MONROE COUNTY
HUMAN SERVICES ADVISORY BOARD
Application for Funding
Fiscal Year 2011
October 1, 2010 – September 30, 2011

Agency Name	Wesley House Family Services, Inc.
Physical Address	1304 Truman Avenue
Mailing Address	Same
City, State, Zip	Key West, FL 33040
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Who should we contact with questions about this application?	Mindy McKenzie

Amount received for prior fiscal year ending 09/30/09	$128,000.00
Amount received for current fiscal year ending 09/30/10	$126,500.00
Amount requested for upcoming fiscal year ending 09/30/11	$152,000.00

4/23/10 1:55

CERTIFICATION

To the best of our knowledge and belief, the information contained in this application and attachments is true and correct. Monroe County is hereby authorized to verify all information contained herein, and we understand that any inaccuracies, omissions, or any other information found to be false may result in rejection of this application. This certifies that this request for funding is consistent with our organization's Articles of Incorporation and Bylaws and has been approved by a majority of the Board of Directors.

We affirm that the Agency will use Monroe County funds for the purposes as submitted in this Application for Funding. Any change will require written approval from the Monroe County Board of County Commissioners.

We understand that the agency must substantially meet the eligibility criteria to be considered for Monroe County funding and that any applicable attachments not included disqualify the agency's application.

We further understand that meeting the Eligibility Criteria in no way ensures that the agency will be recommended for funding by the Human Services Advisory Board. These recommendations are determined by service needs of the community, availability of funds, etc. HSAB funding recommendations must be approved by the Monroe County Board of County Commissioners.

Typed Name of Executive Director: Douglas Blomberg, Chief Executive Officer

Signature _____

Date: 4-22-10

Typed Name of Board President/Chairman: Claude J. Gardner, Jr., Chair, Board of Directors

Signature _____

Date: 4-22-10

1. **Insert your agency's board-approved mission statement below.**

Wesley House Family Services, Inc.'s (WHFS) mission is:

Promoting and enhancing the safety, well-being and development of children by educating, supporting and meeting the needs of families.

2. **List the services your agency provides.**

Community Based Care (working with and funding provided by Our Kids of Miami-Dade/Monroe, and working in collaboration with the Florida Department of Children and Families, the Guardian Ad-Litem, the Florida Department of Juvenile Justice, the Florida Keys Children's Shelter, the Domestic Abuse Shelter, and Family Court):

Full Case Management:

- Safeguards the welfare of children by providing dedicated case manager family presentation services to families anytime the Department of Children and Families investigates and verifies a report of abuse, neglect or abandonment or to troubled families on a free, voluntary basis.

- Provides the overall coordination of services to the child and family.

- Provides the link between the legal system and the service delivery system to improve and ensure a more positive functioning family.

- Works with pre-adoptive and post-adoptive families assisting new parents to create a successful transition.

- Independent Living Skills Program: Life skills development for teens in foster care provided in two stages, one for ages 13 to 15 and a second for ages 16 to 18, to help them transition successfully to independence.

- Road to Independence Program: Additional assistance to young adults exiting foster care from age 18 until their 23rd birthday. This takes the form of financial assistance to prevent homelessness and funding for support services such as tutoring, counseling, etc.

- Intensive Family Reunification Services: Provides Full Case Management with a program to assist in reunification of a child with his/her biological parent(s). This is done through usage of an intake assessment and family preparation before the child returns home, followed by a period of intensive services after the child returns home (available 24/7 to the family). The final phase provides referrals as needed and monitors progress and stability after the intensive services period.

Foster/Adoptive Services (working with the Monroe County Foster Parent Association and the Florida Department of Children and Families):

- In March 2010, WHFS staff was trained in the Parent Resources for Information, Development and Education (PRIDE) program which is a model for developing and supporting foster and adoptive families. The PRIDE program is designed to strengthen the quality of family foster care and adoption services by providing a consistent, structured framework for the competency-based recruitment, preparation and selection of foster and adoptive parents. This program emphasizes the concept of the foster parent(s) working as a team with the WHFS caseworker and other involved parties with a shared vision of protecting and nurturing at risk children. The program will replace currently mandated MAPP classes by providing foster parent training and ongoing professional development. The PRIDE program will be implemented in May of 2010 and will include:
    - Recruitment of new foster and adoptive families.
    - Licensure and re-licensure of foster homes.
    - Support and in-service training for current foster homes.
    - Support and education for prospective adoptive parents and continued guidance and support as new families are establishing.

Prevention Services:

- Prevention Services provides needed services for children and families at risk of abuse and neglect, children facing out-of-home placement and other families in the community that can benefit from social services aimed at supporting and preserving families.

- Safe At Home Program, previously known as Crisis Intervention: Provides intensive, emergency case management, parenting education and interventions for families in their homes to prevent the removal of children from the caregiver. Services are within two hours of notification from Key West through Grassy Key and are available 24 hours per day, 7 days a week.

- Community System of Care Support Program (replacing Neighborhood Center): Provides supportive services for families who are experiencing stresses that may jeopardize children remaining in the home or the well

being of the family. Referrals come from various agencies in the community and from self referrals. Services include:

- Dependency Parenting Program: Provides parenting skills training to parents of three different children's age groups using an evidence-based model curriculum in group and in-home settings with initial, status and final reports filed with the court system.

- Dyadic Therapy: Parent-child psychotherapy which provides evidence-based, relationship-based intervention for children aged birth to 4 years. The therapy is conducted with the child and the primary caregiver in order to reduce the occurrence and re-occurrence of abuse and neglect within a family, to enhance the child's development, to improve the parent-child relationship and to increase the expeditious permanency placement.

- Being Connected: A Group for Fathers: Provides biological fathers and all males with positive fathering and parental role model relationship building skills to enhance the physical, emotional, mental and spiritual well-being of their children. This program increases the awareness of the importance of a positive relationship between parents or parental figures for the healthy development of children with a special emphasis on the damage caused by domestic violence and patterns of control.

- Parents as Partners Program: Provides in-home, voluntary, short-term family preservation services designed to keep children safely with their families and prevent the family from entering the child welfare dependency system. The emphasis is on building a natural and community support system and empowering families to use their existing strengths to build support systems and address problems in the future.

Healthy Families-Monroe Program (in collaboration with Healthy Families-Florida):

Provides voluntary in-home support to expectant and new parents to prevent child abuse and neglect before it starts by identifying families with risk factors. The program promotes positive parent-child relationships and encourages stable and nurturing homes. Services are available from Key West through Big Pine Key.

Child Care Services Family Services (working with and funding provided by our partner, the Early Learning Coalition of Miami-Dade/Monroe):

- Free, unbiased, early childhood education and community services resource and referral information.

- Financial assistance for income eligible families to help pay the cost of childcare.

- Coordination of and support for Florida Voluntary Pre-Kindergarten (VPK) programs throughout the County.

Child Care Services Provider Services (working with Monroe County licensed child care providers and funding provided by the Early Learning Coalition of Miami-Dade/Monroe):

- Technical assistance, recruitment and training in over 100 topics for early childhood education professionals.

- Licensed to provide the 120-hour Florida Child Care Professional Credential (FCCPC).

- Free resources and consumable materials for early childhood education providers.

- Resource library and resource van to distribute consumable materials free of charge throughout Monroe County.

Teen Parent Program (working with and funded through a contract with the Monroe County School District):

- Provides child care options and financial payment for child care for teen parents who want to remain in school to complete their high school diploma.

Directly-Operated Inez Martin Child Development Center:

- Provides developmentally and age appropriate learning activities using the Creative Curriculum Approach in a safe and nurturing environment.

- Voluntary Pre-Kindergarten (VPK) classroom.

- Department of Health (DOH) free nutritional meal program offering daily breakfast, lunch and afternoon snack to all enrolled.

- Accreditation by the international Council on Accreditation (COA).

- "Gold Seal" recognition by the State of Florida for commitment to standards above and beyond state licensing requirements.

3. **What services will be funded by this request?**

WHFS Child Care Services:

- The School Readiness program is requesting $110,000 in match funding for child care subsidy payments for low income working families throughout Monroe County which has a local cash match requirement of 6%, or a total local match requirement of $122,505. This $110,000 is a 16 to 1 local match drawing down approximately $1,723,000 in state funding to Monroe County. We are currently serving approximately 675 to 725 eligible children per month with this program. In order to enter into this program family income must be at or below 150% of Federal Poverty Guidelines and can continue to receive funding up to 200% of Federal Poverty Guidelines.

WHFS Healthy Families-Monroe:

- The Healthy Families-Monroe program is requesting $20,000 to assist in staffing to provide in-home child abuse prevention services. These funds will be used to match funds received from Healthy Families-Florida under a grant from the Ounce of Prevention program to meet a partial local match requirement of 25% per contract requirement. The requested $20,000 in HSAB local matching funds is a portion of the required local match of $70,527 and represents $80,000 in state funding to our community from the Ounce of Prevention program.

Historically, WHFS has found it necessary to allocate all or almost all Human Services Advisory Board awarded grant monies to the School Readiness and Healthy Families-Monroe programs in order to meet local match and draw down as much state grant money into Monroe County as possible. Therefore, the County's HSAB funding has not funded or fully supported our Community Based Care Full Case Management and Prevention Services programs (except for Sheriff's Asset Forfeiture Fund grant awards for dental and emergency medical care funds for children in the dependency care system). WHFS hopes that the HSAB Board will show community support for the Monroe County Community Based Care programs and to the County's children and families in the dependency care system and at-risk families that are working towards not entering the dependency care system through our prevention programs by increasing the funding for WHFS to be allocated to the Community Based Care programs in the following ways:

WHFS Community Based Care:

- WHFS Prevention Services is requesting $14,000 for Flex Funds to be used for ancillary support for families in crisis that are overcome by financial commitments. These funds help to stabilize the family financially so their children can hopefully remain in the home and avert entering the dependency care system. Many times a family just needs help for a month with rent or utility payments. These funds are also used to help a family purchase food or bus passes.

- WHFS Full Case Management is requesting $8,000 for Flex Funds to be used to pay for psychological, emergency medical and dental services for children in the dependency care system. In some cases, these funds allow a child to remain with his or her biological parents or kinship caregivers. The funds also are used to assist biological parents working on regaining custody of their children.

- Pursuant to the Promoting Safe and Stable Families Program funding portion for Community Based Care programs, these funds will be used through delivery of family preservation, family support services, time-limited family reunification and adoption promotion, as local match funding requirements per contracted requirements of 25%. Full funding of $22,000 for these Community Based Care programs will assist in matching up to $88,000 in state funding for Monroe County.

4. **Will County HSAB funds be used as match for a grant?**

Yes; all awarded HSAB funding will be used as match dollars.

5. **If you answered "yes" to number four, please specify the:**

a. grant award title, granting agency and purpose:

b. grant amount:

c. match percentage requirement and amount:

The following figures are based upon FY 2009/2010 funding. All contracts are currently under negotiation for FY 2010/2011. These negotiations may result in reduced funding for some of the programs listed below but the reduction will not affect the requested match requirements as the requested HSAB grant awards are less than the total necessary local match for each contract.

<u>WHFS Child Care Services</u>:

a. The School Readiness program contracted with Early Learning Coalition of Miami-Dade/Monroe provides child care subsidy payments for low income working families.

b. Total FY 2009/2010 Grant is $3,468.740.

c. The $110,000 requested is a 16 to 1 local match drawing down approximately $1,723,000 in state funding to Monroe County (total current local match requirement is $122,505).

WHFS Healthy Families – Monroe:

a. The Healthy Families-Monroe program contracted with the Healthy Families Florida "Ounce of Prevention", provides services for expectant families and families with children up to five years to promote positive parent-child relationships and prevent child abuse.

b. Total FY 2009/2010 Grant is $282,107 plus the required $70,527 in local match funding (4 to 1 match requirement).

c. The $20,000 requested is needed to meet a partial match contract requirement of 25%. The requested funds will draw down $80,000 for this program.

Community Based Care:

a. The Community Based Care Promoting Safe and Stable Families Program (PSSF) contracted with Our Kids of Miami-Dade/Monroe provides family preservation, family support services, time-limited family reunification and adoption promotion services through WHFS Full Case Management and Prevention Services.

b. Of the total Monroe County Community Based Care FY 2009/2010 grants, approximately $320,000 is PSSF funding eligible, based upon type of case.

c. This funding requires a 25% local match or approximately $60,000. In FY 2008/2009, total expenditures of these types of funds required a match of $61,600 pursuant to our audit.

6. **Do you plan to allocate any part of this HSAB grant, if awarded, as a sub-grant to another organization?**

No.

7. **Does your organization allocate sub-grants to other organizations using other sources (non-County) of funding?**

WHFS contracts with the Florida Keys Children's Shelter for foster child placement either in Key West at their six-bed Emergency Home for short-term emergency placement or their six-bed Residential Group Home for children 11 to 17 years of age needing long-term care or their Tavernier Children's Shelter for children 10 to 17 years of age. This funding of these sub-contracts is through our contract(s) with Our Kids of Miami-Dade/Monroe. WHFS pays monthly for 14 Florida Keys Children's Shelter beds whether there are children in the beds or not: six beds at the Emergency Home, six beds at the Residential Group Home and 2 beds at the Tavernier facility.

In past years, funding has been made available through the Early Learning Coalition of Miami-Dade/Monroe to provide quality enhancement support for individual School

Readiness child care programs. When quality funding is available, WHFS provides mini grants to child care providers throughout Monroe County to be used for developmentally appropriate classroom materials, playground equipment and insurance. However, due to state budgetary issues, child care provider quality enhancement funding has not been available for the past two fiscal years and probably will not be available this year.

8. **Will you or have you applied for other sources of County funding?**

WHFS applied to the Monroe County Sheriff's Asset Forfeiture Fund for a $10,000 grant for dental and emergency medical care funds for children in the dependency care system. The SAFF Advisory Board recommended that the BOCC award WHFS $8,000 for this purpose at their public meeting in March and the BOCC will vote on the grant award at its April meeting.

9. **What needs or problems in this community does your agency address?**

WHFS Community Based Care:

- WHFS Prevention Services is a child abuse prevention program aimed at preventing the removal of children from the home by enhancing parenting skills and ameliorating issues that prevent parents from providing safe, nurturing homes for children. Additional responsibilities include reunification services, a court-approved evidenced-based dependency parenting program, dyadic psychotherapy for children aged birth to 4 years and their parents, a positive role model support group for male parental figures, enhanced in-home services and supportive services to foster, adoptive and kin-ship caregivers. Up to half of our clientele earn less than 200% of the Federal Poverty Guidelines per year; a large portion of the families served earn less than $40,000 and all have other risk factors.

- WHFS Full Case Management provides coordination of medical, educational, clinical, and other services to children and families under court order and on a voluntary basis with the goal for each child to be in a stable and safe home as quickly as possible. All services are provided to enhance child safety and achieve permanency for the child within a targeted 12 month time frame. Over the past fiscal year, the two primary reasons for a majority of requests for services were either violence related (domestic, family or violence threatening a child) or substance abuse or exposure. Other reasons for requested services were courtesy supervision cases where the child was transferred into the Florida Keys from another county and various other miscellaneous situations such as inability to cope, inadequate supervision of children, the incarceration of a parent, medical neglect or voluntary request for services. Within most of the violence related cases, the secondary reason for services is substance abuse and the same is true that frequently primary substance abuse cases have violence as a secondary reason for services.

- WHFS Foster-Adoptive Services provides the means by which families can become licensed and re-licensed foster and adoptive homes, recruits and supports those homes and parents and coordinates public adoptions in Monroe County.

WHFS Child Care Services:

- Child Care Services programs address the growing problems facing families as they try to access safe, affordable quality child care for their children so that they can maintain their employment. The cost of child care keeps rising and the availability or unavailability of early childhood education programs is directly linked to the high cost of maintaining a child care business. In addition, retention of child care teachers is increasingly problematic due to low wages in the field and increasing educational requirements. The Child Care Services programs address six critical needs:

  a) The required local match from our community to draw down funding which shows a commitment from our community that there is recognition of the need for this funding and the services provided and that sustainable quality child care, school readiness and family self-sufficiency goals are shared.

  b) Financial subsidy funds to offer working income eligible families options and access to quality child care programs so that they can remain employed.

  c) Contractual agreements with early childhood education programs for children birth to age five and school age children to ensure that Monroe County children experience developmentally appropriate educational opportunities promoting later success in school and in life.

  d) Continued and expanded free VPK programs for 4 year olds to attend preschool the year before entering kindergarten to increase school readiness success.

  e) Recruitment, training and retention of qualified child care directors and teachers throughout Monroe County.

  f) Education for parents of all income levels about what kinds of child care are available throughout Monroe County and free, unbiased referrals for child care programs and referrals for support services.

WHFS Healthy Families-Monroe:

- WHFS Healthy Families-Monroe provides voluntary, in-home child abuse and neglect prevention services for at-risk expectant and new parents that address the critical need for early intervention and prevention.

10. **What statistical data support the needs listed in number nine?**

WHFS Community Based Care:

- WHFS Prevention Services is a child abuse prevention program aimed at preventing the removal of children from the home and providing in-home wrap-around services to the children and families in the dependency care system. Last fiscal year, WHFS served 193 families. Fiscal year to date caseload is approximately 90 families for services that are between six weeks and three months in length as defined by program requirements.

- Full Case Management has had approximately 182 children on average over the past nine months throughout Monroe County under protective supervision at any given time. Currently, 34% of the children are in out-of-home, foster care/shelter placements and/or placements with kin-ship and non-relative caregivers; 57% are in home court ordered supervision; and 9% represent young adults formerly in foster care (18 to 23 years of age). The staff develops court reports that document a family's progress towards case plan goals and maintains information regarding all aspects of the family's progress in a statewide data base.

- WHFS Foster-Adoptive Services: As of March 31, 2010, there are 22 licensed foster homes which have the capacity for 39 children throughout Monroe County. Last year, we conducted a series of three 10-week Model Approach to Partnership in Parenting (MAPP) classes required for foster and adoptive parents. In the first nine months of the current fiscal year, we have completed 15 adoptions.

WHFS Child Care Services:

- Over the past nine months, 97% of the families requesting assistance from our Child Care Services Resource and Referral program have been single parent families. Because these families are probably also single income families, many live below the poverty level. In order for families to maintain employment, they need safe, affordable quality child care for their children. There are up to 725 children served through School Readiness programs monthly throughout Monroe County. This year, fewer children can be served with the same funding as families are making less money and pay smaller parent fees while WHFS financial assistance increases to cover the entire cost of care per child. Consequently, WHFS will start FY 2010/2011 with a waiting list of children waiting for financial assistance for child care because the lower parent fees and resultant higher reimbursements leave only enough funding to serve the children currently enrolled. Enrollment of new children from the waiting list can only occur as families drop out of child care by becoming ineligible or moving from the area. There are currently 95 children waiting for funding.

Child Care Services has served 420 children in 23 VPK programs (a 5% increase over last year) throughout the Florida Keys so far this year. As of April 15, 2010, WHFS has served 1,406 children in our School Readiness and VPK programs.

WHFS Healthy Families-Monroe:

- WHFS Healthy Families-Monroe (HFM) received approximately 476 referrals this year of which 163 were eligible for services. Eligibility for services includes issues such as being raised by alcoholic or substance abusing parents, childhood witness to domestic violence, limited knowledge of discipline options, late pre-natal care and maternal depression. There has been a marked rise again in teen pregnancy and birth this year. HFM is contracted to serve on average 80 families at any given time, and has been at or above capacity during most of the past fiscal year.

11. **What are the causes (not the symptoms) of these problems?**

WHFS Community Based Care:

- WHFS Prevention Services: Causes include lack of parenting skills, domestic violence, substance abuse, mental health issues, job loss, financial difficulties and cultural differences.

- Full Case Management: Substance abuse, domestic violence and/or abuse were factors in approximately 40 to 45% of the cases presented to Full Case Managers over the past fiscal year. Lack of client accessibility to Monroe County treatment resources prolongs the recovery of some parents which impacts the permanency planning of many children.

- WHFS Foster-Adoptive Services: The need for increasing the capacity of foster care homes is critical so children can remain close to their family for re-unification visits, their neighborhood schools and other activities. Demographics, house size and affordability and retention of families in the Keys have always been and continue to be major factors in having enough foster homes for the Monroe County dependency system of care.

WHFS Child Care Services:

- The high cost of living in Monroe County drives the need for affordable child care. The lack of affordable housing is well known and continually addressed throughout the County with few concrete results for low income families. Many low income wage earners support the tourist industry and infrastructure of the Keys as housekeepers, department store, pharmacy and grocery store clerks, office assistants, cooks and groundskeepers. They cannot afford to pay high rents as well as the full cost of safe, legal and increasingly expensive child care. Helping families afford child care allows them to have child care options and access to

quality child care despite their low income and reduces the incidence of "latch-key" children situations.

- The high cost of doing business in Monroe County drives the need to increase prices for early childhood programs. Faced with the high cost of renting space, insurance and retention and training of staff, many programs rely heavily on WHFS for free consumable materials and affordable, developmentally-appropriate resources and training to increase the quality of their programs.

- In school year 2010/2011, VPK will be entering its sixth year of funding with budget cuts again being proposed. Legislative intent is to continue increasing educational qualifications for teachers over the next few years; meaning teachers with degrees will require higher salaries. The contracted funding formula to coordinate and manage VPK throughout the County, inadequate to begin with, now has a lower proposed administrative rate. The VPK contract which previously allowed up to 5% administration funding, and barely funded one staff salary, was reduced to 4.85% in FY 2009/2010 and may be reduced again this year. Additional staff necessarily must be involved in administering this program such as a supervisor, fiscal personnel to process payments to child care providers and eligibility specialists in three locations throughout Monroe County who perform eligibility, enrollments, transfers and tracking of the children. The current funding is inadequate.

WHFS Healthy Families-Monroe:

- Child abuse is a major financial, social and health problem throughout the United States caused by a multitude of financial, social and health factors. Research shows that the added stress low-income families face during economically depressed times causes child abuse and neglect to increase. Prevention services that support healthy child development and family stability are more effective and less costly than services that intervene after abuse and neglect have occurred. The annual cost of providing services to a family in the Healthy Families program is $1,671 compared to $64,377 to care for an abused or neglected child.

12. **What does your agency do to address these causes?**

WHFS Community Based Care:

- WHFS Prevention Services provides a court-approved, evidence-based dependency parenting program, dyadic therapy to reduce the occurrence of neglect and abuse in a family, a positive role model support group for male parental figures, an array of in-home services to build skills (such as conflict resolution, anger management, parenting skills, nutrition, budgeting and hygiene) to families in crisis, help for families to access available community resources and support for foster and adoptive families and relative placements to stabilize the situation for the child in a comprehensive system of care.

- Full Case Management provides case management to identified families utilizing community resources and internal programs. Staffing the families' issues with all providers involved with the family enhances the success and timeliness of permanency placement. Life skills classes, part of the Independent Living Program, are offered to prepare Monroe County foster youths for adulthood.

- WHFS Foster-Adoptive Services works with Foster-Adoptive Parent Associations and the community to recruit new foster homes throughout the Florida Keys; using the new PRIDE model for developing and supporting foster and adoptive families beginning in May of 2010. Foster parent training is offered in Tavernier, Marathon and Key West. In addition, WHFS assists with on-going in-service training to licensed families who are required to complete 8 hours of annual in-service training.

WHFS Child Care Services:

- Financial assistance from WHFS helps to defray the impact of our community's high cost of living. WHFS helps families by providing financial assistance so that they can afford the cost of child care and do not have to make the choice of either buying food and paying utility bills or leaving their child home alone or in unregulated care rather than a safe, legal child care program. Additionally, through our Resource and Referral program, WHFS refers families to agencies and organizations that can provide additional services so that they can remain self-sufficient such as KidCare low cost health insurance, the Monroe County Health Department's immunization program, GED programs and Monroe County Social Services.

- To address the high cost of doing business, WHFS contracts with early childhood programs and partners with them to increase the quality of their programs while limiting their increase in expenses. WHFS provides consumable materials to all School Readiness programs including books, colored paper, paint, craft materials, music and other learning materials and lesson plans at no cost. When quality funding is available, WHFS provides mini grants that can be used for developmentally appropriate classroom materials, playground equipment and insurance. Child care providers have free access to WHFS resource library materials.

- To help tackle staff retention issues for child care programs, WHFS provides many free trainings and workshops and works with the Department of Children and Families' Licensing Specialist to help potential providers become licensed or registered. Additionally, WHFS provides state mandated courses required for child care teachers and is licensed to provide, and is currently conducting in Key West and Tavernier, the Florida Child Care Professional Credential curriculum. WHFS offers the 30-hour Introductory Child Care Training, required to be taken by all new child care teachers within 90 days of working in a child care program and the 10-

hour Developmentally Appropriate Practices Courses in Behavior Observation, Infant/Toddler, Pre-School and School Age Care.

- WHFS has requested additional funding from the Early Learning Coalition of Miami/Dade-Monroe, the School Readiness and VPK funder; however, due to state budgetary issues WHFS has operated with flat funding for Monroe County for several years and we expect to see a reduction in funding in the next fiscal year.

WHFS Healthy Families-Monroe

Healthy Families-Monroe provides free in-home support to parents expecting a baby and parents of newborns to prevent child abuse and neglect before it starts by providing instruction in ways to maximize baby growth and development; fun learning activities for parents and babies; well baby care and regular immunization schedules; and linkage to supportive community resources

13. **Describe your target population as specifically as possible.**

- Families who are at risk for child abuse and neglect
- Court referrals related to parenting issues
- Department of Children and Families referrals related to parenting issues as identified by Child Protection Investigators
- Families referred through Our Kids Miami-Dade/Monroe in Community Based Care
- Families receiving WHFS dependency services
- Foster and adoptive parents
- Southernmost Homeless Assistance League (SHAL) families with children
- Helpline, Inc. clients
- Women who are pregnant or with infants with factors that put them at risk for child abuse and neglect
- Child care providers throughout Monroe County
- Working families at 200% of Federal poverty guidelines
- Children and families below 200% of federal poverty guidelines at risk of welfare dependency
- Any child who is a resident of Monroe County and is 4 years old and is eligible for Voluntary Pre-Kindergarten.

- Parents or guardians in need of referrals for quality child care or other community services.

- Parents or guardians in need of financial assistance for pre-school and after-school costs.

14. **How are clients referred to your agency?**

In addition to self-referral to WHFS, clients can be referred by the court, the Department of Children and Families, the Southernmost Homeless Assistance League, Our Kids of Miami-Dade/Monroe, the Monroe County Department of Health, the Healthy Start Coalition, the Monroe County Sheriff's Department Victim Advocate Program, Helpline, Inc., child care providers throughout the County and WHFS dependency services. Clients hear about WHFS by our exemplary reputation, by word of mouth and by advertisements in the media.

15. **What steps are taken to be sure that prospective clients are eligible and that the neediest clients are given priority?**

WHFS's referral process requires the completion of a family needs assessment. This document identifies the salient issues needing to be addressed and provides the information the WHFS staff needs to prioritize the families in terms of verified need. Child safety issues are paramount in identifying family needs.

16. **Describe any networking arrangements that are in place with other agencies.**

- Early Learning Coalition of Miami-Dade/Monroe, Inc. (School Readiness and VPK funder and contractual partner in providing services to families)

- Our Kids of Miami-Dade/Monroe, Inc. (Community Based Care funder and contractual partner in providing services to families through child welfare programs)

- The Florida Department of Children and Families

- Florida Keys Children's Shelter (contracted with WHFS to provide shelter beds)

- Guardian Ad-Litem

- Florida Department of Juvenile Justice

- Monroe County School District (WHFS contracts with the school district for VPK, the Teen Parent program, after school care and summer programs for children)

- Monroe County Community Based Care Alliance

- Monroe County Advisory Committee of the Early Learning Coalition of Miami-Dade/Monroe (The Advisory Committee brings together Coalition members, child care providers, WHFS staff and parents to keep them informed about issues relating to children and families and aid in their decision-making process)
- Guidance/Care Center, Inc.
- Healthy Start Coalition (A resource for WHFS clients providing services related to pregnant women, infants and toddlers)
- Area Health Education Center (AHEC) (contracted with the Early Learning Coalition to provide health screenings for WHFS children in School Readiness programs)
- United Way of Monroe County
- United Methodist Churches
- Southernmost Homeless Assistance League (SHAL)
- Monroe County Sheriff's Department
- Inter-agency Council, Inc.
- Domestic Abuse Shelter
- Easter Seals of Florida
- Licensed child care center programs
- Licensed family child care homes
- Foster Parent Association

17. **List all sites and hours of operation.**

In addition to the physical sites below listed with their standard business hours, Community Based Care Full Case Management and Prevention Services are available 24 hours a day, 7 days a week. This is coordinated through a County-wide "On Call" system providing in-home services.

- 1304 Truman Avenue, Key West, Florida 33040. Hours of operation 8:00 AM to 5:00 PM (Administrative, Child Care Services and Healthy Families-Monroe).
- Habana Plaza, 3114 Flagler Avenue, Key West, Florida 33040. Hours of operation 9:00 AM to 5:00 PM (Community Based Care).
- Inez Martin Child Development Center, 1100 Varela Street, Key West, Florida 33040. Hours of operation 7:30 AM to 5:15 PM.

- 2796 Overseas Highway, Suite 202, Marathon, Florida 33050. Hours of operation 9:00 AM to 5:00 PM (Community Based Care and Child Care Services).

- 175 Wrenn Street, Tavernier, Florida 33037. Hours of operation 9:00 AM to 5:00 PM (Community Based Care and Child Care Services).

- Dependency Parenting Program, 1623 Spalding Court, Key West, Florida 33040 (not open daily to the general public but open to dependency care program clients and self-referred clients through a needs assessment process. Classes occur four evenings per week).

18. **What financial challenges do you expect in the next two years, and how do you plan to respond to them?**

- A shortage of available licensed foster homes continues to be a financial challenge for the agency. WHFS needs to find ways of funding more marketing, recruitment, retention and training of potential foster parents. Without available foster homes, children may have to be transferred to homes in the Miami-Dade area.

- For several years, the agency has suffered from level or negative funding from State and Federal funding sources, resulting in not keeping up with the increasing cost of living experienced in the Florida Keys. We are again faced with proposed cuts from the state that will reduce the funds available to the agency and affect program services provided by reducing and/or possibly eliminating services provided.

- With the proposed cuts from the state affecting all human service agencies in the Florida Keys and the current economic downturn, the agency will have more Monroe County residents that will be looking to WHFS for help and services. Even as the overall economic downturn is beginning to turn around pursuant to the financial experts, the families we serve are the last to see any benefits from an upturn in the economy.

- Continuing to find funding for and creative ways of keeping adequate well-trained staff and reducing staff turnover continues to be a problem for all Monroe County employers, particularly non-profits. Our agency has been unable to provide cost of living and/or merit increases for staff for the past two budgetary years. WHFS has a constant challenge with staff recruitment due to the high cost of living and the lack of affordable housing throughout the Florida Keys.

- The shortage of affordable, safe legal child care throughout Monroe County continues to grow. The largest financial problem for the individual child care providers is receiving enough money to stay in business. There are no incentives available for new child care providers to start child care programs for pre-school children due to the high cost of staffing, insurance and facilities. As child care

providers raise their rates to allow them to continue to be in business, parents are sometimes forced to find other alternatives for their children that could include placing children in non-licensed baby sitting services or leaving children alone at home. In Monroe County since July 1, 2009, three registered Family Day Care Homes have been added; however, 13 have been lost due to the economy and lack of enrollments.

- Current funding under Federal Guidelines only allows for financial assistance of families under 200% of the Federal Poverty Guidelines. In Monroe County these families that earn just a little more than the Federal Poverty Guide Lines are still not financially able to survive in this community and may be making poor decisions about their children's child care. WHFS is working with the Early Learning Coalition of Miami-Dade/Monroe, its lead agency, to lobby at the State level to change these guidelines. The WHFS Board of Directors is also continually looking for methods to help fund the child care needs of these families just over the poverty line.

- Although there are glimmers of economic recovery, the local and national economic downturns over the past few years have made it very difficult to find general local support funding through donations, event fundraisers and supportive grants from philanthropic organizations.

19. **What organizational challenges do you expect in the next two years, and how do you plan to respond to them?**

- Recruiting and retaining foster homes in the Florida Keys continues to be a challenge. WHFS will continue to work developing new initiatives for recruitment of foster homes in the community which are a part of the PRIDE program (replacing MAPP) to be implemented in May, 2010.

- Shortage of available licensed foster homes is an operational challenge for the agency. Without available foster homes, children may have to be transferred to homes in Miami-Dade County. This results in fewer and shorter visitations for biological parents because of transportation problems relating to distance and cost of travel.

- Limited or no availability of wrap-around prevention services and other linkage of services for our families in all areas of need because we are situated on a long string of islands in a rural County This sometimes requires having to travel to Miami-Dade County for services or, if services are available within the County, clients may not be able to avail themselves of the services due to transportation or scheduling difficulties.

- Continuing to maintain well-qualified, trained staff at all levels of the organization with salary and benefit programs that allow recruitment, retention and support of staff so they can afford to continue to live in the Florida Keys and meet the needs

of our clients. As an agency, we have and continue to institute many improvements to our work environment to retain staff. WHFS also attempts to continually review and enhance employee benefits when possible without adding a large financial burden to the agency. The WHFS Board of Directors advocates prudent agency fiscal management so dollars, if available, could be allocated instead to salary and benefits to aid in staff retention.

- Continuing to support safe, legal child care in this community and address the shortage of available child care and rising costs associated with providing child care on behalf of the all Monroe County providers and the rising cost to parents needing services. The WHFS Board of Directors has identified this as one of their long range strategic plan issues.

- Community based general support and philanthropic organizational support with funding and volunteerism is anticipated to continue to be a challenge with the diminished local and national economies. Although the Keys community is very generous with both dollars and time, personal financial situations sometimes require many to reduce their donations of both. WHFS will continue holding out-reach "friend-raising" events throughout Monroe County to educate the community on the multi-faced responsibilities of WHFS and the need for their support.

20. **How are clients represented in the operation of your agency?**

Clients are well represented in our agency. WHFS continually solicits feedback from all of the individuals and families we work with. As part of our Continuous Quality Improvement program, the voices of our clients, their opinions, ideas and suggestions, are used to modify existing programs, identify needs for new programs and provide specific feedback to front line staff regarding their strengths and areas for development. This feedback loop is the foundation of our quality initiative. It is accomplished by maintaining an ongoing open dialogue with our clients and with a series of client satisfaction surveys which are sent out to various client groups – i.e. foster parents, parents of children enrolled in our child development centers or individuals receiving services from our Child Care Services Department.

WHFS's By-laws require that one third of our Board of Directors represents the community served. Those members have the opportunity to participate in the process of charting the direction of the agency and overseeing its operations.

21. **Is your agency monitored by an outside entity? If so, by whom and how often?**

- WHFS child care client and provider files are monitored yearly by the Early Learning Coalition of Miami-Dade/Monroe and by the Agency for Workforce Innovation (AWI). Financial records for child care clients and providers are monitored monthly, both internally and externally by the Coalition. A yearly satisfaction survey is mailed to clients and child care programs by the Coalition and a resource and referral survey is given to each client coming to WHFS for services.

AWI makes semi-annual "secret shopper" calls to observe staff conducting the Resource and Referral interviews to monitor that program's activities.

- WHFS Community Based Care is monitored by Our Kids of Miami-Dade/Monroe. Quarterly reviews of performance to the matrix are undertaken. WHFS has been no. 1 in performance to the matrix out of seven Miami-Dade/Monroe agencies for the past two quarters.

- WHFS Foster-Adoptive Services which is part of the Community Based Care program is monitored annually by Our Kids of Miami-Dade/Monroe and the Department of Children and Families.

- Healthy Families-Monroe is monitored annually by Healthy Families Florida and is accredited by Health Families America, which champions the program's commitment to standards even more stringent and complex than the Council on Accreditation.

- The Inez Martin Child Development Center is monitored annually utilizing a Department of Children and Families approved environmental assessment tool.

- The Department Of Health Child Food Program at our Inez Martin Child Development Center is monitored quarterly.

- WHFS was granted re-accreditation three years ago by the Council on Accreditation (COA), an independent international accrediting organization for social service agencies; maintenance of COA accreditation requires annual review and reporting.

- WHFS has implemented an agency-wide Continuous Quality Improvement process which establishes internal standards for ongoing service delivery in each department.

- There is an annual review by the Florida Department of Children and Families for our Child Placement License.

22. **2,976 hours of program service were contributed by 277 volunteers in the last year.**

23. **Will any services funded by the County be performed under subcontract to another agency? If so, what services, and who will perform them?**

No.

24. **What measurable outcomes do you plan to accomplish in the next funding year?**

- WHFS Community Based Care: CBC goals include:
  - 100% of children in care will be provided a safe environment.
  - Less than 1% of children in out-of-home care will experience maltreatment during services.
  - Education will continue for 100% of school age children.
  - 100% of children in care will be seen every 30 days.
  - 95% of children in care will not be abused, neglected or experience maltreatment during services.
  - Home studies will include no material defects or errors.
  - 85% of children in care age 3 to 18 years will receive preventative dental care.
  - There will be timely reporting of all critical incidents.
- WHFS Prevention Services: Prevention Services goals include 95% of children served will have no findings of maltreatment within one year of case closure. 95% of children served will have no findings of maltreatment during services. The goal is to stabilize placements of children without disruptions and to ensure that crisis intervention children are not removed from the home.
- WHFS Foster-Adoptive Services: Foster-Adoptive Services goals include the maintenance or increase of the number of foster homes available throughout Monroe County with the addition of at least one therapeutic foster home. 100% of licensed foster homes will complete their required annual in-service training.
- WHFS Child Care Services:

  a) During the next funding year using the School Readiness Rate derived from the testing of kindergarten children who participated in at least 70% of a VPK program, our goal is to increase the number of VPK providers achieving the highest attainable score of 200 by 10%; which equates to two providers.

  b) Another goal is to enroll 5% more Monroe County 4-year-olds, equating to 21 more students, in quality VPK programs to prepare them to be as successful as they can be in kindergarten.

  c) We hope to accomplish an outcome comparable to or higher than the percentage of students labeled Kindergarten Ready on the ECHOS and the

FAIR-K. These are the instruments that complete the FLKRS (Florida Kindergarten Readiness Screener).

- WHFS Healthy Families-Monroe: 95% of children who participated will be free from abuse and neglect while still enrolled; 98% of children and families who complete the program will have no findings of abuse and neglect within 12 months of completing the program; 99% of participants and target children will be connected to a medical provider; and 98% of participants will have no subsequent pregnancy in two years after birth of the target child.

25. **How will you measure these outcomes?**

- WHFS Community Based Care: The Full Case Manager Director and Full Case Manager Supervisors perform monitoring of client files, quarterly case reviews, tracking and analysis of critical incident reports as required by contract compliance with Our Kids of Miami-Dade/Monroe. These goals are monitored on an on-going basis and submitted for a quarterly review with six other Miami-Dade/Monroe agencies of performance to a matrix.

- WHFS Prevention Services: Outcomes are measured by Our Kids of Miami-Dade/Monroe. Post tests are scored by an independent evaluator.

- WHFS Foster-Adoptive Services: Outcomes will be measured by the number of licensed foster homes and therapeutic foster homes in the County and the number of foster parents who have completed their required annual in-service training.

- WHFS Child Care Services: Outcomes will be measured by recruitment of VPK providers and children in the programs. Scores will be measured by screening upon entry into kindergarten by the school district using the Florida Kindergarten Readiness Screener (FLKRS).

- WHFS Healthy Families-Monroe: Healthy Families Florida utilizes an independent evaluator to determine statistical measurements of the services provided to children and families.

26. **Provide information about units of service below.**

Not applicable.

Service	Unit (hour, session, day, etc.)	Cost per unit (current year)

27. **In 300 words or less, address any topics not covered above (optional).**

All of the funding requested in this grant request of $152,000 will be matched at least at a 4 to 1 ratio and the vast majority of the funding ($110,000) will be matched at a 16 to 1 ratio. If fully funded, this grant would represent over $1.89 million in additional state funding to our community to protect and nurture children and strengthen families throughout the Florida Keys.

ATTACHMENT CHECKLIST

LABEL AND ATTACH THE FOLLOWING IN THE ORDER SHOWN, AFTER THIS PAGE	ATTACHED?		COMMENTS
IF NOT APPLICABLE, PLEASE SO INDICATE AND EXPLAIN	YES	NO	You must explain any "NO" answers
A. Board Information Form	YES		
B. Agency Compensation Detail	YES		
C. Profile of Clients and Services	YES		
D – F. Financial Information	YES		
G. Copy of Audited Financial Statement from most recent fiscal year if organization's expenses are $150,000 or greater.	YES		
H. Copy of IRS Form 990 from most recent fiscal year	YES		
I. Copy of current fee schedule	YES		
J. Copy of IRS Letter of Determination indicating 501 C 3 status	YES		
K. Copy of Current Monroe County and City Occupational Licenses	YES		
L. Copy of Florida Dept. of Children And Families License or Certification	YES		
M. Copy of any other Federal or State Licenses	N/A		
N. Copy of Florida Dept. of Health Licenses/Permits	N/A		
O. Copy of front page of Agency's EEO Policy/Plan	YES		
P. Copy of Summary Report of most current Evaluation/Monitoring *	YES		
Q. Data showing need for your program (optional, see question 7)	N/A		
R. Other (specify) TWO PAGE LIMIT	N/A		

* must include summary of deficiencies and suggested corrective action; may include your responses and actions taken.

