlisted	02/03/2011
Current Program: Head Start			197		
Colonel Zubkoff Totals:		197			
Miami-Dade CAHS Head Start Totals:		197			
Current Program: Head Start			197		

Copyright © ChildPlus Software

Miami-Dade CAHS Head Start

2006 - Management Report - Waitlist

FCAA

ChildPlusID		Birthday	Waitlist Date	Current Status	Current Status Date
Current Location: **FCAA Dr. Dazelle Simpson**					
Current Program: Head Start					
32150	Alls, Joel	03/20/2007	08/11/2011	Waitlisted	08/11/2011
46905	Augustin, Damahbiah	02/14/2007	08/11/2011	Waitlisted	08/11/2011
62419	Barr, Aneesa	01/13/2007	08/12/2011	Waitlisted	08/12/2011
76665	Belleveu, Sanaya	01/14/2008	07/08/2011	Waitlisted	07/08/2011
77747	Bellevue, Anaya	01/14/2008	07/08/2011	Waitlisted	07/08/2011
76301	Byrd, Tristan	05/30/2008	08/11/2011	Waitlisted	08/11/2011
37339	Cockroft, Ciara	02/02/2007	08/11/2011	Waitlisted	08/11/2011
49304	Corley, Cayon	07/19/2007	08/11/2011	Waitlisted	08/11/2011
38817	Cruz, Shanell	10/14/2006	08/11/2011	Waitlisted	08/11/2011
38909	Dorvil, Jacob	05/30/2007	08/11/2011	Waitlisted	08/11/2011
77814	Doughty, Jazmyn	05/03/2008	08/12/2011	Waitlisted	08/12/2011
77708	Ernest, Francescia	07/27/2000	08/11/2011	Waitlisted	08/11/2011
41852	Fils-Aime, Jesan	01/03/2007	08/11/2011	Waitlisted	08/11/2011
77853	Florian, Sarah	08/13/2008	08/13/2011	Waitlisted	08/13/2011
76257	Hicks, Garshiya	11/02/2011	08/11/2011	Waitlisted	08/11/2011
3574	Hurley-Placencio, Ricardo	06/29/2007	08/11/2011	Waitlisted	08/11/2011
77726	Hyppolite, Xavion	02/01/2007	08/12/2011	Waitlisted	08/12/2011
77709	Jean, Dagmar	11/29/2007	08/11/2011	Waitlisted	08/11/2011
77788	Joseph, Fitz-lyne	09/27/2007	08/12/2011	Waitlisted	08/12/2011
76748	Laquerre-Paul, Sarai	01/12/2008	07/07/2011	Waitlisted	07/07/2011
23469	Louis, Jason	11/15/2007	07/19/2011	Waitlisted	07/19/2011
77778	Mason, Tranay	01/24/2007	08/12/2011	Waitlisted	08/12/2011
78557	Moise, Kahlia	11/25/2006	08/12/2011	Waitlisted	08/12/2011
53001	Moore, Joshua	04/09/2007	08/11/2011	Waitlisted	08/11/2011
59972	Pacouloute, Jeremiah	07/31/2007	06/16/2011	Waitlisted	06/16/2011
76245	Payne, Akayla	07/01/2008	06/30/2011	Waitlisted	06/30/2011
77731	Pearce, Madison	10/15/2007	08/12/2011	Waitlisted	08/12/2011
62010	Pinder III, Christopher	07/31/2007	08/12/2011	Waitlisted	08/12/2011
76679	Plaisir, Jonathan	05/22/2008	08/12/2011	Waitlisted	08/12/2011
63565	Point Du Jour, Angelynn	07/15/2008	08/11/2011	Waitlisted	08/11/2011
23306	Raymonvil, Sadrina	09/18/2006	06/16/2011	Waitlisted	06/16/2011
78547	Roberts, Ly'Niha	03/12/2008	08/13/2011	Waitlisted	08/13/2011
24297	Simms, Jarvis	03/08/2007	06/16/2011	Waitlisted	06/16/2011
78492	Stafford, Demaray	09/03/2007	08/12/2011	Waitlisted	08/12/2011
45542	Theodat, Alicia	03/17/2007	06/16/2011	Waitlisted	06/16/2011
76305	Thermidor, Elizabeth	03/20/2008	08/11/2011	Waitlisted	08/11/2011
76525	Tucker, Jaylin	02/07/2007	08/11/2011	Waitlisted	08/11/2011
63667	Valembrun, Santhia	07/18/2008	03/02/2011	Waitlisted	03/02/2011
76028	Walker, Davion	06/11/2008	06/28/2011	Waitlisted	06/28/2011
12957	Wright, Jamiya	12/30/2006	06/16/2011	Waitlisted	06/16/2011
Current Program: Head Start			40		
FCAA Dr. Dazelle Simpson Totals:		40			
FCAA Totals:		40			
Current Program: Head Start			40		

