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PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS <u>AGENDA ITEM SUMMARY</u>								
Meeting Date: September 13, 2011 Department Submitted By: <u>Community Servi</u>	[X] [] ces	Consent Ordinance	[] Regular [] Public Hearing					
Submitted For: <u>Head Start/Early</u> ====================================	=====	Start & Children' VE BRIEF	<u>s Services</u> ========					

Agenda Item #:**3E-7**

Motion and Title: Staff recommends motion to ratify the chair's signature on: A) Child Care Food Program (CCFP) Permanent Contract B) 2011-2012 Budget in the amount of \$1,520,755 for catered meals served to Head Start/Early Head Start children; C) Annual Information Update and Certification; and D) the Child Care Food Program Delegation of Signing Authority document, authorizing the Department of Community Services Director to sign program documents required by the Department of Health (DOH).

Summary: This contract will enable the Head Start Program to participate in the FY 2011-2012 Child Care Food Program (CCFP) by providing 1010 infants, toddlers and children with breakfast, lunch, and a snack each day. Due to the Healthy Hunger Free Kids Act (the Act), there will no longer be an annual CCFP contract renewal. The Act requires a permanent contract, which will be subject to changes as needed through contract amendment procedures. The Annual Update and Certification Form is a requirement of the Act and is necessary to update any previously submitted CCFP materials. The Delegation of Signing Authority form will allow one representative, other than the Chair, to sign any additional forms from the DOH during the contract period. The projected earnings for FY 2011-2012 are based on a reconfigured food service process to be a more accountable system. Head Start staff projects reimbursement of \$1,286,724 from the Florida Department of Health (DOH). The emergency signature process was utilized because there wasn't sufficient time to submit the documents through the regular BCC agenda process and meet the return deadline. County support of \$234,031 is required for a total amount of \$1,520,755 to serve meals to Head Start and Early Head Start children. The County funds are included in the proposed FY 2012 budget (Head Start) <u>Countywide</u> (TKF).

Background and Justification: Palm Beach County participates in the Florida Department of Health (DOH) Child Care Food Program for needy children. The predetermined Budget Grand Total is received from the DOH. The Florida Department of Health Child Care Food Program Budget form has been amended to match the Palm Beach County Head Start Child Care Food Program (1449) FY 2012 Budget Request. The CCFP budget from the DOH is an estimated budget and does not affect reimbursement of meals. The projected earnings for FY 2011/-2012 are based on a reconfigured food service process to be a more accountable system. The projected expenditures for FY 2011-2012 are \$1,520,755. Head Start/Early Head Start projects that its twelve (12) centers will feed 1010 infants, toddlers, and children during the FY 2011- 2012, for an estimated reimbursement of \$1,286,724 from DOH, and additional support of \$234,031 from the County. Listed below are projections for the twelve child care centers upon which this contract is based:

CENTERS	NUMBER OF CHILDREN
West Palm Beach, WPB	176
Westgate, West Palm Beach	35
Boynton Beach	114
Delray Beach	65
Delray Beach EHS	16
Lake Worth	90
Pahokee	99
Jupiter	67
San Castle	16
South Bay U.S. 27	144
Palm Glades, Belle Glade	74
Riviera Beach	<u>114</u>
TOTAL	1010
Attachments:	
1. Child Care Food Program Permanent Contract	
2. Annual Information Update and Certification	
3. Program Budget for FY 2011-2012	
4. Delegation of Signing Authority Form 1	
	-
	8-31-11
Recommended by:	<u> </u>
Department-Director	Date
Ale	9-12-11

Assistant County Administrator

Date

Approved by:_

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Capital Expenditures Operating Costs	\$1,520,755				
External Revenues	(1,286,724)				
Program Income (County) In-Kind Match (County)				<u> </u>	
NET FISCAL IMPACT	\$234,031				

ADDITIONAL FTE POSITIONS (CUMULATIVE)

Is Item Included in Proposed Budget? Yes X No____ Budget Account No.: Fund 1002 Agency 147 Org.1449 Object Various Program Code: Various

 B. Recommended Sources of Funds/Summary of Fiscal Impact: Funding Florida Department of Health (DOH) \$ 1,286,724 PBC \$ 234,031 \$ 1,520,755
C. Departmental Fiscal Review. Taruna Malhotag 8/23/11

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

OFMB 9/61

Contract Dev. Sheeli

B. Legal Sufficiency:

Assistant County Attorney

C. Other Department Review:

Department Director

This summary is not to be used as a basis for payment.