ATTACHMENT A

Wesley House Family Services, Inc.

Board Information Form and Evidence of Annual Election of Officers

ATTACHMENT A 1 - BOARD INFORMATION

2010

Wesley House Family Services, Inc.

Name/Board Position	Affiliation/Title	City/State	Telephone No.	Years Served	Current Term Expiration Date
Claude J. Gardner, Jr., Board Chair	Real Estate Broker, Prudential Knight & Gardner Realty	Sugarloaf Key, FL	305-294-5155	7	October, 2011
Rosemary Enright, Vice Chair	Public Defender	Key West, FL	305-294-2501	5	October, 2011
Joseph G. Clark, Treasurer	Bank Executive, Centennial Bank	Key West, FL	305-294-3540	4	October, 2012
Julio J. Barroso, Secretary	Communications/Marketing Coordinator, Keys Energy Services	Key West, FL	305-295-1023	3	October, 2010
Doug Blomberg	CEO, Wesley House Family Services	Key West, FL	305-809-5000	5	CEO
Libby Curtis	Retired	Key West, FL	305-296-4031	3	October, 2010
Luanne Doughtry	Retired	Key West, FL	305-294-8398	2	October, 2011
Vicki Gordon	Property Appraiser, Barefoot Appraisals	Key West, FL	305-293-6657	2	October, 2011
Maria Pierce	School Teacher, Key West High School	Key West, FL	305-296-5628	13	Appointment
Jo Pine	Retired	Key West, FL	305-294-6840	2	October, 2011
Esther Tuppino	Bank Executive, Centennial Bank	Key West, FL	305-292-3851	3	October, 2010
Rev. Ruben Velasco	Minister, Key West United Methodist Church	Key West, FL	305-296-2392	3	October, 2010

Wesley House
Family Services

1304 Truman Ave Key West, FL 33040 Office 305.809.5000 Fax 305.809.5010
www.wesleyhouse.org

Wesley House Family Services
Board of Directors Meeting
MINUTES
November 19, 2009 5:30 p.m.
1304 Truman Avenue, Key West, Florida

ATTENDANCE

Name BOARD	Present Y/N	Name ASSOCIATE	Present Y/N
Claude Gardner, Chair	Y	Jeannette Baker	
Rosemary Enright	Y(phone)	Christine Carmichael	
Joe Clark	Y	Sarah Fowler	
Julio Barroso	Y	Neil Goldberg	
Doug Blomberg, CEO	Y	Bryan Green	Y
Libby Curtis	Y	Sandy Green	
Luanne Doughtry	Y	Stephanie Monsalvatge	
Vicki Gordon	N	Kelly Croce Sorg	
Maria Pierce	Y	Sharon Toppino	
Jo Pine	Y	Esther Tupino	
Rev. Ruben Velasco	Y	Mary Ann Westerlund	
Guests		**Guests**	

Signature to Approve Minutes: _____
Julio J. Barroso, Secretary

OPENING AND WELCOME
Claude Gardner called the meeting to order as his first official order of business as the Board Chair. He recognized the other Board Officers and thanked Joe Clark for stepping into the role of Treasurer after having served his term at Board Chair.

Claude also explained the new format for the Agenda, which will now indicate the Number of children and families being served monthly by Wesley House.

Agenda:
Claude Gardner presented the Consent Agenda and Consent items for approval, with one change to move G.3.b. Slate of Officers Election Ballot item to the Executive Report section of the Agenda.

- ***Motion 01-1109*** ***Maria Pierce/Luanne Doughtry*** ***passed***

Motion to approve the Agenda and Consent Agenda, as amended. It was unanimously approved. No one had a conflict of interest.

Claude Gardner stated that due to the conflicts during the Holiday Season, he would like to move the December Board Meeting to Wednesday, December 16, 2009 at 5:30 p.m. The Board was in agreement.

Claude reported that the Executive Committee has made the decision to no longer meet before the monthly Board meetings. He said the reason behind this decision was because Board issues should be made by the entire Board in the monthly meetings. He further stated that in cases of emergency when a quick decision is required, the Executive Committee will convene. Claude also reported that the monthly Board meetings will be kept to a maximum of 60 to 75 minutes long.

Program Services Update: No Program Services update requested.

Committee Reports
Fund Development Committee: Joe Clark reported that the Committee has distributed the Albertson's Chance Drawing tickets and reminded the Board that the drawing will be held at the December 15th Aqua Idol event. He urged members to sell the tickets.

Joe Clark reported that the Recycled Art Auction was a financial success, making over $9,400.00 for the Agency. Doug Blomberg reported that the event costs the Agency about $500.00. Bryan Green and Tony Konrath were thanked for hosting the event at their home.

On behalf of the Fund Development Committee, Joe Clark presented Board Action Item G3c-1109 concerning a change to Board Policy #25, Fund Raising Events Sponsorship/volunteer Policy.

- ***Motion 02-1109*** ***Luanne Doughtry/Jo Pine*** ***passed***
- ***Board Action Item G3c-1109 (Change to Board Policy #25)***

Motion to approve the recommendation of the Fund Development Committee to add the following sentence to the last paragraph of the existing Board Policy #25: "The Chief Executive Officer, Development Director and Event Coordinator will have full discretion to waive the charge for anyone volunteering at an event if they feel it appropriate." It was unanimously approved. No one had a conflict of interest.

On behalf of the Fund Development Committee, Joe Clark presented Board Action G3d-1109 concerning establishing a Capital One Wesley House Credit Card Program.

- ***Motion 03-1109*** ***Luanne Doughtry/Libby Curtis*** ***passed***
- ***Board Action Item G3d-1109 (Establish a Capital One WH Credit Card Program)***

Motion to approve the recommendation of the Fund Development Committee to establish a Capital One Wesley House Credit Card Program. It was unanimously approved. No one had a conflict of interest.

Doug Blomberg reported on the Wesley House Children's Gift Committee and the staff's holiday food drive. He also reported that the Annual Appeal envelope will include a check box for food for our families. Doug Blomberg also reported that Wesley House will have an HTA trolley filed with children in the Holiday Parade on December 5th. He also reminded everyone of the National Adoption Day event on Saturday, November 21st at Boondocks and asked everyone to join both events.

Board Development Committee: Julio Barroso reported on the status of the Board/Associate Job Description mailings and stated he should be able to present a slate of prospective members to the Board at the December meeting. He also said the Committee will be working on the Board/Associate member vetting process.

Julio Barroso also reported on the upcoming Leadership Success Academy, conducted by the Community Foundation of the Florida Keys. He encouraged Board and Associate members to take advantage of this opportunity.

Finance Report – September 2009: Doug Blomberg reported on the status of the Financial Director search which has been narrowed down to one candidate. Claude Gardner reported on some changes in the look of the Financial Reports. He stated it is important that the reports are presented in a way that everyone can understand. He also stated that a Cash Position Sheet will be included in the Financials each month, which will explain amounts and locations of Agency's CD's, as well as the reserves and the variances of where the Agency is. Claude Gardner further stated that in the future, the Finance Director will attend the monthly Board meetings, in an effort to keep the Board members well informed and to answer any questions that may arise throughout the meeting. Claude Gardner reported that there will be a Finance/Audit Committee meeting scheduled before the December meeting.

Doug Blomberg stated that the Budget will be submitted to the Finance Committee and then presented to the Board at the December meeting. He also asked for Board input regarding what they would like to see included in the Financial Reports.

In answer to a question about what money is held with the Community Foundation of the Florida Keys, Claude Gardner stated that a good portion of the Agency's money was removed and he stated that the Finance Committee will be developing a stable investment policy.

Officer's Report

Executive Committee Report: Claude Gardner updated the Board on the CEO's Contract. He reported that Alan Eckstein, the Agency's Legal Council, has developed a more appropriate 3-year contract that has tentatively been agreed upon. He stated that the contract has built-in protections for both Wesley House and for the CEO. In answer to a question about the CEO's Performance Appraisal, Claude Gardner stated that it has been completed by the Executive Committee and given to the CEO; it will be included with the contract to be given to the Board. Claude Gardner said the contract should be available for review at the December meeting and if needed, the board could have a closed-door discussion and vote at that time.

Claude Gardner reported that the Executive Committee would like to nominate Joe Clark for the Community Foundation's Unsung Hero award, because of his service as Board Chair and continued support by agreeing to serve as Treasurer on the Wesley House Board. Regarding the Executive Committee, it was mentioned that in the future this type of business will be addressed in the Board meeting.

- ***Motion 04-1109*** ***Jo Pine/Luanne Doughtry*** ***passed***

Motion to approve the recommendation of the Executive Committee to nominate Joe Clark for the Community Foundation's Unsung Hero Award, to be presented on January 22, 2010. It was unanimously approved. No one had a conflict of interest.

Claude Gardner reported on a dinner meeting that he attended along with Doug Blomberg, Key West Mayor Cates, Evelio Torres, CEO of the Early Learning Coalition of Miami-Dade/Monroe (ELC), Alan Eckstein, ELC Board member from Monroe County and Mary Williams, ELC Program Manager for Monroe County. Claude Gardner stated that Evelio Torres wanted, among other things, to give a pitch to Mayor Cates about the importance of legislative actions that will be coming up over the next two years. Claude Gardner felt the information was well received by Mayor Cates.

Claude Gardner reminded the Board and Associates to please review, sign and return the Conflict of Interest Statement and the Statement of Acknowledgement for Child Placing License.

Since a Slate of Officers was not ready to be presented at the September Board meeting, and since the Annual Meeting was held in October in lieu of a regular Board meeting, Claude Gardner confirmed, for purposes of documentation in the minutes, that email ballots presenting the Wesley House Slate of Officers for 2009-2010 were sent to Board members on October 2, 2009 with the following motion: ***Motion 01-1009*** approving the following Slate of Officers: Claude Gardner - Board Chair, Rosemary Enright - Vice Chair, Joe Clark – Treasurer, Julio Barroso - Secretary was unanimously approved by Board vote, via email ballot. No one had a conflict of interest.

In order to officially accept the email vote, Claude Gardner called for a motion to approve the Slate of Officers as previously presented.

- ***Motion 05-1109*** ***Libby Curtis/Luanne Doughtry*** ***passed***

Motion to approve the October 2, 2009 email vote, accepting the following Wesley House Family Services' Slate of Officers for 2009-2010 as presented: Claude Gardner – Board Chair, Rosemary Enright – Vice Chair, Joe Clark – Treasurer, Julio Barroso – Secretary. It was unanimously approved. No one had a conflict of interest.

CEO Report: Doug Blomberg updated the Board regarding the ongoing Community Based Care Contract negotiations with Our Kids of Miami-Dade/Monroe (OK). He explained the State's changes in the system of care and how it is affecting the services provided in Monroe County. Doug Blomberg said he has requested that the CFO of Our Kids and a few other representatives come down and do a financial audit, where he would review with them the funding, showing them the level of staffing needed to perform the services required, based on the number of children in care. There was a discussion about what Our Kids' options would be if Wesley House does not sign the contract, due to funding issues. Doug Blomberg stated that the Neighborhood Center and Crisis Intervention Contracts have been extended until December 31, 2009, not June 30, 2010, as OK wanted. He stated that this was due to his refusing to sign these contracts without getting the funding necessary to provide these services. Doug Blomberg reiterated that we have signed an eight-month Full Case Management Contract with Our Kids.

There was a discussion about a Board-driven, legislative letter writing campaign regarding the status of prevention services provided in Monroe County, but nothing definite was decided.

After discussions, Claude Gardner stated that this issue will be an Agenda Item at the December Board meeting and it will be decided when and if Wesley House will take a more firm stance with Our Kids regarding funding required and getting a signed Prevention Services Contract.

As was done last year, Claude Gardner suggested giving the Wesley House staff a $50 Publix gift card in appreciation for their hard work. This was done last Christmas and was very well received. He reported that this would be about a $5,000 budget item.

- ***Motion 06-1109*** ***Luanne Doughtry/Jo Pine*** ***passed***

Motion to approve giving each Wesley House staff member a $50.00 Publix Gift Card in appreciation of their service. It was unanimously approved. No one had a conflict of interest.

Meeting Adjourned

The next Board meeting will be held at 5:30 p.m. on Wednesday, December 16, 2009, in the Board Room at the 1304 Truman Avenue office, in Key West. (Please note the meeting date was changed from Thursday, December 17, 2009, due to the holidays.)

ATTACHMENT B

Wesley House Family Services, Inc.

Agency Compensation Detail

ATTACHMENT B - AGENCY COMPENSATION DETAIL

2010

Wesley House Family Services, Inc.

		Proposed - Upcoming Year Ending:		Projected - Current Year Ending:	
		6/30/2011		6/30/2010	
Position Title	"X"	# FTE'S	Total Compensation Package	# FTE'S	Total Compensation Package
CBC Director	X			1.00	113,360
FCM Director	X	1.00	90,019		
CBC FCM Staff	X	33.50	1,581,979	33.50	1,630,979
CBC Office Staff	X	5.00	196,640	5.00	194,693
Intervention/Prevention Director	X	1.00	90,019		
Intervention/Prevention Staff	X	14.00	565,132	14.50	607,132
HFM Manager	X	1.00	70,592	1.00	69,893
HFM Staff	X	4.50	146,912	4.50	145,457
Child Care Services Director	X	1.00	83,893	1.00	83,476
Child Care Services Staff	X	9.00	377,978	9.00	376,098
DOH Food Program Staff		1.00	25,190	1.00	25,190
Child Care Site Program Director		1.00	76,327	1.00	75,571
Child Care Site Teachers		12.00	267,836	12.00	266,503
Executive Staff		2.00	97,706	2.00	97,220
CEO		1.00	136,546	1.00	136,200
Finance Director & Staff		6.00	367,762	5.50	355,407
Director of Development & Staff		2.00	123,441	1.75	108,441
Facility Staff		1.00	55,495	0.75	50,518
IT Staff		2.00	119,389	2.00	118,207
Totals	**10**	**98.00**	**4,472,856**	**96.50**	**4,454,345**

ATTACHMENT C

Wesley House Family Services, Inc.

Profile of Clients and Services

ATTACHMENT C - PROFILE OF CLIENTS AND SERVICES (Performance Report)

2010

Wesley House Family Services, Inc.
Community Based Care

List Services Here	Target Population	# of Persons in Target Population	Area	Days/Hours	Total Number of Clients Served during most recent completed fiscal year	Current # of Clients ("snapshot") as of __3_/_31__/10
Full Case Management	Children at risk for abuse and neglect; families in crisis that are overcome by financial commitments; biological parents working on regaining custody of their children.		County-wide	Office hours are M-F 9am to 5pm; in-home & emergency services available 24/7	387	168
Foster Services	Prospective as well as current foster families	Total out-of-home placement in County is 62	County-wide	Office hours are M-F 9am to 5pm; caseworkers work with families/clients evenings & weekends	Children included above; foster parents/homes 25	Children included above; foster parents/homes 22
Adoptive Services	Prospective as well as current adoptive families	Currently 26 identifiable eligible children	County-wide	Office hours are M-F 9am to 5pm; caseworkers work with families/clients evenings & weekends	Children included above; 22 adoptions	Children included above; 15 adoptions year to date
Independent Living Skills	Children in dependency care system ages 13 through 18	Current 10 eligible children	County-wide	Office hours are M-F 9am to 5pm; caseworkers work with families/clients evenings & weekends	Children included above	Children included above
Prevention Services						

Safe At Home (formerly Crisis Intervention)	Children at risk for abuse and neglect who are at risk of being removed from their home		Key West through Grassy Key	24/7	46 families	10 families
Community System of Care Support Program (formerly Neighborhood Center)	Children at risk for abuse and neglect; parents in need of skill development		County-wide	Office hours are M-F 9am to 5pm; caseworkers work with families/clients evenings & weekends	147 families	15 families; Expanded program beginning 5/1/2010
Parents as Partners	Children at risk for abuse and neglect who are at risk of being removed from their home		County-wide	Office hours are M-F 9am to 5pm; caseworkers work with families/clients evenings & weekends		New program beginning 5/1/2010
Unduplicated Clients for Entire Agency					See Attached	See Attached

Please indicate the number of clients served who are Monroe County residents: All clients on Monroe County residents

Please list or describe achieved outcomes for your target populations: Full Case Management - To ensure all children in care will be provided a safe environment, will stay in school if school age, will be seen every 30 days while in our care and will not be abused, neglected or experience maltreatment during services. Foster & Adoptive Services - To maintain or increase the number of foster homes available throughout the County and ensure all licensed foster homes complete their required annual in-service training. Independent Living Skills - To continue to provide life skills training to children in foster care. Prevention Services (Safe At Home/Community System of Care Support/Parents as Partners) - The goal is to stablize placements of children without disruptions and to ensure that Safe At Home (Crisis Intervention) children are not removed from their home.

Partial

ATTACHMENT C - PROFILE OF CLIENTS AND SERVICES (Performance Report)

2010

Wesley House Family Services, Inc.
Child Care Services

List Services Here	Target Population	# of Persons in Target Population	Area	Days/Hours	Total Number of Clients Served during most recent completed fiscal year	Current # of Clients ("snapshot") as of _3_/_31_/10
Resource and Referral	Anyone seeking child care or community referrals		County-wide	M-F 8am to 5pm	408	259
Financial Assistance for Child Care	Welfare dependent families; children and families at risk of abuse and neglect; low income families below 150% of Fed. Poverty Level to 200% of Fed. Poverty Level; children with special needs		County-wide	M-F 8am to 5pm	1,197	681
Voluntary Pre-Kindergarten	All 4-5 year old children who have not started school		County-wide	M-F 8am to 5pm	410	378
Provider Services	All licensed child care centers and family child care homes		County-wide	M-F 8am to 5pm	72 licensed child care providers	56 licensed child care providers
Teen-Parent Program	All teen parents		County-wide	M-F 8am to 5pm	7	1
Unduplicated Clients for Entire Agency					See Attached	See Attached

Please indicate the number of clients served who are Monroe County residents: All clients are Monroe County residents.

Please list or describe achieved outcomes for your target populations: Resource and Referral - To provide child care or community referrals to anyone seeking information. Financial Assistance for Child Care - To provide parents with access to high-quality child care as an essential service in order to maintain employment. Voluntary Pre-Kindergarten - To continue to increase the number of VPK providers and VPK enrollment in quality VPK programs to prepare 4 year old residents to be as successful in their school career. Provider Services - To continue providing technical assistance, recruitment, training and free resources to ensure quality child care programs are available throughout the County. Teen-Parent Program - To provide child care options and financial assistance to any teen parent so they can remain in school.

ATTACHMENT C - PROFILE OF CLIENTS AND SERVICES (Performance Report)

2010

Wesley House Family Services, Inc.
Healthy Families-Monroe

List Services Here	Target Population	# of Persons in Target Population	Area	Days/Hours	Total Number of Clients Served during most recent completed fiscal year	Current # of Clients ("snapshot") as of _3_ / _31_ /10
Healthy Families-Monroe	Pregnant women or mothers with infants and children with risk factors for child maltreatment. Families are all races and socio-economic levels.	In 2009/10, there were 476 births in our targeted service area of which 163 had indicators of risk	Key West through Big Pine Key	Flexible service hours for home visits; days, evenings and weekends. Administrative hours are 9am to 5pm weekdays	94 families; 91 target children; 45 siblings	63 families; 61 target children; 24 siblings
Unduplicated Clients for Entire Agency					See Attached	See Attached

Please indicate the number of clients served who are Monroe County residents: All clients are Monroe County residents.

Please list or describe achieved outcomes for your target populations: Healthy Families-Monroe - To continue to ensure that 95% or greater of children who participate will be free from abuse and neglect while enrolled, that 95% or greater of children and families who complete the program will have no findings of abuse or neglect within 12 months of completion; that 95% or greater of participants and target children will be connected to a medical provider and that 95% or greater of participants will have no subsequent pregnancy in two years after birth of the target child.

ATTACHMENT C - PROFILE OF CLIENTS AND SERVICES (Performance Report)

2010

Wesley House Family Services, Inc.
Inez Martin Child Development Center

List Services Here	Target Population	# of Persons in Target Population	Area	Days/Hours	Total Number of Clients Served during most recent completed fiscal year	Current # of Clients ("snapshot") as of _3__/_31__/10
Directly Operated Inez Martin Child Development Center	Pre-school whose parents live or work in Key West		Key West	M-F 7:30am to 5:15pm	150	95
Unduplicated Clients for Entire Agency					See Attached	See Attached

Please indicate the number of clients served who are Monroe County residents: All clients are Monroe County residents.

Please list or describe achieved outcomes for your target populations: Inez Martin Child Development Center - To provide accredited high quality curriculum-based child care with a free nutritional meal program

Attachment to Attachment C – Profile of Clients and Services

In response to the question regarding unduplicated clients for the entire agency, each client is considered separate to the state funding source and the contractually required Florida state data base programs do not communicate with each other. Clients are not seen as duplicated at the state level per funding source.

ATTACHMENT D

Wesley House Family Services, Inc.

County Funding Budget

ATTACHMENT D - COUNTY FUNDING BUDGET

2010

Wesley House Family Services, Inc.

	Proposed Expense Budget for Upcoming Year Ending:	
	6/30/2011	
Expenditures	**Total**	**%**
Salaries - Healthy Families Monroe match	17,300	11.4%
Payroll Taxes	1,730	1.1%
Employee Benefits	970	0.6%
Subtotal Personnel	20,000	13.2%
Postage		0
Office Supplies		0
Telephone		0
Professional Fees		0
Rent		0
Utilities		0
Repair and Maint.		0
Travel		0
Miscellaneous		0
Grants to Other Organizations		0
List others below		0
School Readiness BG8 match dollars	110,000	72.4%
Prevention Services match dollars	14,000	9.2%
FCM children services match dollars	8,000	5.3%
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
Total Expenses	**152,000**	**100.0%**

ATTACHMENT E

Wesley House Family Services, Inc.

Agency Expenses

ATTACHMENT E - AGENCY EXPENSES

2010

Wesley House Family Services, Inc.

	Proposed Expense Budget for Upcoming Year Ending:		Projected Expenses for Current Year Ending:	
	6/30/2011		6/30/2010	
Expenditures	**Total**	**%**	**Total**	**%**
Salaries	3,777,491	36%	3,693,071	35%
Payroll Taxes	348,642	3%	338,706	3%
Employee Benefits	446,723	4%	422,568	4%
Subtotal Personnel	4,572,856	43%	4,454,345	42%
Postage	12,500	0%	12,513	0%
Office Supplies	55,000	1%	57,865	1%
Telephone	85,000	1%	90,155	1%
Professional Fees	70,000	1%	73,274	1%
Rent	333,000	3%	333,095	3%
Utilities	68,474	1%	67,131	1%
Repair and Maint.	52,328	0%	51,302	0%
Travel	101,000	1%	105,351	1%
Miscellaneous	108,000	1%	119,332	1%
Grants to Other Organizations		0		0
List others below		0		0
Licensing, hiring, background checks	8,500	0%	8,163	0%
Expendable Equipment	10,000	0%	7,385	0%
Depreciation/Amortization Expense	211,750	2%	209,448	2%
Insurance Expense	55,585	1%	54,495	1%
Advertising	5,500	0%	4,507	0%
Staff Training	75,000	1%	80,036	1%
Food Program and client Supplies	61,403	1%	58,479	1%
Purchase of Service	53,000	1%	52,154	0%
Flex Funds	155,000	1%	161,526	2%
School Readiness Vouchers/Foster Care	4,493,446	42%	4,640,633	44%
		0		0
		0		0
		0		0
		0		0
		0		0
Total Expenses	**10,587,341**	**100%**	**10,641,189**	**100%**
Revenue Over/(Under) Expenses	**(254,754)**		**(274,939)**	

ATTACHMENT F

Wesley House Family Services, Inc.

Agency Revenue

ATTACHMENT F - AGENCY REVENUE

2010
Wesley House Family Servic

	Proposed Revenue Budget for Upcoming Year Ending:			Projected Revenue for Current Year Ending:		
	6/30/2011			6/30/2010		
Revenue Sources	Cash	In-Kind	%-age of Total	Cash	In-Kind	%-age of Total
Monroe County	152,000		1%	119,884		1%
Children and Fam			0%			0%
M.C. Sheriff's Dept.			0%			0%
Key West		16,152	0%		16,152	0%
Marathon			0%			0%
Islamorada			0%			0%
Layton			0%			0%
Key Colony Beach			0%			0%
Client fees	680,000		7%	639,302		6%
Donations	150,000	50,000	1%	166,386	53,739	2%
Sheriff Shared Asset	8,000		0%	10,321		0%
United Way	10,000		0%	10,000		0%
List all others below			0%			0%
Early Learning Coalition	4,500,000		44%	4,633,504		45%
MC School District	7,000		0%	6,866		0%
Ounce of Prevention	282,107		3%	282,107		3%
Rental Income	43,800		0%	43,800		0%
DOH Food Program	78,000		1%	74,611		1%
Our Kids Contract	4,350,000		42%	4,283,474		41%
Interest Income	24,000		0%	26,005		0%
Global Board of Ministries	17,680	99,492	0%	17,679	99,492	0%
Other Grants	15,000		0%	21,250		0%
Misc Revenue	15,000		0%	31,061		0%
			0%			0%
			0%			0%
			0%			0%
			0%			0%
			0%			0%
			0%			0%
			0%			0%
			100%			**100%**
Total Revenue	**10,332,587**	165,644		**10,366,250**	169,383	

ATTACHMENT G

Wesley House Family Services, Inc.

CPA Financial Statement and Auditor's Report

WESLEY HOUSE FAMILY SERVICES, INC.

AUDITED FINANCIAL STATEMENTS

and

SUPPLEMENTAL INFORMATION

Year Ended June 30, 2009

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The NCT Group CPA's, L.L.P.
Certified Public Accountants and Consultants

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Wesley House Family Services, Inc.
Key West, Florida

We have audited the accompanying statement of financial position of Wesley House Family Services, Inc. (a nonprofit organization) (Wesley House) as of June 30, 2009, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended. These financial statements are the responsibility of Wesley House's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Wesley House Family Services, Inc. as of June 30, 2009, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated November 24, 2009, on our consideration of Wesley House Family Services, Inc.'s internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

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Our audit was conducted for the purpose of forming an opinion on the basic financial statements of Wesley House Family Services, Inc. taken as a whole. The accompanying schedule of federal awards and state financial assistance is presented for purposes of additional analysis as required by U. S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations* and Chapter 10.650, Rules of the Auditor General, and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

The NCT Group CPAs, LLP

November 24, 2009

WESLEY HOUSE FAMILY SERVICES
STATEMENT OF FINANCIAL POSITION
June 30, 2009

ASSETS

Current Assets:	
Cash and cash equivalents	$ 906,201
Cash - restricted	126,092
Investments	647,164
Grants receivable	1,176,365
Contributions receivable, current portion	114,666
Other accounts receivable	13,911
Prepaid and other assets	54,103
Total current assets	3,038,502
Fixed assets:	
Land	318,193
Buildings	2,902,450
Leasehold improvements	1,320,215
Furniture and fixtures	40,413
Equipment	296,750
Total fixed assets	4,878,021
Less accumulated depreciation	(953,194)
Fixed assets, net	3,924,827
Pledge receivables restricted for the purchase of fixed assets	11,265
Contributions receivable, less current portion	1,319,956
Financing costs, net of accumulated amortization of $40,668	10,171
Total Assets	$ 8,304,721

See accompanying notes to financial statements.

WESLEY HOUSE FAMILY SERVICES
STATEMENT OF FINANCIAL POSITION
June 30, 2009

LIABILITIES AND NET ASSETS	
Current Liabilities:	
Accounts payable	$ 371,904
Accrued expenses	346,699
Deferred revenue	3,024
Current portion of long-term debt	32,123
Total Current Liabilities	753,750
Fair value of interest rate swap agreement	51,028
Long-term debt, net of current portion	520,178
Total Liabilities	1,324,956
Commitments and Contingency	
Net Assets	
Unrestricted:	
Undesignated	4,448,938
Board designated	970,113
Total unrestricted net assets	5,419,051
Temporarily restricted	1,560,714
Total Net Assets	6,979,765
Total Liabilities and Net Assets	$ 8,304,721

See accompanying notes to financial statements.

WESLEY HOUSE FAMILY SERVICES
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
Year Ended June 30, 2009

	Unrestricted	Temporarily Restricted	Total
Revenues and other support			
Grants	$ 9,703,542	$ -	$ 9,703,542
Program fees	582,288	-	582,288
Contributions	120,200	34,871	155,071
Special events	71,168	-	71,168
United Way	10,000	-	10,000
Miscellaneous	109,322	-	109,322
Interest income	48,764	487	49,251
In-kind donations	19,914	-	19,914
Loss on disposal of assets	(64,836)	-	(64,836)
Loss on write-off of receivable	(160,211)		(160,211)
Unrealized loss on investments	(86,684)	-	(86,684)
Unrealized loss on derivative	(3,186)	-	(3,186)
Net assets released from restrictions	310,086	(310,086)	-
Total Revenues and Other Support	10,660,367	(274,728)	10,385,639
Expenses			
Program Services:			
Community based care	5,113,133	-	5,113,133
Child care and provider services	4,830,669	-	4,830,669
Child care sites	862,652	-	862,652
Support Services:			
Fundraising and development	178,254	-	178,254
Facility	20,252	-	20,252
Administation	42,658	-	42,658
Other support services	74,163	-	74,163
Total Expenses	11,121,781	-	11,121,781
Change in net assets	(461,414)	(274,728)	(736,142)
Net Assets, beginning of year, as restated	5,880,465	1,835,442	7,715,907
Net Assets, end of year	$ 5,419,051	$ 1,560,714	$ 6,979,765

See accompanying notes to financial statements.

WESLEY HOUSE FAMILY SERVICES
STATEMENT OF FUNCTIONAL EXPENSES
Year Ended June 30, 2009

	Program Services			
	Community Based Care	Child Care and Provider Services	Child Care Sites	Total Program Services
Salary and wages	$ 2,277,072	$ 485,633	$ 395,762	$ 3,158,467
Benefits and payroll taxes	411,942	90,260	78,052	580,254
Subcontracted care	1,157,705	3,827,405	-	4,985,110
Rent	31,406	7,200	139,392	177,998
Depreciation and amortization	7,934	-	82,984	90,918
Travel	104,397	14,639	244	119,280
Flex funds expenditures	94,043	-	927	94,970
Telephone	44,303	4,477	5,108	53,888
Professional fees	43,633	20,034	-	63,667
Maintenance	4,763	70	6,456	11,289
Office, operating supplies	27,318	16,189	2,221	45,728
Miscellaneous	24,119	15,033	753	39,905
Utilities	3,216	-	28,252	31,468
Food and personal care	13,295	3,131	40,615	57,041
Staff training	40,099	3,046	1,368	44,513
Insurance	14,302	2,478	2,495	19,275
Interest	-	-	-	-
Purchase of services	8,507	12,664	450	21,621
Licenses and hiring	8,739	4,897	1,010	14,646
Total Expenses	4,316,793	4,507,156	786,089	9,610,038
Allocation of facility costs	375,194	135,005	6,965	517,164
Allocation of administration costs	421,146	188,508	69,598	679,252
Total expenses after allocation	$ 5,113,133	$ 4,830,669	$ 862,652	$ 10,806,454

Support Services					
Fundraising and Development	Facility	Administration	Other Support Services	Total Support Services	Total
$ 95,882	$ 141,079	$ 421,242	$ 5,494	$ 663,697	$ 3,822,164
16,809	29,921	93,707	830	141,267	721,521
-	-	-	7,117	7,117	4,992,227
-	213,194	2,429	-	215,623	393,621
7,600	102,511	10,026	15,723	135,860	226,778
585	108	9,833	9	10,535	129,815
-	-	-	25,323	25,323	120,293
483	33,330	11,774	-	45,587	99,475
1,000	-	9,330	-	10,330	73,997
3,431	44,813	10,590	1,026	59,860	71,149
3,778	8,515	10,682	2,388	25,363	71,091
10,737	1,723	4,234	9,450	26,144	66,049
-	37,318	-	-	37,318	68,786
10,196	-	1,317	15	11,528	68,569
254	40	10,346	-	10,640	55,153
-	11,574	17,242	4,035	32,851	52,126
-	41,508	-	-	41,508	41,508
-	3,332	5,061	2,487	10,880	32,501
24	170	77	41	312	14,958
150,779	669,136	617,890	73,938	1,511,743	11,121,781
21,295	(657,073)	118,614	-	(517,164)	-
6,180	8,189	(693,846)	225	(679,252)	-
$ 178,254	$ 20,252	$ 42,658	$ 74,163	$ 315,327	$ 11,121,781

See accompanying notes to financial statements.

WESLEY HOUSE FAMILY SERVICES
STATEMENT OF CASH FLOWS
Year Ended June 30, 2009

CASH FLOWS FROM OPERATING ACTIVITIES		
Decrease in net assets	$	(736,142)
Adjustments to reconcile decrease in net assets to net cash used in operating activities:		
Loss on disposal of assets		64,836
Loss on write-off of receivable		160,211
Unrealized loss on investments		86,684
Unrealized loss on derivative		3,186
Depreciation and amortization		226,778
Decrease in assets:		
Grants receivable		44,514
Contributions receivable		149,875
Pledges receivable		164,933
Other accounts receivable		25,552
Prepaid expenses and other assets		13,080
Decrease in liabilities:		
Accounts payable		(165,742)
Accrued expenses		(17,462)
Deferred revenue		(244,708)
Program fee deposits		(5,454)
Net cash used in operating activities		(229,859)
CASH FLOWS FROM INVESTING ACTIVITIES		
Proceeds from sale of investments		350,000
Purchase of investments		(618,605)
Purchase of fixed assets		(70,722)
Net cash used in investing activities		(339,327)
CASH FLOWS FROM FINANCING ACTIVITIES		
Payments on long-term debt		(29,978)
Net cash used in financing activities		(29,978)

See accompanying notes to financial statements.

WESLEY HOUSE FAMILY SERVICES
STATEMENT OF CASH FLOWS
Year Ended June 30, 2009

NET DECREASE IN CASH AND CASH EQUIVALENTS	(599,164)
CASH AND CASH EQUIVALENTS, beginning of year	1,631,457
CASH AND CASH EQUIVALENTS, end of year	$ 1,032,293
RECONCILIATION OF CASH AND CASH EQUIVALENTS	
Cash and cash equivalents	$ 906,201
Cash - restricted	126,092
CASH AND CASH EQUIVALENTS, end of year	$ 1,032,293
Cash paid for interest	$ 41,508

See accompanying notes to financial statements.

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

Wesley House Family Services, Inc. (Wesley House) is a nonprofit corporation organized under the laws of the State of Florida on January 11, 1975. Wesley House provides child care and family support services within Monroe County, Florida. Wesley House is accredited under the Counsel on Accreditation.

Wesley House offers three primary community support services for the families and children of Monroe County: child care and provider services to assist families and children with child care and work with child care providers to provide quality educational programs, two directly operated child care sites in Key West and community based care programs working with community partners to assist children and families in the dependency care system. All of the services are provided throughout Monroe County, Florida through locations in Key West, Marathon and Tavernier.

Basis of Accounting

The financial statements of Wesley House have been prepared on the accrual basis of accounting and accordingly, reflect all significant receivables, payables and other liabilities.

Basis of Presentation

The financial statements have been prepared to focus on the entity as a whole and to present net assets and revenues and expenses based on the existence or absence of donor-imposed restrictions. Accordingly, net assets and changes therein are classified as follows:

Permanently restricted net assets – Net assets subject to donor-imposed stipulations that they may be maintained permanently. Generally, the donors of these assets permit the use of all or part of the income on related investments for general or specific purposes. There were no such permanently restricted net assets as of June 30, 2009.

Temporarily restricted net assets – Net assets subject to donor-imposed stipulations that will be met by certain actions or passage of time.

Unrestricted net assets – Net assets not subject to donor imposed restrictions.

Board designated net assets – Net assets represent amounts the board of directors of Wesley House has set aside for a specific purpose.

Revenue Recognition

Wesley House recognizes grants, contracts and contributions of cash or other assets as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activity as net assets released from restrictions. Donor-restricted contributions whose restrictions are met in the same reporting period are reported as unrestricted support.

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Revenue Recognition (continued)
Wesley House recognizes revenues from exchange transactions when the service is rendered. Receivables are recognized for outstanding invoices.

Wesley House considers its receivables to fully collectible; accordingly, no allowance for doubtful accounts is required.

Use of Estimates
The preparation of financial statements in conformity with accepted accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates.

Cash and Cash Equivalents
Cash and cash equivalents are cash on hand as well as demand deposits and investments with original maturities of three months or less.

The carrying amount of Wesley House's cash and cash equivalents as of June 30, 2009, is $1,032,293 and the bank balances are $1,086,645. Of the bank balances, $1,086,645 is collateralized, covered by the Federal Depository Insurance Corporation, or covered by the National Credit Union Association.

Wesley House is required by Our Kids of Miami-Dade/Monroe Inc. (Our Kids') to fund an irrevocable standby letter of credit up to $100,000 and is named as the beneficiary in the event that continuity of care as defined in the contract between Wesley House and Our Kids is disrupted or at imminent risk of disruption due specified events. The letter of credit is secured by a certificate of deposit at the same financial institution.

Fixed Assets
Purchased fixed assets are recorded at cost. Donated assets are recorded at fair market value at the time of donation. Wesley House has a policy for capitalizing expenditures for fixed assets with costs greater than $1,000 and an expected useful life of at least one year. Major renewals and betterments are capitalized while minor renewals and betterments are expensed as incurred. When assets are purchased with certain grant funds, they are subject to certain use restrictions and disposition procedures. Depreciation expenses are provided using the straight-line method over the estimated useful lives of the various classes of assets.

Investments Held by an Outside Foundation
Wesley House has an agreement with an outside foundation where the foundation has agreed to hold and manage certain investments subject to the terms of that agreement. The investment is recorded at market value, which was $24,302 at June 30, 2009. The foundation charges an annual one percent management fee. The agreement may be terminated by either party giving 30 days written notice, whereby the foundation shall return the balance of the funds to Wesley House.

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Investments
Investments are recorded at fair market value, and realized and unrealized gains and losses are reflected in the statement of activities and changes in net assets. Investment gains and losses on unrestricted investments are recorded as unrestricted investment gains and losses. Investment gains and losses on temporarily restricted investments are recorded as temporarily restricted investment gains and losses.

Donated Services, Goods and Facilities
A substantial number of volunteers have donated time to Wesley House's program services and fund-raising campaigns during the year; however, these donated services are not reflected in the financial statements since the services do not require specialized skills. Donated professional services (which include accounting and legal services) are reflected in the statement of activities at their fair market value. Materials, facilities use and other assets received as donations are recorded and reflected in the accompanying financial statements at their fair values at the date of receipt.

Income Taxes
Wesley House is a not-for-profit organization that is exempt from Federal and State income taxes under Section 501(c)(3) and, accordingly no provision for income taxes has been made in the accompanying financial statements.

Concentrations of Credit and Market Risk
Financial instruments that potentially expose Wesley House to concentrations of credit and market risk consist primarily of investments, repurchase agreements, uncollateralized grants receivable, other receivables, and long-term debt. Repurchase agreements are collateralized to the extent of the average deposit. Grants receivable are primarily due from The State of Florida and other nonprofit agencies and are deemed fully collectible.

Derivative Instruments
Financial Accounting Standards Board No. 133, Accounting for Derivative Instruments and Hedging Activities, requires corporations are required to recognize all of its derivative instruments as either assets or liabilities in the statement of financial position at fair value. The accounting for changes in the fair value (i.e. gains or losses) of a derivative instrument depends on whether it has been designated and qualifies as a part of a hedging relationship and further, on the type of hedging relationship. In an attempt to reduce its exposure to interest rate variability, Wesley House has entered into an interest rate swap agreement related to its mortgage. This derivative is designated and qualifies as a cash flow hedge; therefore, the effective portion of the gain or loss on the derivative instrument is reported as a gain or loss in the statement of activities.

Financing Costs
Unamortized financing costs are amortized using the straight-line method over the life of the debt.

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Functional Allocation of Expenses
The costs of providing the various programs and other activities have been summarized on a functional basis in the statement of activities and changes in net assets and the statement of functional expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Costs that are directly related to Wesley House's specific purpose have been recorded as a direct expense and included as program services.

Fair Value of Financial Instruments
Wesley House's financial instruments, which includes cash and cash equivalents, grants, contributions and other receivables, accounts payable, accrued expenses, deferred revenue, interest rate swap agreement and long term debt, approximate fair value at June 30, 2009.

Subsequent Events
Management has performed an analysis of the activities and transactions subsequent to June 30, 2009 to determine the need for any adjustments to and/or disclosures within the audited financial statements for the year ended June 30, 2009. Management has performed their analysis through November 24, 2009 and has noted no subsequent events.

NOTE B – FAIR VALUE MEASUREMENTS

In September 2006, the FASB issued SFAS No. 157 "Fair Value Measurements" in order to establish a single definition of fair value and a framework for measuring fair value in generally accepted accounting principles (GAAP) that is intended to result in increased consistency and comparability in fair value measurements. SFAS No. 157 also expands disclosures about fair value measurements. SFAS No. 157 applies whenever other authoritative literature requires (or permits) certain assets or liabilities to be measured at fair value, but does not expand the use of fair value. SFAS No. 157 was originally effective for financial statements issued for fiscal years beginning after November 15, 2007, and interim periods within those years with early adoption permitted.