Copyright © ChildPlus Software

Miami-Dade CAHS Head Start

2006 - Management Report - Waitlist

FCAA

ChildPlusID	Birthday	Waitlist Date	Current Status	Current Status Date

Copyright © ChildPlus Software

Miami-Dade CAHS Head Start

2006 - Management Report - Waitlist

FCAA

ChildPlusID		Birthday	Waitlist Date	Current Status	Current Status Date
Current Location: **FCAA Opa Locka HS**					
Current Program: Head Start					
80748	Conley, Antonio	04/01/2008	09/16/2011	Waitlisted	09/16/2011
67233	Delva, Neah	01/16/2008	04/13/2011	Waitlisted	04/13/2011
77527	Dulclo, Janyah	01/06/2008	08/01/2011	Waitlisted	08/01/2011
73549	Gilbert, Jakaylah	11/09/2007	08/01/2011	Waitlisted	08/01/2011
46411	Isaac, Jammicla	07/07/2008	10/07/2011	Waitlisted	10/07/2011
68899	Johnson, Dajah	11/07/2007	04/26/2011	Waitlisted	04/26/2011
81061	Senat, Abraham	11/05/2007	09/26/2011	Waitlisted	09/26/2011
75297	Smith, Nigel	03/27/2007	08/15/2011	Waitlisted	08/15/2011
75296	Smith, Xavier	05/01/2008	08/15/2011	Waitlisted	08/15/2011
Current Program: Head Start			9		
FCAA Opa Locka HS Totals:		9			
FCAA Totals:		9			
Current Program: Head Start			9		

Copyright © ChildPlus Software

Miami-Dade CAHS Head Start

2006 - Management Report - Waitlist

Landow

ChildPlusID		Birthday	Waitlist Date	Current Status	Current Status Date
Current Location: **Landow Yeshiva**					
Current Program: Head Start					
80271	Avital, Shira Leah	02/04/2008	08/30/2011	Waitlisted	08/30/2011
69616	Benichou, Isaac	11/01/2007	05/26/2011	Waitlisted	05/26/2011
46926	Boaz, Rachel	05/13/2008	05/26/2011	Waitlisted	05/26/2011
6085	Bonnardel, Esther	02/28/2008	05/26/2011	Waitlisted	05/26/2011
56686	Brusowankin, Shoshana	07/23/2008	05/26/2011	Waitlisted	05/26/2011
61946	Danzinger, Yisroel	10/12/2007	05/26/2011	Waitlisted	05/26/2011
25640	Gansburg, Rochel	12/17/2007	05/26/2011	Waitlisted	05/26/2011
65705	Git, Yoshiyahu	02/07/2008	05/26/2011	Waitlisted	05/26/2011
61632	Itzkowitz, Jonathan	08/05/2008	05/26/2011	Waitlisted	05/26/2011
63343	Lipskar, Eli	08/16/2007	07/29/2011	Waitlisted	07/29/2011
34389	Najman, Zelig	05/01/2008	05/26/2011	Waitlisted	05/26/2011
65300	Newman, Zev	06/26/2008	05/26/2011	Waitlisted	05/26/2011
65117	Raskin, Arye	08/28/2007	05/26/2011	Waitlisted	05/26/2011
65282	Rosenberg, Daniella	11/14/2007	05/26/2011	Waitlisted	05/26/2011
65166	Rosenblat, Meshulam	01/02/2008	05/26/2011	Waitlisted	05/26/2011
64975	Solomon, Hannah	07/07/2007	05/26/2011	Waitlisted	05/26/2011
Current Program: Head Start			16		
Landow Yeshiva Totals:		16			
Landow Totals:		16			
Current Program: Head Start			16		