In early 2008, the FASB issued Staff Position (FSP) FAS-157-2, "Effective Date of FASB Statement No. 157," which delays by one year, the effective date of SFAS No. 157 for all non-financial assets and non-financial liabilities, except those that are recognized or disclosed at fair value in the financial statements on a recurring basis (at least annually). The delay pertains to items including, but not limited to, non-financial assets and non-financial liabilities initially measured at fair value in a business combination, non-financial assets (such as real estate or donations in kind) recorded at fair value at the time of donation, and long-lived assets measured at fair value for impairment assessment under SFAS No. 144 "Accounting for the Impairment or Disposal of Long-Lived Assets".

Wesley House adopted the portion of SFAS No. 157 that has not been delayed by FSP FAS-157-2 as of the beginning of its 2009 fiscal year, and plans to adopt the balance of its provisions as of the beginning of its 2010 fiscal year. Items carried at fair value on a recurring basis (to which SFAS No. 157 applies in 2009) consist of financial instruments which are valued based on quoted prices in active or brokered

NOTE B – FAIR VALUE MEASUREMENTS (continued)

markets for identical assets and liabilities. Items carried at fair value on a non-recurring basis (to which SFAS No. 157 will apply in 2010) generally consist of assets held for sale. Wesley House also uses fair value concepts to test various long-lived assets for impairment. Wesley House is continuing to evaluate the impact the standard will have on the determination of fair value related to non-financial assets and non-financial liabilities in post-2009 years.

	Fair Value	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
June 30, 2009				
Certificate of deposits	$ 617,788	$ 617,788	$ -	$ -
Securities	29,376	29,376	-	-
Interest rate swap agreement liability	51,028	-	-	51,028
Total	$ 698,192	$ 647,164	$ -	$ 51,028

Liabilities measured at fair value on a recurring basis using significant unobservable inputs (Level 3):

	Interest Rate Swap Agreement Liability
July 1, 2008	$ 47,842
Realized loss	3,186
June 30, 2009	$ 51,028

All gains and losses have been recorded as unrestricted net assets. All financial assets and liabilities have been valued using a market approach. Assets and liabilities not listed above are deemed to be recorded at their fair value.

NOTE C – CONTRIBUTIONS AND PLEDGES RECEIVABLE

Wesley House has uncollected pledges in the amount of $11,265 for the Building for Children campaign. These pledges are shown as "assets restricted for the purchase of fixed assets" in the financial statements. All pledges are considered collectible.

NOTE C – CONTRIBUTIONS AND PLEDGES RECEIVABLE (continued)

Below market leases are considered unconditional promises to give. Included in "contributions receivable" are below market leases for the following day care and family service sites:

	Inez Martin	Spaulding Court	Total
Total unconditional promises to give	$ 1,501,834	$ 853,086	$ 2,354,920
Less discount to present value	408,728	511,570	920,298
Net unconditional promises to give	$ 1,093,106	$ 341,516	$ 1,434,622
Receivable during:			
2010	$ 117,259	$ 11,724	$ 128,983
2011	120,777	12,076	132,853
2012	124,400	12,438	136,838
2013	128,133	12,811	140,944
2014	131,976	13,196	145,172
Receivable 2015 - 2049	879,289	790,841	1,670,130
	$ 1,501,834	$ 853,086	$ 2,354,920

Fair value of the leases is assumed to increase three percent each year and the discount rate is four percent.

During the year ended June 30, 2009, Wesley House closed one childcare care facility. In-kind rent revenue was recognized upon signing the lease. Since the facility was closed before the expiration of the lease agreement, Wesley House was required to write-off the receivable related to contribution receivable, resulting in a loss of $160,211.

NOTE D – FIXED ASSETS

	Balance 07/01/2008	Additions	(Deductions)	Balance 06/30/2009
Land	$ 318,193	$ -	$ -	$ 318,193
Buildings	2,886,300	16,150	-	2,902,450
Leasehold improvements	276,254	1,274,836	(230,875)	1,320,215
Furniture and fixtures	40,413	-	-	40,413
Equipment	283,633	13,117	-	296,750
Construction in progress	1,233,381	39,355	(1,272,736)	-
Total fixed assets	5,038,174	1,343,458	(1,503,611)	4,878,021
Accumulated depreciation	897,539	221,693	(166,038)	953,194
Fixed assets, net	$ 4,140,635	$ 1,121,765	$ (1,337,573)	$ 3,924,827

NOTE E – LONG-TERM DEBT

Mortgage payable to bank, collateralized by real estate and $65,000 in cash, payable in monthly principal installments of approximately $2,600 plus interest at 6.93% based on a scheduled principal repayment other than the actual amount due, matures July 2011. Substantial prepayment penalties apply.

Total long-term debt	$ 552,301
Less current portion	32,123
Net long-term debt	$ 520,178

Long-term debt matures as follows:

2010	$ 32,123
2011	34,419
2012	485,759
Total	$ 552,301

NOTE F – PENSION PLAN

Wesley House participates in the Pension Plan through the General Board of Pensions of United Methodist Church (the Plan). The Plan covers substantially all employees. Employees become eligible for active plan participation after completing one year of full-time service. Contributions to the Plan by Wesley House are calculated at 6 percent of an eligible employee's gross pay. Wesley House employees are required to make contributions of 3 percent of their gross pay. Upon becoming a participant in the Plan, contributions made by the employees and Wesley House become fully vested. For the year ended June 30, 2009, Wesley House's pension contribution was $110,370.

NOTE G – LEASES

A facility for the Healthy Families Program is rented at a cost of $1 per year until March 2049. The estimated fair value of the property is $11,383, for the year ended June 30, 2009. The Inez Martin day care facility is provided to Wesley House at no cost. The estimated fair rental value of the facility is $113,844, for the year ended June 30, 2009. The Wesley House lease expires December 31, 2020. The Frederick Douglass day care facility is provided to Wesley House at no cost. The estimated fair rental value of the facility is $34,096 for the year ended June 30, 2009. The Wesley House closed this location during the year.

Wesley House leases office space under operating leases with varying terms through 2010. The total amount payable under these noncancelable leases is $25,667. Lease expense under all operating leases was $234,298 for the year ended June 30, 2009.

NOTE H – PUBLIC SUPPORT WHICH REQUIRED MATCH

During 2009 Wesley House received various grants. The following contracts required a specific local match:

		Match Required	Match Provided
Early Learning Coalition of Miami-Dade/Monroe	C07-111	$ 129,563	$ 129,563
Ounce of Prevention Fund of Florida	HF08-09-18	70,527	70,527
Our Kids of Miami-Dade/Monroe	PSSF	61,600	61,600
		$ 261,690	$ 261,690

NOTE I – INTEREST RATE SWAP

In July 2000, Wesley House entered into an interest rate swap agreement related to their mortgage. This swap is utilized to manage interest rate exposure. The differential to be paid or received on the swap agreement is accrued as interest rates change and is recognized over the life of the agreement. The swap agreement expires July 2011 and has a rate of 6.93 percent. The notional amount is $615,798. Included in revenue for the year ended June 30, 2009 is an unrealized loss of $3,186

NOTE J – CONTINGENCIES

Wesley House receives a substantial amount of its support from federal and state governments in the form of grants. A significant reduction in the level of this support, if this were to occur, may have a significant effect on Wesley House's programs and activities.

Government grants require the fulfillment of certain conditions as set forth in the grant agreements. Failure to fulfill the conditions could result in the return of the funds to grantors. Based upon prior experience, Management believes that disallowance's, if any, would be immaterial.

NOTE K – MAJOR FUNDING SOURCES

Wesley House received a substantial portion of its revenues from various state and federal grants. Government funding may be significantly impacted by budget allocations and, consequently, changes in that funding may affect Wesley House's operations. For the period ended June 30, 2009, the following entities provided more than ten percent of total revenues:

Our Kids of Miami-Dade/Monroe, Inc.	43%
Early Learning Coalition of Miami-Dade/Monroe, Inc.	44%

NOTE L – BOARD DESIGNATION OF UNRESTRICTED NET ASSETS

Unrestricted net assets have been designated for specific purposes by the Board. These purposes are as follows at June 30, 2009:

Scholarships for children whose families barely exceed the low income Guidelines (the restriction includes the income earned on the board designated funds)	$ 125,842
The Lester Johnson Estate	449,001
Other Investments	350,000
Investments held by the Foundation	24,303
Other board designated	18,432
Children's Holiday Fund	2,535
	$ 970,113

NOTE M – TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets at June 30, 2009 consist of the following:

Present value of below market leases on daycare sites	$ 1,434,622
Debt service	82,158
Foster children	43,934
	$ 1,560,714

NOTE N – RELATED PARTY TRANSACTIONS

Wesley House operates three day care facilities which receive day care fees from the Early Learning Coalition of Miami-Dade/Monroe, Inc. in the amount of $569,677 for the year ended June 30, 2009.

NOTE O – PRIOR PERIOD ADJUSTMENT

Certain errors resulting in an understatement of previously reported contribution receivables related to in-kind rent revenue were discovered in the current year. An adjustment of $977,609 was during the year ended June 30, 2009 to correct these errors as of the beginning of the year. A corresponding entry was made to increase previously reported net assets by $977,609.

SUPPLEMENTAL INFORMATION

The NCT Group CPA's, L.L.P.

Certified Public Accountants and Consultants

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Directors
Wesley House Family Services, Inc.
Key West, Florida

We have audited the financial statements of Wesley House Family Services, Inc. (Wesley House) as of and for the year ended June 30, 2009, and have issued our report thereon dated November 24, 2009. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Wesley House's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Wesley House's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Wesley House's internal control over financial reporting.

A *control deficiency* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A *significant deficiency* is a control deficiency, or combination of control deficiencies, that adversely affects the organization's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles, such that there is more than a remote likelihood that a misstatement of Wesley House's financial statements that is more than inconsequential will not be prevented or detected Wesley House's internal control. We consider the deficiency 09-03 described in the accompanying Schedule of Findings and Question Costs – Federal Programs and State Projects to be a significant deficiency in internal control over financial reporting.

A *material weakness* is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the Wesley House's internal control. We consider the deficiencies 09-01 and 09-02 described in the accompanying Schedule of Findings and Question Costs – Federal Programs and State Projects to be material weaknesses.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in the internal control that might be significant deficiencies and, accordingly, would not necessarily disclose all significant deficiencies that are also considered to be material weaknesses.

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Compliance and Other Matters

As part of obtaining reasonable assurance about whether Wesley House's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we reported to management of Wesley House in a separate letter dated November 24, 2009.

Wesley House's responses to the findings identified in our audit are described in the accompanying Schedule of Findings and Question Costs – Federal Programs and State Projects. We did not audit Wesley House's response and, accordingly, we express no opinion on it.

This report is intended solely for the information and use of the board of directors, management, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than those specified parties.

The NCT Group CPAs, LLP

November 24, 2009

The NCT Group CPA's, L.L.P.

Certified Public Accountants and Consultants

REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133 AND CHAPTER 10.650 RULES OF THE AUDITOR GENERAL

Board of Directors
Wesley House Family Services, Inc.
Key West, Florida

Compliance

We have audited the compliance of Wesley House Family Services, Inc (Wesley House) with the types of compliance requirements described in the U. S. Office of Management and Budget (OMB) Circular A-133, *Compliance Supplement* and the requirements described in the Department of Financial Services' State Projects Compliance, that are applicable to each of its major federal programs and state projects for the year ended June 30, 2009. Wesley House's major federal programs and state projects are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs and state projects is the responsibility of Wesley House's management. Our responsibility is to express an opinion on Wesley House's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations* and Chapter 10.650, Rules of the Auditor General. Those standards, OMB Circular A-133, and Chapter 10.650, Rules of the Auditor General require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program and state project occurred. An audit includes examining, on a test basis, evidence about Wesley House's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on Wesley House's compliance with those requirements.

In our opinion, Wesley House complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs and state projects for the year ended June 30, 2009.

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Internal Control Over Compliance

The management of Wesley House is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs and state projects. In planning and performing our audit, we considered Wesley House's internal control over compliance with requirements that could have a direct and material effect on a major federal program and state project in order to determine our auditing procedures for the purpose of expressing our opinion on compliance but, not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Wesley House's internal control over compliance.

A *control deficiency* in an entity's internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect noncompliance with a type of compliance requirement of a federal program or state project on a timely basis. A *significant deficiency* is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to administer a federal program or state project such that there is more than a remote likelihood that noncompliance with a type of compliance requirement of a federal program or state project that is more than inconsequential will not be prevented or detected by the entity's internal control.

A *material weakness* is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that material noncompliance with a type of compliance requirement of a federal program or state project will not be prevented or detected by any entity's internal control.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control over compliance that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

This report is intended solely for the information and use of board of directors, management and federal and state awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than those specified parties.

The NCT Group CPAs, LLP

November 24, 2009

WESLEY HOUSE FAMILY SERVICES
SCHEDULE OF FEDERAL AWARDS AND STATE FINANCIAL ASSISTANCE
Year Ended June 30, 2009

Grantor/Pass-through Grantor/Program Title	Federal CFDA# State CSFA#	Identifying Number	Cash Received	Expended
FEDERAL AWARDS - PASSED THROUGH				
DEPARTMENT OF AGRICULTURE				
Passed through the State of Florida Department of Health:				
Child Care Food Program	10.558	S-627	$ 5,771	$ -
Child Care Food Program	10.558	S-627	59,408	65,221
Total Department of Agriculture			65,179	65,221
Passed through the Early Learning Coalition of Miami-Dade/Monroe, Inc.				
School Readiness - TANF	93.558	C08-102	720,708	676,453
School Readiness - TANF MOE	93.558	C08-102	560,071	525,680
School Readiness - CCFD	93.575	C08-102	1,359,330	1,275,860
School Readiness - CCFD Matching	93.596	C08-102	902,947	847,502
School Readiness - CCFD MOE	93.596	C08-102	156,710	147,087
SSBG	93.667	C08-102	2,749	2,580
CCDF ARRA	93.713	C08-102	175,955	165,150
Total Passed Through Early Learning Coalition Miami-Dade/Monroe, Inc.			3,878,470	3,640,312
Passed through Our Kids of Miami-Dade/ Monroe, Inc. for Community Based Care:				
Promoting Safe and Stable Families	93.556		412,527	431,054
Temporary Assistance for Needy Families	93.558		311,647	325,643
Child Welfare Services	93.645		98,625	103,055
Foster Care	93.658		866,904	905,838
Adoption Assistance	93.659		248,617	259,783
Social Services Block Grant	93.667		275,884	288,274
Foster Care Independence	93.674		24,742	25,854
Child Abuse and Neglect	93.669		23,695	24,759
Block Grant for CMHS	93.958		6,980	7,294
Total Passed Through Our Kids of Miami/Dade Monroe, Inc.			2,269,621	2,371,554

WESLEY HOUSE FAMILY SERVICES
SCHEDULE OF FEDERAL AWARDS AND STATE FINANCIAL ASSISTANCE
Year Ended June 30, 2009

Grantor/Pass-through Grantor/Program Title	Federal CFDA# State CSFA#	Identifying Number	Cash Received	Expenditures
Passed through the Ounce of Prevention Fund of Florida:				
Healthy Families - TANF	93.558	HF07-08-18	38,191	-
Healthy Families - TANF	93.558	HF08-09-18	63,689	74,448
Healthy Families - CBCAP	93.590	HF08-09-18	5,768	6,742
Total Passed through the Ounce of Prevention Fund of Florida			107,648	81,190
Total Health and Human Services			6,255,739	6,093,056
TOTAL FEDERAL FINANCIAL AWARDS			$ 6,320,917	$ 6,158,277

(continued)

WESLEY HOUSE FAMILY SERVICES
SCHEDULE OF FEDERAL AWARDS AND STATE FINANCIAL ASSISTANCE
Year Ended June 30, 2009

Grantor/Pass-through Grantor/Program Title	Federal CFDA# State CSFA#	Identifying Number	Cash Received	Expenditures
STATE FINANCIAL ASSISTANCE - PASSED THROUGH				
STATE OF FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES				
Passed through Our Kids of Miami-Dade/ Monroe, Inc.:				
Community Based Care	60.094		$ 1,832,334	$ 2,154,628
			1,832,334	2,154,628
Passed through the Ounce of Prevention Fund of Florida:				
Healthy Families - State Matching Dollars:	OPFF	HF08-09-18	171,880	200,917
Total Passed through the Ounce of Prevention Fund of Florida			171,880	200,917
STATE OF FLORIDA AGENCY FOR WORKFORCE INNOVATION				
Passed through the Early Learning Coalition of Miami-Dade/Monroe, Inc.				
School Readiness	75.005	C08-102	49,095	46,080
VPK	75.007	C08-102	1,022,098	973,513
Total Passed Through Early Learning Coalition Miami-Dade/Monroe, Inc.			1,071,192	1,019,593
Total State of Florida Financial Assistance			$ 3,075,407	$ 3,375,137
Total Federal Awards and State Financial Assistance			$ 9,396,324	$ 9,533,414

WESLEY HOUSE FAMILY SERVICES, INC.
NOTES TO SCHEDULE OF EXPENDITURES OF
FEDERAL AWARDS AND STATE FINANCIAL ASSISTANCE
June 30, 2009

NOTE A – GENERAL

The accompanying Schedule of Expenditures of Federal Awards and State Financial Assistance includes the Federal awards and State Financial Assistance activity of Wesley House Family Services, Inc. (Wesley House) and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations* and *Rules of the Auditor General – State Single Audits – Nonprofit and For-Profit Organizations*, issued by the Auditor General of the State of Florida. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

NOTE B - SUB RECIPIENTS

Wesley House does not provide awards to subrecipients.

WESLEY HOUSE FAMILY SERVICES, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS –
FEDERAL PROGRAMS AND STATE PROJECTS
Year Ended June 30, 2009

SECTION I - SUMMARY OF AUDITOR'S RESULTS

Financial Statements	
Type of auditor's report issued	Unqualified
Internal control over financial reporting:	
Material weakness identified	Yes
Significant deficiency identified not considered to be a material weakness	Yes
Noncompliance material to the financial statements noted	No
Federal Programs and State Projects	
Internal control over major programs:	
Material weakness identified	No
Significant deficiency identified not considered to be a material weakness	No
Type of auditor's report issued on compliance for major program	Unqualified

Identification of Major Federal Programs and State Projects:

Federal Program	Federal CFDA No.
School Readiness:	
TANF	93.558
Child Care and Development Block Grant	93.575
Child Care Matching Funds	93.596
Social Services Block Grant	93.667
Child Care - AARA	93.713
Community Based Care:	
Promoting Safe and Stable Families	93.556
TANF	93.558
Child Welfare Services	93.645
Foster Care	93.658
Adoption Assistance	93.659
Social Services Block Grant	93.667
Foster Care Independence	93.674
Child Abuse and Neglect	93.669
Block Grant for CMHS	93.958

SECTION I - SUMMARY OF AUDITOR'S RESULTS (continued)

State Project	State CSFA No.
School Readiness	75.005 75.007
Community Based Care	60.094

Dollar threshold used to distinguish between Type A and Type B programs for Both Federal programs and State projects	$300,000
Auditee qualified as low-risk	Yes

SECTION II - FINANCIAL STATEMENT AUDIT

Material weaknesses

09-01: Lack of approval for journal entries.

Condition: During our testing of 25 journal entries we noted that 16 journal entries did not indicate evidence of review and approval by a member of management.

Criteria: Procedures should be implemented to review and approve all journal entries prior to posting in the general ledger.

Effect: The potential effect is override of controls and improper recording of journal entries.

Recommendation: We recommend the adoption of a policy whereby all journal entries will be approved by an appropriate member of management who is not the preparer of the journal entry. All entries should be initialed by the preparer and by the individual approving the journal entry.

Response: Management agrees with the finding. The situation noted occurred as a result of a turnover in staffing. With the hiring of additional staff, steps have been taken to ensure that all non-reoccurring journal entries are reviewed by the Finance Director. In future, all non-reoccurring journal entries will be documented in writing and submitted to the immediate supervisor for approval prior to posting. Once posted, a system transaction log will be printed and initialed by the employee and supervisor and filed in the journal entries binder. To ensure that no unauthorized journal entries occur, a listing of all journal entries will be printed by the controller, initialed and submitted to the Finance Director for review and initialing once a month. The initialed journal entry report will be filed in the journal entry binder. In the absence of the immediate supervisor, the next supervisor in the chain of command will approve journal entries and monthly monitoring reports.

SECTION II - FINANCIAL STATEMENT AUDIT (continued)

09-02: Material prior period adjustment.

Condition: An adjustment to the general ledger was required to recorded lease in-kind revenue and the receivable related to a lease amendment in the prior year.

Criteria: The calculation to record contributions receivable related to below market rents was not updated when the leases were extended.

Effect: A material prior period adjustment was recorded to correct the financial statements.

Recommendation: We recommend Wesley House adopt procedures and policies that ensure proper recording of contributions receivable for below market leases.

Response: Management agrees with the finding. In future, any lease renewals, amendments or extensions will be submitted to and reviewed by the Finance Director and Controller to determine if an adjustment is needed to contributions receivable to ensure proper allocation and recognition of contributions.

Significant deficiency

09-03: Inadequate segregation of duties.

Condition: Duties within the accounting department are not adequately segregated.

Criteria: During our audit we noted the same individual that prepares the accounts payable checks is also responsible for mailing the checks. We also noted the following duties are currently being performed by the Controller:

- Approval of EFT transfers for payroll and access to the employee master file
- Recording investment transactions and reconciling the investment accounts
- Access to cash accounts and reconciliation of bank accounts
- Preparation of journal entries and review of journal entries
- Prepare deposit slips and post cash receipts to the accounts receivable subsidiary ledger and reconciliation of accounts receivable to general ledger

Effect: Inaccurate financial reporting or misappropriation of assets can occur from the lack of segregation of duties.

SECTION II - FINANCIAL STATEMENT AUDIT (continued)

Recommendation: Segregation of duties is integral to preventing and detecting fraud and irregularities. We recommend that the signed accounts payable checks should be mailed without being returned to the employee responsible for accounts payable. We recommend the individuals who have ability to approve EFT transfers not have access to the employee master file. We also recommend if the Controller is preparing various reconciliations and journal entries, that another member of management review and approve the reconciliations and journal entries on a timely basis. Also, have an individual who does not have access to the accounts receivable general ledger prepare the deposit slip.

Response: Management agrees with the finding. Procedures will be put into place to ensure that separation of duties is in place to prevent and detect fraud or irregularities. Accounts payable checks will be prepared by the Controller and Financial Analyst and mailed by the Administrative Assistant. The Finance Director will approve EFT transfers and will not have access to the employee master file. The Finance Director will review all reconciliations and journal entries prepared by the Controller within 2 business days of the transaction. In future, the Financial Analyst will perform data entry into the accounts receivable system, print a log of the transactions, initial the log and provide it to the Controller who will complete the deposit slip. In the absence of the Controller, the Senior Financial Analyst will complete the deposit slip.

SECTION III – FEDERAL AWARDS AND STATE PROJECT FINDINGS AND QUESTIONED COSTS

There were none.

WESLEY HOUSE FAMILY SERVICES, INC.
SUMMARY SCHEDULE OF PRIOR AUDIT FINDNGS
Year Ended June 30, 2009

Prior audit findings

08-01:	Community Based Care Program – Case Files
Finding:	The finding was that case files related to certain programs had several instances of noncompliance with applicable laws, rules, regulations and contract requirements.
Recommendation:	The auditor recommended Wesley House review the case files periodically and investigate any items that are missing or incomplete.
Current status:	The recommendation was adopted in the current fiscal year. No similar findings were noted in the 2009 audit.

The NCT Group CPA's, L.L.P.
Certified Public Accountants and Consultants

MANAGEMENT LETTER

Board of Directors
Wesley House Family Services, Inc.
Key West, Florida

We have audited the financial statements of Wesley House Family Services, Inc. (Wesley House) as of and for the fiscal year ended June 30, 2009 and have issued our report thereon dated November 24, 2009.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and Compliance and Other Matters, Independent Auditor's Report on Compliance with Requirements Applicable to each Major Federal Programs and State Projects and on Internal Control over Compliance, and Schedule of Findings and Questioned Costs – Federal Programs and State Projects. Disclosures in those reports and schedules, which are dated November 24, 2009 should be considered in conjunction with this management letter.

Additionally, our audit was conducted in accordance with Chapter 10.650, Rules of the Auditor General, which requires disclosure in the management letter of violations of provisions of contracts or grant agreements, or abuse, that have an effect on the financial statements or State project amounts that is less than material but more than inconsequential. In addition, for matters that have an inconsequential effect on the financial statements or State project amounts, considering both quantitative and qualitative factors, the following may be reported based on professional judgment: (1) violations of provisions of contracts or grant agreements, fraud, illegal acts, or abuse, and (2) control deficiencies that are not significant deficiencies. In connection with our audit, the following matters are required to be disclosed:

CURRENT YEAR RECOMMENDATIONS

09-04: Compliance with Loan Covenants

Finding: During our audit we noted that Wesley House was not in compliance with one of its loan covenants.

Recommendation: We recommend at least an annual review of loan covenant compliance. Noncompliance with loan covenants should be cured, if possible, by management. If a situation arises where it is not possible to cure the noncompliance, such as in the current year, management should obtain a written waiver from the financial institution.

Management response: Loan covenants are reviewed on an ongoing basis. In future, in the event that it is not possible to cure a situation of non-compliance, management will contact the financial institution to obtain a written waiver.

N. LAKE MAIN STREET • P.O. BOX 1026 • LAKELAND, FLORIDA 33802-1026 • (863) 683-6785
435 SOUTH COMMERCE AVENUE • SEBRING, FLORIDA 33870-3302 • (863) 385-1577
117 AVENUE C S.W. SUITE 101 • P.O. BOX 2239 • WINTER HAVEN, FLORIDA 33883-2239 • (863) 294-4133

09-05: Classification of Net Assets on the Trial Balance

Finding: We noted during our audit that net assets per the trial balance does not reconcile to the financial statements by class (i.e. unrestricted, board-designated, temporarily restricted). It should be noted that net assets agree in total, but not by class of net assets. Historically, the client used an excel spreadsheet to track the different classes of net assets. Currently, the client uses the Blackbaud software system to track different classes of net assets. An excel spreadsheet is used to reconcile at year end.

Recommendation: We recommend the accounting department make the necessary adjustments to ensure that balances reported on the financial statements can be agreed to the trial balance by class of net assets.

Management response: This situation resulted from staff turnover and Blackbaud software implementation issues. In January 2010, the net assets in the Blackbaud system will be reconciled with the historical excel spreadsheets. In future, the Controller will prepare a quarterly excel spreadsheet of net assets to ensure that net assets are properly recorded, initial the spreadsheet and provide it to the Finance Director for review and approval.

Pursuant to Chapter 119, Florida Statutes, this management letter is a public record and its distribution is not limited. Auditing standards generally accepted in the United States of America require us to indicate that this letter is intended solely for the information and use of management, and the Florida Auditor General and grantor agencies, and is not intended to be and should not be used by anyone other than these specified parties.

The NCT Group CPAs, LLP

November 24, 2009

ATTACHMENT H

Wesley House Family Services, Inc.

IRS Form 990
Year End 6/30/08

(990 for year-end 09 provided w/ supp. mat'ls - also attached.)

UIL 67 200906 670 6544 K
201010 151893 33040 IRS USE ONLY

Department of the Treasury
Internal Revenue Service
OGDEN UT 84201-0074

For assistance, call:
1-877-829-5500

MAR 2 4 2010

Notice Number: CP211A
Date: March 22, 2010

Taxpayer Identification Number:
59-0624461
Tax Form: 990
Tax Period: June 30, 2009

046113.704917.0145.003 1 AT 0.357 375

WESLEY HOUSE FAMILY SERVICES INC
1304 TRUMAN AVE
KEY WEST FL 33040-7268043

046113

APPLICATION FOR EXTENSION OF TIME TO FILE AN EXEMPT ORGANIZATION RETURN - APPROVED

We received and approved your Form 8868, Application for Extension of Time to File an Exempt Organization Return, for the return (form) and tax period identified above. Your extended due date to file your return is **May 15, 2010.**

When it's time to file your Form 990, 990-EZ, 990-PF or 1120-POL, you should consider filing electronically. Electronic filing is the fastest, easiest and most accurate way to file your return. For more information, visit the Charities and Nonprofit web at www.irs.gov/eo. This site will provide information about:

- The type of returns that can be filed electronically,
- approved e-File providers, and
- if you are required to file electronically.

If you have any questions, please call us at the number shown above, or you may write us at the address shown at the top of this letter.

UU 67 200906 670 73 K
200946 125824 33040 IRS USE ONLY
93404-313-01548-9 A0188692 211A
590624461 TE 3

Department of the Treasury
Internal Revenue Service
OGDEN UT 84201-0074

0 2 2009

For assistance, call:
1-877-829-5500

Notice Number: CP211A
Date: November 30, 2009

Taxpayer Identification Number:
59-0624461
Tax Form: 990
Tax Period: June 30, 2009

056527.667009.0184.004 1 AT 0.357 370

WESLEY HOUSE FAMILY SERVICES INC
1304 TRUMAN AVE
KEY WEST FL 33040-7268043

056527

APPLICATION FOR EXTENSION OF TIME TO FILE AN EXEMPT ORGANIZATION RETURN - APPROVED

We have received your Form 8868, Application for Extension of Time to File an Exempt Organization Return, for the return (form) and tax period identified above.

We have approved your request and have extended the due date to file your return to February 15, 2010.

If you have any questions, please call us at the number shown above, or you may write us at the address shown at the top left of this letter.

Reminder - You May Be Required to File Electronically

Exempt organizations may be required to file certain returns electronically. For tax years ending on or after December 31, 2006, the electronic filing requirement applies to exempt organizations with $10 million or more in total assets if the organization files at least 250 returns in a calendar year, including income, excise, employment tax and information returns. Private foundations and charitable trusts will be required to file Forms 990-PF electronically regardless of their asset size, if they file at least 250 returns annually. For more information, go to www.irs.gov . Click "Charities and Non-Profits" and look for the "e-file for Charities and Non-Profits" tab.

For tax forms, instructions and information visit **www.irs.gov.** (Access to this site will not provide you with your specific taxpayer account information.)

L00 5303

Form **990**

Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)

▶ The organization may have to use a copy of this return to satisfy state reporting requirements.

OMB No. 1545-0047

2007

Open to Public Inspection

A For the 2007 calendar year, or tax year beginning 7/01/07, and ending 6/30/08

B Check if applicable:
- [ ] Address change
- [ ] Name change
- [ ] Initial return
- [ ] Termination
- [ ] Amended return
- [ ] Application pending

Please use IRS label or print or type. See Specific Instructions.

C Name of organization: WESLEY HOUSE FAMILY SERVICES, INC.

Number and street (or P.O. box if mail is not delivered to street address): 1304 TRUMAN AVE — Room/suite:

City or town, state or country, and ZIP + 4: KEY WEST FL 33040

D Employer identification number: 59-0624461

E Telephone number: 305-292-7150

F Accounting method: [ ] Cash [X] Accrual [ ] Other (specify)

• Section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A (Form 990 or 990-EZ).

H and I are not applicable to section 527 organizations.

H(a) Is this a group return for affiliates? [ ] Yes [X] No

H(b) If "Yes," enter number of affiliates ▶

H(c) Are all affiliates included? [ ] Yes [ ] No (If "No," attach a list. See instructions.)

H(d) Is this a separate return filed by an organization covered by a group ruling? [ ] Yes [X] No

I Group Exemption Number ▶

G Website: ↖ WWW.WESLEYHOUSE.ORG

J Organization type (check only one) ▶ [X] 501(c) (3) ◀ (insert no.) [ ] 4947(a)(1) or [ ] 527

K Check here ▶ [ ] if the organization is not a 509(a)(3) supporting organization and its gross receipts are normally not more than $25,000. A return is not required, but if the organization chooses to file a return, be sure to file a complete return.

M Check ▶ [ ] if the organization is not required to attach Sch. B (Form 990, 990-EZ, or 990-PF).

L Gross receipts: Add lines 6b, 8b, 9b, and 10b to line 12 ▶ 11,240,563

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (See the instructions.)

Revenue	1	Contributions, gifts, grants, and similar amounts received:			
	a	Contributions to donor advised funds	1a		
	b	Direct public support (not included on line 1a)	1b	432,171	
	c	Indirect public support (not included on line 1a)	1c	11,299	
	d	Government contributions (grants) (not included on line 1a)	1d	10,072,332	
	e	Total (add lines 1a through 1d) (cash $ 10,515,802 noncash $)			1e 10,515,802
	2	Program service revenue including government fees and contracts (from Part VII, line 93)			2 461,479
	3	Membership dues and assessments			3
	4	Interest on savings and temporary cash investments			4 95,609
	5	Dividends and interest from securities			5
	6a	Gross rents	6a		
	b	Less: rental expenses	6b		
	c	Net rental income or (loss). Subtract line 6b from line 6a			6c
	7	Other investment income (describe ▶)			7
	8a	Gross amount from sales of assets other than inventory — (A) Securities: ; (B) Other:	8a		
	b	Less: cost or other basis and sales expenses	8b	10,808	
	c	Gain or (loss) (attach schedule)	8c	-10,808	
	d	Net gain or (loss). Combine line 8c, columns (A) and (B) SEE STMT 1			8d -10,808
	9	Special events and activities (attach schedule). If any amount is from gaming, check here [ ]			
	a	Gross revenue (not including $ of contributions reported on line 1b)	9a	98,436	
	b	Less: direct expenses other than fundraising expenses	9b		
	c	Net income or (loss) from special events. Subtract line 9b from line 9a			9c 98,436
	10a	Gross sales of inventory, less returns and allowances	10a		
	b	Less: cost of goods sold	10b		
	c	Gross profit or (loss) from sales of inventory (attach schedule). Subtract line 10b from line 10a			10c
	11	Other revenue (from Part VII, line 103)			11 69,237
	12	**Total revenue.** Add lines 1e, 2, 3, 4, 5, 6c, 7, 8d, 9c, 10c, and 11			12 11,229,755
Expenses	13	Program services (from line 44, column (B))			13 10,404,730
	14	Management and general (from line 44, column (C))			14 853,444
	15	Fundraising (from line 44, column (D))			15 164,269
	16	Payments to affiliates (attach schedule)			16
	17	**Total expenses.** Add lines 16 and 44, column (A)			17 11,422,443
Net Assets	18	Excess or (deficit) for the year. Subtract line 17 from line 12			18 -192,688
	19	Net assets or fund balances at beginning of year (from line 73, column (A))			19 6,969,574
	20	Other changes in net assets or fund balances (attach explanation) SEE STATEMENT 2			20 -38,588
	21	Net assets or fund balances at end of year. Combine lines 18, 19, and 20			21 6,738,298

For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.

DAA

Part II Statement of Functional Expenses All organizations must complete column (A). Columns (B), (C), and (D) are required for section 501(c)(3) and (4) organizations and section 4947(a)(1) nonexempt charitable trusts but optional for others. (See the instructions.)

Do not include amounts reported on line 6b, 8b, 9b, 10b, or 16 of Part I.		(A) Total	(B) Program services	(C) Management and general	(D) Fundraising
22a Grants paid from donor advised funds (attach schedule) (cash $ ____ non-cash $ ____) If this amount includes foreign grants, check here ▶ ☐	22a				
22b Other grants and allocations (attach schedule) (cash $ ____ non-cash $ ____) If this amount includes foreign grants, check here ▶ ☐	22b				
23 Specific assistance to individuals (attach schedule)	23				
24 Benefits paid to or for members (attach schedule)	24				
25a Compensation of current officers, directors, key employees, etc. listed in Part V-A SEE STATEMENT 3	25a	470,325	365,912	100,986	3,427
b Compensation of former officers, directors, key employees, etc. listed in Part V-B	25b				
c Compensation and other distributions, not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)	25c				
26 Salaries and wages of employees not included on lines 25a, b, and c	26	3,364,504	2,842,135	445,133	77,236
27 Pension plan contributions not included on lines 25a, b, and c	27				
28 Employee benefits not included on lines 25a – 27	28	366,626	300,155	56,022	10,449
29 Payroll taxes	29	305,475	245,416	54,789	5,270
30 Professional fundraising fees	30				
31 Accounting fees	31				
32 Legal fees	32				
33 Supplies	33	76,759	57,040	16,702	3,017
34 Telephone	34	70,630	58,821	11,520	289
35 Postage and shipping	35	20,346	15,192	3,103	2,051
36 Occupancy	36	883,106	730,785	132,044	20,277
37 Equipment rental and maintenance	37	40,159	116,052	-84,805	8,912
38 Printing and publications	38	14,097	3,630	6,553	3,914
39 Travel	39	140,047	132,797	6,649	601
40 Conferences, conventions, and meetings	40				
41 Interest	41				
42 Depreciation, depletion, etc. (attach schedule)	42	35,817	24,177	11,640	
43 Other expenses not covered above (itemize): a SEE STATEMENT 4	43a	5,634,552	5,512,618	93,108	28,826
b	43b				
c	43c				
d	43d				
e	43e				
f	43f				
g	43g				
44 Total functional expenses. Add lines 22a through 43g. (Organizations completing columns (B)-(D), carry these totals to lines 13-15)	44	11,422,443	10,404,730	853,444	164,269

Joint Costs. Check ▶ ☐ if you are following SOP 98-2.

Are any joint costs from a combined educational campaign and fundraising solicitation reported in (B) Program services? ▶ ☐ Yes ☒ No

If "Yes," enter (i) the aggregate amount of these joint costs ____ ; (ii) the amount allocated to Program services $ ____ ; (iii) the amount allocated to Management and general $ ____ ; and (iv) the amount allocated to Fundraising $ ____

Part III Statement of Program Service Accomplishments (See the instructions.)

Form 990 is available for public inspection and, for some people, serves as the primary or sole source of information about a particular organization. How the public perceives an organization in such cases may be determined by the information presented on its return. Therefore, please make sure the return is complete and accurate and fully describes, in Part III, the organization's programs and accomplishments.

What is the organization's primary exempt purpose?

▶ TO DEVELOP AND ENCOURAGE A MORE CHILD CARING COMMUNITY.

All organizations must describe their exempt purpose achievements in a clear and concise manner. State the number of clients served, publications issued, etc. Discuss achievements that are not measurable. (Section 501(c)(3) and (4) organizations and 4947(a)(1) nonexempt charitable trusts must also enter the amount of grants and allocations to others.)

	Program Service Expenses (Required for 501(c)(3) and (4) orgs., and 4947(a)(1) trusts; but optional for others.)
a SEE STATEMENT 5	
(Grants and allocations $) If this amount includes foreign grants, check here ▶ ☐	
b SEE STATEMENT 6	4,886,931
(Grants and allocations $) If this amount includes foreign grants, check here ▶ ☐	
c CHILD CARE SITES - OPERATES TWO ACCREDITED CHILD DEVELOPMENT CENTERS IN KEY WEST INCLUDING A FREE CHILD CARE FOOD PROGRAM FOR ALL ATTENDEES.	4,692,145
(Grants and allocations $) If this amount includes foreign grants, check here ▶ ☐	
d	825,654
(Grants and allocations $) If this amount includes foreign grants, check here ▶ ☐	
e Other program services (attach schedule)	
(Grants and allocations $) If this amount includes foreign grants, check here ▶ ☐	
f **Total of Program Service Expenses** (should equal line 44, column (B), Program services) ▶	10,404,730

Part IV Balance Sheets (See the instructions.)

Note: Where required, attached schedules and amounts within the description column should be for end-of-year amounts only.

				(A) Beginning of year		(B) End of year
Assets	45 Cash—non-interest-bearing			72,053	45	172,078
	46 Savings and temporary cash investments			2,389,110	46	1,459,379
	47a Accounts receivable	47a	39,463			
	b Less: allowance for doubtful accounts	47b		7,562	47c	39,463
	48a Pledges receivable	48a	943,297			
	b Less: allowance for doubtful accounts	48b		1,011,933	48c	943,297
	49 Grants receivable			1,192,706	49	1,220,879
	50a Receivables from current and former officers, directors, trustees, and key employees (attach schedule)				50a	
	b Receivables from other disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B) (att. schedule)				50b	
	51a Other notes and loans receivable (attach schedule)	51a				
	b Less: allowance for doubtful accounts	51b			51c	
	52 Inventories for sale or use				52	
	53 Prepaid expenses and deferred charges			51,633	53	52,142
	54a Investments—publicly-traded securities SEE STATEMENT 7 ▶ ☐ Cost ☐ FMV			482,509	54a	465,243
	b Investments—other securities (attach schedule) ▶ ☐ Cost ☐ FMV				54b	
	55a Investments—land, buildings, and equipment: basis	55a				
	b Less: accumulated depreciation (attach schedule)	55b			55c	
	56 Investments—other (attach schedule)				56	
	57a Land, buildings, and equipment: basis	57a	5,038,174			
	b Less: accumulated depreciation (attach schedule) SEE STATEMENT 8	57b	897,539	3,025,012	57c	4,140,635
	58 Other assets, including program-related investments (describe ▶ SEE STATEMENT 9)			32,527	58	30,296
	59 **Total assets** (must equal line 74). Add lines 45 through 58			8,265,045	59	8,523,412
Liabilities	60 Accounts payable and accrued expenses			638,594	60	907,261
	61 Grants payable				61	
	62 Deferred revenue SEE STATEMENT 10			4,172	62	247,732
	63 Loans from officers, directors, trustees, and key employees (attach schedule)				63	
	64a Tax-exempt bond liabilities (attach schedule)				64a	
	b Mortgages and other notes payable (attach schedule) SEE WORKSHEET			614,659	64b	582,279
	65 Other liabilities (describe ▶ SEE STATEMENT 11)			38,046	65	47,842
	66 **Total liabilities.** Add lines 60 through 65			1,295,471	66	1,785,114
Net Assets or Fund Balances	**Organizations that follow SFAS 117, check here** ▶ [X] and complete lines 67 through 69 and lines 73 and 74.					
	67 Unrestricted			5,671,668	67	5,880,465
	68 Temporarily restricted			1,297,906	68	857,833
	69 Permanently restricted				69	
	Organizations that do not follow SFAS 117, check here ▶ ☐ and complete lines 70 through 74.					
	70 Capital stock, trust principal, or current funds				70	
	71 Paid-in or capital surplus, or land, building, and equipment fund				71	
	72 Retained earnings, endowment, accumulated income, or other funds				72	
	73 **Total net assets or fund balances.** Add lines 67 through 69 or lines 70 through 72. (Column (A) **must** equal line 19 and column (B) **must** equal line 21)			6,969,574	73	6,738,298
	74 **Total liabilities and net assets/fund balances.** Add lines 66 and 73			8,265,045	74	8,523,412

Part IV-A Reconciliation of Revenue per Audited Financial Statements With Revenue per Return (See the instructions.)

a	Total revenue, gains, and other support per audited financial statements			a	11,226,435
b	Amounts included on line a but not on Part I, line 12:				
1	Net unrealized gains on investments	b1	-38,588		
2	Donated services and use of facilities	b2	35,268		
3	Recoveries of prior year grants	b3			
4	Other (specify):	b4			
	Add lines b1 through b4			b	-3,320
c	Subtract line b from line a			c	11,229,755
d	Amounts included on Part I, line 12, but not on line a:				
1	Investment expenses not included on Part I, line 6b	d1			
2	Other (specify):	d2			
	Add lines d1 and d2			d	
e	Total revenue (Part I, line 12). Add lines c and d ▶			e	11,229,755

Part IV-B Reconciliation of Expenses per Audited Financial Statements With Expenses per Return

a	Total expenses and losses per audited financial statements			a	11,457,711
b	Amounts included on line a but not Part I, line 17:				
1	Donated services and use of facilities	b1	35,268		
2	Prior year adjustments reported on Part I, line 20	b2			
3	Losses reported on Part I, line 20	b3			
4	Other (specify):	b4			
	Add lines b1 through b4			b	35,268
c	Subtract line b from line a			c	11,422,443
d	Amounts included on Part I, line 17, but not on line a:				
1	Investment expenses not included on Part I, line 6b	d1			
2	Other (specify):	d2			
	Add lines d1 and d2			d	
e	Total expenses (Part I, line 17). Add lines c and d ▶			e	11,422,443

Part V-A Current Officers, Directors, Trustees, and Key Employees (List each person who was an officer, director, trustee, or key employee at any time during the year even if they were not compensated.) (See the instructions.)

(A) Name and address	(B) Title and average hours per week devoted to position	(C) Compensation (If not paid, enter -0-.)	(D) Contributions to employee benefit plans & deferred compensation plans	(E) Expense account and other allowances
SEE STATEMENT 12				

Part V-A Current Officers, Directors, Trustees, and Key Employees (continued)

			Yes	No
75a	Enter the total number of officers, directors, and trustees permitted to vote on organization business at board meetings ▶ 19			
b	Are any officers, directors, trustees, or key employees listed in Form 990, Part V-A, or highest compensated employees listed in Schedule A, Part I, or highest compensated professional and other independent contractors listed in Schedule A, Part II-A or II-B, related to each other through family or business relationships? If "Yes," attach a statement that identifies the individuals and explains the relationship(s)	75b		X
c	Do any officers, directors, trustees, or key employees listed in Form 990, Part V-A, or highest compensated employees listed in Schedule A, Part I, or highest compensated professional and other independent contractors listed in Schedule A, Part II-A or II-B, receive compensation from any other organizations, whether tax exempt or taxable, that are related to the organization? See the instructions for the definition of "related organization." If "Yes," attach a statement that includes the information described in the instructions.	75c		X
d	Does the organization have a written conflict of interest policy?	75d		X

Part V-B Former Officers, Directors, Trustees, and Key Employees That Received Compensation or Other Benefits

(If any former officer, director, trustee, or key employee received compensation or other benefits (described below) during the year, list that person below and enter the amount of compensation or other benefits in the appropriate column. See the instructions.)

(A) Name and address	(B) Loans and Advances	(C) Compensation (if not paid, enter -0-)	(D) Contributions to employee benefit plans & deferred compensation plans	(E) Expense account and other allowances
N/A				

Part VI Other Information (See the instructions.)

			Yes	No
76	Did the organization make a change in its activities or methods of conducting activities? If "Yes," attach a detailed statement of each change	76		X
77	Were any changes made in the organizing or governing documents but not reported to the IRS? If "Yes," attach a conformed copy of the changes.	77		X
78a	Did the organization have unrelated business gross income of $1,000 or more during the year covered by this return?	78a		X
b	If "Yes," has it filed a tax return on **Form 990-T** for this year?	78b		
79	Was there a liquidation, dissolution, termination, or substantial contraction during the year? If "Yes," attach a statement	79		X
80a	Is the organization related (other than by association with a statewide or nationwide organization) through common membership, governing bodies, trustees, officers, etc., to any other exempt or nonexempt organization?	80a		X
b	If "Yes," enter the name of the organization ▶ and check whether it is ☐ exempt or ☐ nonexempt			
81a	Enter direct and indirect political expenditures. (See line 81 instructions.) 81a 0			
b	Did the organization file **Form 1120-POL** for this year?	81b		X

Part VI Other Information (continued)

			Yes	No
82a	Did the organization receive donated services or the use of materials, equipment, or facilities at no charge or at substantially less than fair rental value?	82a	X	
b	If "Yes," you may indicate the value of these items here. Do not include this amount as revenue in Part I or as an expense in Part II. (See instructions in Part III.) SEE STMT 13 82b 35,268			
83a	Did the organization comply with the public inspection requirements for returns and exemption applications?	83a	X	
b	Did the organization comply with the disclosure requirements relating to quid pro quo contributions? N/A	83b		
84a	Did the organization solicit any contributions or gifts that were not tax deductible?	84a		X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible? N/A	84b		
85a	501(c)(4), (5), or (6). Were substantially all dues nondeductible by members? N/A	85a		
b	Did the organization make only in-house lobbying expenditures of $2,000 or less? N/A	85b		
	If "Yes" was answered to either 85a or 85b, **do not** complete 85c through 85h below unless the organization received a waiver for proxy tax owed for the prior year.			
c	Dues, assessments, and similar amounts from members 85c			
d	Section 162(e) lobbying and political expenditures 85d			
e	Aggregate nondeductible amount of section 6033(e)(1)(A) dues notices 85e			
f	Taxable amount of lobbying and political expenditures (line 85d less 85e) 85f			
g	Does the organization elect to pay the section 6033(e) tax on the amount on line 85f? N/A	85g		
h	If section 6033(e)(1)(A) dues notices were sent, does the organization agree to add the amount on line 85f to its reasonable estimate of dues allocable to nondeductible lobbying and political expenditures for the following tax year? N/A	85h		
86	501(c)(7) orgs. Enter: a Initiation fees and capital contributions included on line 12 86a			
b	Gross receipts, included on line 12, for public use of club facilities 86b			
87	501(c)(12) orgs. Enter: a Gross income from members or shareholders 87a			
b	Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.) 87b			
88a	At any time during the year, did the organization own a 50% or greater interest in a taxable corporation or partnership, or an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If "Yes," complete Part IX	88a		X
b	At any time during the year, did the organization, directly or indirectly, own a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Part XI ▶	88b		X
89a	501(c)(3) organizations. Enter: Amount of tax imposed on the organization during the year under: section 4911 ▶ 0 ; section 4912 ▶ 0 ; section 4955 ▶ 0			
b	501(c)(3) and 501(c)(4) orgs. Did the organization engage in any section 4958 excess benefit transaction during the year or did it become aware of an excess benefit transaction from a prior year? If "Yes," attach a statement explaining each transaction	89b		X
c	Enter: Amount of tax imposed on the organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ▶ 0			
d	Enter: Amount of tax on line 89c, above, reimbursed by the organization ▶ 0			
e	All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction?	89e		X
f	All organizations. Did the organization acquire a direct or indirect interest in any applicable insurance contract?	89f		X
g	For supporting organizations and sponsoring organizations maintaining donor advised funds. Did the supporting organization, or a fund maintained by a sponsoring organization, have excess business holdings at any time during the year?	89g		X

90a List the states with which a copy of this return is filed ▶ NONE

b Number of employees employed in the pay period that includes March 12, 2007 (See instructions.) 90b 109

91a The books are in care of ▶ DOUGLAS BLOMBERG Telephone no. ▶ 305-292-7150

Located at ▶ 1304 TRUMAN AVE KEY WEST, FL ZIP + 4 ▶ 33040

		Yes	No
b	At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		
	If "Yes," enter the name of the foreign country ▶		
	See the instructions for exceptions and filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts. 91b		X

Part VI Other Information (continued)

		Yes	No
c At any time during the calendar year, did the organization maintain an office outside of the United States? If "Yes," enter the name of the foreign country ▶	91c		X
92 Section 4947(a)(1) nonexempt charitable trusts filing Form 990 in lieu of Form 1041—Check here and enter the amount of tax-exempt interest received or accrued during the tax year ▶	92		▶ ☐

Part VII Analysis of Income-Producing Activities (See the instructions.)

Note: Enter gross amounts unless otherwise indicated.

	Unrelated business income (A) Business code	(B) Amount	Excluded by section 512, 513, or 514 (C) Exclusion code	(D) Amount	(E) Related or exempt function income
93 Program service revenue:					
a PROGRAM SERVICE REVENUE					461,479
b					
c					
d					
e					
f Medicare/Medicaid payments					
g Fees and contracts from government agencies					
94 Membership dues and assessments					
95 Interest on savings and temporary cash investments					
96 Dividends and interest from securities			14	95,609	
97 Net rental income or (loss) from real estate:					
a debt-financed property					
b not debt-financed property					
98 Net rental income or (loss) from personal property					
99 Other investment income					
100 Gain or (loss) from sales of assets other than inventory					
101 Net income or (loss) from special events			18	-10,808	
102 Gross profit or (loss) from sales of inventory			1	98,436	
103 Other revenue: a					
b MISCELLANEOUS INCOME					
c					69,237
d					
e					
104 Subtotal (add columns (B), (D), and (E))		0		183,237	530,716
105 Total (add line 104, columns (B), (D), and (E)) ▶					713,953

Note: Line 105 plus line 1e, Part I, should equal the amount on line 12, Part I.

Part VIII Relationship of Activities to the Accomplishment of Exempt Purposes (See the instructions.)

Line No. ▼	Explain how each activity for which income is reported in column (E) of Part VII contributed importantly to the accomplishment of the organization's exempt purposes (other than by providing funds for such purposes).
	SEE STATEMENT 14

Part IX Information Regarding Taxable Subsidiaries and Disregarded Entities (See the instructions.)

(A) Name, address, and EIN of corporation, partnership, or disregarded entity	(B) Percentage of ownership interest	(C) Nature of activities	(D) Total income	(E) End-of-year assets
N/A	%			
	%			
	%			
	%			

Part X Information Regarding Transfers Associated with Personal Benefit Contracts (See the instructions.)

(a) Did the organization, during the year, receive any funds, directly or indirectly, to pay premiums on a personal benefit contract? ☐ Yes ☒ No

(b) Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract? ☐ Yes ☒ No

Note: If "Yes" to (b), file Form 8870 and Form 4720 (see instructions).

Part XI **Information Regarding Transfers To and From Controlled Entities.** Complete only if the organization is a controlling organization as defined in section 512(b)(13).

106 Did the reporting organization make any transfers to a controlled entity as defined in section 512(b)(13) of the Code? If "Yes," complete the schedule below for each controlled entity. Yes: | No: X

	(A) Name, address, of each controlled entity	(B) Employer ID Number	(C) Description of transfer	(D) Amount of transfer
a				
b				
c				
	Totals			

107 Did the reporting organization receive any transfers from a controlled entity as defined in section 512(b)(13) of the Code? If "Yes," complete the schedule below for each controlled entity. Yes: | No: X

	(A) Name, address, of each controlled entity	(B) Employer ID Number	(C) Description of transfer	(D) Amount of transfer
a				
b				
c				
	Totals			

108 Did the organization have a binding written contract in effect on August 17, 2006, covering the interest, rents, royalties, and annuities described in question 107 above? Yes: | No:

Please Sign Here

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge

Signature of officer — Date: 5/13/09

Douglas Blumberg CEO

Type or print name and title

Paid Preparer's Use Only

Preparer's signature: Jaime L. Jones — Date: 5/13/09 — Check if self-employed ☐ — Preparer's SSN or PTIN (See Gen. Instr. X): P00274557

Firm's name (or yours if self-employed), address, and ZIP + 4: THE NCT GROUP CPA'S, L.L.P.
P.O. BOX 1076
LAKELAND, FL 33802-1076

FIN ▶ 59-1500378

Phone no. ▶ 863-683-6783

L005303

SCHEDULE A
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Organization Exempt Under Section 501(c)(3)

(Except Private Foundation) and Section 501(e), 501(f), 501(k), 501(n), or 4947(a)(1) Nonexempt Charitable Trust

Supplementary Information-(See separate instructions.)

▶ MUST be completed by the above organizations and attached to their Form 990 or 990-EZ

OMB No. 1545-0047

2007

Name of the organization: WESLEY HOUSE FAMILY SERVICES, INC.

Employer identification number: 59-0624461

Part I Compensation of the Five Highest Paid Employees Other Than Officers, Directors, and Trustees

(See page 1 of the instructions. List each one. If there are none, enter "None.")

(a) Name and address of each employee paid more than $50,000	(b) Title and average hours per week devoted to position	(c) Compensation	(d) Contributions to empl. benefit plans & deferred comp	(e) Expense account and other allowances
NICOLE CANALEJO 2906 VENETIANDR KEY WEST FL 33040	IPP MANAGER 40	58,575	6,928	0
WENDY O. SILAGHI 3114 FLAGLER AVE KEY WEST FL 33040	CBC MANAGER 40	63,466	1,847	0
CYNTHIA PLENING 175 WRENN ST TAVERNIER FL 33070	CBC MANAGER 40	56,816	7,023	0
SCOTT SHORES 1304 TRUMAN AVE KEY WEST FL 33040	IT MANAGER 40	55,797	6,813	0
LYNNE WINTERMYER 1623 C-3 SPALDING COURT KEY WEST FL 33040	HPP MANAGER 40	55,340	6,945	0
Total number of other employees paid over $50,000 ▶	0			

Part II-A Compensation of the Five Highest Paid Independent Contractors for Professional Services

(See page 2 of the instructions. List each one (whether individuals or firms). If there are none, enter "None.")

(a) Name and address of each independent contractor paid more than $50,000	(b) Type of service	(c) Compensation
NONE		
Total number of others receiving over $50,000 for professional services ▶		

Part II-B Compensation of the Five Highest Paid Independent Contractors for Other Services

(List each contractor who performed services other than professional services, whether individuals or firms. If there are none, enter "None." See page 2 of the instructions.)

(a) Name and address of each independent contractor paid more than $50,000	(b) Type of service	(c) Compensation
D.L. PORTER CONSTRUCTORS, INC. 6574 PALMER PARK CIRCLE SARASOTA FL 34238	RENOVATION	973,915
MONROE COUNTY DISTRICT SCHOOL BOARD 241 TRUMBO PLACE KEY WEST FL 33040	CHILD CARE CENT	647,589
FLORIDA KEYS CHILDREN SHELTER 73 HIGHPOINT RD TAVERNIER FL 33070	SHELTER	565,695
COMMUNITY COOPERATIVE PRESCHOOL P.O. BOX 500697 MARATHON FL 33050	CHILD CARE CENT	246,653
GRACE JONES COMMUNITY CENTER 230 41ST STREET MARATHON FL 33050	CHILD CARE CENT	189,542
Total number of other contractors receiving over $50,000 for other services ▶	17	

For Paperwork Reduction Act Notice, see the Instructions for Form 990 and Form 990-EZ.

DAA

Part III Statements About Activities (See page 2 of the instructions.)

			Yes	No
1	During the year, has the organization attempted to influence national, state, or local legislation, including any attempt to influence public opinion on a legislative matter or referendum? If "Yes," enter the total expenses paid or incurred in connection with the lobbying activities ▶ $ _____ (Must equal amounts on line 38, Part VI-A, or line I of Part VI-B.)	1		X
	Organizations that made an election under section 501(h) by filing Form 5768 must complete Part VI-A. Other organizations checking "Yes" must complete Part VI-B AND attach a statement giving a detailed description of the lobbying activities.			
2	During the year, has the organization, either directly or indirectly, engaged in any of the following acts with any substantial contributors, trustees, directors, officers, creators, key employees, or members of their families, or with any taxable organization with which any such person is affiliated as an officer, director, trustee, majority owner, or principal beneficiary? (If the answer to any question is "Yes," attach a detailed statement explaining the transactions.)			
a	Sale, exchange, or leasing of property?	2a		X
b	Lending of money or other extension of credit?	2b		X
c	Furnishing of goods, services, or facilities?	2c		X
d	Payment of compensation (or payment or reimbursement of expenses if more than $1,000)? SEE PART V-A, FORM 990	2d	X	
e	Transfer of any part of its income or assets?	2e		X
3a	Did the organization make grants for scholarships, fellowships, student loans, etc.? (If "Yes," attach an explanation of how the organization determines that recipients qualify to receive payments.)	3a		X
b	Did the organization have a section 403(b) annuity plan for its employees?	3b		X
c	Did the organization receive or hold an easement for conservation purposes, including easements to preserve open space, the environment, historic land areas or historic structures? If "Yes," attach a detailed statement	3c		X
d	Did the organization provide credit counseling, debt management, credit repair, or debt negotiation services?	3d		X
4a	Did the organization maintain any donor advised funds? If "Yes," complete lines 4b through 4g. If "No," complete lines 4f and 4g	4a		X
b	Did the organization make any taxable distributions under section 4966?	4b		
c	Did the organization make a distribution to a donor, donor advisor, or related person?	4c		
d	Enter the total number of donor advised funds owned at the end of the tax year ▶ _____			
e	Enter the aggregate value of assets held in all donor advised funds owned at the end of the tax year ▶ _____			
f	Enter the total number of separate funds or accounts owned at the end of the tax year (excluding donor advised funds included on line 4d) where donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts ▶ 0			
g	Enter the aggregate value of assets held in all funds or accounts included on line 4f at the end of the tax year ▶ 0			

Part IV Reason for Non-Private Foundation Status (See pages 4 through 8 of the instructions.)

I certify that the organization is not a private foundation because it is: (Please check only **ONE** applicable box.)

5 ☐ A church, convention of churches, or association of churches. Section 170(b)(1)(A)(i).

6 ☐ A school. Section 170(b)(1)(A)(ii). (Also complete Part V.)

7 ☐ A hospital or a cooperative hospital service organization. Section 170(b)(1)(A)(iii).

8 ☐ A federal, state, or local government or governmental unit. Section 170(b)(1)(A)(v).

9 ☐ A medical research organization operated in conjunction with a hospital. Section 170(b)(1)(A)(iii). **Enter the hospital's name, city, and state** ▶

10 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit. Section 170(b)(1)(A)(iv). (Also complete the **Support Schedule** in Part IV-A.)

11a ☒ An organization that normally receives a substantial part of its support from a governmental unit or from the general public. Section 170(b)(1)(A)(vi). (Also complete the **Support Schedule** in Part IV-A.)

11b ☐ A community trust. Section 170(b)(1)(A)(vi). (Also complete the **Support Schedule** in Part IV-A.)

12 ☐ An organization that normally receives: **(1) more than 33 1/3%** of its support from contributions, membership fees, and gross receipts from activities related to its charitable, etc., functions-subject to certain exceptions, and **(2) no more than 33 1/3%** of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See section 509(a)(2). (Also complete the **Support Schedule** in Part IV-A.)

13 ☐ An organization that is not controlled by any disqualified persons (other than foundation managers) and otherwise meets the requirements of section 509(a)(3). Check the box that describes the type of supporting organization:

☐ Type I ☐ Type II ☐ Type III-Functionally Integrated ☐ Type III-Other

Provide the following information about the supported organizations. (See page 8 of the instructions.)

(a) Name(s) of supported organization(s)	(b) Employer identification number (EIN)	(c) Type of organization (described in lines 5 through 12 above or IRC section)	(d) Is the supported organization listed in the supporting organization's governing documents? Yes	No	(e) Amount of support
Total ▶					

14 ☐ An organization organized and operated to test for public safety. Section 509(a)(4). (See page 8 of the instructions.)

Part IV-A Support Schedule (Complete only if you checked a box on line 10, 11, or 12.) **Use cash method of accounting.**

Note: You may use the worksheet in the instructions for converting from the accrual to the cash method of accounting.

Calendar year (or fiscal year beginning in) ▶	(a) 2006	(b) 2005	(c) 2004	(d) 2003	(e) Total
15 Gifts, grants, and contributions received. (Do not include unusual grants. See line 28.)	9,626,328	9,547,695	5,803,524	5,567,578	30,545,125
16 Membership fees received					0
17 Gross receipts from admissions, merchandise sold or services performed, or furnishing of facilities in any activity that is related to the organization's charitable, etc, purpose	497,897	499,698	461,869	476,657	1,936,121
18 Gross income from interest, dividends, amounts received from payments on securities loans (section 512(a)(5)), rents, royalties, income from similar sources, and unrelated business taxable income (less section 511 taxes) from businesses acquired by the organization after June 30, 1975	203,357	74,379	17,819	8,163	303,718
19 Net income from unrelated business activities not included in line 18					0
20 Tax revenues levied for the organization's benefit and either paid to it or expended on its behalf					0
21 The value of services or facilities furnished to the organization by a governmental unit without charge. Do not include the value of services or facilities generally furnished to the public without charge					0
22 Other income. Attach a schedule. Do not include gain or (loss) from sale of capital assets STMT 15	85,417	48,608	18,292	46,898	199,215
23 Total of lines 15 through 22	10,412,999	10,170,380	6,301,504	6,099,296	32,984,179
24 Line 23 minus line 17	9,915,102	9,670,682	5,839,635	5,622,639	31,048,058
25 Enter 1% of line 23	104,130	101,704	63,015	60,993	

26 **Organizations described on lines 10 or 11:** a Enter 2% of amount in column (e), line 24 ▶ 26a 620,961

b Prepare a list for your records to show the name of and amount contributed by each person (other than a governmental unit or publicly supported organization) whose total gifts for 2003 through 2006 exceeded the amount shown in line 26a. **Do not file this list with your return.** Enter the total of all these excess amounts ▶ 26b

c Total support for section 509(a)(1) test: Enter line 24, column (e) ▶ 26c 31,048,058

d Add: Amounts from column (e) for lines: 18 303,718 19 _____ 22 199,215 26b _____ ▶ 26d 502,933

e Public support (line 26c minus line 26d total) ▶ 26e 30,545,125

f **Public support percentage (line 26e (numerator) divided by line 26c (denominator))** ▶ 26f 98.3801 %

27 **Organizations described on line 12:** a For amounts included in lines 15, 16, and 17 that were received from a "disqualified person," prepare a list for your records to show the name of, and total amounts received in each year from, each "disqualified person." **Do not file this list with your return.** Enter the sum of such amounts for each year:

(2006) _____ (2005) _____ (2004) _____ (2003) _____ N/A

b For any amount included in line 17 that was received from each person (other than "disqualified persons"), prepare a list for your records to show the name of, and amount received for each year, that was more than the larger of (1) the amount on line 25 for the year or (2) $5,000. (Include in the list organizations described in lines 5 through 11b, as well as individuals.) **Do not file this list with your return.** After computing the difference between the amount received and the larger amount described in (1) or (2), enter the sum of these differences (the excess amounts) for each year:

(2006) _____ (2005) _____ (2004) _____ (2003) _____ N/A

c Add: Amounts from column (e) for lines: 15 _____ 16 _____ 17 _____ 20 _____ 21 _____ ▶ 27c

d Add: Line 27a total _____ and line 27b total _____ ▶ 27d

e Public support (line 27c total minus line 27d total) ▶ 27e

f Total support for section 509(a)(2) test: Enter amount from line 23, column (e) ▶ 27f

g **Public support percentage (line 27e (numerator) divided by line 27f (denominator))** ▶ 27g %

h **Investment income percentage (line 18, column (e) (numerator) divided by line 27f (denominator))** ▶ 27h %

28 **Unusual Grants:** For an organization described in line 10, 11, or 12 that received any unusual grants during 2003 through 2006, prepare a list for your records to show, for each year, the name of the contributor, the date and amount of the grant, and a brief description of the nature of the grant. **Do not file this list with your return.** Do not include these grants in line 15.

Part VI-B Private School Questionnaire (See page 9 of the instructions.)
(To be completed ONLY by schools that checked the box on line 6 in Part IV)

			N/A	Yes	No
29	Does the organization have a racially nondiscriminatory policy toward students by statement in its charter, bylaws, other governing instrument, or in a resolution of its governing body?	29			
30	Does the organization include a statement of its racially nondiscriminatory policy toward students in all its brochures, catalogues, and other written communications with the public dealing with student admissions, programs, and scholarships?	30			
31	Has the organization publicized its racially nondiscriminatory policy through newspaper or broadcast media during the period of solicitation for students, or during the registration period if it has no solicitation program, in a way that makes the policy known to all parts of the general community it serves? If "Yes," please describe; if "No," please explain. (If you need more space, attach a separate statement.)	31			
32	Does the organization maintain the following:				
a	Records indicating the racial composition of the student body, faculty, and administrative staff?	32a			
b	Records documenting that scholarships and other financial assistance are awarded on a racially nondiscriminatory basis?	32b			
c	Copies of all catalogues, brochures, announcements, and other written communications to the public dealing with student admissions, programs, and scholarships?	32c			
d	Copies of all material used by the organization or on its behalf to solicit contributions?	32d			
	If you answered "No" to any of the above, please explain. (If you need more space, attach a separate statement.)				
33	Does the organization discriminate by race in any way with respect to:				
a	Students' rights or privileges?	33a			
b	Admissions policies?	33b			
c	Employment of faculty or administrative staff?	33c			
d	Scholarships or other financial assistance?	33d			
e	Educational policies?	33e			
f	Use of facilities?	33f			
g	Athletic programs?	33g			
h	Other extracurricular activities?	33h			
	If you answered "Yes" to any of the above, please explain. (If you need more space, attach a separate statement.)				
34a	Does the organization receive any financial aid or assistance from a governmental agency?	34a			
b	Has the organization's right to such aid ever been revoked or suspended? If you answered "Yes" to either 34a or b, please explain using an attached statement.	34b			
35	Does the organization certify that it has complied with the applicable requirements of sections 4.01 through 4.05 of Rev. Proc. 75-50, 1975-2 C.B. 587, covering racial nondiscrimination? If "No," attach an explanation	35			

Part VI-A Lobbying Expenditures by Electing Public Charities (See page 11 of the instructions.)
(To be completed ONLY by an eligible organization that filed Form 5768) N/A

Check ▶ a ☐ if the organization belongs to an affiliated group. Check ▶ b ☐ if you checked "a" and "limited control" provisions apply.

Limits on Lobbying Expenditures

(The term "expenditures" means amounts paid or incurred.)

		(a) Affiliated group totals	(b) To be completed for all electing organizations
36 Total lobbying expenditures to influence public opinion (grassroots lobbying)	36		
37 Total lobbying expenditures to influence a legislative body (direct lobbying)	37		
38 Total lobbying expenditures (add lines 36 and 37)	38		
39 Other exempt purpose expenditures	39		
40 Total exempt purpose expenditures (add lines 38 and 39)	40		
41 Lobbying nontaxable amount. Enter the amount from the following table-	41		
42 Grassroots nontaxable amount (enter 25% of line 41)	42		
43 Subtract line 42 from line 36. Enter -0- if line 42 is more than line 36	43		
44 Subtract line 41 from line 38. Enter -0- if line 41 is more than line 38	44		

If the amount on line 40 is-	The lobbying nontaxable amount is-
Not over $500,000	20% of the amount on line 40
Over $500,000 but not over $1,000,000	$100,000 plus 15% of the excess over $500,000
Over $1,000,000 but not over $1,500,000	$175,000 plus 10% of the excess over $1,000,000
Over $1,500,000 but not over $17,000,000	$225,000 plus 5% of the excess over $1,500,000
Over $17,000,000	$1,000,000

Caution: If there is an amount on either line 43 or line 44, you must file Form 4720.

4-Year Averaging Period Under Section 501(h)

(Some organizations that made a section 501(h) election do not have to complete all of the five columns below. See the instructions for lines 45 through 50 on page 13 of the instructions.)

Calendar year (or fiscal year beginning in) ▶	Lobbying Expenditures During 4-Year Averaging Period (a) 2007	(b) 2006	(c) 2005	(d) 2004	(e) Total
45 Lobbying nontaxable amount					
46 Lobbying ceiling amount (150% of line 45(e))					
47 Total lobbying expenditures					
48 Grassroots nontaxable amount					
49 Grassroots ceiling amount (150% of line 48(e))					
50 Grassroots lobbying expenditures					

Part VI-B Lobbying Activity by Nonelecting Public Charities
(For reporting only by organizations that did not complete Part VI-A) (See page 14 of the instructions) N/A

During the year, did the organization attempt to influence national, state or local legislation, including any attempt to influence public opinion on a legislative matter or referendum, through the use of:

	Yes	No	Amount
a Volunteers			
b Paid staff or management (Include compensation in expenses reported on lines c through h.)			
c Media advertisements			
d Mailings to members, legislators, or the public			
e Publications, or published or broadcast statements			
f Grants to other organizations for lobbying purposes			
g Direct contact with legislators, their staffs, government officials, or a legislative body			
h Rallies, demonstrations, seminars, conventions, speeches, lectures, or any other means			
i Total lobbying expenditures (Add lines c through h.)			

If "Yes" to any of the above, also attach a statement giving a detailed description of the lobbying activities.

Part VII Information Regarding Transfers To and Transactions and Relationships With Noncharitable Exempt Organizations (See page 14 of the instructions.)

51 Did the reporting organization directly or indirectly engage in any of the following with any other organization described in section 501(c) of the Code (other than section 501(c)(3) organizations) or in section 527, relating to political organizations?

		Yes	No
a Transfers from the reporting organization to a noncharitable exempt organization of:			
(i) Cash	51a(i)		X
(ii) Other assets	a(ii)		X
b Other transactions:			
(i) Sales or exchanges of assets with a noncharitable exempt organization	b(i)		X
(ii) Purchases of assets from a noncharitable exempt organization	b(ii)		X
(iii) Rental of facilities, equipment, or other assets	b(iii)		X
(iv) Reimbursement arrangements	b(iv)		X
(v) Loans or loan guarantees	b(v)		X
(vi) Performance of services or membership or fundraising solicitations	b(vi)		X
c Sharing of facilities, equipment, mailing lists, other assets, or paid employees	c		X

d If the answer to any of the above is "Yes," complete the following schedule. Column (b) should always show the fair market value of the goods, other assets, or services given by the reporting organization. If the organization received less than fair market value in any transaction or sharing arrangement, show in column (d) the value of the goods, other assets, or services received:

(a) Line no.	(b) Amount involved	(c) Name of noncharitable exempt organization	(d) Description of transfers, transactions, and sharing arrangements
N/A			

52a Is the organization directly or indirectly affiliated with, or related to, one or more tax-exempt organizations described in section 501(c) of the Code (other than section 501(c)(3)) or in section 527? ▶ ☐ Yes ☒ No

b If "Yes," complete the following schedule:

(a) Name of organization	(b) Type of organization	(c) Description of relationship
N/A		

L005303

Schedule B
(Form 990, 990-EZ, or 990-PF)
Department of the Treasury
Internal Revenue Service

Schedule of Contributors

Supplementary Information for line 1 of Form 990, 990-EZ, and 990-PF (see instructions)

OMB No. 1545-0047

2007

Name of organization

WESLEY HOUSE FAMILY SERVICES, INC.

Employer identification number

59-0624461

Organization type (check one).

Filers of:	Section:
Form 990 or 990 EZ	[X] 501(c)(3) (enter number) organization
	[ ] 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation
	[ ] 527 political organization
Form 990-PF	[ ] 501(c)(3) exempt private foundation
	[ ] 4947(a)(1) nonexempt charitable trust treated as a private foundation
	[ ] 501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule.** (**Note:** Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule—see instructions.)

General Rule—

[ ] For organizations filing Form 990, 990-EZ, or 990-PF that received, during the year, $5,000 or more (in money or property) from any one contributor. (Complete Parts I and II.)

Special Rules—

[X] For a section 501(c)(3) organization filing Form 990, or Form 990-EZ, that met the 33 1/3% support test of the regulations under sections 509(a)(1)/170(b)(1)(A)(vi), and received from any one contributor, during the year, a contribution of the greater of $5,000 or 2% of the amount on line 1 of these forms. (Complete Parts I and II.)

[ ] For a section 501(c)(7), (8), or (10) organization filing Form 990, or Form 990-EZ, that received from any one contributor, during the year, aggregate contributions or bequests of more than $1,000 for use exclusively for religious, charitable, scientific, literary, or educational purposes, or the prevention of cruelty to children or animals. (Complete Parts I, II, and III.)

[ ] For a section 501(c)(7), (8), or (10) organization filing Form 990, or Form 990-EZ, that received from any one contributor, during the year, some contributions for use exclusively for religious, charitable, etc., purposes, but these contributions did not aggregate to more than $1,000. (If this box is checked, enter here the total contributions that were received during the year for an exclusively religious, charitable, etc., purpose. Do not complete any of the Parts unless the **General Rule** applies to this organization because it received nonexclusively religious, charitable, etc., contributions of $5,000 or more during the year.) ..... ▶ $ _____

Caution: Organizations that are not covered by the General Rule and/or the Special Rules do not file Schedule B (Form 990, 990-EZ, or 990-PF), but they **must** check the box in the heading of their Form 990, Form 990-EZ, or on line 2 of their Form 990-PF, to certify that they do not meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

For Paperwork Reduction Act Notice, see the Instructions for Form 990, Form 990-EZ, and Form 990-PF.

DAA

L005303

Schedule B (Form 990, 990-EZ, or 990-PF) (2007)

Name of organization: WESLEY HOUSE FAMILY SERVICES, INC.

Employer identification number: 59-0624461

Part I Contributors (See Specific Instructions.)

(a) No.	(b) Name, address, and ZIP + 4	(c) Aggregate contributions	(d) Type of contribution
1	OUR KIDS OF MIAMI-DADE/MONROE, INC. 401 NW 2ND AVENUE, SUITE 212 MIAMI FL 33128	$ 4,802,213	Person [X] Payroll [ ] Noncash [ ] (Complete Part II if there is a noncash contribution.)
2	EARLY LEARNING COALITION 2555 PONCE DE LEON BLVD, 5TH FLOOR CORAL GABLES FL 33134	$ 4,667,234	Person [X] Payroll [ ] Noncash [ ] (Complete Part II if there is a noncash contribution.)
3	OUNCE OF PREVENTION FUND OF FLORIDA 111 NORTH GADSDEN ST, STE 200 TALLAHASSEE FL 32301	$ 288,292	Person [X] Payroll [ ] Noncash [ ] (Complete Part II if there is a noncash contribution.)
		$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II if there is a noncash contribution.)
		$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II if there is a noncash contribution.)
		$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II if there is a noncash contribution.)

L005303

Form **990**

Special Events Schedule

For calendar year 2007, or tax year beginning 7/01/07, and ending 6/30/08

2007

Name

WESLEY HOUSE FAMILY SERVICES, INC.

Employer Identification Number

59-0624461

	(A)	(B)	(C)	Others	Total
Gross receipts	73,626	10,211	5,000	9,599	98,436
Less contributions	0	0	0	0	0
Gross revenue	73,626	10,211	5,000	9,599	98,436
Less direct expenses	0	0	0	0	0
Net income (loss)	73,626	10,211	5,000	9,599	98,436

Descriptions:

(A) VALENTINE'S DAY PARTY

(B) WONDER WALK

(C) SPRING CONFERENCE

Others KIDS DAY CELEBRATION
FISHING TOURNAMENT
MISC. EVENTS

L005300

Form 990 / 990-PF

Mortgages and Other Notes Payable

For calendar year 2007, or tax year beginning 7/01/07, and ending 6/30/08

2007

Name: WESLEY HOUSE FAMILY SERVICES, INC.

Employer Identification Number: 59-0624461

FORM 990, PART IV, LINE 64B - ADDITIONAL INFORMATION

	Name of lender	Relationship to disqualified person
(1)	WACHOVIA BANK	
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
(10)		

	Original amount borrowed	Date of loan	Maturity date	Repayment terms	Interest rate
(1)	775,000	7/13/01	7/13/11	120 PRINC. PMTS @ $1,900	6.930
(2)					
(3)					
(4)					
(5)					
(6)					
(7)					
(8)					
(9)					
(10)					

	Security provided by borrower	Purpose of loan
(1)	REAL ESTATE	MORTGAGE
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
(10)		

	Consideration furnished by lender	Balance due at beginning of year	Balance due at end of year
(1)		614,659	582,279
(2)			
(3)			
(4)			
(5)			
(6)			
(7)			
(8)			
(9)			
(10)			
Totals		614,659	582,279

Federal Statements

Statement 1 - Form 990, Part I, Line 8c - Sale of Assets Other Than Inventory - Other

Desc	How Rec'd	Whom Sold	Date Acquired	Date Sold	Sale Price	Cost & Expense	Depr	Gain/ -Loss
DISPOSAL OF FIXED ASSET	PURCHASE		VARIOUS	VARIOUS	$	$ 10,808	$	$ -10,808
TOTAL					$ 0	$ 10,808	$ 0	$ -10,808

Federal Statements

Statement 2 - Form 990, Line 20 - Other Changes in Net Assets or Fund Balances

Description	Amount
NET UNREALIZED GAINS ON INVESTMENTS	$ -38,588
TOTAL	$ -38,588

Federal Statements

Statement 3 - Form 990, Part II, Line 25a - Compensation of Current Officers

Name	Program Services	Management & General	Fundraising
EXPENSES	$	$	$
CHRISTINE PATTERSON COMPENSATION	56,638		
DOUGLAS BLOMBERG COMPENSATION	53,904	57,663	2,215
KATHY E. SNYDER COMPENSATION	77,226		
KEVIN COLLINS COMPENSATION	44,255	32,565	
MEGAN WALDRON COMPENSATION	83,319		
NICHOLAS HOGEN COMPENSATION	50,570	10,758	1,212
TOTAL	$ 365,912	$ 100,986	$ 3,427

Federal Statements

Statement 4 - Form 990, Part II, Line 43 - Other Functional Expenses

Description	Total Expenses	Program Service	Mgt & General	Fund-Raising
	$	$	$	$
VALENTINE'S DAY PARTY				
FUNDRAISING EVENTS	14,948			14,948
ADVERTISING	3,814			3,814
FISHING TOURNAMENT				
FUNDRAISING EVENTS	402			402
WONDER WALK				
FUNDRAISING EVENTS	5,785			5,785
ADVERTISING	1,112			1,112
MISC. EVENTS				
FUND RAISING	90			90
ADVERTISING	42			42
EXPENSES				
ADVERTISING	10,130	5,777	3,431	922
DUES & SUBSCRIPTIONS	6,017	1,710	3,650	657
EDUCATIONAL MATERIALS	109,618	109,420	198	
EXPENDABLE EQUIPMENT	122,687	115,922	6,499	266
FLEX FUND EXPENDITURES	158,906	138,649	20,257	
FOOD & PERSONAL CARE	63,324	63,324		
INSURANCE	55,422	29,675	25,747	
LICENSES & HIRING EXPENSES	26,566	23,421	2,605	540
FUNDRAISING EVENTS	2,223	357	1,866	
MISCELLANEOUS EXPENSES	27	27		
PROFESSIONAL FEES	70,820	62,710	8,110	
PROPERTY TAX	2,515		2,515	
PURCHASE OF SERVICES	57,533	47,813	9,720	
STAFF TRAINING	142,919	134,161	8,510	248
SUB CONTRACTED CARE EXPENSE	4,779,652	4,779,652		
TOTAL	$ 5,634,552	$ 5,512,618	$ 93,108	$ 28,826

Federal Statements

Statement 5 - Form 990, Part III, Line a - Statement of Program Service Accomplishments

Description
COMMUNITY BASED CARE - PROVIDES SERVICES THAT HELP AT-RISK CHILDREN IN THE DEPENDENCY CARE SYSTEM BY PROVIDING FULL CASE MANAGEMENT, COURT-ORDERED SUPERVISED VISITATIONS, CRISIS INTERVENTION AND PREVENTION AND INTERVENTION SERVICES, PARENTING EDUCATION, FOSTER PARENT RECRUITMENT AND TRAINING, PUBLIC ADOPTION SERVICES AND A PROGRAM FOR EXPECTANT AND NEW PARENTS THAT PROMOTES NEWBORN HEALTH AND DEVELOPMENT WHICH IS PROVEN TO PREVENT CHILD ABUSE AND NEGLECT.