Copyright © ChildPlus Software

Miami-Dade CAHS Head Start

2006 - Management Report - Waitlist

Miami-Dade CAHS Head Start

ChildPlusID		Birthday	Waitlist Date	Current Status	Current Status Date
Current Location: **Nathan B Young Elementary**					
Current Program: Head Start					
71463	Brown, William	06/13/2008	01/09/2012	Waitlisted	01/09/2012
57849	Burgos-Jimenez, Francess	02/17/2007	09/30/2010	Waitlisted	09/30/2010
53315	Deveaux, Louis	10/07/2007	01/09/2012	Waitlisted	01/09/2012
84440	Etefia, Asia	07/21/2008	01/09/2012	Waitlisted	01/09/2012
63207	Farmer, Azzuria	02/03/2007	03/08/2011	Waitlisted	03/08/2011
57827	Griffin, Steven	06/16/2007	09/30/2010	Waitlisted	09/30/2010
84339	Jean, Matthew	12/17/2008	01/05/2012	Waitlisted	01/05/2012
50987	Jenkins, Tyrique	10/19/2006	08/19/2011	Waitlisted	08/19/2011
50997	Jenkins, Tywon	03/16/2008	01/09/2012	Waitlisted	01/09/2012
61684	Lorfils, Danley	12/13/2007	02/16/2011	Waitlisted	02/16/2011
63250	Mejia, Bianca	04/05/2007	03/08/2011	Waitlisted	03/08/2011
61475	Morales, Miguel	11/16/2007	02/14/2011	Waitlisted	02/14/2011
57872	Portee, Jeylin	06/29/2007	09/30/2010	Waitlisted	09/30/2010
73080	Portela, Roberto	07/17/2008	01/09/2012	Waitlisted	01/09/2012
71304	Preston, Michael	03/28/2008	01/09/2012	Waitlisted	01/09/2012
60435	Robinson, Shania	10/31/2007	01/14/2011	Waitlisted	01/14/2011
71538	Sibilia, Dorcas	08/29/2008	08/19/2011	Waitlisted	08/19/2011
51669	Wimbley, Destiny	03/29/2007	08/20/2011	Waitlisted	08/20/2011
70843	Young, La'daviyah	07/09/2007	01/09/2012	Waitlisted	01/09/2012
Current Program: Head Start			19		
Nathan B Young Elementary Totals:		19			
Miami-Dade CAHS Head Start Totals:		19			
Current Program: Head Start			19		

Copyright © ChildPlus Software

Miami-Dade CAHS Head Start

2006 - Management Report - Waitlist

Miami-Dade CAHS Head Start

ChildPlusID		Birthday	Waitlist Date	Current Status	Current Status Date
Current Location: **North County**					
Current Program: Head Start					
65136	Barnett, Makiah	09/07/2006	07/20/2011	Waitlisted	07/20/2011
43526	Campbell, Novisia	06/15/2007	07/07/2010	Waitlisted	07/07/2010
705	Cunningham, Ahavachakraabeni	01/01/2007	07/07/2010	Waitlisted	07/07/2010
45426	Foster, Ja'vhari	06/01/2007	07/07/2010	Waitlisted	07/07/2010
18386	Franklin, D'Ariea	12/19/2006	07/07/2010	Waitlisted	07/07/2010
44669	Hadley, TaShara	11/06/2006	07/07/2010	Waitlisted	07/07/2010
43899	Jordan, Darlos	06/08/2007	07/14/2011	Waitlisted	07/14/2011
65120	Pinder, Matthew	07/17/2007	07/20/2011	Waitlisted	07/20/2011
72407	Smith, Matthew	03/30/2008	07/20/2011	Waitlisted	07/20/2011
63095	Wilson, John	07/03/1993	07/20/2011	Waitlisted	07/20/2011
Current Program: Head Start			10		
North County Totals:		10			
Miami-Dade CAHS Head Start Totals:		10			
Current Program: Head Start			10		