Statement 6 - Form 990, Part III, Line b - Statement of Program Service Accomplishments

Description
CHILD CARE AND PROVIDER SERVICES - OFFERS FREE, UNBIASED REFERRALS TO THE PUBLIC FOR CHILDCARE, SOCIAL AND COMMUNITY SERVICES; FINANCIAL ASSISTANCE FOR ELIGIBLE FAMILIES; AND SUPPORT, EDUCATION, TECHNICAL ASSISTANCE, MONITORING AND CONSUMABLE MATERIALS FOR REGISTERED AND LICENSED CHILDCARE PROVIDERS. ADMINISTERS VOLUNTARY PRE-KINDERGARTEN ENROLLMENT FOR 4-YEAR-OLDS AND A TEEN PARENT PROGRAM ALLOWING ADOLESCENT PARENTS TO COMPLETE THEIR HIGH SCHOOL DIPLOMA. COORDINATES AN ANNUAL EARLY CHILDHOOD CONFERENCE AND OFFERS CONTINUING EDUCATION COURSES AND WORKSHOPS ALLOWING CHILD CARE PROVIDERS TO EARN REQUIRED IN-SERVICE EDUCATION HOURS.

Federal Statements

Statement 7 - Form 990, Part IV, Line 54a - Publicly Traded Securities

Description	Beginning of Year	End of Year	Basis of Valuation
CORPORATE STOCK			
ENDOWMENT FUND	$ 477,095	$ 460,280	
RAYMOND JAMES	5,414	4,963	
TOTAL	$ 482,509	$ 465,243	

Statement 8 - Form 990, Part IV, Line 57 - Land, Buildings, and Equipment

Description	Beginning of Year	Accum Depr	End of Year	Accum Depr
BUILDINGS & EQUIPMENT	$ 3,548,527	$ 841,708	$ 4,719,981	$ 897,539
LAND	318,193		318,193	
TOTAL	$ 3,866,720	$ 841,708	$ 5,038,174	$ 897,539

Statement 9 - Form 990, Part IV, Line 58 - Other Assets

Description	Beginning of Year	End of Year
FINANCING COST - BUILDING	$ 20,338	$ 15,255
REFUNDABLE DEPOSITS	12,189	15,041
TOTAL	$ 32,527	$ 30,296

Statement 10 - Form 990, Part IV, Line 62 - Deferred Revenue

Description	Beginning of Year	End of Year
DEFERRED REVENUE	$ 4,172	$ 247,732
TOTAL	$ 4,172	$ 247,732

Statement 11 - Form 990, Part IV, Line 65 - Other Liabilities

Description	Beginning of Year	End of Year
UNREALIZED LOSS ON DERIVATIVE	$ 38,046	$ 47,842
TOTAL	$ 38,046	$ 47,842

Federal Statements

Statement 12 - Form 990, Part V-A - List of Officers, Directors, Trustees, and Key Employees

Name and Address	Title	Average Hours	Compensation	Benefits	Expenses
JOE CLARK 701 WHITEHEAD STREET KEY WEST FL 33040	CHAIR	1	0	0	0
ROSEMARY ENRIGHT 916 THOMAS STREET KEY WEST FL 33040	VICE CHAIR	1	0	0	0
CLAUDE GARDNER 11068 BUTTONWOOD E. SUGARLOAF FL 33042	TREASURER	1	0	0	0
JULIO BARROSO 1527 FOURTH STREET KEY WEST FL 33040	SECRETARY	1	0	0	0
ALICE CALLEJA 1404 PETRONIA ST KEY WEST FL 33040	DIRECTOR	1	0	0	0
MARIA PIERCE 4113 EAGLE AVE KEY WEST FL 33040	DIRECTOR	1	0	0	0
ANDY STRUNK 1428 WHALTON ST KEY WEST FL 33040	DIRECTOR	1	0	0	0
LIBBY CURTIS 3446 RIVIERA DRIVE KEY WEST FL 33040	DIRECTOR	1	0	0	0
LUANNE DOUGHTRY 1609 DUNCAN STREET KEY WEST FL 33040	DIRECTOR	1	0	0	0

Federal Statements

Statement 12 - Form 990, Part V-A - List of Officers, Directors, Trustees, and Key Employees (continued)

Name and Address	Title	Average Hours	Compensation	Benefits	Expenses
VICKI GORDON 615 UNITED STREET KEY WEST FL 33040	DIRECTOR	1	0	0	0
GEORGIA PARKS 7 ALLAMANDA TERRACE KEY WEST FL 33040	DIRECTOR	1	0	0	0
JO PINE 1600 BAHAMA DRIVE KEY WEST FL 33040	DIRECTOR	1	0	0	0
REV. RUBEN VELASCO 600 EATON ST. KEY WEST FL 33040	DIRECTOR	1	0	0	0
DOUGLAS BLOMBERG 1304 TRUMAN AVE KEY WEST FL 33040	CEO	50	113,782	10,243	0
KEVIN COLLINS 1304 TRUMAN AVE KEY WEST FL 33040	COMP DIR	40	76,820	8,178	0
NICHOLAS E. HOGEN 1304 TRUMAN AVE KEY WEST FL 33040	DIR. OF FIN	40	62,540	2,572	0
CHRISTINE M. PATTERSON 1304 TRUMAN AVE KEY WEST FL 33040	CC SITE DIR	40	56,638	4,753	0
KATHY E. SNYDER 1304 TRUMAN AVE KEY WEST FL 33040	CC SERV DIR	40	77,226	8,220	0

Federal Statements

Statement 12 - Form 990, Part V-A - List of Officers, Directors, Trustees, and Key Employees (continued)

Name and Address	Title	Average Hours	Compensation	Benefits	Expenses
MEGAN WALDRON 1304 TRUMAN AVE KEY WEST FL 33040	CBC DIRECTOR	40	83,319	2,993	0

Federal Statements

Statement 13 - Form 990, Part VI, Line 82b - Donated Services

Description	Amount
IN-KIND RENT	$ 35,268
TOTAL	$ 35,268

Federal Statements

Statement 14 - Form 990, Part VIII - Relationship of Activities

Line No.	Description
93A	IMPLEMENT A COMPREHENSIVE PROGRAM REGARDING DAY CARE SERVICES WITHIN MONROE COUNTY TO ACHIEVE THE PERFORMANCE STANDARDS AND OUTCOME MEASURES SPECIFIED BY THE ORGANIZATION.
103B	MISCELLANEOUS INCOME IS UTILIZED TO ASSIST WITH THE PROVISION OF DAY CARE SERVICES IN MONROE COUNTY.

Federal Statements

Statement 15 - Schedule A, Part IV-A, Line 22 - Other Income

Description	2006	2005	2004	2003
OTHER INCOME	$ 85,417	$ 48,608	$ 18,292	$ 46,898
TOTAL	$ 85,417	$ 48,608	$ 18,292	$ 46,898

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Form **990**

Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)

▶ The organization may have to use a copy of this return to satisfy state reporting requirements.

OMB No. 1545-0047

2008

Open to Public Inspection

A For the 2008 calendar year, or tax year beginning 7/01/08 , and ending 6/30/09

B Check if applicable:
- [ ] Address change
- [ ] Name change
- [ ] Initial return
- [ ] Termination
- [ ] Amended return
- [ ] Application pending

Please use IRS label or print or type. See Specific Instructions.

C Name of organization: WESLEY HOUSE FAMILY SERVICES, INC.

Doing Business As

Number and street (or P.O. box if mail is not delivered to street address): 1304 TRUMAN AVE — Room/suite

City or town, state or country, and ZIP + 4: KEY WEST FL 33040

D Employer identification number: 59-0624461

E Telephone number: 305-292-7150

G Gross receipts $ 10,520,431

F Name and address of principal officer:

H(a) Is this a group return for affiliates? [ ] Yes [X] No

H(b) Are all affiliates included? [ ] Yes [ ] No

If "No," attach a list. (see instructions)

H(c) Group exemption number ▶

I Tax-exempt status: [X] 501(c) (3) ◀ (insert no.) [ ] 4947(a)(1) or [ ] 527

J Website: ▶ WWW.WESLEYHOUSE.ORG

K Type of organization: [X] Corporation [ ] Trust [ ] Association [ ] Other ▶

L Year of formation: 1975

M State of legal domicile: FL

Part I Summary

Activities & Governance

1 Briefly describe the organization's mission or most significant activities:

DURING THE PAST YEAR, WESLEY HOUSE FAMILY SERVICES HAS ASSISTED ALMOST 2,600 CHILDREN AND FAMILIES IN MONROE COUNTY, FLORIDA THROUGH A DIVERSE ARRAY OF FAMILY SUPPORT, FOSTER CARE, ADOPTIVE, PREVENTION, CRISIS

2 Check this box ▶ [ ] if the organization discontinued its operations or disposed of more than 25% of its assets.

3 Number of voting members of the governing body (Part VI, line 1a)	3	15
4 Number of independent voting members of the governing body (Part VI, line 1b)	4	15
5 Total number of employees (Part V, line 2a)	5	155
6 Total number of volunteers (estimate if necessary)	6	270
7a Total gross unrelated business revenue from Part VIII, line 12, column (C)	7a	
b Net unrelated business taxable income from Form 990-T, line 34	7b	0

		Prior Year	Current Year
Revenue	8 Contributions and grants (Part VIII, line 1h)	10,515,802	9,888,817
	9 Program service revenue (Part VIII, line 2g)	461,479	582,288
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	84,801	-15,585
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	167,673	-32,627
	12 Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)	11,229,755	10,422,893
Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)		863,647
	14 Benefits paid to or for members (Part IX, column (A), line 4)		
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)	4,201,455	4,543,685
	16a Professional fundraising fees (Part IX, column (A), line 11e)		
	b Total fundraising expenses (Part IX, column (D), line 25) ▶ 178,251		
	17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24f)	7,220,988	5,661,833
	18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	11,422,443	11,069,165
	19 Revenue less expenses. Subtract line 18 from line 12	-192,688	-646,272
		Beginning of Year	**End of Year**
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	9,501,021	8,304,721
	21 Total liabilities (Part X, line 26)	1,785,114	1,324,956
	22 Net assets or fund balances. Subtract line 21 from line 20	7,715,907	6,979,765

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

▶ Signature of officer — Date

▶ DOUGLAS BLOMBERG CEO

Type or print name and title

Paid Preparer's Use Only

Preparer's signature ▶ — Date — Check if self-employed ▶ [ ] — Preparer's Identifying number (see instructions) P00735552

Firm's name (or yours if self-employed), address, and ZIP + 4 ▶ THE NCT GROUP CPA'S, L.L.P.
P.O. BOX 1076
LAKELAND, FL 33802-1076

EIN ▶ 59-1500378

Phone no. ▶ 863-683-6783

May the IRS discuss this return with the preparer shown above? (see instructions) [X] Yes [ ] No

DAA For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.

Form 990 (2008)

(provided w/ supplemental Materials)

Part III Statement of Program Service Accomplishments (see instructions)

1 Briefly describe the organization's mission:
DURING THE PAST YEAR, WESLEY HOUSE FAMILY SERVICES HAS ASSISTED ALMOST 2,600 CHILDREN AND FAMILIES IN MONROE COUNTY, FLORIDA THROUGH A DIVERSE ARRAY OF FAMILY SUPPORT, FOSTER CARE, ADOPTIVE, PREVENTION, CRISIS

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? [X] Yes [ ] No
If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? [X] Yes [ ] No
If "Yes," describe these changes on Schedule O.

4 Describe the exempt purpose achievements for each of the organization's three largest program services by expenses. Section 501(c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses $ 4,001,213 including grants of $ 863,647) (Revenue $)
FULL CASE MANAGEMENT (FCM): FCM SERVICES ARE PROVIDED TO FAMILIES ANYTIME THE FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES INVESTIGATES AND VERIFIES A REPORT OF ABUSE, NEGLECT OR ABANDONMENT TO DEVELOP A PERSONALIZED PLAN TO STRENGTHEN AND PRESERVE THE FAMILY WHILE FOCUSING ON OUR PRIMARY GOAL OF PROTECTING AT-RISK CHILDREN. WESLEY HOUSE RECRUITS, TRAINS AND SUPPORTS FOSTER PARENTS FOR CHILDREN WHO CAN NO LONGER SAFELY REMAIN IN THEIR OWN HOMES; FINDS QUALIFIED ADOPTIVE PARENTS FOR CHILDREN WHO ARE IN PROTECTIVE CARE AND CANNOT BE REUNITED WITH THEIR PARENTS OR PLACED WITH RELATIVES AND PROVIDES FREE PUBLIC

4b (Code:) (Expenses $ 3,808,338 including grants of $) (Revenue $)
SCHOOL READINESS: WESLEY HOUSE PROVIDES FREE EARLY CHILDHOOD EDUCATION AND COMMUNITY SERVICES RESOURCE AND REFERRAL INFORMATION; FINANCIAL ASSISTANCE FOR INCOME ELIGIBLE FAMILIES; TECHNICAL ASSISTANCE AND YEARLY MONITORINGS FOR QUALITY AND BEST PRACTICES OF ALL CONTRACTED CHILD CARE PROGRAMS AND FREE CONSUMABLE CLASSROOM MATERIALS AND BOOKS FOR EARLY CHILDHOOD EDUCATION PROVIDERS.

4c (Code:) (Expenses $ 979,435 including grants of $) (Revenue $)
VOLUNTARY PRE-KINDERGARTEN (VPK): WESLEY HOUSE PROMOTES AND ADMINISTERS ENROLLMENT FOR FLORIDA'S FREE VPK FOR FOUR-YEAR-OLDS IN MONROE COUNTY AVAILABLE IN PUBLIC SCHOOLS, CHILD CARE AND FAITH-BASED CENTERS.

4d Other program services. (Describe in Schedule O.)
(Expenses $ 1,964,849 including grants of $) (Revenue $ 582,288)

4e **Total program service expenses** ▶ $ 10,753,835 (Must equal Part IX, Line 25, column (B).)

Part IV Checklist of Required Schedules

			Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A	1	X	
2	Is the organization required to complete Schedule B, Schedule of Contributors?	2	X	
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I	3		X
4	**Section 501(c)(3) organizations.** Did the organization engage in lobbying activities? If "Yes," complete Schedule C, Part II	4		X
5	**Section 501(c)(4), 501(c)(5), and 501(c)(6) organizations.** Is the organization subject to the section 6033(e) notice and reporting requirement and proxy tax? If "Yes," complete Schedule C, Part III	5		
6	Did the organization maintain any donor advised funds or any accounts where donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I	6		X
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II	7		X
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III	8		X
9	Did the organization report an amount in Part X, line 21; serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes," complete Schedule D, Part IV	9		X
10	Did the organization hold assets in term, permanent, or quasi-endowments? If "Yes," complete Schedule D, Part V	10		X
11	Did the organization report an amount in Part X, lines 10, 12, 13, 15, or 25? If "Yes," complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable	11	X	
12	Did the organization receive an audited financial statement for the year for which it is completing this return that was prepared in accordance with GAAP? If "Yes," complete Schedule D, Parts XI, XII, and XIII	12	X	
13	Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	13		X
14a	Did the organization maintain an office, employees, or agents outside of the U.S.?	14a		X
b	Did the organization have aggregate revenues or expenses of more than $10,000 from grantmaking, fundraising, business, and program service activities outside the U.S.? If "Yes," complete Schedule F, Part I	14b		X
15	Did the organization report on Part IX, column (A), line 3, more than $5,000 of grants or assistance to any organization or entity located outside the United States? If "Yes," complete Schedule F, Part II	15		X
16	Did the organization report on Part IX, column (A), line 3, more than $5,000 of aggregate grants or assistance to individuals located outside the United States? If "Yes," complete Schedule F, Part III	16		X
17	Did the organization report more than $15,000 on Part IX, column (A), line 11e? If "Yes," complete Schedule G, Part I	17		X
18	Did the organization report more than $15,000 total on Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II	18	X	
19	Did the organization report more than $15,000 on Part VIII, line 9a? If "Yes," complete Schedule G, Part III	19		X
20	Did the organization operate one or more hospitals? If "Yes," complete Schedule H	20		X
21	Did the organization report more than $5,000 on Part IX, column (A), line 1? If "Yes," complete Schedule I, Parts I and II	21		X
22	Did the organization report more than $5,000 on Part IX, column (A), line 2? If "Yes," complete Schedule I, Parts I and III	22	X	
23	Did the organization answer "Yes" to Part VII, Section A, questions 3, 4, or 5? If "Yes," complete Schedule J	23		X
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than $100,000 as of the last day of the year, that was issued after December 31, 2002? If "Yes," answer questions 24b–24d and complete Schedule K. If "No," go to question 25.	24a		X
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d		
25a	**Section 501(c)(3) and 501(c)(4) organizations.** Did the organization engage in an excess benefit transaction with a disqualified person during the year? If "Yes," complete Schedule L, Part I	25a		X
b	Did the organization become aware that it had engaged in an excess benefit transaction with a disqualified person from a prior year? If "Yes," complete Schedule L, Part I	25b		X
26	Was a loan to or by a current or former officer, director, trustee, key employee, highly compensated employee, or disqualified person outstanding as of the end of the organization's tax year? If "Yes," complete Schedule L, Part II	26		X
27	Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, or substantial contributor, or to a person related to such an individual? If "Yes," complete Schedule L, Part III	27		X

Part IV Checklist of Required Schedules (continued)

			Yes	No
28	During the tax year, did any person who is a current or former officer, director, trustee, or key employee:			
a	Have a direct business relationship with the organization (other than as an officer, director, trustee, or employee), or an indirect business relationship through ownership of more than 35% in another entity (individually or collectively with other person(s) listed in Part VII, Section A)? If "Yes," complete Schedule L, Part IV	28a		X
b	Have a family member who had a direct or indirect business relationship with the organization? If "Yes," complete Schedule L, Part IV	28b		X
c	Serve as an officer, director, trustee, key employee, partner, or member of an entity (or a shareholder of a professional corporation) doing business with the organization? If "Yes," complete Schedule L, Part IV	28c		X
29	Did the organization receive more than $25,000 in non-cash contributions? If "Yes," complete Schedule M	29		X
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? If "Yes," complete Schedule M	30		X
31	Did the organization liquidate, terminate, or dissolve and cease operations? If "Yes," complete Schedule N, Part I	31		X
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If "Yes," complete Schedule N, Part II	32		X
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If "Yes," complete Schedule R, Part I	33		X
34	Was the organization related to any tax-exempt or taxable entity? If "Yes," complete Schedule R, Parts II, III, IV, and V, line 1	34		X
35	Is any related organization a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Schedule R, Part V, line 2	35		X
36	**Section 501(c)(3) organizations.** Did the organization make any transfers to an exempt non-charitable related organization? If "Yes," complete Schedule R, Part V, line 2	36		X
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If "Yes," complete Schedule R, Part VI	37		X

Part V Statements Regarding Other IRS Filings and Tax Compliance

				Yes	No
1a	Enter the number reported in Box 3 of Form 1096, Annual Summary and Transmittal of U.S. Information Returns. Enter -0- if not applicable	1a	101		
b	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable	1b	0		
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?			1c	X	
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	2a	155			
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns?			2b	X	
	Note. If the sum of lines 1a and 2a is greater than 250, you may be required to e-file this return. (see instructions)					
3a	Did the organization have unrelated business gross income of $1,000 or more during the year covered by this return?			3a		X
b	If "Yes," has it filed a Form 990-T for this year? If "No," provide an explanation in Schedule O			3b		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?			4a		X
b	If "Yes," enter the name of the foreign country: ▶ See the instructions for exceptions and filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts.					
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?			5a		X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?			5b		X
c	If "Yes," to question 5a or 5b, did the organization file Form 8886-T, Disclosure by Tax-Exempt Entity Regarding Prohibited Tax Shelter Transaction?			5c		
6a	Did the organization solicit any contributions that were not tax deductible?			6a		X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?			6b		
7	**Organizations that may receive deductible contributions under section 170(c).**					
a	Did the organization provide goods or services in exchange for any quid pro quo contribution of more than $75?			7a		X
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?			7b		
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?			7c		X
d	If "Yes," indicate the number of Forms 8282 filed during the year	7d				
e	Did the organization, during the year, receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?			7e		X
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?			7f		X
g	For all contributions of qualified intellectual property, did the organization file Form 8899 as required?			7g		X
h	For contributions of cars, boats, airplanes, and other vehicles, did the organization file a Form 1098-C as required?			7h		X
8	**Section 501(c)(3) and other sponsoring organizations maintaining donor advised funds and section 509(a)(3) supporting organizations.** Did the supporting organization, or a fund maintained by a sponsoring organization, have excess business holdings at any time during the year?			8		X
9	**Section 501(c)(3) and other sponsoring organizations maintaining donor advised funds.**					
a	Did the organization make any taxable distributions under section 4966?			9a		X
b	Did the organization make a distribution to a donor, donor advisor, or related person?			9b		X
10	**Section 501(c)(7) organizations.** Enter:					
a	Initiation fees and capital contributions included on Part VIII, line 12	10a				
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b				
11	**Section 501(c)(12) organizations.** Enter:					
a	Gross income from members or shareholders	11a				
b	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b				
12a	**Section 4947(a)(1) non-exempt charitable trusts.** Is the organization filing Form 990 in lieu of Form 1041?			12a		
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b				

Part VI **Governance, Management, and Disclosure** (Sections A, B, and C request information about policies not required by the Internal Revenue Code.)

Section A. Governing Body and Management

For each "Yes" response to lines 2–7b below, and for a "No" response to lines 8 or 9b below, describe the circumstances, processes, or changes in Schedule O. See instructions.

			Yes	No
1a	Enter the number of voting members of the governing body	1a 15		
b	Enter the number of voting members that are independent	1b 15		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	2		X
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors or trustees, or key employees to a management company or other person?	3		X
4	Did the organization make any significant changes to its organizational documents since the prior Form 990 was filed?	4		X
5	Did the organization become aware during the year of a material diversion of the organization's assets?	5		X
6	Does the organization have members or stockholders?	6		X
7a	Does the organization have members, stockholders, or other persons who may elect one or more members of the governing body?	7a		X
b	Are any decisions of the governing body subject to approval by members, stockholders, or other persons?	7b		X
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:			
a	The governing body?	8a	X	
b	Each committee with authority to act on behalf of the governing body?	8b	X	
9a	Does the organization have local chapters, branches, or affiliates?	9a		X
b	If "Yes," does the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with those of the organization?	9b		
10	Was a copy of the Form 990 provided to the organization's governing body before it was filed? All organizations must describe in Schedule O the process, if any, the organization uses to review the Form 990	10	X	
11	Is there any officer, director or trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O	11		X

Section B. Policies

			Yes	No
12a	Does the organization have a written conflict of interest policy? If "No," go to line 13	12a	X	
b	Are officers, directors or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b	X	
c	Does the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this is done	12c	X	
13	Does the organization have a written whistleblower policy?	13	X	
14	Does the organization have a written document retention and destruction policy?	14	X	
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision:			
a	The organization's CEO, Executive Director, or top management official?	15a	X	
b	Other officers or key employees of the organization?	15b	X	
	Describe the process in Schedule O. (see instructions)			
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16a		X
b	If "Yes," has the organization adopted a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and taken steps to safeguard the organization's exempt status with respect to such arrangements?	16b		

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed ▶ FL

18 Section 6104 requires an organization to make its Form 1023 (or 1024 if applicable), 990, and 990-T (501(c)(3)s only) available for public inspection. Indicate how you make these available. Check all that apply.

[X] Own website [X] Another's website [X] Upon request

19 Describe in Schedule O whether (and if so, how), the organization makes its governing documents, conflict of interest policy, and financial statements available to the public.

20 State the name, physical address, and telephone number of the person who possesses the books and records of the organization: ▶ DOUGLAS BLOMBERG 1304 TRUMAN AVE

KEY WEST FL 33040 305-292-7150

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Use Schedule J-2 if additional space is needed.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation, and **current** key employees. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than $100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than $100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than $10,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

☐ Check this box if the organization did not compensate any officer, director, trustee, or key employee.

(A) Name and Title	(B) Average hours per week	(C) Position (check all that apply): Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former	(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
JOESEPH CLARK CHAIR	1	X		X				0	0	0
ROSEMARY ENRIGHT VICE CHAIR	1	X		X				0	0	0
CLAUDE GARDNER TREASURER	1	X		X				0	0	0
JULIO BARROSO SECRETARY	1	X		X				0	0	0
ALICE CALLEJA DIRECTOR	1	X						0	0	0
MARIA PIERCE DIRECTOR	1	X						0	0	0
ANDY STRUNK DIRECTOR	1	X						0	0	0
LIBBY CURTIS DIRECTOR	1	X						0	0	0
LUANNE DOUGHTRY DIRECTOR	1	X						0	0	0
VICKI GORDON DIRECTOR	1	X						0	0	0
GEORGIA PARKS DIRECTOR	1	X						0	0	0
JO PINE DIRECTOR	1	X						0	0	0
PASTOR RUBEN VELASCO DIRECTOR	1	X						0	0	0
DOUGLAS BLOMBERG CEO	50			X				108,227	0	0

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week	(C) Position (check all that apply): Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former	(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
1b Total ▶								108,227		

2 Total number of individuals (including those in 1a) who received more than $100,000 in reportable compensation from the organization ▶ 1

		Yes	No
3 Did the organization list any **former** officer, director or trustee, key employee, or highest compensated employee on line 1a? If "Yes," complete Schedule J for such individual	3		X
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than $150,000? If "Yes," complete Schedule J for such individual	4		X
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization for services rendered to the organization? If "Yes," complete Schedule J for such person	5		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than $100,000 of compensation from the organization.

(A) Name and business address	(B) Description of services	(C) Compensation
MONROE COUNTY SCHOOL BOARD 241 TRUMBO PLACE KEY WEST FL 33040	PROVIDER SERV	509,882
FLORIDA KEYS CHILDREN SHELTER - TAV 73 HIGHPOINT RD TAVERNIER FL 33070	FOSTER CARE	310,520
ST. JUSTIN'S MARTYR PRESCHOOL 105500 OVERSEAS HIGHWAY KEY LARGO FL 33037	PROVIDER SERV	304,757
COMMUNITY COOPERATIVE PRESCHOOL, INC P.O. BOX 500697 MARATHON FL 33050	PROVIDER SERV	288,275
GRACE JONES COMMUNITY CENTER 230 41ST STREET MARATHON FL 33050	PROVIDER SERV	250,487

2 Total number of independent contractors (including those in 1) who received more than $100,000 in compensation from the organization ▶ 9

Part VIII Statement of Revenue

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512, 513, or 514
Contributions, gifts, grants and other similar amounts	1a Federated campaigns	1a				
	b Membership dues	1b				
	c Fundraising events	1c	20,204			
	d Related organizations	1d				
	e Government grants (contributions)	1e	9,703,542			
	f All other contributions, gifts, grants, and similar amounts not included above	1f	165,071			
	g Noncash contributions included in lines 1a-1f: $					
	h Total. Add lines 1a–1f ▶		9,888,817			
Program Service Revenue		Busn. Code				
	2a PROGRAM FEES		582,288	582,288		
	b					
	c					
	d					
	e					
	f All other program service revenue					
	g Total. Add lines 2a–2f ▶		582,288			
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts) ▶		49,251			49,251
	4 Income from investment of tax-exempt bond proceeds ▶					
	5 Royalties ▶					
		(i) Real / (ii) Personal				
	6a Gross Rents					
	b Less: rental exps.					
	c Rental inc. or (loss)					
	d Net rental income or (loss) ▶					
		(i) Securities / (ii) Other				
	7a Gross amount from sales of assets other than inventory					
	b Less: cost or other basis & sales exps.	64,836				
	c Gain or (loss)	-64,836				
	d Net gain or (loss) ▶		-64,836			-64,836
	8a Gross income from fundraising events (not including $ 20,204 of contributions reported on line 1c). See Part IV, line 18 a	50,115				
	b Less: direct expenses b	32,702				
	c Net income or (loss) from fundraising events ▶		17,413			17,413
	9a Gross income from gaming activities. See Part IV, line 19 a					
	b Less: direct expenses b					
	c Net income or (loss) from gaming activities ▶					
	10a Gross sales of inventory, less returns and allowances a					
	b Less: cost of goods sold b					
	c Net income or (loss) from sales of inventory ▶					
	Miscellaneous Revenue	Busn. Code				
	11a MISCELLANEOUS INCOME		110,171	110,171		
	b LOSS ON W/O OF RECEIVABLE		-160,211	-160,211		
	c					
	d All other revenue					
	e Total. Add lines 11a–11d ▶		-50,040			
	12 Total Revenue. Add lines 1h, 2g, 3, 4, 5, 6d, 7d, 8c, 9c, 10c, and 11e ▶		10,422,893	532,248	0	1,828

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns.
All other organizations must complete column (A) but are not required to complete columns (B), (C), and (D).

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to governments and organizations in the U.S. See Part IV, line 21				
2 Grants and other assistance to individuals in the U.S. See Part IV, line 22	863,647	863,647		
3 Grants and other assistance to governments, organizations, and individuals outside the U.S. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	106,183	50,299	53,814	2,070
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	3,715,981	3,108,168	514,001	93,812
8 Pension plan contributions (include section 401(k) and section 403(b) employer contributions)				
9 Other employee benefits	721,521	580,254	124,458	16,809
10 Payroll taxes				
11 Fees for services (non-employees):				
a Management				
b Legal				
c Accounting				
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other	73,997	63,667	9,330	1,000
12 Advertising and promotion				
13 Office expenses	170,566	99,616	66,689	4,261
14 Information technology				
15 Royalties				
16 Occupancy	442,493	189,552	252,941	
17 Travel	129,815	119,280	9,950	585
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest	41,508		41,508	
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	226,778	90,915	128,266	7,597
23 Insurance				
24 Other expenses. Itemize expenses not covered above. (Expenses grouped together and labeled miscellaneous may not exceed 5% of total expenses shown on line 25 below.)				
a SUBCONTRACTED CARE	4,128,580	4,121,463	7,117	
b FLEX FUND EXPENDITURES	120,293	94,970	25,323	
c MAINTENANCE	71,149	11,289	56,429	3,431
d FOOD & PERSONAL CARE	68,569	57,041	1,332	10,196
e MISCELLANEOUS EXPENSES	66,049	39,905	15,407	10,737
f All other expenses	122,036	1,263,769	-1,169,486	27,753
25 **Total functional expenses.** Add lines 1 through 24f	11,069,165	10,753,835	137,079	178,251
26 **Joint Costs.** Check here ▶ ☐ if following SOP 98-2. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation				

Part X Balance Sheet

				(A) Beginning of year		(B) End of year
Assets	1 Cash—non-interest bearing			172,078	1	168,446
	2 Savings and temporary cash investments			1,459,379	2	1,481,635
	3 Pledges and grants receivable, net			3,141,785	3	2,622,252
	4 Accounts receivable, net			39,463	4	13,911
	5 Receivables from current and former officers, directors, trustees, key employees, or other related parties. Complete Part II of Schedule L				5	
	6 Receivables from other disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B). Complete Part II of Schedule L				6	
	7 Notes and loans receivable, net				7	
	8 Inventories for sale or use				8	
	9 Prepaid expenses and deferred charges			52,142	9	54,103
	10a Land, buildings, and equipment: cost basis	10a	4,878,021			
	b Less: accumulated depreciation. Complete Part VI of Schedule D	10b	953,194	4,140,635	10c	3,924,827
	11 Investments—publicly traded securities			465,243	11	29,376
	12 Investments—other securities. See Part IV, line 11				12	
	13 Investments—program-related. See Part IV, line 11				13	
	14 Intangible assets				14	
	15 Other assets. See Part IV, line 11			30,296	15	10,171
	16 **Total assets.** Add lines 1 through 15 (must equal line 34)			9,501,021	16	8,304,721
Liabilities	17 Accounts payable and accrued expenses			907,261	17	718,603
	18 Grants payable				18	
	19 Deferred revenue			247,732	19	3,024
	20 Tax-exempt bond liabilities				20	
	21 Escrow account liability. Complete Part IV of Schedule D				21	
	22 Payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L				22	
	23 Secured mortgages and notes payable to unrelated third parties			582,279	23	552,301
	24 Unsecured notes and loans payable				24	
	25 Other liabilities. Complete Part X of Schedule D			47,842	25	51,028
	26 **Total liabilities.** Add lines 17 through 25			1,785,114	26	1,324,956
Net Assets or Fund Balances	**Organizations that follow SFAS 117, check here ▶ [X] and complete lines 27 through 29, and lines 33 and 34.**					
	27 Unrestricted net assets			5,880,465	27	5,419,051
	28 Temporarily restricted net assets			1,835,442	28	1,560,714
	29 Permanently restricted net assets				29	
	Organizations that do not follow SFAS 117, check here ▶ [ ] and complete lines 30 through 34.					
	30 Capital stock or trust principal, or current funds				30	
	31 Paid-in or capital surplus, or land, building, or equipment fund				31	
	32 Retained earnings, endowment, accumulated income, or other funds				32	
	33 Total net assets or fund balances			7,715,907	33	6,979,765
	34 Total liabilities and net assets/fund balances			9,501,021	34	8,304,721

Part XI Financial Statements and Reporting

			Yes	No
1	Accounting method used to prepare the Form 990: [ ] Cash [X] Accrual [ ] Other			
2a	Were the organization's financial statements compiled or reviewed by an independent accountant?	2a		X
b	Were the organization's financial statements audited by an independent accountant?	2b	X	
c	If "Yes" to lines 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant?	2c	X	
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?	3a	X	
b	If "Yes," did the organization undergo the required audit or audits?	3b	X	

SCHEDULE A
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

To be completed by all section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts.

▶ Attach to Form 990 or Form 990-EZ. ▶ See separate instructions.

OMB No. 1545-0047

2008

Open to Public Inspection

Name of the organization: WESLEY HOUSE FAMILY SERVICES, INC.

Employer identification number: 59-0624461

Part I Reason for Public Charity Status (All organizations must complete this part.) (see instructions)

The organization is not a private foundation because it is: (Please check only **one** organization.)

1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**

2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E.)

3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).** (Attach Schedule H.)

4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: .....

5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)

6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**

7 ☒ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

9 ☐ An organization that normally receives: (1) more than 33 1/3 % of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33 1/3 % of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)

10 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).** (see instructions)

11 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2). See **section 509(a)(3).** Check the box that describes the type of supporting organization and complete lines 11e through 11h.

a ☐ Type I b ☐ Type II c ☐ Type III–Functionally Integrated d ☐ Type III–Other

e ☐ By checking this box, I certify that the organization is not controlled directly or indirectly by one or more disqualified persons other than foundation managers and other than one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2).

f If the organization received a written determination from the IRS that it is a Type I, Type II, or Type III supporting organization, check this box ..... ☐

g Since August 17, 2006, has the organization accepted any gift or contribution from any of the following persons?

		Yes	No
(i) A person who directly or indirectly controls, either alone or together with persons described in (ii) and (iii) below, the governing body of the supported organization?	11g(i)		
(ii) A family member of a person described in (i) above?	11g(ii)		
(iii) A 35% controlled entity of a person described in (i) or (ii) above?	11g(iii)		

h Provide the following information about the organizations the organization supports.

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1–9 above or IRC section (see instructions))	(iv) Is the organization in col. (i) listed in your governing document? Yes	No	(v) Did you notify the organization in col. (i) of your support? Yes	No	(vi) Is the organization in col. (i) organized in the U.S.? Yes	No	(vii) Amount of support
Total									

Part II **Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**
(Complete only if you checked the box on line 5, 7, or 8 of Part I.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2004	(b) 2005	(c) 2006	(d) 2007	(e) 2008	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	5,803,524	9,547,695	9,626,328	10,515,802	9,888,817	45,382,166
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 **Total.** Add lines 1-3	5,803,524	9,547,695	9,626,328	10,515,802	9,888,817	45,382,166
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 **Public support.** Subtract line 5 from line 4						45,382,166

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2004	(b) 2005	(c) 2006	(d) 2007	(e) 2008	(f) Total
7 Amounts from line 4	5,803,524	9,547,695	9,626,328	10,515,802	9,888,817	45,382,166
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources	17,819	74,379	203,357	95,609	49,251	440,415
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)	18,292	48,608	85,417	69,237	-50,040	171,514
11 **Total support.** Add lines 7 through 10						45,994,095

12 Gross receipts from related activities, etc. (see instructions) 12 2,503,231

13 **First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ..... ▶ ☐

Section C. Computation of Public Support Percentage

14 Public support percentage for 2008 (line 6, column (f) divided by line 11, column (f)) ..... 14 98.6695 %

15 Public support percentage from 2007 Schedule A, Part IV-A, line 26f ..... 15 98.3801 %

16a **33 1/3 % support test—2008.** If the organization did not check the box on line 13, and line 14 is 33 1/3 % or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ..... ▶ ☒

b **33 1/3 % support test—2007.** If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3 % or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ..... ▶ ☐

17a **10%-facts-and-circumstances test—2008.** If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and **stop here.** Explain in Part IV how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ..... ▶ ☐

b **10%-facts-and-circumstances test—2007.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and **stop here.** Explain in Part IV how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ..... ▶ ☐

18 **Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ..... ▶ ☐

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 9 of Part I.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2004	(b) 2005	(c) 2006	(d) 2007	(e) 2008	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 **Total.** Add lines 1-5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of 1% of the total of lines 9, 10c, 11, and 12 for the year or $5,000						
c Add lines 7a and 7b						
8 **Public support** (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2004	(b) 2005	(c) 2006	(d) 2007	(e) 2008	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)						
13 **Total support.** (Add lines 9, 10c, 11, and 12.)						

14 **First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ▶ ☐

Section C. Computation of Public Support Percentage

15	Public support percentage for 2008 (line 8, column (f) divided by line 13, column (f))	15	%
16	Public support percentage from 2007 Schedule A, Part IV-A, line 27g	16	%

Section D. Computation of Investment Income Percentage

17	Investment income percentage for **2008** (line 10c, column (f) divided by line 13, column (f))	17	%
18	Investment income percentage from **2007** Schedule A, Part IV-A, line 27h	18	%

19a **33 1/3 % support tests—2008.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3 %, and line 17 is not more than 33 1/3 %, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐

b **33 1/3 % support tests—2007.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3 %, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐

20 **Private foundation.** If the organization did not check a box on line 14, 19a or 19b, check this box and see instructions ▶ ☐

Part IV **Supplemental Information.** Complete this part to provide the explanation required by Part II, line 10; Part II, line 17a or 17b; or Part III, line 12. Provide any other additional information. (see instructions)

PART II, LINE 10 - OTHER INCOME DETAIL

OTHER INCOME	$ 171,514

Schedule B
(Form 990, 990-EZ, or 990-PF)
Department of the Treasury
Internal Revenue Service

Schedule of Contributors

▶ Attach to Form 990, 990-EZ, and 990-PF.

OMB No. 1545-0047

2008

Name of the organization	Employer identification number
WESLEY HOUSE FAMILY SERVICES, INC.	59-0624461

Organization type (check one):

Filers of:	**Section:**
Form 990 or 990-EZ	[X] 501(c)(3) (enter number) organization
	[ ] 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation
	[ ] 527 political organization
Form 990-PF	[ ] 501(c)(3) exempt private foundation
	[ ] 4947(a)(1) nonexempt charitable trust treated as a private foundation
	[ ] 501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule. (Note.** Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.)

General Rule

[ ] For organizations filing Form 990, 990-EZ, or 990-PF that received, during the year, $5,000 or more (in money or property) from any one contributor. Complete Parts I and II.

Special Rules

[X] For a section 501(c)(3) organization filing Form 990, or Form 990-EZ, that met the 33 1/3% support test of the regulations under sections 509(a)(1)/170(b)(1)(A)(vi), and received from any one contributor, during the year, a contribution of the greater of **(1)** $5,000 or **(2)** 2% of the amount on Form 990, Part VIII, line 1h or 2% of the amount on Form 990-EZ, line 1. Complete Parts I and II.

[ ] For a section 501(c)(7), (8), or (10) organization filing Form 990, or Form 990-EZ, that received from any one contributor, during the year, aggregate contributions or bequests of more than $1,000 for use exclusively for religious, charitable, scientific, literary, or educational purposes, or the prevention of cruelty to children or animals. Complete Parts I, II, and III.

[ ] For a section 501(c)(7), (8), or (10) organization filing Form 990, or Form 990-EZ, that received from any one contributor, during the year, some contributions for use exclusively for religious, charitable, etc., purposes, but these contributions did not aggregate to more than $1,000. (If this box is checked, enter here the total contributions that were received during the year for an exclusively religious, charitable, etc., purpose. Do not complete any of the parts unless the **General Rule** applies to this organization because it received nonexclusively religious, charitable, etc., contributions of $5,000 or more during the year.) ▶ $

Caution. Organizations that are not covered by the General Rule and/or the Special Rules do not file Schedule B (Form 990, 990-EZ, or 990-PF), but they **must** answer "No" on Part IV, line 2 of their Form 990, or check the box in the heading of their Form 990-EZ, or on line 2 of their Form 990-PF, to certify that they do not meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

For Privacy Act and Paperwork Reduction Act Notice, see the Instructions for Form 990. These instructions will be issued separately.

Name of organization: WESLEY HOUSE FAMILY SERVICES, INC.

Employer identification number: 59-0624461

Part I Contributors (see instructions)

(a) No.	(b) Name, address, and ZIP + 4	(c) Aggregate contributions	(d) Type of contribution
1	OUR KIDS OF MIAMI-DADE/MONROE, INC. P.O. BOX 010951 MIAMI FL 33101	$ 4,526,182	Person [X] Payroll [ ] Noncash [ ] (Complete Part II if there is a noncash contribution.)
2	EARLY LEARNING COALITION 2555 PONCE DE LEON BLVD, 5TH FLOOR CORAL GABLES FL 33134	$ 4,659,905	Person [X] Payroll [ ] Noncash [ ] (Complete Part II if there is a noncash contribution.)
3	OUNCE OF PREVENTION FUND OF FLORIDA 111 NORTH GADSDEN ST, STE 200 TALLAHASSEE FL 32301	$ 282,107	Person [X] Payroll [ ] Noncash [ ] (Complete Part II if there is a noncash contribution.)
		$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II if there is a noncash contribution.)
		$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II if there is a noncash contribution.)
		$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II if there is a noncash contribution.)

SCHEDULE D
(Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

▶ Attach to Form 990. To be completed by organizations that answered "Yes," to Form 990, Part IV, line 6, 7, 8, 9, 10, 11, or 12.

OMB No. 1545-0047
2008
Open to Public Inspection

Name of the organization: WESLEY HOUSE FAMILY SERVICES, INC.

Employer identification number: 59-0624461

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts. Complete if the organization answered "Yes" to Form 990, Part IV, line 6.

		(a) Donor advised funds	(b) Funds and other accounts
1	Total number at end of year		
2	Aggregate contributions to (during year)		
3	Aggregate grants from (during year)		
4	Aggregate value at end of year		

5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? ☐ Yes ☐ No

6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds may be used only for charitable purposes and not for the benefit of the donor or donor advisor or other impermissible private benefit? ☐ Yes ☐ No

Part II Conservation Easements. Complete if the organization answered "Yes" to Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

☐ Preservation of land for public use (e.g., recreation or pleasure)
☐ Protection of natural habitat
☐ Preservation of open space
☐ Preservation of an historically important land area
☐ Preservation of certified historic structure

2 Complete lines 2a–2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

			Held at the End of the Year
a	Total number of conservation easements	2a	
b	Total acreage restricted by conservation easements	2b	
c	Number of conservation easements on a certified historic structure included in (a)	2c	
d	Number of conservation easements included in (c) acquired after 8/17/06	2d	

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the taxable year ▶ _ _ _ _ _

4 Number of states where property subject to conservation easement is located ▶ _ _ _ _ _

5 Does the organization have a written policy regarding the periodic monitoring, inspection, violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff or volunteer hours devoted to monitoring, inspecting, and enforcing easements during the year ▶ _ _ _ _ _ _ _

7 Amount of expenses incurred in monitoring, inspecting, and enforcing easements during the year ▶ $ _ _ _ _ _ _ _

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIV, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets. Complete if the organization answered "Yes" to Form 990, Part IV, line 8.

1a If the organization elected, as permitted under SFAS 116, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIV, the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under SFAS 116, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenues included in Form 990, Part VIII, line 1 ▶ $ _ _ _ _ _ _ _

(ii) Assets included in Form 990, Part X ▶ $ _ _ _ _ _ _ _

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 relating to these items:

a Revenues included in Form 990, Part VIII, line 1 ▶ $ _ _ _ _ _ _ _

b Assets included in Form 990, Part X ▶ $ _ _ _ _ _ _ _

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

3 Using the organization's accession and other records, check any of the following that are a significant use of its collection items (check all that apply):

a ☐ Public exhibition
b ☐ Scholarly research
c ☐ Preservation for future generations
d ☐ Loan or exchange programs
e ☐ Other

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIV.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

Part IV Trust, Escrow and Custodial Arrangements. Complete if organization answered "Yes" to Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIV and complete the following table:

		Amount
c Beginning balance	1c	
d Additions during the year	1d	
e Distributions during the year	1e	
f Ending balance	1f	

2a Did the organization include an amount on Form 990, Part X, line 21? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIV.

Part V Endowment Funds. Complete if organization answered "Yes" to Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Investment earnings or losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the year end balance held as:

a Board designated or quasi-endowment ▶ _ _ _ _ %
b Permanent endowment ▶ _ _ _ _ %
c Term endowment ▶ _ _ _ _ %

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

		Yes	No
(i) unrelated organizations	3a(i)		
(ii) related organizations	3a(ii)		
b If "Yes" to 3a(ii), are the related organizations listed as required on Schedule R?	3b		

4 Describe in Part XIV the intended uses of the organization's endowment funds.

Part VI Investments—Land, Buildings, and Equipment. See Form 990, Part X, line 10.

Description of investment	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Depreciation	(d) Book value
1a Land		318,193		318,193
b Buildings		2,902,450	624,036	2,278,414
c Leasehold improvements		1,320,215	109,101	1,211,114
d Equipment		337,163	220,057	117,106
e Other				
Total. Add lines 1a–1e. (Column (d) should equal Form 990, Part X, column (B), line 10(c).) ▶				3,924,827

Part VII Investments—Other Securities. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
Financial derivatives and other financial products		
Closely-held equity interests		
Other		
Total. (Column (b) should equal Form 990, Part X, col. (B) line 12.) ▶		

Part VIII Investments—Program Related. See Form 990, Part X, line 13.

(a) Description of Investment type	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
Total. (Column (b) should equal Form 990, Part X, col. (B) line 13.) ▶		

Part IX Other Assets. See Form 990, Part X, line 15.

(a) Description	(b) Book value
Total. (Column (b) should equal Form 990, Part X, col. (B) line 15.) ▶	

Part X Other Liabilities. See Form 990, Part X, line 25.

(a) Description of liability	(b) Amount
Federal income taxes	
FAIR VALUE OF INTEREST RATE SWAP AGR	51,028
Total. (Column (b) should equal Form 990, Part X, col. (B) line 25.) ▶	51,028

In Part XIV, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48.

Part XI Reconciliation of Change in Net Assets from Form 990 to Financial Statements

1	Total revenue (Form 990, Part VIII, column (A), line 12)	1	10,422,893
2	Total expenses (Form 990, Part IX, column (A), line 25)	2	11,069,165
3	Excess or (deficit) for the year. Subtract line 2 from line 1	3	-646,272
4	Net unrealized gains (losses) on investments	4	-89,870
5	Donated services and use of facilities	5	
6	Investment expenses	6	
7	Prior period adjustments	7	
8	Other (Describe in Part XIV)	8	
9	Total adjustments (net). Add lines 4-8	9	-89,870
10	Excess or (deficit) for the year per financial statements. Combine lines 3 and 9	10	-736,142

Part XII Reconciliation of Revenue per Audited Financial Statements With Revenue per Return

1	Total revenue, gains, and other support per audited financial statements			1	10,385,639
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:				
a	Net unrealized gains on investments	2a	-89,870		
b	Donated services and use of facilities	2b	19,914		
c	Recoveries of prior year grants	2c			
d	Other (Describe in Part XIV)	2d	32,702		
e	Add lines **2a** through **2d**			2e	-37,254
3	Subtract line **2e** from line **1**			3	10,422,893
4	Amounts included on Form 990, Part VIII, line 12, but not on line **1**:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIV)	4b			
c	Add lines **4a** and **4b**			4c	
5	Total revenue. Add lines **3** and **4c.** (This should equal Form 990, Part 1, line 12.)			5	10,422,893

Part XIII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return

1	Total expenses and losses per audited financial statements			1	11,121,781
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:				
a	Donated services and use of facilities	2a	19,914		
b	Prior year adjustments	2b			
c	Losses reported on Form 990, Part IX, line 25	2c			
d	Other (Describe in Part XIV)	2d	32,702		
e	Add lines **2a** through **2d**			2e	52,616
3	Subtract line **2e** from line **1**			3	11,069,165
4	Amounts included on Form 990, Part IX, line 25, but not on line **1**:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIV)	4b			
c	Add lines **4a** and **4b**			4c	
5	Total expenses. Add lines **3** and **4c.** (This should equal Form 990, Part I, line 18.)			5	11,069,165

Part XIV Supplemental Information

Complete this part to provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X; Part XI, line 8; Part XII, lines 2d and 4b; and Part XIII, lines 2d and 4b.

PART XI, LINE 8 - RECONCILATION OF CHANGES - OTHER

DIRECT FUNDRAISING COSTS $ 32,702

DIRECT FUNDRAISING COSTS $ -32,702

PART XII, LINE 2D - REVENUE AMOUNTS INCLUDED IN FINANCIALS - OTHER

DIRECT FUNDRAISING COSTS $ 32,702

Part XIV Supplemental Information (continued)

PART XIII, LINE 2D - EXPENSE AMOUNTS INCLUDED IN FINANCIALS - OTHER

DIRECT FUNDRAISING COSTS $ 32,702

SCHEDULE G
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information Regarding Fundraising or Gaming Activities

▶ Attach to Form 990 or Form 990-EZ. Must be completed by organizations that answer "Yes" to Form 990, Part IV, lines 17, 18, or 19, and by organizations that enter more than $15,000 on Form 990-EZ, line 6a.

OMB No. 1545-0047

2008

Open To Public Inspection

Name of the organization: WESLEY HOUSE FAMILY SERVICES, INC.

Employer identification number: 59-0624461

Part I Fundraising Activities. Complete if the organization answered "Yes" to Form 990, Part IV, line 17.

1 Indicate whether the organization raised funds through any of the following activities. Check all that apply.

a ☐ Mail solicitations
b ☐ Email solicitations
c ☐ Phone solicitations
d ☐ In-person solicitations
e ☐ Solicitation of non-government grants
f ☐ Solicitation of government grants
g ☐ Special fundraising events

2a Did the organization have a written or oral agreement with any individual (including officers, directors, trustees or key employees listed in Form 990, Part VII) or entity in connection with professional fundraising services? ☐ Yes ☐ No

b If "Yes," list the ten highest paid individuals or entities (fundraisers) pursuant to agreements under which the fundraiser is to be compensated at least $5,000 by the organization. Form 990-EZ filers are not required to complete this table.

(i) Name of individual or entity (fundraiser)	(ii) Activity	(iii) Did fund-raiser have custody or control of contributions? Yes	No	(iv) Gross receipts from activity	(v) Amount paid to (or retained by) fundraiser listed in col. (i)	(vi) Amount paid to (or retained by) organization
Total ▶						

3 List all states in which the organization is registered or licensed to solicit funds or has been notified it is exempt from registration or licensing.

Part II **Fundraising Events.** Complete if the organization answered "Yes" to Form 990, Part IV, line 18, or reported more than $15,000 on Form 990-EZ, line 6a. List events with gross receipts greater than $5,000.

		(a) Event #1 ANNUAL VALENTIN (event type)	(b) Event #2 (event type)	(c) Other Events NONE (total number)	(d) Total Events (Add col. (a) through col. (c))
Revenue	1 Gross receipts	70,319			70,319
	2 Less: Charitable contributions	20,204			20,204
	3 Gross revenue (line 1 minus line 2)	50,115			50,115
Direct Expenses	4 Cash prizes				
	5 Non-cash prizes				
	6 Rent/facility costs				
	7 Other direct expenses	32,702			32,702
	8 Direct expense summary. Add lines 4 through 7 in column (d) ▶				(32,702)
	9 Net income summary. Combine lines 3 and 8 in column (d) ▶				17,413

Part III **Gaming.** Complete if the organization answered "Yes" to Form 990, Part IV, line 19, or reported more than $15,000 on Form 990-EZ, line 6a.

		(a) Bingo	(b) Pull tabs/Instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (Add col. (a) through col. (c))
Revenue	1 Gross revenue				
Direct Expenses	2 Cash prizes				
	3 Non-cash prizes				
	4 Rent/facility costs				
	5 Other direct expenses				
	6 Volunteer labor	☐ Yes % ☐ No	☐ Yes % ☐ No	☐ Yes % ☐ No	
	7 Direct expense summary. Add lines 2 through 5 in column (d) ▶				( )
	8 Net gaming income summary. Combine lines 1 and 7 in column (d) ▶				

			Yes	No
9	Enter the state(s) in which the organization operates gaming activities:			
a	Is the organization licensed to operate gaming activities in each of these states?	9a		
b	If "No," Explain:			
10a	Were any of the organization's gaming licenses revoked, suspended or terminated during the tax year?	10a		
b	If "Yes," Explain:			
11	Does the organization operate gaming activities with nonmembers?	11		
12	Is the organization a grantor, beneficiary or trustee of a trust or a member of a partnership or other entity formed to administer charitable gaming?	12		

				Yes	No
13	Indicate the percentage of gaming activity operated in:				
a	The organization's facility	13a	%		
b	An outside facility	13b	%		
14	Provide the name and address of the person who prepares the organization's gaming/special events books and records:				
	Name ▶				
	Address ▶				
15a	Does the organization have a contract with a third party from whom the organization receives gaming revenue?			15a	
b	If "Yes," enter the amount of gaming revenue received by the organization ▶ $ and the amount of gaming revenue retained by the third party ▶ $				
c	If "Yes," enter name and address:				
	Name ▶				
	Address ▶				
16	Gaming manager information:				
	Name ▶				
	Gaming manager compensation ▶ $				
	Description of services provided ▶				
	☐ Director/officer ☐ Employee ☐ Independent contractor				
17	Mandatory distributions:				
a	Is the organization required under state law to make charitable distributions from the gaming proceeds to retain the state gaming license?			17a	
b	Enter the amount of distributions required under state law distributed to other exempt organizations or spent in the organization's own exempt activities during the tax year ▶ $				

SCHEDULE I (Form 990)

Department of the Treasury
Internal Revenue Service

Grants and Other Assistance to Organizations, Governments, and Individuals in the U.S.

▶ Complete if the organization answered "Yes," on Form 990, Part IV, lines 21 or 22.
▶ Attach to Form 990.

OMB No. 1545-0047
2008
Open to Public Inspection

Name of the organization: WESLEY HOUSE FAMILY SERVICES, INC.

Employer identification number: 59-0624461

Part I General Information on Grants and Assistance

1 Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance? [X] Yes [ ] No

2 Describe in Part IV the organization's procedures for monitoring the use of grant funds in the United States.

Part II Grants and Other Assistance to Governments and Organizations in the United States.

Complete if the organization answered "Yes" on Form 990, Part IV, line 21, for any recipient that received more than $5,000. Check this box if no one recipient received more than $5,000. Use Part IV and Schedule I-1 (Form 990) if additional space is needed ▶ [X]

1 (a) Name and address of organization or government	(b) EIN	(c) IRC section if applicable	(d) Amount of cash grant	(e) Amount of non-cash assistance	(f) Method of valuation (book, FMV, appraisal, other)	(g) Description of non-cash assistance	(h) Purpose of grant or assistance

2 Enter total number of section 501(c)(3) and government organizations ▶

3 Enter total number of other organizations ▶

For Privacy Act and Paperwork Reduction Act Notice, see the Instructions for Form 990.

DAA

Part III **Grants and Other Assistance to Individuals in the United States.** Complete if the organization answered "Yes" on Form 990, Part IV, line 22. Use Schedule I-1 (Form 990) if additional space is needed.

(a) Type of grant or assistance	(b) Number of recipients	(c) Amount of cash grant	(d) Amount of non-cash assistance	(e) Method of valuation (book, FMV, appraisal, other)	(f) Description of non-cash assistance
SHELTER PROVIDERS PMTS	10	586,616			
FOSTER PARENTS PMTS	118	277,031			

Part IV **Supplemental Information.** Complete this part to provide the information required in Part I, line 2, and any other additional information.

SCHEDULE O
(Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990

▶ Attach to Form 990. To be completed by organizations to provide additional information for responses to specific questions for the Form 990 or to provide any additional information.

OMB No. 1545-0047

2008

Open to Public Inspection

Name of the organization: WESLEY HOUSE FAMILY SERVICES, INC.

Employer identification number: 59-0624461

FORM 990 - ORGANIZATION'S MISSION OR MOST SIGNIFICANT ACTIVITIES

INTERVENTION, FAMILY CHILD CARE, VOLUNTARY PRE-KINDERGARTEN AND CHILD CARE PROVIDER SERVICES. ADDITIONALLY, WESLEY HOUSE OPERATES THE INEZ MARTIN CHILD DEVELOPMENT CENTER WHICH HAS SERVED OVER 2,200 CHILDREN OVER THE PAST 15 YEARS. WESLEY HOUSE IS COA ACCREDITED AND ADHERES TO THE "BEST PRACTICE" CONCEPT OF DEVELOPING AND IMPLEMENTING THE MOST EFFICIENT AND EFFECTIVE WAY OF DELIVERING OUR SERVICES.

FORM 990, PART III, LINE 2

THE DEPENDENCY PARENTING PROGRAM IS PROVIDED FREE OF CHARGE TO FAMILIES IN THE DEPENDENCY CARE SYSTEM IN THREE DIFFERENT SECTIONS TO PARENTS WITH CHILDREN IN DIFFERENT AGE GROUPS (PARENTS WITH INFANTS, TODDLERS AND PRESCHOOLERS, PARENTS WITH SCHOOL AGE CHILDREN AND PARENTS WITH ADOLESCENTS) OVER A 3 TO 6 MONTH PERIOD. THE AGE SPECIFIC SESSIONS PROVIDE NURTURING PARENT ROUTINES AND DISCIPLINES AND SELF-ESTEEM AND SELF-CONCEPT BUILDING TECHNIQUES FOR BOTH PARENTS AND CHILDREN. DURING THE SESSIONS PARENTS AND THEIR CHILDREN ATTEND SEPARATE GROUPS THAT MEET CONCURRENTLY THEN REUNITE AS A FAMILY FOR PLAY TIME AND SHARE A MEAL OR HAVE A GROUP SESSION.

FORM 990, PART III, LINE 3

THE FREDERICK DOUGLASS CHILD DEVELOPMENT CENTER WAS DISCONTINUED IN 2008.

FORM 990, PART III, LINE 4A - FIRST ACHIEVEMENT

ADOPTIONS INCLUDING LEGAL FEES.

Name of the organization: WESLEY HOUSE FAMILY SERVICES, INC.

Employer identification number: 59-0624461

FORM 990, PART III, LINE 4D - ALL OTHER ACHIEVEMENTS

PREVENTION SERVICES: WESLEY HOUSE PROVIDES SHORT-TERM 24/7 INTENSIVE FAMILY PRESERVATION CRISIS INTERVENTION SERVICES, LONGER TERM SAFE AND STABLE FAMILY INTERVENTION/PREVENTION SERVICES TO FAMILIES AT RISK OF ABUSE AND NEGLECT AND A DEPENDENCY PARENTING PROGRAM FOR FAMILIES IN THE DEPENDENCY CARE SYSTEM.

HEALTHY FAMILIES MONROE: HEALTHY FAMILIES IS A VOLUNTARY, IN-HOME SUPPORT PROGRAM FOR EXPECTANT AND NEW PARENTS TO PROMOTE POSITIVE PARENT-CHILD RELATIONSHIPS FOR AT-RISK FAMILIES.

CHILD CARE PROVIDER TRAININGS: WESLEY HOUSE STAFF OFFERS COUNTY-WIDE TRAINING SESSIONS, WORKSHOPS AND AN ANNUAL CONFERENCE OFFERING CONTINUING EDUCATION IN OVER 100 TOPICS THAT CAN BE USED BY EARLY CHILD CARE EDUCATORS AND PROGRAMS TO MEET THE MANDATED REQUIREMENT OF TEN HOURS OF IN-SERVICE TRAINING ANNUALLY.

TEEN PARENTING: WESLEY HOUSE ADMINISTERS A TEEN PARENT PROGRAM PROVIDING CHILD CARE OPTIONS AND FINANCIAL ASSISTANCE FOR CHILD CARE FOR TEEN PARENTS WHO WANT TO REMAIN IN SCHOOL TO COMPLETE THEIR HIGH SCHOOL DIPLOMA.

INEZ MARTIN CHILD DEVELOPMENT CENTER (CDC): THE "GOLD

Name of the organization: WESLEY HOUSE FAMILY SERVICES, INC.

Employer identification number: 59-0624461

SEAL" AND COA ACCREDITED DIRECTLY-OPERATED INEZ MARTIN CDC PROVIDES AGE APPROPRIATE EARLY CHILDHOOD LEARNING ACTIVITIES USING THE CREATIVE CURRICULUM APPROACH IN A SAFE AND NURTURING ENVIRONMENT AND A FREE HEALTHY NUTRITIONAL MEAL PROGRAM.

DOH FOOD PROGRAM: WESLEY HOUSE, THROUGH THE FLORIDA DEPARTMENT OF HEALTH AND NUTRITION, PROVIDES NUTRITIONAL BREAKFASTS, LUNCHES AND AFTERNOON SNACKS TO ALL CHILDREN ENROLLED IN THE INEZ MARTIN CDC AT NO COST TO THE FAMILY.

FORM 990, PART VI, LINE 10 - ORGANIZATION'S PROCESS USED TO REVIEW FORM 990

THE FORM 990 IS DEVELOPED BY WESLEY HOUSE FAMILY SERVICES STAFF AND AN OUTSIDE ACCOUNTING FIRM. ONCE PREPARED, IT IS PRESENTED TO THE FINANCE/AUDIT COMMITTEE OF THE BOARD OF DIRECTORS FOR REVIEW AND THEN SUBMITTED TO THE BOARD OF DIRECTORS FOR APPROVAL PRIOR TO SUBMISSION TO THE IRS. ONCE APPROVED, THE FORM IS SUBMITTED TO THE IRS.

FORM 990, PART VI, LINE 12C - ENFORCEMENT OF CONFLICTS POLICY

REGULAR AND ASSOCIATE BOARD MEMBERS ARE REQUIRED TO DISCLOSE ANY CONFLICTS OF INTEREST ANNUALLY AFTER THE ANNUAL MEETING IN NOVEMBER. ANY NEW REGULAR OR ASSOCIATE MEMBERS SIGN THE DISCLOSURE DURING ORIENTATION. A LIST IS KEPT TO ENSURE THAT THE ANNUAL DISCLOSURES HAVE BEEN RECEIVED.

FORM 990, PART VI, LINE 15A - COMPENSATION PROCESS FOR TOP OFFICIAL

THE CEO IS EVALUATED ANNUALLY BY THE EXECUTIVE COMMITTEE OF THE BOARD OF DIRECTORS. THE EXECUTIVE COMMITTEE CONSISTS OF THE OFFICERS OF THE BOARD.

Name of the organization: WESLEY HOUSE FAMILY SERVICES, INC.

Employer identification number: 59-0624461

THERE IS AN EVALUATION PROCESS/DOCUMENTATION INCLUDING A 360 REVIEW WITH DIRECT REPORTS OF THE CEO. THE EXECUTIVE COMMITTEE USES COMPARABLE DATA AND DISCUSSES WITH GENERAL COUNCIL TO THE AGENCY. THE EVALUATION WITH ANY RECOMMENDATIONS IS THEN SUBMITTED TO THE ENTIRE BOARD FOR APPROVAL.

FORM 990, PART VI, LINE 15B - COMPENSATION PROCESS FOR OFFICERS

OFFICERS/KEY EMPLOYEES ARE EVALUATED ANNUALLY BY THE EXECUTIVE COMMITTEE OF THE BOARD OF DIRECTORS. THE EXECUTIVE COMMITTEE CONSISTS OF THE OFFICERS OF THE BOARD. THERE IS AN EVALUATION PROCESS/DOCUMENTATION INCLUDING A 360 REVIEW WITH DIRECT REPORTS OF THE OFFICERS/KEY EMPLOYEES. THE EXECUTIVE COMMITTEE USES COMPARABLE DATA AND DISCUSSES WITH GENERAL COUNCIL TO THE AGENCY. THE EVALUATION WITH ANY RECOMMENDATIONS IS THEN SUBMITTED TO THE ENTIRE BOARD FOR APPROVAL.

FORM 990, PART VI, LINE 19 - GOVERNING DOCUMENTS DISCLOSURE EXPLANATION

THE FINANCIAL STATEMENTS ARE AVAILABLE ON OUR OWN WEBSITE.

Forms **990 / 990-PF**

Mortgages and Other Notes Payable

For calendar year 2008, or tax year beginning 7/01/08 , and ending 6/30/09

2008

Name: WESLEY HOUSE FAMILY SERVICES, INC.

Employer Identification Number: 59-0624461

FORM 990, PART X, LINE 23 - ADDITIONAL INFORMATION

	Name of lender	Relationship to disqualified person
(1)	WACHOVIA BANK	NONE
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
(10)		

	Original amount borrowed	Date of loan	Maturity date	Repayment terms	Interest rate
(1)	775,000	7/13/01	7/13/11	120 PRINC. PMTS @ $2,600	6.930
(2)					
(3)					
(4)					
(5)					
(6)					
(7)					
(8)					
(9)					
(10)					

	Security provided by borrower	Purpose of loan
(1)	REAL ESTATE & $65,000 CASH	MORTGAGE
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
(10)		

	Consideration furnished by lender	Balance due at beginning of year	Balance due at end of year
(1)		582,279	552,301
(2)			
(3)			
(4)			
(5)			
(6)			
(7)			
(8)			
(9)			
(10)			
Totals		582,279	552,301

L005303 Wesley House Family Services, Inc.
59-0624461
FYE: 6/30/2009

05/11/2010 8:32 AM

Federal Asset Report
Form 990, Page 1

Asset	Description	Date In Service	Cost	Bus %	Sec 179	Bonus	Basis for Depr	Per	Conv	Meth	Prior	Current
Other Depreciation:												
1	Depreciation	7/01/08	226,778				226,778	1	MO	S/L	0	226,778
	Total Other Depreciation		226,778				226,778				0	226,778
	Total ACRS and Other Depreciation		226,778				226,778				0	226,778
	Grand Totals		226,778				226,778				0	226,778
	Less: Dispositions		0				0				0	0
	Less: Start-up/Org Expense		0				0				0	0
	Net Grand Totals		226,778				226,778				0	226,778

Federal Statements

Taxable Interest on Investments

Description	Amount	Unrelated Business Code	Exclusion Code	Postal Code
INTEREST	$ 49,251		14	
TOTAL	$ 49,251			

Federal Statements

Form 990, Part IX, Line 24f - All Other Expenses

Description	Total Expenses	Program Service	Management & General	Fund Raising
STAFF TRAINING	$ 55,153	$ 44,513	$ 10,386	$ 254
INSURANCE	52,126	19,275	32,851	
PURCHASE OF SERVICES	32,501	21,621	10,880	
LICENSES & HIRING EXPENSE	14,958	14,646	288	24
ALLOC OF FACILITY COSTS		517,164	-538,459	21,295
ALLOC OF ADMIN COSTS		679,252	-685,432	6,180
DIR EXP ALLOC TO SPEC EV	-32,702	-32,702		
TOTAL	$ 122,036	$ 1,263,769	$ -1,169,486	$ 27,753

Federal Statements

Schedule A, Part II, Line 5 - Excess Gifts

Donor Name	Total	Excess
	$ 45,382,166	$
TOTAL	$ 45,382,166	$ 0

The NCT Group CPA's, L.L.P.

Certified Public Accountants and Consultants

Privacy Policy

CPA's, like all providers of personal financial services, are now required by law to inform their clients of their policies regarding privacy of client information. CPA's have been and continue to be bound by professional standards of confidentiality that are even more stringent than those required by law. Therefore, we have always protected your right to privacy.

Types of Nonpublic Personal Information We Collect

We collect nonpublic personal information about you that is provided to us by you or obtained by us with your authorization.

Parties to Whom We Disclose Information

For current and former clients, we do not disclose any nonpublic personal information obtained in the course of our practice except as required or permitted by law. Permitted disclosures include, for instance, providing information to our employees, and in limited situations, to unrelated third parties who perform a service for us or perform a function on our behalf. In cases where we use service providers, we restrict such providers from using your nonpublic personal information except to act on our behalf or as required or permitted by law.

Protecting the Confidentiality and Security of Current and Former Clients' Information

We retain records relating to professional services that we provide so that we are better able to assist you with your professional needs and, in some cases, to comply with professional guidelines. In order to guard your nonpublic personal information, we maintain physical, electronic, and procedural safeguards to limit access to your nonpublic personal information. Please note that we may request photographic identification before releasing financial information to you or your designee. In addition, we will not release your information to third parties without your prior written consent.

****

Please call if you have any questions, because your privacy, our professional ethics, and the ability to provide you with quality financial services are very important to us.

Lakeland Office
811 E. Main Street
Lakeland, FL 33801
Phone: (863) 683-6783 Fax: (863) 687-2220

Winter Haven Office
147 Avenue C SW, Suite #101
Winter Haven, FL 33880
Phone: (863) 294-4131 Fax: (863) 294-3927

Sebring Office
435 S. Commerce Avenue
Sebring, FL 33870
[illegible] Fax: (863) 385-0647

L005303 05/04/2010 9:51 AM

Form **8879-EO**

Department of the Treasury
Internal Revenue Service

IRS e-file Signature Authorization for an Exempt Organization

For calendar year 2008, or fiscal year beginning 7/01, 2008, and ending 6/30, 20 09

▶ Do not send to the IRS. Keep for your records.

▶ See Instructions.

OMB No. 1545-1878

2008

Name of exempt organization: WESLEY HOUSE FAMILY SERVICES, INC.

Employer identification number: 59-0624461

Name and title of officer: DOUGLAS BLOMBERG, CEO

Part I Type of Return and Return Information (Whole Dollars Only)

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount from the return if any. If you check the box on line **1a, 2a, 3a, 4a,** or **5a,** below, and the amount on that line for the return for which you are filing this form was blank, then leave line **1b, 2b, 3b, 4b,** or **5b,** whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not** complete more than 1 line in Part I.

1a	**Form 990** check here ▶ [X] b **Total revenue,** if any (Form 990, line 12)	1b	10,422,893
2a	**Form 990-EZ** check here ▶ [ ] b **Total revenue,** if any (Form 990-EZ, line 9)	2b	
3a	**Form 1120-POL** check here ▶ [ ] b **Total tax** (Form 1120-POL, line 22)	3b	
4a	**Form 990-PF** check here ▶ [ ] b **Tax based on investment income** (Form 990-PF, Part VI, line 5)	4b	
5a	**Form 8868** check here ▶ [ ] b **Balance Due** (Form 8868, line 3c)	5b	

Part II Declaration and Signature Authorization of Officer

Under penalties of perjury, I declare that I am an officer of the above organization and that I have examined a copy of the organization's 2008 electronic return and accompanying schedules and statements and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the organization's electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the organization's return to the IRS and to receive from the IRS **(a)** an acknowledgement of receipt or reason for rejection of the transmission, **(b)** an indication of any refund offset, **(c)** the reason for any delay in processing the return or refund, and **(d)** the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the organization's federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the organization's electronic return and, if applicable, the organization's consent to electronic funds withdrawal.

Officer's PIN: check one box only

[X] I authorize THE NCT GROUP CPA'S, L.L.P. (**ERO firm name**) to enter my PIN 24461 (**Enter five numbers, but do not enter all zeros**) as my signature on the organization's tax year 2008 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

[ ] As an officer of the organization, I will enter my PIN as my signature on the organization's tax year 2008 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(les) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Officer's signature ▶ CEO Date ▶ 4/21/10

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit EFIN followed by your five-digit self-selected PIN. 59097968367 (**do not enter all zeros**)

I certify that the above numeric entry is my PIN, which is my signature on the 2008 electronically filed return for the organization indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163,** Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature ▶ Date ▶ 5/11/10

ERO Must Retain This Form—See Instructions
Do Not Submit This Form To the IRS Unless Requested To Do So

For Paperwork Reduction Act Notice, see back of form.

Form **8879-EO** (2008)

DAA

ATTACHMENT I

Wesley House Family Services, Inc.

Current Fee Schedule

The only service that has a fee schedule is Child Care Services. All other programs have no fee schedules.

Sliding Fee Scale for Miami-Dade/Monroe Coalition

Effective date July 1, 2009

Agency for Workforce Innovation/Office of Early Learning Fee Schedule
SIMPLIFIED SLIDING FEE SCHEDULE

MONROE COUNTY

DAILY FEE

Full-Time	Part-Time		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
			------- Annual Gross Income - Number of persons in Family -------														
1.00	0.50	up to 50%	0 5,415	0 7,285	0 9,155	0 11,025	0 12,895	0 14,765	0 16,635	0 18,505	0 20,375	0 22,245	0 24,115	0 25,985	0 27,855	0 29,725	0 31,595
2.00	1.00	50-100% FPL	5,416 10,830	7,286 14,570	9,156 18,310	11,026 22,050	12,896 25,790	14,766 29,530	16,636 33,270	18,506 37,010	20,376 40,750	22,246 44,490	24,116 48,230	25,986 51,970	27,856 55,710	29,726 59,450	31,596 63,190
4.00	2.00	100-130% FPL	10,831 14,079	14,571 18,941	18,311 23,803	22,051 28,665	25,791 33,527	29,531 38,389	33,271 43,251	37,011 48,113	40,751 52,975	44,491 57,837	48,231 62,699	51,971 67,561	55,711 72,423	59,451 77,285	63,191 82,147
5.50	2.75	130-150%FPL	14,080 16,245	18,942 21,855	23,804 27,465	28,666 33,075	33,528 38,685	38,390 44,295	43,252 49,905	48,114 55,515	52,976 61,125	57,838 66,735	62,700 72,345	67,562 77,955	72,424 83,565	77,286 89,175	82,148 94,785
5.75	2.88	150-170% FPL	16,246 18,411	21,856 24,769	27,466 31,127	33,076 37,485	38,686 43,843	44,296 50,201	49,906 56,559	55,516 62,917	61,126 69,275	66,736 75,633	72,346 81,991	77,956 88,349	83,566 94,707	89,176 101,065	94,786 107,423
6.75	3.38	170-185%FPL	18,412 20,036	24,770 26,955	31,128 33,874	37,486 40,793	43,844 47,712	50,202 54,631	56,560 61,550	62,918 68,469	69,276 75,388	75,634 82,307	81,992 89,226	88,350 96,145	94,708 103,064	101,066 109,983	107,424 116,902
7.00	3.50	185-200%FPL	20,037 21,660	26,956 29,140	33,875 36,620	40,794 44,100	47,713 51,580	54,632 59,060	61,551 66,540	68,470 74,020	75,389 81,500	82,308 88,980	89,227 96,460	96,146 103,940	103,065 111,420	109,984 118,900	116,903 126,380

Parents receiving hourly care pay up to the part time fee.

Second and all additional children pay a reduced fee.

Option C

2009 Poverty Level (FPL) effective January 23, 2009

ATTACHMENT J

Wesley House Family Services, Inc.

IRS Tax Exempt 501(c)(3) Certificate

IRS Department of the Treasury
Internal Revenue Service

OGDEN UT 84201-0038

In reply refer to: 0441707700
Mar. 16, 2009 LTR 4168C E0
59-0624461 000000 00 000
00026013
BODC: TE

WESLEY HOUSE FAMILY SERVICES INC
1204 TRUMAN AVE
KEY WEST FL 33040-7268

031252

Employer Identification Number: 59-0624461
Person to Contact: Ms. Lewis
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of Mar. 05, 2009, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in December 1946, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(3).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Deborah Bingham

Deborah Bingham
Accounts Management I

ATTACHMENT K

Wesley House Family Services, Inc.

Current Monroe County and City Occupational Licenses

2009 / 2010
MONROE COUNTY BUSINESS TAX RECEIPT
EXPIRES SEPTEMBER 30, 2010

RECEIPT# 47161-92793

Business Name: WESLEY HOUSE FAMILY SERVICES INC

Owner Name: WESLEY HOUSE FAMILY SERVICES
Mailing Address: 1304 TRUMAN AVE
KEY WEST, FL 33040

Exemption: 003-22.00: NON PROFIT
Business Location: 3114 FLAGLER AVE
KEY WEST, FL 33040
Business Phone: 305-293-0850
Business Type: MISCELLANEOUS SERVICE (CHILD CARE RESOURCE COMM CARE)

Rooms	Seats	Employees	Machines	Stalls
0	0	5	0 / 0	0

For Vending Business Only
Number of Machines : Vending Type :

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
				$0.00		

PAID-123-08-00006104 07/22/2009 0.00

THIS RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS

THIS BECOMES A TAX RECEIPT WHEN VALIDATED

Danise D. Henriquez, CFC, Tax Collector
PO Box 1129, Key West, FL 33041

THIS IS ONLY A TAX. YOU MUST MEET ALL COUNTY AND/OR MUNICIPALITY PLANNING AND ZONING REQUIREMENTS.

2009 / 2010
MONROE COUNTY BUSINESS TAX RECEIPT
EXPIRES SEPTEMBER 30, 2010

RECEIPT# 47161-24419

Business Name: WESLEY HOUSE FAMILY SERVICES INC

Owner Name: WESLEY HOUSE FAMILY SERVICES INC
Mailing Address: 1304 TRUMAN AVE
KEY WEST, FL 33040

Exemption: 003-22.00: NON PROFIT
Business Location: 1100 VARELA ST
KEY WEST, FL 33040
Business Phone: 305-809-5000
Business Type: MISCELLANEOUS SERVICE (CHILD CARE CENTER)

Rooms	Seats	Employees	Machines	Stalls
0	0	1	0 / 0	0

For Vending Business Only
Number of Machines :
Vending Type :

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
				$0.00		

PAID-123-08-00006104 07/22/2009 0.00

THIS RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS

THIS BECOMES A TAX RECEIPT WHEN VALIDATED

Danise D. Henriquez, CFC, Tax Collector
PO Box 1129, Key West, FL 33041

THIS IS ONLY A TAX. YOU MUST MEET ALL COUNTY AND/OR MUNICIPALITY PLANNING AND ZONING REQUIREMENTS.

2009 / 2010
MONROE COUNTY BUSINESS TAX RECEIPT
EXPIRES SEPTEMBER 30, 2010

RECEIPT# 47161-92795

Business Name: WESLEY HOUSE FAMILY SERVICES INC

Owner Name: WESLEY HOUSE FAMILY SERVICES
Mailing Address: 1304 TRUMAN AVE
KEY WEST, FL 33040

Exemption: 003-22.00: NON PROFIT
Business Location: 175 WRENN ST
TAVERNIER, FL 33070
Business Phone: 305-292-7150
Business Type: MISCELLANEOUS SERVICE (CHILD CARE RESOURCE & COM CARE)

Rooms	Seats	Employees	Machines	Stalls
0	0	5	0 / 0	0

For Vending Business Only
Number of Machines : Vending Type :

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
				$0.00		

PAID-123-08-00006104 07/22/2009 0.00

THIS RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS

THIS BECOMES A TAX RECEIPT WHEN VALIDATED

Danise D. Henriquez, CFC, Tax Collector
PO Box 1129, Key West, FL 33041

THIS IS ONLY A TAX. YOU MUST MEET ALL COUNTY AND/OR MUNICIPALITY PLANNING AND ZONING REQUIREMENTS.

KEY WEST BUSINESS TAX RENEWAL NOTICE

City of Key West Licensing Division
P.O. Box 1409 (604 Simonton Street)
Key West, FL 33040

Phone (305) 809-3955
Fax (305) 809-3978

SEP 11 2009

LICENSE PERIOD October 1, 2009 **THROUGH** September 30, 2010

Control Number	Due if paid by	Due if paid by	Due if paid by	Due if paid by	Due if paid by
# 17902	September 30th $ 19.95	October, 2009 $ 21.94	November, 2009 $ 22.94	December, 2009 $ 23.94	January, 2010 $ 24.93

WESLEY HOUSE FAMILY SERVICES I
PRUDENTIAL KNIGHT
336 DUVAL ST
KEY WEST FL 33040

Waste Mgmt. Acct. # _____

If no longer in business, please initial here____ and return.

Please detach at perforation and return this portion with your payment. Make check payable to "City of Key West."

Business Information

Business Name: WESLEY HOUSE FAMILY SERVICES I
Location: 3314 NORTHSIDE DR 67
KEY WEST, FL 33040

Type License: RENTAL-NON-TRANSIENT RESIDENTIAL

Owner Information

WESLEY HOUSE FAMILY SERVICES I
KEY WEST FL

(If any of this information has changed please contact the Licensing office)

Required information for renewal:

PROOF OF COMMERCIAL GARBAGE SERVICE. All businesses must provide proof of commercial garbage account with Waste Management (phone (305) 296-2794) with license payment.

1. Exceptions: This does not apply to residential rental units, real estate salespersons, cosmetologists or massage therapists working in a licensed salon, charter boats operating from a licensed marina, mobile services, home occupations, or businesses with a business location outside of the Key West city limits.
2. If your business has a commercial garbage account in your business name, please enclose a copy of your most recent bill.
3. If your business has commercial garbage provided by the property owner or another business, please write the account name/number on the portion of the renewal form which is being returned with payment.

STATE LICENSE If your business is regulated by the State of Florida, enclose a copy of your current state license.

CITY OF KEY WEST, FLORIDA

Business Tax Receipt

This document is a business tax receipt.
Holder must meet all City zoning and use provisions.
P.O. Box 1409, Key West, Florida 33040 (305)809-3955

Business name . : WESLEY HOUSE FAMILY SERVICES Ctl nbr . : 18787
Location addr . : 3114 FLAGLER AVE
Lic Nbr/Class . : 10 00023113 SERVICE - GENERAL
Issue date . . . : 7/15/09 Expiration date . : 9/30/10
Lic Fee . . . . . : .00
Penalty . . . . . : .00
Total . . . . . : .00
Comments . . . . : CHILD CARE RESOURCE AND COMMUNITY BASED CARE PROVI

This document must be prominently displayed.