Copyright © ChildPlus Software

Miami-Dade CAHS Head Start

2006 - Management Report - Waitlist

Miami-Dade CAHS Head Start

ChildPlusID		Birthday	Waitlist Date	Current Status	Current Status Date
Current Location: **Ophelia E. Brown Lawson Center**					
Current Program: Head Start					
72792	Alexander, Jaafan	12/09/2006	01/11/2012	Waitlisted	01/11/2012
51109	Alexander, Rashida	01/24/2007	09/17/2010	Waitlisted	09/17/2010
84018	Andre, Ashley	08/15/2008	01/11/2012	Waitlisted	01/11/2012
52021	Barosy, Trevon	06/22/2007	09/17/2010	Waitlisted	09/17/2010
73623	Beck, Ethan	02/05/2008	01/11/2012	Waitlisted	01/11/2012
73550	Branch, Racal	07/25/2007	01/11/2012	Waitlisted	01/11/2012
60294	Brown, Ariel	04/04/2007	01/11/2012	Waitlisted	01/11/2012
75853	Carswell, Kahmarri	06/27/2008	01/11/2012	Waitlisted	01/11/2012
50740	Carty, Nathan	06/29/2007	09/17/2010	Waitlisted	09/17/2010
50493	Celebrity, Garner	09/25/2006	07/14/2011	Waitlisted	07/14/2011
76007	Cobb, Aryana	03/18/2008	08/09/2011	Waitlisted	08/09/2011
83938	Connor, Alexander	04/19/2008	01/11/2012	Waitlisted	01/11/2012
50586	Couamin, Joseph	01/19/2007	09/17/2010	Waitlisted	09/17/2010
51019	Dieudonne, Anastasiah	12/22/2006	09/17/2010	Waitlisted	09/17/2010
60389	Dixon, Zion	01/29/2008	01/12/2010	Waitlisted	01/12/2010
73809	Durante, Zurel	01/12/2008	01/11/2012	Waitlisted	01/11/2012
528	Espinoza, Nayelis	08/16/2007	01/25/2011	Waitlisted	01/25/2011
51590	Fenelon, Zavian	07/18/2007	09/17/2010	Waitlisted	09/17/2010
3316	Francis, Janaria	09/21/2006	08/20/2009	Waitlisted	08/20/2009
84024	Grant, Kadesha	06/06/2007	01/11/2012	Waitlisted	01/11/2012
51454	Green, Malachi	09/02/2006	09/17/2010	Waitlisted	09/17/2010
76044	Harris, Jade	01/09/2008	08/20/2011	Waitlisted	08/20/2011
50965	Harris, Nathaniel	01/30/2007	09/17/2010	Waitlisted	09/17/2010
60478	Ikechukwu, Gabriel	06/03/2007	01/19/2011	Waitlisted	01/19/2011
51343	Jackson, Jayla	06/16/2007	09/17/2010	Waitlisted	09/17/2010
50265	Jackson, Shaniya	07/17/2007	09/17/2010	Waitlisted	09/17/2010
48643	James, Bianca	11/06/2007	04/16/2010	Waitlisted	04/16/2010
51603	Jean-Baptiste, Celine	09/23/2007	07/22/2010	Waitlisted	07/22/2010
40883	Jerome, Sahira	06/21/2008	07/22/2010	Waitlisted	07/22/2010
83905	Johnson, Alfonza	11/27/2008	01/11/2012	Waitlisted	01/11/2012
49383	Joseph, Jayden	08/20/2007	09/17/2010	Waitlisted	09/17/2010
83977	Lake, Tashorn	11/05/2007	01/11/2012	Waitlisted	01/11/2012
84022	Louis, Elmirah	11/28/2007	01/11/2012	Waitlisted	01/11/2012
51348	Marcelin, Jordan	02/01/2007	09/17/2010	Waitlisted	09/17/2010
57442	Marmol, Alexa	03/04/2007	09/21/2010	Waitlisted	09/21/2010
51685	McGruder, Andrew	03/21/2007	02/01/2011	Waitlisted	02/01/2011
60323	McIntosh, Ian	07/18/2007	01/21/2011	Waitlisted	01/21/2011
11938	Monroe, C'nayia	03/09/2008	01/11/2012	Waitlisted	01/11/2012
83912	Perez, D'Anthony	10/29/2007	01/11/2012	Waitlisted	01/11/2012
50731	Pinate, Raniya	09/14/2006	01/11/2012	Waitlisted	01/11/2012
60361	Ramos, Daurius	01/10/2007	01/12/2011	Waitlisted	01/12/2011
54633	Rollins, Paris	01/18/2007	09/17/2010	Waitlisted	09/17/2010
54630	Rollins, Patrick	01/18/2007	09/17/2010	Waitlisted	09/17/2010
68626	Smith, Joseph	03/21/2008	05/31/2011	Waitlisted	05/31/2011
84074	Solano, Ja'cyri	09/30/2008	01/11/2012	Waitlisted	01/11/2012

Copyright © ChildPlus Software

Miami-Dade CAHS Head Start

2006 - Management Report - Waitlist

Miami-Dade CAHS Head Start

ChildPlusID		Birthday	Waitlist Date	Current Status	Current Status Date
73663	Solorzano, Genevie	06/08/2007	01/11/2012	Waitlisted	01/11/2012
60540	Sucklal, Tristan	12/17/2007	01/21/2011	Waitlisted	01/21/2011
74279	Torres, Angelique	01/02/2007	08/20/2011	Waitlisted	08/20/2011
60367	Williams, Layla	06/19/2008	05/27/2011	Waitlisted	05/27/2011
51213	Wilson, Ny'Jai	12/02/2006	09/17/2010	Waitlisted	09/17/2010
50914	Woods, Kylee	06/10/2007	09/17/2010	Waitlisted	09/17/2010
75922	Woods, Rashon	04/12/2008	01/11/2012	Waitlisted	01/11/2012
51494	Wright Jr., Christopher Navarro	04/13/2007	09/17/2010	Waitlisted	09/17/2010
83285	Wright, Dona-Kahren	03/30/2007	01/11/2012	Waitlisted	01/11/2012
Current Program: Head Start			54		
Ophelia E. Brown Lawson Center Totals:		54			
Miami-Dade CAHS Head Start Totals:		54			
Current Program: Head Start			54		

Copyright © ChildPlus Software