WESLEY HOUSE FAMILY SERVICES
1304 TRUMAN AVE
KEY WEST FL 33040

DOUGLAS BLOMBERG, CEO

CITY OF KEY WEST, FLORIDA

Business Tax Receipt

This document is a business tax receipt.
Holder must meet all City zoning and use provisions.
P.O. Box 1409, Key West, Florida 33040 (305)809-3955

Business name . : WESLEY HOUSE FAMILY SERVICES I Ctl nbr . : 3304
Location addr . : 1100 VARELA ST
Lic Nbr/Class . : 10 00003316 SERVICE - GENERAL
Issue date . . . : 7/15/09 Expiration date . : 9/30/10
Lic Fee . . . . . : .00
Penalty . . . . . : .00
Total . . . . . : .00
Comments . . . . : DAY CARE CENTER

This document must be prominently displayed.

WESLEY HOUSE FAMILY SERVICES I
ATTN: SHERIE
1304 TRUMAN AVE
KEY WEST FL 33040

ATTACHMENT L

Wesley House Family Services, Inc.

Florida Department of Children and Families License or Certification

Florida Department of Children & Families

Child Care Facility Certificate of License

Annual

State of Florida

Licensing Agency:
Department of Children & Families
Child Care Licensing
1111 Twelfth Street, Suite 304
Key West, FL 33040
305-292-6745

Certificate Number: **C16MO0012**

Name of Facility: **Inez Martin Child Development Center**

Address: **1100 Varela Street**

City: **Key West, FL 33040** County: **Monroe**

Owner: **Wesley House Family Services, Inc.**

The Department of Children and Families being satisfied that this child care facility or child care program has complied with Chapter 65C-22, Florida Administrative Code, Child Care Standards, adopted by the Department and authorized in sections 402.301 – 402.319, Florida Statutes, approves an **Annual** license to operate this facility or program. This certificate is effective **January 1, 2010** through **December 31, 2010.**

This license may be revoked or suspended for cause.

Maximum Licensed Capacity: **157**

Hours of Operation: **7:30 am to 5:30 pm**

Region Administrator or Designee

CF-FSP 5115, March 2008

Child Placing Agency Certificate of License Standard License

License Number: **WHCPA- 0509-04**

Name: **WESLEY HOUSE FAMILY SERVICES, INC.**

Address: **1304 Truman Avenue**

City/State/Zip: **Key West, FL 33040**

County: **Monroe**

The Department of Children and Families being satisfied that **WESLEY HOUSE FAMILY SERVICES, INC.** is in substantial compliance with Chapter 65C-15, Florida Administrative Code, adopted by the Department and authorized in section 409.175 of the Florida Statutes, approves a **Standard License** to operate this Child Placing Agency. This certificate is issued on the **1st day of May 2009 and expires on the 30th day of April 2010.**

This license may be renewed, revoked, extended, withdrawn, for cause.

CIRCUIT ADMINISTRATOR

ATTACHMENT M

Wesley House Family Services, Inc.

Copy of any other Federal or State Licenses

Not Applicable

ATTACHMENT N

Wesley House Family Services, Inc.

Copy of Florida Dept. of Health Licenses and/or Permits

Not Applicable

ATTACHMENT O

Wesley House Family Services, Inc.

Front page of the Wesley House EEO Policy/Plan

Policy # SP 0003

Date: January 1, 2008

Approval:

Doug Blumberg, Chief Executive Officer

Kevin Collins, CQI & Contract Compliance Director

John Dell, Human Resources Manager

Equal Opportunity Employer

Wesley House Family Services provides equal employment opportunities (EEO) to all employees and applicants for employment with no discrimination to race, color, religion, gender, pregnancy, sexual preference, national origin, age, disability, marital status, creed, veteran status, or individuals whose acts involve reporting of suspect organizational practices in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, disciplinary action, termination, layoff, recall, transfer, benefits, social programs, leaves of absence, compensation and training.

Standard

- Wesley House Family Services expressly prohibits any form of unlawful employee harassment or retaliatory action based on race, color, religion, gender, pregnancy, sexual preference, national origin, age, disability, marital status, creed, veteran status or acts involving the reporting of suspect organizational practices. Improper interference with the ability of Wesley House Family Services employees to perform their expected job duties is not tolerated.

Procedure for Reporting Violations:

Employees should report violations of this policy to their supervisor.

If the employee does not feel comfortable approaching their supervisor then they may report violations to Human Resources or an impartial representative of the organization.

If informal attempts to correct a situation of discrimination have not been successful, the employee may submit a formal written grievance in adherence to the Wesley House Family Services Grievance Process.

If any employee perceives that they are a victim of discrimination and the situation has not been resolved to their satisfaction through the WHFS Grievance Process, the employee may file a claim.

Claims may be filed with:

Fair Employment Practice Agency
Florida Commission on Human Relations
2009 Apalachee Parkway
Suite 100
Tallahassee, Florida 32301
(800) 342-8170

or

E.E.O.C.
U.S. Equal Employment Opportunity Commission
Miami District Office
One Biscayne Tower
2 South Biscayne Blvd., Suite 2700
Miami, Florida 33131
(305) 808-1740

Wesley House Family Services is registered with the United States Equal Employment Opportunity Commission (EEOC), Miami District Office, as having a Universal Agreement to Mediate. Charges of Discrimination filed with the Miami District Office of the EEOC, or any charge of Discrimination filed

ATTACHMENT P

Wesley House Family Services, Inc.

Summary Report of Most Current Evaluations/Monitorings

Our Kids Quarterly Scorecard
Items monitored - on-going basis

WHFS Community Based Care FY09/10

Metric No.	1st Qtr Scorecard 4	2nd Qtr Scorecard 1	3rd Qtr Scorecard 1	Targets	Definition:
1	98.27%	98.82%	99.24%	100%-94.6%	100% of clients seen every 30 days
2	96.24%	97.77%	94.00%	100%-90.1	No material defects/errors with home studies
3	94.79%	51.32%	86.70%	100%-80.0%	Data integrity (photo and placement)
4	100.00%	85.18%	87.50%	86%-77%	Placement Stability
5	100.00%	50.00%	90.00%	100%-95.1%	Supervisory Reviews
6	5 late	8 late	12 late	Varies by size	Timely reporting of critical incidents
7	100%	100.00%	100.00%	100%-94.1%	Education - attendance for 3rd graders
8	100.00%	100.00%	100.00%	100%-80%	Preventive medical for age 0-1 (6 medical & 0 dental)
9	10%	100%	67%	100%-80%	Preventive dental for children 3-18yrs
*10	81.57%	66.78%	76.49%	100%-80%	Case manager shall have a face to face contact with the parent every 30 days when goal is reunification

*month of July only due to CLS/FSFN issues

Metric items 1 thru 5 are Primary and 6 thru 10 are secondary

Agency for Workforce Innovation

Charlie Crist
Governor
Cynthia Lorenzo
Director

October 12, 2009

Evelio C. Torres, Executive Director
Early Learning Coalition of Miami-Dade and Monroe
2555 Ponce de Leon Blvd. /5th Floor
Coral Gables, FL 33134

Dear Mr. Torres:

Please find attached the Annual School Readiness and Voluntary Prekindergarten Eligibility Review report for the Early Learning Coalition of Miami-Dade and Monroe. The monitoring report contains observations of non-compliance with law or rule and recommended actions. The coalition should provide the Office of Early Learning with a corrective action plan within 30 days of receipt of this review. The plan should detail the coalition's corrective action for each finding and actions taken to resolve any outstanding observations. The coalition should submit supporting documentation with the corrective action plan. After a review of the corrective actions, the Agency will notify the coalition of successful resolution of the corrective action plan.

In the addendum to this report, *Management Assistance Addendum to ESFP 09-10*, you will find recommended actions for improvement and development of business practices. The coalition should retain the eligibility review report, corrective action plan, and any supporting documentation of the corrective action plan for future auditing and monitoring purposes.

Thank you for the cooperation and assistance of your team during this visit. If you have any questions or concerns about the report or resolution process, please feel free to call Pat Weyer, Eligibility Support and Fraud Prevention Supervisor, at (850) 921-3462.

Sincerely,

Stephanie L. Gehres
Accountability Manager
Office of Early Learning

cc: Octavio Verdeja, Board Chair, Early Learning Coalition of Miami-Dade/Monroe
Brittany Birken, Director, Office of Early Learning
Patricia Weyer, Eligibility Support & Fraud Prevention Supervisor, Office of Early Learning
Jennifer Ohlsen, Regional Technical Assistance Supervisor, Office of Early Learning
Doreen Moskowitz, Regional Technical Assistance Coordinator, Office of Early Learning

Charlie Crist
Governor
Cynthia R. Lorenzo
Director

MEMORANDUM

DATE: October 12, 2009
TO: Evelio C. Torres, Executive Director, Early Learning Coalition of Miami-Dade and Monroe
FROM: Stephanie L. Gehres, Accountability Manager, Office of Early Learning, Agency for Workforce Innovation
SUBJECT: Management Assistance Addendum to ESFP 09-10

As part of the eligibility review of the Early Learning Coalition of Miami-Dade/Monroe Counties, we have provided suggested management and business assistance for your consideration. This document has been attached to this memorandum as the *Management Assistance Addendum to ESFP 09-10 Eligibility Review of the Early Learning Coalition of Miami-Dade and Monroe.*

The suggested practice is a separate issue and not a part of the main compliance report. If your coalition decides to address these issues, please do so in a separate response within 30 days of the publication of this report. Please note, however, that the Agency for Workforce Innovation does not require a response to any suggested management or business practice issues and the associated recommendations. The Agency provides the observations for your information. Please contact Pat Weyer at 850-921-3462 if you have any questions.

cc: Octavio Verdeja, Board Chair, Early Learning Coalition of Miami-Dade/Monroe Counties
Brittany Birken, Director, Office of Early Learning
Jennifer Ohlsen, Regional Technical Assistance Coordinator, Office of Early Learning
Doreen Moskowitz, Regional Technical Assistance Coordinator, Office of Early Learning

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

Management Assistance Addendum to ESFP 09–10 Eligibility Review of the Early Learning Coalition of Miami-Dade and Monroe

Observed Business Practices

Section 411.01(3)(m), Florida Statutes, gives the Agency the authority to identify best practices of early learning coalitions in order to improve the outcomes of School Readiness (SR) programs. The Agency's Eligibility Support and Fraud Prevention Unit (ESFP) recommend the following suggestions for improving the referenced observations indicated by the associated reference number. The coalition should consider improving these practices to ensure the coalition continues to provide high quality services to children and families they serve.

09-10 OB 1. The files do not reflect that the coalition responded to a parent's request for more information on early learning programs.

09-10 OB 2. VPK03L forms obtained from the providers were sometimes signed before the end of the month.

09-10 OB 3. Some At-Risk referrals did not indicate children protected by the Rilya Wilson Act.

Recommended Actions

09-10 OB 1. If a parent requests information on other programs, the coalition should maintain evidence in the case file verifying that information was given to the parent. This can be a form the parent signs with a list of programs/agencies, a case note, or a signed receipt that the parent received the information.

09-10 OB 2. The coalition should work with the child care providers on what is acceptable on the monthly attendance sheets. The coalition can make suggestions or give examples of acceptable information on the VPK03S and VPK03L forms.

09-10 OB 3. The coalition should work with community based care providers to ensure Rilya Wilson children are properly identified. Coalitions/contractors should meet with At-Risk referring partners to discuss the changes to the referral process and reach agreements that meet the needs of both the At-Risk partner.

STATE OF FLORIDA
GOVERNOR
CHARLIE CRIST

AGENCY FOR WORKFORCE INNOVATION
DIRECTOR
CYNTHIA R. LORENZO

OFFICE OF EARLY LEARNING
(850) 921-3180
DIRECTOR
BRITTANY BIRKEN, PH.D.

ACCOUNTABILITY MANAGER
STEPHANIE GEHRES

ELIGIBILITY SUPPORT AND FRAUD PREVENTION SUPERVISOR
PAT WEYER

ELIGIBILITY REVIEW STAFF
CHERYL BLANTON
JUNIOR TAIT
GINGER TATE
RANDY DITTY
LATOYA SAMPSON
RODNEY MACKINNON

REGIONAL TA COORDINATOR
DORHEN MOSKOWITZ

INTERNAL QUALITY ASSURANCE
THOMAS IMHOLT
CELICIA BELL
BETTY WALLACE

REPORT NO. ESFP 09-09
SEPTEMBER 2009

ANNUAL SCHOOL READINESS/VOLUNTARY PREKINDERGARTEN ELIGIBILITY REVIEW OF THE EARLY LEARNING COALITION OF MIAMI-DADE/MONROE ESFP 09-10

Background and Methodology

The Agency for Workforce Innovation (the Agency) conducted an annual School Readiness (SR) and Voluntary Prekindergarten (VPK) review of child and provider eligibility files; Enhanced Field System (EFS) data; written policies, procedures, and forms; information system security program, coalition attendance, and payment validation monitoring for the Early Learning Coalition of Miami-Dade/Monroe (the Miami-Dade/Monroe coalition, the coalition). The on-site review took place on June 1-4, 2009 The Agency's Eligibility Support and Fraud Prevention (ESFP) review team examined files from children who received services from January through March 2009 and practices of coalition operations as of March 2009. The coalition is incorporated as an educational 26 U.S.C. s. 501(c)(3) not-for-profit organization.

The coalition's practices demonstrate an overall good understanding and effective application of state and federal rules, regulations, and law.

Does the coalition use a contractor for SR/VPK services? ☒ YES ☐ NO

If so, what is the name of the contractor? Miami-Dade County Department of Human Services, Child Development Services Bureau, and Wesley House Family Services.

Who provides the following early learning services to the coalition?

SR and VPK eligibility determinations	☐ Coalition	☒ Contractor
SR and VPK child certifications	☒ Coalition	☐ Contractor
SR and VPK provider reimbursements	☐ Coalition	☒ Contractor
Child care resource and referral	☐ Coalition	☒ Contractor
Parent support	☒ Coalition	☐ Contractor

The number of eligible children birth to 12 years old and children with special needs through 18 years old that the coalition served at the time of the review was: 43,583 (SR); 19,059 (VPK)

The number of eligible providers who provided services to children in the following settings:

In SR:

- 1,132 private child care centers
- 135 public school providers
- 317 family child care homes
- 141 informal caregivers

In VPK:

- 53 faith-based child care providers
- 646 private day care centers
- 204 public school providers
- 11 family child care homes

The eligibility review team requested a random sample of SR child files from all funding categories, VPK child files, and VPK classroom instructor files that were active or authorized from January through March 2009. The team reviewed documents, policies, and procedures; compared files with EFS data entry; and conducted desk reviews on the files to ensure compliance with federal and state statutes. The review team obtained sign-in/sign-out sheets and attendance sheets from the caregivers and payment records from the coalition to validate provider payments. The team interviewed eligibility determination, attendance monitoring, waitlist, and reimbursement staff.

Observations

Accomplishments

The coalition has a number of business practices in place for improving eligibility and instructor qualification processes. Notable accomplishments include:

- A *Quality Assurance Checklist* in SR and VPK children's files ensures that all elements of eligibility are verified prior to approval for services.
- Educational credentials earned by many secondary VPK instructors although there is no statutory requirement that the instructors obtain such credentials.

30-Day Response

The coalition must submit a detailed response to the Agency within 30 calendar days from the receipt of the eligibility review report. The response should demonstrate the coalition's steps to address each numbered finding. The coalition should do the following:

- Obtain missing documents and rectify incorrect documentation, e.g., incorrect referrals, obtain a corrected copy of the documentation. For missing and incorrect documentation, submit a copy with the response to support the coalition's corrections to each finding. If the coalition does not correct a file, the information missing from the file may result in a questioned cost.
- If the file is closed or there is an error within the Enhanced Field System (EFS), submit a screen print that shows the coalition closed the file or adjusted EFS.
- If a finding results in an incorrect payment, obtain and submit documentation confirming that the coalition has corrected and/or adjusted the payment in accordance with program requirements. For attendance, validate payment and correct documentation, if warranted. If the provider did not maintain the daily sign-in/sign-out sheets in accordance with guidelines, adjust payment for the reviewed period and submit proof of adjustment.

Findings and Recommendations

Florida law requires the Agency to monitor and evaluate the performance of a coalition's administration of the SR and VPK programs as outlined in s. 411.01(4)(l), Florida Statutes (F.S.). This report contains observations of non-compliance with laws or rules and recommended actions for the coalition, which if unaddressed may diminish the coalition's performance in delivering effective early learning programs. Each issue and the associated recommendation in this section of the report have a reference number. The numbered statements contain the review team's observations on performance that did not comply with state and federal requirements. The client file numbers cited in each finding refer to the client files in the post-review spreadsheet, a separate document from the eligibility review report. The recommendations address the steps that substantially correct the observed noncompliance. Some files contained more than one type of finding.

The management assistance addendum to this report is a separate document that contains recommended actions for improvement of the coalition's business practices. The Agency does not require corrective action for suggested business practices; however, the Agency highly recommends corrective action to improve the coalition's delivery of services.

SCHOOL READINESS CLIENT FILES

The SR program established in s. 411.01, F.S., is offered to eligible children between the ages of birth to school age. The review team examined 58 SR child files for compliance with the SR program governed by Title 45 Code of Federal Regulations (CFR), parts 98 and 99, Florida Statutes, and the Florida Administrative Code (F.A.C.). Thirty-one of the reviewed files (29 Miami-Dade, 2 Monroe) contained one or more findings.

SR Criteria A – Application Forms

An SR client's file must include an application that the parent has signed and dated. A parent should sign a new application at the initial eligibility determination and with each redetermination. A parent may submit an application via mail, FAX, or electronic signature (Rule 60BB-8.201(1), F.A.C.). Agency rule provides guidelines for verification of employment and income (Rule 60BB-4.208, F.A.C.). An applicant must fully declare household circumstances and income on the application. An SR client's file must include a completed *SR Income Worksheet for Eligibility and Parent Copayments* to determine a child's eligibility and establish the applicable parent fee, based on the sliding fee scale included in the coalition's approved SR plan. A family that receives SR services must be assessed a copayment (parent fee) based on household size and family income (Rule 60BB-4.400, F.A.C.).

Household size and income must meet the state income threshold in Rule 60BB-4.208, F.A.C. A family may consist of a parent/guardian or parents/guardians living together, a parent/guardian's minor child, and any other minor child for whom the parent is legally responsible. A family may also include any other adult that the parent/guardian considers part of the family, such as an aged grandparent that the family supports. If the family counts the individual as a family member, the eligibility specialist should include any income the individual may receive as part of the total family income. If the family lives with an aunt, uncle, or grandparent who the family does not support, the specialist should not count the individual or the individual's income in the family size number. If a parent/guardian lives with a friend who is not a biological or legal parent/guardian of a minor child that is eligible for care, and the friend does not contribute money or consider themselves part of the household, then the eligibility specialist should not include the friend in the household.

For each client, does the coalition have the following information on file:

1. **A signed and dated application?** ☒ YES ☐ NO
2. **A completed *SR Income Worksheet for Eligibility and Parent Copayments*?** ☒ YES ☐ NO
3. **The household size and relationship of all household members?** ☐ YES ☒ NO
   - **The following client files did not comply with requirements:** #11, 14, 15, and 23 (Miami-Dade) 17 and 18 (Monroe)
   - **The coalition has corrected the following files since the review:** #11, 14, 15, 17, 18, and 23
   - **The coalition still needs to correct the following files:** none
4. **Documentation that the household income meets the state income threshold?** ☐ YES ☒ NO
   - **The following client files did not comply with requirements:** #33 (Miami-Dade)
   - **The coalition has corrected the following files since the review:** #33
   - **The coalition still needs to correct the following files:** none
5. **Income calculations fully supported by appropriate documentation?** ☐ YES ☒ NO
   - **The following client files did not comply with requirements:** #4, 23, 33, 34, 37, 38, 41, 43, 45, 49, and 51 (Miami-Dade)
   - **The coalition has corrected the following files since the review:** #4, 23, 33, 34, 37, 38, 41, 43, and 49
   - **The coalition still needs to correct the following files:** #45 and 51
6. **Documentation that the coalition has correctly determined the parent fee?** ☐ YES ☒ NO
   - **The following client files did not comply with requirements:** #15, 23, 33, 34, 37, 38, 45, 51, and 53 (Miami-Dade) 18 (Monroe)
   - **The coalition has corrected the following files since the review:** #15, 18, 33, 34, 37, 38, and 53
   - **The coalition still needs to correct the following files:** #23, 45, and 51

The Agency recommends the following corrective action for noncompliance with SR Criteria A3 – A6:

- Correct income documentation errors and parent fee errors, process appropriate repayments, if warranted, and provide documentation as part of the 30-day response. The miscalculation of income may result in inaccurate parent fees or ineligible clients.
  - Include case notes, identifying missing information, in the coalition's documentation.
  - Clearly establish household size via the application and *SR Income Worksheet for Eligibility and Parent Copayments* before eligibility determination to ensure a parent is assessed correct parent fees.
  - Include documentation on a supplemental form describing additional family members and relationship, if the household size stated on the income worksheet does not agree with the application.
  - Verify income by the source whenever possible and improve procedures to ensure that the coalition calculates, documents, and verifies income correctly.
- Collect proper supporting documentation for household size and an explanation of relationship of the household members to establish the family's eligibility for care.
- Enhance procedures to ensure that a family:
  - Has fees determined by the sliding fee scale or follow the coalition's clearly established fee guidelines.
  - Submits at least six weeks, current and consecutive, proof of income sources, which must be verified by the source whenever possible (See Desk Reference Guide and *Appendix A—Example Problems and Solutions* for more information).
- Take timely action on all changes that the household reports.

SR Criteria B – Definition of a Parent

Federal regulation provides the definition of a parent or guardian for the purpose of establishing a child's eligibility for services (45 CFR 98.20). A parent means a parent by blood, marriage, or adoption, and also means a legal guardian or a person standing *in loco parentis* (45 CFR 98.20 and Rule 60BB-4.100, F.A.C.). Florida law states that a parent is a parent of a student, a guardian of a student, a person in a parental relationship to a student, or a person that exercises supervisory authority over a student in place of the parent (s. 1000.21(5), F.S.). In *loco parentis* is defined as a person acting as the temporary guardian of a child (Rule 60BB-4.100, F.A.C.), which may include any blood relative or any person who has received temporary custody through a court order. A coalition should ensure that a client meets the definition of a parent.

Does each client meet the definition of a parent? ☒ YES ☐ NO

SR Criteria C – Residency

A coalition should ensure that a client's file includes information that the client resides in the state. The coalition may verify residency information with documentation that includes an in-state address. There is no minimum length of time a person must reside in Florida to obtain benefits. The client may also be a temporary resident in a domestic or homeless shelter in Florida or authorized emergency management location. A TANF client must be a Florida resident and the referring agency verifies residence during a client's TANF application process (s. 414.095(2)(a), F.S.).

1. **Is each applicant a resident of Florida?** ☒ YES ☐ NO
2. **If applicable, did the coalition authorize child care by county of residence?** ☒ YES ☐ NO

SR Criteria D – Rights and Responsibilities/Terms and Conditions

An SR client's file should have a signed and dated *Rights and Responsibilities/Terms and Conditions* notification that includes the required minimum information. The notification form proves the coalition provided documentation that the client was provided information on parent choice. If parent choice was not included as a sign-off on the *Rights and Responsibilities/Terms and Conditions* notification, then the client file must contain documentation that the coalition explained and offered parent choice to the parent. The document should also be re-signed annually at a minimum or when the content of the form changes.

For each client, does the coalition have the following information on file:

1. **A parent's signed and dated notification of the *Rights/Terms?*** ☒ YES ☐ NO
2. **Documentation that the coalition has informed a parent of parental choice in choosing a facility?** ☒ YES ☐ NO

SR Criteria E – Child Age and Citizenship

In accordance with state and federal regulations, a child must be under the age of 13, or up to age 19 if physically or mentally unable to care for themselves or under court supervision (45 CFR 98.20), to be eligible for the SR program (s. 411.01(6), F.S., and Rule 60BB-4.200, F.A.C.). A child must be a U.S. citizen or an alien lawfully entered for permanent residence, in order to qualify for SR services (CCDF-ACF-PI-2008-01). If a child was born outside of the U.S., the coalition must ensure that documentation to support the child's citizenship status is in the client file.

1. **Is each child younger than 13 years or younger than 19 years and physically or mentally incapable of caring for himself or herself?** ☐ YES ☒ NO
   - **The following client files did not comply with requirements:** #21 (Miami-Dade)
   - **The coalition has corrected the following files since the review:** #21
   - **The coalition still needs to correct the following files:** none
2. **Is each child a U.S. citizen or a qualified eligible alien?** ☒ YES ☐ NO

The Agency recommends the following corrective action for noncompliance with SR Criteria E1:

- Obtain and maintain documentation in the child's file that supports the age of the child identified.
- Consider payments for care questionable until a coalition receives documentation of a child's age. If the coalition is unable to provide documentation supporting the child's eligibility, then the coalition will deem the child ineligible; the coalition needs to submit repayment to the Agency for reimbursement made to a provider during the period of ineligibility.
- Improve procedures to ensure verification of the child's age before authorizing funding.
- See *Appendix A – Example Problems and Solutions* for more information.

SR Criteria F – Immunization

A coalition should ensure that a child receiving services under CCDF is age-appropriately immunized or exempt from immunization. A coalition should have a procedure in place to review a Department of Children and Families (DCF) Licensing Department's monitoring report of an SR provider (s. 411.01(4)(j), F.S.). The Agency has only exempted children whose parents object to immunization on religious grounds and children with a medical condition that contraindicates immunization (s. 6.7, CCDF Plan and 45 CFR 98.41(a)(1)).

Has the coalition ensured that each child receiving services under CCDF is age-appropriately immunized or does the child fall under an allowable exemption? ☒ YES ☐ NO

SR Criteria G – Eligibility Period and Redetermination

A coalition must provide services to a client within the eligibility period. Eligibility begins only after the coalition has established all factors of eligibility. A coalition should redetermine eligibility annually, at a minimum, with an additional fifty percent of client files redetermined during the same fiscal year through a statistically valid random sample (Rule 60BB-4.209, F.A.C.). A coalition must stop all funding at the redetermination due date if the coalition has not yet fully reestablished eligibility with the coalition's redetermination policy.

1. **Did the coalition provide services within the eligibility period for each child?** ☒ YES ☐ NO

2. **Did the coalition redetermine/reauthorize each case before the end of the authorization period?** ☒ YES ☐ NO

SR Criteria H – Referrals (if applicable)

A child's eligibility for SR services is based on a documented referral. For all partner referral programs, the coalition should have a documented referral and ensure the coalition approves child care for the period authorized on the referral, if the authorized period is within program guidelines and the child meets SR program guidelines (Rule 60BB 4.202, F.A.C.). At-Risk referrals cannot exceed a six-month period of eligibility (Rule 60BB 4.201, F.A.C.). **NOTE**: Once determined eligible for SR services, a child remains eligible until kindergarten age as long as the qualifying circumstance continues within the time limit for welfare transition services, as long as the parent complies with all statutory requirements, and as long as the family's income is at or below 200% of the federal poverty level (Rule 60BB-4.201-203, F.A.C.).

1. **Is there a documented referral on file for each client (child)?** ☐ YES ☒ NO
   - **The following client files did not comply with requirements:** #1, 2, 6, 28, and 32 (Miami-Dade)
   - **The coalition has corrected the following files since the review:** #1, 2, 6, 28, and 32
   - **The coalition still needs to correct the following files:** none

2. **Does the current referral form include the authorized eligibility period?** ☐ YES ☒ NO
   - **The following client files did not comply with requirements:** #29 (Miami-Dade)
   - **The coalition has corrected the following files since the review:** #29
   - **The coalition still needs to correct the following files:** none

The Agency recommends the following corrective action for noncompliance with SR Criteria H1 and H2: See *Appendix A—Example Problems and Solutions* for more information.

- Ensure that a referral form is signed, dated, current, and contains all of the following information before the coalition authorizes care:
  - The name and signature of the individual who is making the referral
  - The name of the child who is being referred
  - The name of the child's parent with address and demographics of the child
  - Child's date of birth
  - Type of referral
  - Authorized care dates (including a start and end date)
  - Authorized eligibility period

  - Number of hours of care authorized. The hours of care should correspond to the authorized care period: for example full-time or part-time. The Agency does not require the coalition to demonstrate actual times of care unless the coalition has established a local procedure that requires notation of actual times. Most referrals include the total number of hours for the week.
  - Purpose for care
  - TCC period, if appropriate
- Ensure that the current child care eligibility period matches the authorized (from and through) dates on the child care authorization referral.
- Develop procedures to ensure that eligibility does not extend beyond the authorized eligibility dates, and ensure that a TANF or At-Risk family does not continue to receive services past authorized eligibility dates.
- Demonstrate that a family was eligible for care; extended days may result in questioned costs.
- Use case notes to document due diligence efforts to obtain missing information from At-Risk referral partners.

SR Criteria I – Priority Groups

The Agency may review a coalition's policies for priorities and interview employees to determine if a coalition or contractor is following procedures to ensure priority consideration for an At-Risk child or TANF recipient. The coalition should not place an At-Risk child or TANF recipient on a waiting list. A coalition's eligibility determination should be timely, seven days from authorization for TANF and ten days from receipt for At-Risk programs (Rule 60BB-4.201-4.207, F.A.C.).

Each family that receives SR services shall be assessed a copayment based on family size and the family's income, according to the sliding fee scale included in the coalition's approved SR plan. A copayment may be temporarily reduced to the minimum fee (Rule 60BB-4.400(1)(a)2, F.A.C.) or waived for a foster parent and a family participating in an At-Risk program (Rule 60BB-4.400(1)(c), F.A.C.) on a case-by-case basis during an event that limits a parent's ability to pay. The normal way to accomplish this is for the referring case manager to check a box on the referral or any other written form requesting the fee reduction.

1. **Did the coalition serve each SR child in accordance with the state designated priority groups?**

☐ YES ☒ NO

- **The following client files did not comply with requirements:** #1, 6, 8, and 11 (Miami-Dade)
- **The coalition has corrected the following files since the review: #1,** 6 and 11. The coalition cannot correct file #8.
- **The coalition still needs to correct the following files:** none

2. **When applicable, did the coalition verify a specific event that limited a parent's ability to pay before the coalition waived the parent fee?**

☐ YES ☒ NO

- **The following client files did not comply with requirements:** #6, 12, 13, and 15 (Miami-Dade)
- **The coalition has corrected the following files since the review:** #6, 12, 13, and 15
- **The coalition still needs to correct the following files:** none

The Agency recommends the following corrective action for noncompliance with SR Criteria I 1 and 2:

- Act on At-Risk referrals within 10 days or request another referral.
- Have referrals nearing the 10-day time limit reauthorized via phone call from the referring partner and documented in case history notes.

- Verify that a family has an established event that limits the parent's ability to pay before eligibility determination or redetermination.
- Clearly document the event and the approval for the fee waiver in the file.
- Obtain a new referral showing that the referring agency requested and received approval for a fee reduction for the appropriate period.

SR Criteria J – Purpose for Care

A child's eligibility for child care services depends on an established purpose for care (45 CFR 98.20 and Rule 60BB-4.200, F.A.C.). Without a purpose for care a child may not be eligible for SR services. The Agency has established standard codes (*Office of Early Learning Standard Codes*) to categorize specific eligibility groups that are critical to the ability of the Agency and the Agency's stakeholders to properly report on federal programs. Additionally, law requires a parent to have a purpose for care as defined within the standard codes for each funding category to receive the funding. The Agency's standardization of codes ensures uniform and accurate data reporting on local, state, and federal reports. The coalition's incorrect use of codes affects the accuracy of reporting, payments, and reimbursements. The coalition must ensure that each parent or guardian living in the same household of any child that requests funding has a purpose for care.

1. **Does each parent/guardian meet the purpose for care requirement?** ☐ YES ☒ NO
   - **The following client files did not comply with requirements:** #4, 26, 31, and 33 (Miami-Dade)
   - **The coalition has corrected the following files since the review:** #4, 26, 31, and 33
   - **The coalition still needs to correct the following files:** none
2. **Does the purpose for care match the billing group authorized and does the household meet the state requirements for the approved billing group for each file?** ☒ YES ☐ NO
3. **Does the authorized hours of care meet the definition of the unit of care (amount of care is related to activity plus reasonable travel time) for each child?** ☒ YES ☐ NO

The Agency recommends the following corrective action for noncompliance with SR Criteria J1:

- Ensure a family has an established purpose for care before eligibility determination.
- Clearly document the purpose for care for files in error. When the file is initiated by a referral, the referral should indicate what purpose for care the referring case manager is authorizing childcare services.
- Ensure that the hours of authorized care do not exceed what the purpose for care entitles the family to receive. For example, if the parent works part time, the hours of authorized care cannot be full time.

SR Criteria K – Provider Requirements

A provider must be eligible to legally provide child care services in order to receive payment. A parent may choose from a variety of eligible child care types, including: center-based; group home; family; in-home; or other child care provider type that is licensed, regulated, or registered under state or local law and satisfies state and local requirements (45 CFR 98.41 and 98.2). In addition, an eligible child care provider can also be 18 years old or older and provide child care services only to an eligible child who is related by marriage, blood, or court decree as the grandchild, great grandchild, sibling that does not live with the provider, niece, or nephew, as long as the provider complies with requirements (45 CFR 98.2).

1. **Is each provider a legally operating provider type?** ☒ YES ☐ NO
2. **Has each legally operating provider met the regulatory requirements?** ☒ YES ☐ NO

VOLUNTARY PREKINDERGARTEN PROVIDER FILES

A coalition administers the VPK program through the service delivery of a VPK provider. Even after a coalition has determined that a provider is eligible to deliver the program, a coalition has an ongoing duty to verify the provider's compliance with the Florida Statutes, state rules, and procedures of the coalition. A VPK provider must be licensed or exempt from licensure, accredited, or hold a Gold Seal Quality Care designation (s. 1002.55, F.S.). A VPK provider must also meet additional requirements for credentials and background screenings of instructors, minimum and maximum class size limits, VPK director credentials, and a developmentally appropriate curriculum. The Agency review team examined 134 VPK classroom instructor's credentials and qualifications within 35 child care provider sites to establish whether all instructors were qualified before the coalition authorized the instructors to enter the classroom. Thirteen of the 35 provider files reviewed contained one or more findings.

VPK Criteria A –Provider Operating Status

A coalition must follow procedures for classroom registration (Rule 60BB-8.300, F.A.C.). Before delivering instruction or receiving payment for the VPK program, a VPK provider must submit a completed and signed *Form AWI-VPK 10*, *11*, and *20*. A provider must submit *Form AWI-VPK 10* (Statewide Provider Application) to the coalition in the county of the VPK provider's site. If a VPK provider has more than one VPK site, the provider must submit a separate *Form AWI-VPK 10* for each site. Once a coalition determines a VPK provider eligible, the provider does not have to resubmit the form unless the provider needs to update information on the form, which should be done within 14 calendar days after the change.

A provider must submit *Form AWI-VPK 11* (Class Registration Application) to the coalition annually. If the VPK provider has more than one VPK class, the provider must submit a separate *Form AWI-VPK 11* with supporting documents for each class. If any change that would affect the information the provider supplied on the *Form AWI-VPK 11* occurs, the provider must submit an updated form to the coalition within 14 calendar days after the change. The coalition must ensure that both the coalition and the VPK provider sign a *Form AWI-VPK 20* (Statewide VPK Provider Agreement) before the coalition pays the provider (Rule 60BB 8.301, F.A.C.). The coalition is not obligated to pay for costs the provider incurs before the agreement's beginning date or after the agreement's ending date.

A VPK provider must have a VPK director who has a VPK director credential that meets or exceeds the minimum standards adopted under s. 1002.57, F.S. A VPK director who earned a director credential on or before December 31, 2006 is exempt from completing additional requirements to obtain a VPK endorsement. A director who received a director credential on or after January 1, 2007 must complete a series of requirements to receive a VPK endorsement.

The VPK legislation (s. 1002.69(5), F.S.) requires the Department of Education (DOE) to calculate kindergarten readiness rates annually for each summer and/or school year VPK provider. The State Board of Education, responsible for setting the minimum readiness rate, set the minimum readiness rate at 214 for program year 2007-2008 during their meeting on January 21, 2009. A VPK provider has 21 calendar days from the State Board's adoption of the minimum readiness rate (until April 18, 2009 for the 2007-2008 rates) to acknowledge status as a low performing provider by utilizing the www.ImproveVPK.org website. The review team requests documentation and improvement plans for low performing providers as part of the annual eligibility review.

1. **Is each provider a legally operating provider eligible to deliver the VPK program and licensed or accredited by an Agency-approved accrediting body?** ☐ YES ☒ NO
   The following provider file did not comply with requirements and still needs to be corrected: #73(Miami-Dade)

2. **Is there a signed/dated *Statewide Provider Registration Application* on file for each provider?** ☒ YES ☐ NO

3. **Is there a signed/dated *Class Registration Application* on file for each class?** ☒ YES ☐ NO

4. **Is there a completed *Statewide Provider Agreement* in the file?** ☒ YES ☐ NO

5. **Does the private VPK provider have a director with a valid director credential for the full classroom period, and, if applicable, the VPK Director Endorsement?** ☐ YES ☒ NO
   The following provider file did not comply with requirements and still needs to be corrected: #58(Miami-Dade)

6. Has the coalition approved an improvement plan for each low performing provider reviewed?

☒ YES ☐ NO

- **How many low performing VPK providers did the coalition report to DOE?** (79) (78 Miami-Dade) (1 Monroe)
- **Did each plan identify provider needs assessment instruments, target areas, and completions dates, as well as indicate the coalition or school district's review and approval dates of the plan?**

☒ YES ☐ NO

The Agency recommends the following corrective action for noncompliance with VPK Criteria A1 and 5:

- Ensure that each VPK director has a valid director credential for the full classroom period and, if applicable, the VPK Director Endorsement.
- Review a VPK provider's files to ensure all providers have a current license, as applicable, and that a provider adheres to licensing standards outlined in law (ss. 402.305, 402.313, or 402.3131, F.S.).
- Obtain documentation of licensure or Agency-approved accreditation exhibiting compliance for the following VPK program year: 2008-2009.
- Ensure a provider renews a license before expiration to avoid a gap in coverage for the program year.

VPK Criteria B – Instructor Eligibility

A VPK provider must have, for each VPK class, at least one VPK instructor who holds a Child Development Associate (CDA) or an equivalent or higher, and has demonstrated successful completion of an emergent literacy training course. Law requires a VPK instructor, who has not completed DCF approved training in early literacy and language development prior to November 1, 2005, to complete an approved Emergent Literacy training course (s. 1002.55(3)(c)2, F.S.). A VPK instructor must be of good moral character, must complete a level 2 background screening before entering the classroom and re-screening every five years, and must not be ineligible to teach in a public school because the instructor's educator certificate is suspended or revoked (s. 1002.55(3)(d), F.S.). As of January 1, 2007, the *Good Moral Character Attestation* became an attestation and must be updated annually (Rule 65C-22.006(4)(d)1.c., F.A.C.). A level 2 background screening includes fingerprinting, a Florida Department of Law Enforcement (FDLE) statewide criminal and juvenile records check, a Federal Bureau of Investigation (FBI) federal criminal records check, and a local criminal records check through local law enforcement agencies (s. 1002.55(3)(d), F.S., and s. 435.04, F.S., and *Form AWI-VPK 20 VPK Statewide Provider Agreement*).

Statute defines time limits on validity for VPK coursework and/or credential requirements. All instructors must have valid credentials before entering a VPK classroom and maintain valid credentials while acting as a VPK instructor.

1. **Does each VPK lead instructor meet the educational requirements?** ☒ YES ☐ NO
2. **Does each lead, secondary, and substitute instructor for each class offered by a private provider have evidence of a current *Good Moral Character (GMC) Attestation*?** ☐ YES ☒ NO
   - **The following provider files did not comply with requirements:** #9, 11, 13, 24, 25, 46, 47, 59, 60, 75, 80, and 83 (Miami-Dade)
   - **The coalition has corrected the following files since the review:** These findings cannot be corrected, as the gaps in dates occurred in the past.
   - **The coalition still needs to correct the following files:** none
3. **Does each VPK instructor have evidence of current level 2 and local screenings?** ☒ YES ☐ NO

The Agency recommends the following corrective action for noncompliance with VPK Criteria B2: Obtain a missing *Good Moral Character Attestation* form for an instructor identified or request the instructor's removal from the classroom until the coalition obtains the appropriate form (if still providing VPK instruction).

VPK Criteria C –Classroom Eligibility

According to Rule 60BB-8.451(1)(a), F.A.C., "a school-year program may not begin instruction more than 14 days before Labor Day." Rule 60BB-8.400(3), F.A.C., states that a VPK class must be composed of at least four children enrolled in the VPK program and cannot exceed 18 children for a school-year program or 10 children for a summer program. A coalition may not issue the initial prepayment for a VPK class unless the class meets the minimum class size. If a mixed group of VPK and non-VPK children are in a class, both groups count toward the 18-child or 10-child maximum class size. A VPK class may not exceed the maximum class size in enrollment or attendance on a particular day (Rule 60BB-8.400(3). F.A.C.).

Before the coalition authorizes payment, does each classroom have the following:

1. **A minimum of 4 VPK children?** ☒ YES ☐ NO
2. **A minimum of 4 VPK children enrolled at the beginning of the program, but does not exceed 18 children, for the school year program?** ☒ YES ☐ NO
3. **A minimum of 4 VPK children enrolled at the beginning of the program, but does not exceed 10 children, for the summer program?** ☒ YES ☐ NO
4. **A class schedule that complies with rule?** ☒ YES ☐ NO
5. **A VPK class calendar entered in EFS that reflects either 540 hours or 300 hours?** ☒ YES ☐ NO

VOLUNTARY PREKINDERGARTEN CHILD FILES

The VPK law requires the Agency to adopt procedures that govern the enrollment and eligibility determination of a child in the VPK program by a coalition or school district (s. 1002.75(2)(a), F.S.). A coalition determines the eligibility of a child in accordance with Rule 60BB-8.200, F.A.C. The review team has examined 41 VPK child files for compliance. Three (all Miami-Dade) of the reviewed files contained one or more findings.

VPK Criteria D – VPK Child Application

A child who resides in Florida and will be 4 years old on or before September 1 is eligible for the VPK program during that program year (s. 1002.53, F.S., and Rule 60BB-8.200(2)(a), F.A.C.). A parent who enrolls a child in VPK must complete and submit an application to the coalition as established under s. 1002.53(4)(a), F.S.

1. **Is there a signed and dated application (*Form AWI-VPK 01*) on file for the client?** ☐ NO ☒ YES
2. **Is the child (client) four years of age on or before September 1 of the program year and is appropriate documentation in the file?** ☐ YES ☒ NO
   - **The following client files were not in compliance:** #36 (Miami-Dade)
   - **The coalition has corrected the following files since the review:** #36
   - **The coalition still needs to correct the following files:** none
3. **Does each applicant reside in Florida and is appropriate documentation in the file?** ☒ YES ☐ NO

The Agency recommends the following corrective action for noncompliance with VPK Criteria D2: The coalition needs to ensure that age documentation is in all VPK files.

VPK Criteria E – Eligibility Determination

A coalition determines a child's eligibility face-to-face with the child's parent unless the coalition is not required, under Rule 60BB-8.201(4)(b), F.A.C., to conduct a parent-orientation session or exhibit a parent-orientation video for the child's parent. Once the coalition determines that a child is eligible for the VPK program, the coalition issues the child's parent a Certificate of Eligibility (COE) (*Form AWI-VPK 02*), either completed by the coalition as a paper form or as an electronically generated and printed form using the Enhanced Field System (EFS) (Rule 60BB-8.202(1)(c), F.A.C.). The form must be signed by the provider and the parent. To enroll an eligible child, the VPK provider admitting the child must submit the child's COE to the coalition.

A coalition must provide a parent enrolling a child in the VPK program with a profile of every VPK provider within the coalition's county or multicounty region to assist the parent in selecting a VPK program (s. 1002.53(5)(a) and (b), F.S.). The profile must include, at a minimum, the following information about a VPK provider:

- Services
- Curriculum
- Instructor credentials
- Instructor-to-student ratio
- Kindergarten readiness rate, based upon the most recent available results of the statewide kindergarten screening.

Florida law provides the minimum elements required for the provider profile. The Agency is currently working with DCF to develop a standard provider profile within the Child Care Information System (CCIS).

1. **Did the coalition issue a COE to each eligible child and obtain appropriate signatures?** ☒ YES ☐ NO
2. **Does each file contain evidence of a parent orientation session for each child, if required?** ☒ YES ☐ NO
3. **Does the provider profile of all the VPK providers in the county or multi-county region that is given to a parent upon enrollment comply with statutory requirements?** ☐ YES ☒ NO
   The sample provider listing did not include the following required information: Kindergarten Readiness Rates
4. **Does the coalition ensure that each VPK provider complies with the antidiscrimination terms?** ☒ YES ☐ NO

The Agency recommends the following corrective action for noncompliance of VPK Criteria E3:

- For VPK provider profiles, ensure that the coalition:
  - Includes all five statutorily required elements
  - Adds any missing information
- Improve procedures to ensure receipt of appropriate information documentation

VPK Criteria F – Child Enrollment

A parent may enroll a child in a 540-hour school-year or a 300-hour summer VPK program. The Agency's Office of Early Learning issued guidance that indicates that after instruction has begun for a VPK class, an eligible child may still enroll in the VPK program and begin instruction in a VPK class, if at least 10 percent of the class' instructional hours remain (54 hours for a school-year program or 30 hours for a summer program) (s. 1002.53(3), F.S., OEL-PI 510.027). The coalition should maintain documentation indicating that a parent who chooses delayed enrollment was fully informed of enrollment options and may do so by requesting that a parent who chooses delayed enrollment sign an *Informed Parental Consent for Delayed Enrollment* form (*Form AWI-VPK 04*). VPK law prohibits a child from enrolling in more than one program type (s. 1002.53(3), F.S.) or from being reported for funding purposes as more than one full-time equivalent (FTE) student (s. 1002.71(2), F.S.).

The law allows a one-time opportunity for re-enrollment with full funding in another VPK program for good cause or because of an extreme hardship (s. 1002.71(4), F.S.). In order to maintain appropriate documentation regarding reenrollments, a coalition may request that a parent complete a *Reenrollment Application (Form AWI-VPK 05)* and attach documentation of an extreme hardship, if applicable. If a child transfers from one provider to another or from one classroom to another at the same provider to complete a VPK program, the parent should submit the *Informed Parental Consent for Provider Transfers and Class Transfers* form *(FORM AWI-VPK 06)*. If the child is reenrolled with a coalition other than the coalition of the previous enrollment, the coalition may also request that a parent complete and resubmit the *Child Application (Form AWI-VPK 01)*. The coalition should follow the procedures for registration, eligibility determination, and enrollment of the child in the VPK program (Rule 60BB-8.202, F.A.C.). The coalition does not have to repeat the face-to-face parent consultation performed by the coalition of the previous enrollment.

Does the coalition have the following information on file for applicable children:

1. **An *Informed Parental Consent for Delayed Enrollment* form or other evidence indicating that the parent was fully informed of the potential loss of program hours for delayed enrollment?** ☐ YES ☒ NO
   - **The following client files did not comply with requirements for *Form AWI-VPK 04*:** #2 and 34 (Miami-Dade)
   - **The coalition has corrected the following files since the review:** #2 and 34
   - **The coalition still needs to correct the following files:** none
2. **A *Reenrollment Application* and evidence of compliance with law for reenrollment?** ☒ YES ☐ NO
3. **An *Informed Parental Consent for Provider Transfers and Class Transfers* form *(Form AWI-VPK 06)* of compliance with law for reenrollment?** ☒ YES ☐ NO

The Agency recommends the following corrective action for noncompliance with VPK Criteria F1:

- Improve procedures that ensure a parent receives the correct forms and the coalition maintains an updated, accurate child file.
- Distribute to the parent information on how many classroom hours a child may miss after selecting a VPK provider past the program's start date, when a parent enrolls a child in a program after the program has started.

ADMINISTRATIVE CRITERIA

Administrative Criteria A - Attendance Monitoring and Payment Validation

The coalition and the coalition's contractors should have a well-defined procedure for attendance monitoring. An SR provider must maintain daily attendance documentation, which at a minimum, must include a sign-in/sign-out process that the coalition approves to validate the attendance data (Rule 60BB-4.502(1), F.A.C.). A coalition must implement a records retention policy ensuring that all documentation is maintained in accordance with sub-grant award provisions (Rule 60BB-4.502(2), F.A.C.). The coalition must conduct monitoring activities to ensure the accuracy of payments of the monthly reimbursement requests (Rule 60BB-4.502(3), F.A.C.).

A coalition pays a VPK provider based on payment for attendance and payment for absences (Rule 60BB-8.204, F.A.C.). A VPK provider must keep a daily record of a child's attendance in the VPK program and require the parent of a VPK child to verify monthly the child's attendance for the prior month as follows (Rule 60BB-8.305(2), F.A.C.):

- ***Form AWI-VPK 03S (Child Attendance and Parental Choice Certificate Short Form).*** The parent may use the short form if the VPK provider records daily attendance using a paper sign-in/sign-out log that records the date, child's name, and signature of the parent or other person dropping off or picking up the child to, or from, the VPK site; or an electronic attendance-tracking system that records the date, time, child's name, and electronic signature, card swipe, entry of a personal identification number, or similar daily action taken by the parent or other person dropping off or picking up the child from the VPK site.

- ***Form AWI-VPK 03L (Child Attendance and Parental Choice Certificate Long Form).*** If the provider does not maintain daily sign-in/sign-out logs, the parent must complete *Form AWI-VPK 03L* that indicates which days the child was in attendance for that month.

A coalition shall give a VPK provider a monthly roster, prepared by using the Agency's statewide information system, that lists each child enrolled in the VPK provider's program and includes blank spaces for a provider to certify a child's attendance for the calendar month. A VPK provider must certify and submit the monthly attendance of a child enrolled in the provider's VPK program to ensure payment from the coalition. The coalition may not pay the final payment for the program year until the provider submits a final verification of the annual cumulative attendance of each child enrolled in the program, which certifies the paid hours of attendance of each child enrolled for the program year (Rule 60BB-8.305(3), F.A.C.).

A coalition should follow general provisions for reimbursement of holidays and absences (Rule 60BB-4.500, F.A.C.). A recognized holiday as approved by a local coalition shall not be counted as an absence for the purpose of reimbursement. The Agency shall include a reimbursement to a provider of full-time and part-time care for up to twelve (12) recognized holidays per year. A coalition/contractor shall authorize reimbursement for no more than three absences per calendar month per child except in the event of extraordinary circumstances in which case the coalition or the coalition's designee shall provide written approval for payment based on written documentation provided by the parent justifying the excessive absence for up to an additional seven days (Rule 60BB-4.500(2), F.A.C.).

The Agency team has reviewed the files of 58SR children and 41 VPK children for payment validation for the month of March 2009. The team also evaluated the records for absences according to the Agency's attendance rule. The team compared attendance records and noted any discrepancies. See the attached payment validation spreadsheet for specific client record detail.

1. **Did the coalition pay each provider for a child's attendance in accordance with SR rule?** ☐ YES ☒ NO
   - **The following client files did not comply with requirements:** #,27 (Miami-Dade)
   - **The coalition has corrected the following files since the review:** None
   - **The coalition still needs to correct the following files:** #27 (Miami-Dade)

The Agency recommends the following corrective action for noncompliance of SR Attendance Criteria A1:

- Ensure a parent signs in/signs out their child daily.

- Make every effort to encourage a provider to have a parent complete and include sign-in/sign-out times on the daily sign-in/sign-out sheets upon request.
- Do not pay for days the provider submits incomplete attendance logs.
- Improve provider education on approved attendance practices (including the impropriety of pre-signed daily attendance sheets) to ensure proper payments and fraud prevention.
- Review documentation that a provider submits for excessive absences, as follows:
  - Compare attendance records to the parent signatures on the sign-in/sign-out sheets when reviewing sign-in/sign-out sheets.
  - Ensure that a provider payment reflects the actual attendance.
  - Review and correct payment validation issues.
  - Adjust payment for cases the coalition does not resolve.
- Improve attendance monitoring practices, including review of attendance records to make sure the records are complete. The coalition's reports should include approved corrective action plans initiated by the contractor and documentation demonstrating follow-up by the coalition to ensure that the contractor will complete the corrective action.

2. Did the coalition pay each provider for a child's attendance in accordance with VPK rule?

☐ YES ☒ NO

- **The following client files did not comply with requirements:** #7,12,15,23,27,33 and 34 (Miami-Dade)
- **The coalition has corrected the following files since the review:** #12, 15, and 27
- **The coalition still needs to correct the following files:** #7, 23, 33, and 34 (Miami-Dade)

The Agency recommends the following corrective action for noncompliance of VPK Attendance Criteria A2

- Ensure that a VPK classroom completes a short form attestation of attendance (*Form AWI-VPK 03S*) if the child was signed-in/signed-out daily or the provider must complete the VPK attendance long form (*Form AWI-VPK 03L*).
- If using the short form attestation, establish whether the daily sign-in/sign-out sheets exist for each child.
- Adjust payment for the reviewed period and provide proof of adjustment if the provider did not maintain the daily sign-in/sign-out sheets in accordance with the VPK rule or if payment was not correct.
- Ensure that all reimbursable payments are in accordance with statute, which includes days of attendance, reimbursable holidays, and absences.

Administrative Criteria B - Written Policies, Procedures, and Forms

The coalition has developed policies, procedures, and forms to help guide eligibility counselors in determining eligibility for the SR and VPK programs, administering VPK provider qualification services, and fostering communication with the families served. OMB Circular A-133, Subpart C .300(b) requires recipients and subrecipients maintain internal controls over federal programs and implicitly promotes the expectation that staff who perform eligibility functions should never perform reimbursement functions, unless mitigating internal controls have been put in place. By separating these duties or implementing mitigating internal controls, the coalition may reduce the risk of a program's liability.

1. Does the coalition/contractor have well-defined eligibility procedures? ☒ YES ☐ NO

The coalition has the following:

- Quality Assurance staff that monitors 10% of approved cases weekly.
- Coalition-developed SR procedures for disenrollment, eligibility code assignment, documentation requirements, and eligibility application processing.
- A detailed standard procedure manual for VPK client eligibility determination and provider monitoring

2. Does the coalition/contractor have effective parent communications? ☒ YES ☐ NO

The coalition has the following:

- Miami-Dade County Child Development Services bilingual child care application and authorization documents, client grievance procedure, and complete terms and conditions/rights and responsibilities.
- Ongoing VPK application and enrollment opportunities in a variety of locations.
- Letter and certificate mailed to VPK providers upon approval for program.

3. Does the coalition/contractor ensure separation of duties? ☐ YES ☒ NO

The coalition has the following:

- Eligibility specialists assist in processing payments to providers.
- Reimbursement specialists assist in VPK eligibility and enrollment.

The Agency recommends the following corrective action for noncompliance of the written policies, procedures, and forms criteria:

- Ensure that documents comply with state guidelines outlined in 45 CFR 98 and Rule 60BB-4.100 et seq., F.A.C.
- Implement organization management that ensures the coalition has proper controls in place to provide adequate segregation of duties between performance, review, and recordkeeping of a task.
- Train employees with responsibilities other than eligibility to assist in reimbursement functions in times of crisis rather than having eligibility staff perform reimbursement functions or vice versa. This process will ensure adequate separation of duties.

Administrative Criteria C - Data Security

In accordance with a coalition's grant agreement, the coalition shall comply with the Computer-Related Crimes Act, Chapter 815, F.S., and demonstrate due diligence in safeguarding the coalition's information resources by establishing policies and procedures for information systems security that contain criteria and standards according to the Agency's Policy 5.02, Information Systems Security Program. The coalition shall develop specific protocols that include at a minimum the Agency's 5.02 protocols #4 - Security Training and Awareness, #11 - Access Control, #12 - Identification and Authentication, #16 - Personnel Security, #22 - Mobile Computing, #25 - Remote Access, #30 - Database Security, #31 - Media Management, and #32 - Password Management. All Agency employees, contract employees, vendors, and others who do business with the Agency must comply with the provisions of the policy. On July 1, 2008, the Agency assigned the ESFP unit to monitor a coalition's compliance with the information systems policies. The coalition was evaluated for compliance using the *EFS Data Security Review Checklist.*

Did the coalition comply with the data security protocols? ☒ YES ☐ NO

Administrative Criteria D – EFS Data Accuracy

The law requires each coalition to use the Enhanced Field System (EFS), the "single statewide information system" established by the Agency under s. 411.01(5)(c)1.e., F.S. The review team compared 99(SR and VPK) child eligibility files against the EFS database records for accuracy of entry, timeliness of processing actions, case history note narrations, and data security. In addition, the files were reviewed for correct parent fees, eligibility dates, family income, household size, and correct demographic data. The team reviewed EFS data to ensure that the data matched the application. Some inconsistencies were found between SR and VPK child file documentation and EFS.

The coalition should use the EFS database to establish eligibility for child care funding. EFS data should accurately reflect the most current household circumstances that the applicant presented to the coalition. EFS data is the basis for reimbursement records and federal reports.

Does the information in each SR child file match the information in EFS? ☐ YES ☒ NO

- **The following client files did not comply with requirements:** #7, 29, 42, and 53 (Miami-Dade)
- **The coalition has corrected the following files since the review:** #7, 29, 42, and 53
- **The coalition still needs to correct the following files:** none

Does the information in each VPK child file match the information in EFS? ☐ YES ☒ NO

- **The following client files did not comply with requirements:** #17 (Miami-Dade)
- **The coalition has corrected the following files since the review:** #17
- **The coalition still needs to correct the following files:** none

The Agency recommends the following corrective action for noncompliance of EFS data accuracy criteria: Ensure accurate data entry in the EFS database and that data entered into EFS corresponds with the most current information given in the application or notification of changes.

AGENCY FOLLOW-UP REQUIRED

Regional Technical Assistance Coordinators will continue to be available for on-site technical assistance. Additionally, the review team and other Agency resources are available to assist the coalition as needed.

Appendix A—Example Problems and Solutions

Income Calculation and Verification

Before the coalition authorizes funding, an SR parent must be able to document six current and consecutive weeks of earnings. The coalition cannot deny placement to a child under protective investigation or protective services, even if the family refuses to provide proof of income. The family's annual income is calculated by using the documented six weeks' gross income. The six weeks' earnings must represent future earnings.

- If the calculated income does not reflect six weeks of documented gross income, the notes in the case file should contain an explanation of the difference. Examples of acceptable explanations include: new job, beginning week, change in rate of pay, explanations about amounts and effective dates, and changes in hours explaining what the new hours are and the effective dates. Case notes should contain contact information for an employer and verification of any change in income, such as a written statement from the employer or third party about the change.
- Sometimes an unusual circumstance occurs, such as a factory closure for a one-week period. If a factory closes one week a year, and the closure occurred during the most recent six weeks, the coalition should exclude the closure period from the average and enter an appropriate case note explanation. The coalition should use the gross income to calculate eligibility.

The same requirement for six weeks of earnings and documentation by the income source applies to unearned income (including child support) that the household receives. The parent cannot self-declare income to establish eligibility for SR funding. The use of a notarized statement for child support only establishes the identity of the absent parent or third party making the declaration; the coalition cannot accept the statement to support the validity of the statement.

- If a parent establishes disability and receives Supplemental Security Income (SSI), the parent must also provide a doctor's statement that the parent's disability requires child care assistance.
- The coalition should not calculate income from a parent who does not work a traditional annual period by using a 52-week or 26-biweekly multiplication factor. Example: a school or Head Start employee may work 20 or 21 biweekly pay periods so annual income would be based on actual months worked within the year. The calculation of the parent's annual income must match the parent's pay periods.
- If a parent receives child support (or any unearned income), the parent must be able to document the last six weeks of payment for the calculation of future income. If the parent receives child support only once per month, the coalition should verify and average two months of payments to determine future income. The coalition should verify child support by the source (absent parent, clerk of the court, or someone outside the recipient household).
- If six weeks of documented child support is not available, or if there are gaps in payment, the eligibility specialist should explain the situation in the record's case notes. The coalition must verify income. In the case of child support paid through the clerk of court, the coalition may access the clerk of court's website to verify the income. If child support is paid voluntarily, the coalition should obtain a written or oral statement from the absent parent as proof of the amount, period, and frequency of payment. As a last alternative, the coalition may obtain an attestation about the amount of child support received, from the parent who is enrolling the child, under the penalty of perjury for false statements, which is a first degree misdemeanor and punishable by a definite term of imprisonment not exceeding one year and/or a fine not exceeding $1,000 pursuant to ss.837.055, or 775.082, or 775.083, Florida Statutes.
- The coalition should obtain an annual award letter to establish receipt of government benefits. The coalition should not, under any circumstances, accept a recipient's statement as documentation of how much and how often the recipient receives income (Rule 60BB-4.208(2), F.A.C.).

Age Verification Problems and Solutions

Before the coalition authorizes funding, a parent must provide appropriate documents that verify a child's age. The coalition must maintain documents in a child's file that follow state guidelines. If a coalition uses an immunization form to establish the age of a child, the form must contain the child's name, date of birth, and be signed by a medical professional. (Exception: The coalition should allow a parent/guardian of an At-Risk child ten days to provide age verification. Case managers should receive a copy of the 10-day request.)

Referral Verification and Completion Problems and Solutions

All referral forms should indicate the following: which agency/case worker made the referral, who was referred by listing the name of the parent/guardian(s) and children, the demographics including but not limited to the dates of birth for the child or children, the social security number, the category for funding, and the authorized referral period. The referral should show the number of hours authorized, establish the purpose for care, and sign the referral form as the authorizing agency/case worker.

A family whose Temporary Assistance for Needy Families (TANF) funding is closed because a household member is working may be eligible to receive Transitional Child Care (TCC). TCC may be available for up to two years after the TANF case closes. The referring partner must write the dates for the two-year period on the referral form. The coalition should not authorize TCC beyond the two-year period unless the parent or guardian re-qualifies for cash assistance.

If the referral is an At-Risk referral, the child or children must be part of an open At-Risk PI/PS case. The referring case manager may continue a referral for a child under protective supervision for six months after the case is closed. The referral form must contain the authorization for the six-month extension. If the referring case manager requests a reduced fee, the coalition should document the request and the decision regarding the request in the case record. Coalition procedures must identify how and when a coalition can authorize a reduced fee.

Purpose for Care

When a parent requests funding for a child, each parent/guardian living in the same household must meet one of the defined purposes for care (Rule 60BB-4.100(22)(a-d), F.A.C.). To establish a purpose for care for a parent/guardian, the coalition must verify one of the following purposes for care:

- **Working.** The parent/guardian must be working a minimum of 20 hours per week.
- **In job training or an educational program.** The parent/guardian must be attending training or an educational program for 20 hours per week or more.
- **Both working and in training.** The parent/guardian must be both working and training for 20 hours per week or more.
- **Looking for work (must be supported by documentation and time-limited).** If a parent/guardian who has received TANF and is receiving child care assistance is no longer qualified for a purpose for care, the parent/guardian may have up to 30 days to re-establish a purpose for care. The coalition cannot authorize new funding once a parent's eligibility period ends unless the coalition can re-establish a purpose for care.
- **Receiving disability.** A parent or guardian is receiving benefits under the Supplemental Security Income SSI program.
- **Under protection.** The person requesting care is the parent/guardian of one or more At-Risk children.

Funding Categories

Examples of funding category findings are the following:

- The case manager checks "relative caregiver" but the guardian is a foster parent. In this situation the coalition needs to clarify with the case manager.
- The case manager checks "TCC" but a review of the referral TCC period shows that the parent is in the second year of TCC. The contractor should assign the billing code based on clients being in the first or second year of TCC eligibility in this situation.
- The family receives RCG ($242 for one child from birth to 5 years old, $249 for one child from 6 to 12 years old, or $298 for one child within age 13-17) payment, but was placed in BG1-14R or BG3-28A instead of the correct billing group, which is BG3R-RCG.
- The family receives $241 in TANF but is placed in BG3 RCG instead of the correct billing group, which is BG3 28A.

HEALTHY FAMILIES
FLORIDA
111 North Gadsden Street, Suite 200 • Tallahassee, FL 32301 • Phone (850) 488-1752 or Suncom 278-1752 • Fax (850) 488-5562 or Suncom 278-5562

October 13, 2009

Lynn Wintermyer, Program Manager
Healthy Families Monroe
1623 3-C Spalding Court
Key West, FL 33040

Dear Lynn,

File

Attached you will find the Quality As on August 25-27, 2009. I want to thank you and your staff for y n during my quality assurance visit to your program. It is obvious that you great pride in their work and is committed to the Healthy Families mission. As you know, the Quality Assurance process has been structured to provide HFF with an overview of your project's operations and compliance with contractual obligations.

If you have any questions, please feel free to contact me at 850-488-1752.

Sincerely,

Beth Huntley
Program Specialist

Enclosures

cc: Doug Blomberg, Wesley House Family Services CEO
Juanita Arnold, Healthy Families Florida Assistant Director
Monique Hill, Healthy Families Florida Program Specialist

Ounce of Prevention Fund of Florida/Healthy Families Florida
Quality Assurance Report

Project Name:	Healthy Families Monroe (HF Monroe)	**Contract #:**	HF-09-10-18
Address:	1623 3-C Spalding Court Key West, FL 33040	**Contract Amount:**	$282,107
Program Manager:	Lynn Wintermyer	**Funding Period:**	July 1, 2009 – June 30, 2010
Reviewer:	Beth Huntley	**# Contracted to Serve:**	80
		Date Visited:	August 25-27, 2009

Purpose of the Quality Assurance Visit:
The purpose of the Quality Assurance visit is to monitor HF Monroes's adherence to the standards set forth by Healthy Families America (HFA) and Healthy Families Florida (HFF) and to the HFF contractual requirements to ensure the delivery of quality services.

Background:
HF Monroe is administered by Wesley House Family Services. The project has been providing Healthy Families services since 1999.

Area Reviewed Contract Compliance	Compliance		Comments/Qualifying Statement/Action Needed
	In	Out	
1. Quarterly Reports The project has provided quarterly narrative reports within 15 days of the end of the calendar quarter.	✓		

Area Reviewed Contract Compliance	Compliance		Comments/Qualifying Statement/Action Needed
	In	Out	
2. Meetings Program manager or designee attended the program managers meeting.	✓		
3. Annual Service Review The project has submitted an Annual Service Review containing all the required components; the Annual Service Review was reviewed by the advisory board or governance group.	✓		
4. Project Subcontracts Copies of subcontracts have been submitted, reviewed and approved by HFF.			N/A
5. Project Amendments to HFF Sub-Contract Project amendments to HFF subcontract have been submitted in the proper format and time frame.			N/A
6. Insurance The provider has provided written proof of insurance coverage to HFF within 90 days of subcontract execution.	✓		

7. Property Inventory Property inventory has been submitted to HFF within 180 days following execution of the subcontract and includes all items purchased with a price of $1,000 or more with HFF dollars.	✓		
8. Sponsorship The sponsorship clause *"Sponsored by the Ounce of Prevention Fund of Florida and the State of Florida, Department of Children and Families"* or the Ounce of Prevention Fund of Florida logo is identified on publicizing, advertising or any item describing the sponsorship of the program.	✓		The project has not purchased items requiring the Ounce of Prevention Fund of Florida sponsorship clause or logo since July 1, 2009. All promotional items previously purchased had the HFF logo.
9. Retention of Records Project adheres to policy that all records are retained for a period of six years following the end of the contract year in which the participant closes.	✓		
10. TANF Status Forms TANF status forms are completed on each new participant and completed again each July.	✓		

Area Reviewed Project Outcomes	Compliance		Comments/Qualifying Statement/Action Needed
	In	Out	
1. Project Outcomes The project meets the goals, objectives and outcomes as specified in the subcontract.			**HF Monroes's cumulative outcomes from July 1, 2008 – June 30, 2009 are:**
	✓		100 percent of target children at 24 months old were up-to-date with Well-Child Checks according to the schedule, above the goal of 85 percent.
	✓		100 percent of target children were up-to-date with Well-Child Checks over 24 months of age, above the goal of 85 percent.
	✓		100 percent of target children enrolled six months or longer were linked to a medical provider, above the goal of 90 percent.
	✓		97 percent of primary participants enrolled six months or longer were linked to a medical provider, above the goal of 90 percent.
	✓		88 percent of all assessments occurred either prenatally or within the first two weeks after the birth of the target child, above the goal of 80 percent.
	✓		99 percent of mothers enrolled in the project did not have a subsequent pregnancy within two years of the target child's birth, above the goal of 80 percent.
	✓		95 percent of the families participating in the project developed an initial Family Support Plan (FSP) with their FSW within 90 days of enrollment, above the goal of 90 percent.
	✓		82 percent of families enrolled into the program received their initial home visit within 30 days of assessment, above the goal of 75 percent.
		✓	71 percent of program primary participants that closed on Level 3, Level 4 or complete the program had improved or maintained self-sufficiency while enrolled in the program, below the goal of 80 percent.
	✓		75 percent of families received at least seventy-five (75) percent of home visits as prescribed by the leveling system, below the goal of 80 percent. However, they exceeded the outcome for the two most recent quarters with 89 percent in the January 2009 – March 2009 quarter and 90 percent in the April 2009 – June 2009 quarter.
	✓		90 percent of participants had their baseline Parenting Stress Index (PSI) administered to them according to the designated intervals for the tool, above the goal of 90 percent.
		✓	75 percent of participants had their baseline plus 12 months PSI administered to them according to the tool, below the goal of 90 percent.

Area Reviewed Project Outcomes	Compliance		Comments/Qualifying Statement/Action Needed
	In	Out	
			HF Monroes's quarterly performance for the past two completed quarters (Janaury 2009 – March 2009 and April 2009 – June 2009) on the following outcomes are:
	✓		100 percent were up-to-date with immunizations at 24 months of age, above the goal of 85 percent for the Janaury 2009 – March 2009 quarter. For the most recent quarter (April 2009 – June 2009), 100 percent were up-to-date with immunizations at 24 months of age, above the goal of 85 percent.
	✓		100 percent of target children received age appropriate developmental screenings according to the schedule of the Ounce/HFF approved developmental screening instrument, above the goal of 90 percent for the January 2009 – March 2009 quarter. For the most recent quarter (April 2009 – June 2009), 100 percent of target children had their developmental screen administered to them, above the goal of 90 percent. **Action Needed** The project needs to develop and implement strategies to improve the following outcomes: • Self-sufficiency • Baseline plus 12-month PSI
2. Child Maltreatment Outcomes At least 95 percent of children and families will be free from maltreatment both during services and after completion.	✓		For the period between April 1, 2008 and March 31, 2009, 96 percent of children were free from maltreatment during services, exceeding the goal of 95 percent. The project's outcome for child maltreatment within 12 months after program completion is 100 percent, exceeding the goal of 95 percent. The project is commended for exceeding both child maltreatment outcomes.

Area Reviewed Critical Elements	Comments/Qualifying Statement/Action Needed
1. First Home Visit First home visit occurs within first three months after the birth of the baby. *(HFA Standard 1-1F)*	According to the initial home visit report, of the 61 open families with target children, 97 percent received their initial home visit prenatally or within three months after the birth of the baby.
2. Acceptance Rates The project has acceptable acceptance rates for assessment and for the program services. The project has analyzed acceptance rates and developed a plan to improve rates, if necessary. *(HFA Standard 1-2)*	HF Monroe's assessment acceptance rate for the last 12 months (September 1, 2008 – August 31, 2009) is 91 percent. The project's program acceptance rate for the same time period is 73 percent. The project submitted a plan to increase program acceptance in the 07-08 Annual Service Review. **Action Needed** The project should monitor the strategies to increase the program acceptance rate and make adjustments to the strategies as necessary.
3. Coordination and Collaboration The project shows evidence of written and informal interagency agreements for the following purposes:	
• To provide access to the target population *(HFA Standard 1-1.B)*	HF Monroe has a memorandum of agreement (MOA) with Florida Key Healthy Start Coalition.
• To show collaboration with the local Community-Based Care *(HFF Subcontract)*	HF Monroe has a formal agreement with the local Community-Based Care agency (CBC), Wesley House Family Services.
• To collaborate with other home visiting services *(HFF Subcontract)*	
• To collaborate with service providers	The project has a formal agreement with Domestic Abuse Shelter, Inc. and is in the process of completing a formal agreement with the local provider of mental health and substance abuse services.
4. Assessment The project uses the Healthy Families Florida Assessment Tool	HFF staff performed inter-rater reliability checks on 10 recent assessment narratives. Overall, the review found that the narratives were well written with only minor scoring discrepancies noted. The review of assessment narratives revealed that with the exception of "witnessed domestic violence during childhood,"

Area Reviewed Critical Elements	Comments/Qualifying Statement/Action Needed
and ensures that the criteria are clearly and uniformly summarized in writing and documented in individual participant files. *(HFA Standard 2-1.A. and 2-1.B)*	"CPS report made on parent" and "fear of violence in the home," all risk factors were consistently addressed in the assessment narrative. **Action Needed** HF Monroe should consistently address all risk factors of the HFFAT with all assessed individuals and ensure all factors are documented in the narrative, particularly the factors of domestic violence during childhood, CPS reports on parent and fear of violence in the home. HF Monroe is contracted for .4 FTE for the FAW position. The .4 FAW completed 89 assessments for the August 2008 – July 2009 time period for an average of 7.4 assessments per month, slightly below the expectation of eight assessements per month.
5. Creative Outreach The project offers services voluntarily and provides respectful outreach to build family trust. *(HFA Standard #3)*	HFF staff reviewed one open and two closed participant files (for a total of three) in which outreach was required. Of the three files reviewed, two files contained documention of four weeks of due diligence to reengage the family prior to placing the family on Level X. The remaining file revealed only two attempts to contact before the family was placed on Level X. All files reviewed contained excellent evidence that indicated staff provided due diligence to re-engage families (i.e. telephone calls, drop-bys, personal letters, etc.). HFF staff did not review a closed file in which outreach efforts were required for at least 90 days prior to closure because HF Monroe had no closures due to "lost contact" during FY 2008-2009.
6. Retention A. The project implements effective engagement and retention strategies respectful of families needs in an effort to improve retention of families. *(HFA Standard 3-4).*	A review of the project's closures for the last four completed quarters (July 2008 – June 2009) indicates the project closed 29 families. The highest percentages of closures were due to "moved out of service area" (51.7 percent) and "completed the HFF program" (17.2 percent).
B. The project will receive a 65 percent or higher retention rate.	The project's retention rate for the last four completed quarters (July 1, 2008 – June 30, 2009) is 65 percent, meeting the goal of 65 percent.
7. Flexible Hours Uses flexible hours to accommodate family schedules. *(HFF Subcontract)*	A review of home visit records and interviews with staff indicate flexible hours are being offered to accommodate family schedules.
8. Leveling System The project uses the HFF leveling system. *(HFA Standard #4)*	HFF conducted a review of five complete open files, five closed participant files and five supervision records. All level forms were present in all of the participant files reviewed. In all files reviewed, participants remained on Level 1 for at least six months. The review of participant files and supervision

Area Reviewed Critical Elements	Comments/Qualifying Statement/Action Needed
	records and an interview with the FSW Supervisor revealed that the HFF leveling system was being used appropriately in one of the five files reviewed. The remaining four files contained evidence that participants had met the criteria to move to a less intensive level of service; however, the participants had not changed levels. An interview with the FSW Supervisor revealed that while the participants had met the criteria for level change, they had not completed enough GGK curriculum to move to a less intensive level of service. HFF staff explained that while GGK is the primary curriculum, the use of GGK does not determine level promotion. **Action Needed** Once a participant has met the criteria as indicated on the Level Completion Form, the participant should be moved to that level accordingly.
9. Cultural Competence The project provides services that are sensitive and respectful of cultural differences, including materials that reflect cultural, linguistic, geographic, racial and ethnic diversity. *(HFA Standard #5)*	An interview with staff and a review of materials used with HF Monroe participants indicated the project is sensitive and respectful of cultural differences. HFF staff reviewed evidence that the project provides cultural training on the unique characteristics of the service population at least annually. During FY 2008-2009, all staff attended training on domestic violence. The results of the 2008 Participant Satisfaction Survey indicated that of those that responded, 100 percent believe their home visitor understands and respects their culture, 100 percent reported that their home visitor speaks to them in a language they understand or has an interpreter to help, 84.6 percent reported that their home visitor uses materials that has pictures that look like their race or ethnicity and 100 percent reported that their home visitor treats them with courtesy and respect.
10. Program Services Program services focus on supporting parents and families, encouraging parent-child interaction and child development. *(HFA Standard #6)* A. FSW has addressed issues identified at the time of the assessment with the family *(HFA Standard 6-1)*	A review of five complete open participants files and three additional files for specific information (for a total of eight files) and interviews with staff and participants revealed the following: All of the files reviewed contained evidence that issues identified during the assessment are being addressed. All files reviewed contained evidence that issues that arise during services are added to the Concerns List and consistently addressed. The Map was used appropriately in all files reviewed to reference the discussion of Concerns List issues in the participant files. HFF staff reviewed one file requiring a plan to follow-up on a high PSI score. Follow-up was appropriately documented on the home visit record.

Area Reviewed Critical Elements	Comments/Qualifying Statement/Action Needed
B. FSW has developed an FSP with the family that includes: • identifying strengths • assessing needs • developing goals • developed objectives • regular updates *(HFA Standard 6-2.A-C.)*	All files reviewed contained evidence that family strengths and needs are identified during the FSP process and FSP goals and objectives were clearly identified and measureable. Of the eight files reviewed, seven contained evidence that FSPs are regularly updated based on family progress. In the remaining file, the two most recent FSPs contained the same goals; however, documentation in the home visit record revealed that the goals had been completed . **Action Needed** According to HFF Policy #9-02, the project should use FSPs as working documents. As goals are achieved, FSPs should be updated to meet the changing and unique needs of the family.
C. FSP serves as guide for services *(HFA Standard 6-2D)*	All files reviewed revealed documentation that FSPs serve as a guide for services.
D. FSW routinely shares information with families on appropriate activities designed to promote positive parent-child interaction and child development. *(HFA Standard 6-3.B.)*	All of the files reviewed consistently contained evidence that the FSW is providing activities that promote positive parent-child interaction, documenting modeling of parent-child interaction and providing families with information on child development through curriculum.
E. Information is provided on health and safety related issues (HFA Standard 6-3)	All of the files reviewed contained documentation that FSWs provide information on health and safety to families. Of the eight files reviewed, six contained evidence that Home Safety Checklists (HSC) are administered at the appropriate intervals. Of the two remaining files, one was missing the 24-month interval and the other was missing the four to six-month and 24-month interval. All five files reviewed had issues identified on the HSC that required follow-up and each file contained excellent documentation of the follow-up. **Action Needed** The project should develop a protocol so that all HSCs are administered at the appropriate intervals. Of the eight files reviewed, three files contained evidence of the use of Home Safety Education Topics and

Area Reviewed Critical Elements	Comments/Qualifying Statement/Action Needed
F. Project tracks children suspected of developmental delay and provides referral to intervention as needed *(HFA Standard 6-6)*	referenced the discussion on the Home Safety Education Topics Log. However, in each of the three files, over 10 Home Safety Education Topics were discussed in one home visit. The remaining five files did not contain documentation of the discussion of Home Safety Education Topics or the Log. One of the eight files reviewed contained documentation of the family's response to the discussion of the topic. **Actions Needed** • All Home Safety Education Topics should be addressed with all families during the first year of the baby's life and as needed during services. To appropriately address the topic, no more than two topics should be discussed in one home visit. • Each time a Home Safety Education Topic is discussed with the family, the FSW should document the discussion and the participant's response on the home visit record and the date of that home visit record should be recorded on the Home Safety Education Log. HFF staff did not review a file for a child suspected of having a developmental delay. However, interviews with staff revealed that there is a good process in place for re-testing and/or referring children who are suspected of having developmental delays to appropriate resources and that the project follows up on these referrals.
11. Connections to Needed Resources Participants are linked to community resources as needed and the projects follow-up on referrals to determine effectiveness. *(HFA Standard #7)*	HFF staff reviewed five participant files and found that all participants and target children had medical providers; however, the medical provider's contact information was not documented in the files. Immunization and Well-Baby Check (WBC) schedules and tracking forms were found in each file. In all files reviewed, the form included due dates, dates shots and WBCs were received and the type of shot received. Verification methods were documented in all files reviewed. **Action Needed** According to HFF Policy #14-02, each participant file should contain contact information for the primary particiapant's and child's medical provider. All files reviewed contained documentation that referrals are made according to the needs of the family. Follow-up on referrals was consistently documented in all of the files reviewed and appropriately reflected in the data system.
12. Caseload Management Project must have and adhere to a policy that direct service staff caseloads must not exceed 1:15 when family is on the most intensive level and 1:25 at any	HF Monroe is contracted for four FSW positions and currently has four FSWs. As of September 16, 2009, caseloads range from 15 to 20 families with an average of 17.75 families per FSW, and case weights range from 11.5 to 21.5 with an average of 18. The project was contracted to serve 80 families for FY 2008-2009. As of September 16, 2009, there were 71 open families, which indicates the project is at 89 percent capacity.

Area Reviewed Critical Elements	Comments/Qualifying Statement/Action Needed
time. Project must ensure that policy is implemented. *(HFA Standard #8)*	
13. Staff Selection A. Project staff are selected based on interpersonal skills, knowledge of community resources, willingness to work with diverse families and skills necessary to perform the job. *(HFA Standard #9)*	HFF staff reviewed personnel file for one staff hired since the last QA visit. The file showed selections were based on interpersonal skills, knowledge of community resources, willingness to work with diverse families and skills necessary to perform the job.
B. Project staff meet the minimum requirements of their positions set forth in the HFF contract. *(HFA Standard #9)*	The personnel file contained documentation that the staff hired since the last QA visit met the minimum requirements of the position as set forth in the HFF contract.
14. Personnel Files The project has all personnel documents required by the special provisions of the contract on each project staff, including: résumé/application, job description, DCF Security Agreement and Online Training, Affidavit of Confidentiality, Standards of Confidentiality, three reference checks, Affidavit of Good Moral Character and I-9 form (signed at hire). *(HFF Subcontract)*	HFF staff reviewed personnel files of two staff members, one hired since the last QA and one veteran staff. One personnel file contained the required personnel forms except the HFF Affidavit of Understanding Confidentiality and the HFF Standards of Confidentiality. The other personal file contained all required forms except the HFF Affidavit of Understanding Confidentiality. All previously noted forms were signed and placed in the personnel files before HFF program specialist completed the QA. Both files contained the annually signed DCF Security Agreement. **Action Needed** The project should develop a protocol so that all personnel files contain documents required by the special provisions of the contract.
15. Project Personnel Required Training and Continuous In-service Education The project ensures that each staff receives the following required training: *(HFA Standard 10)*	HFF staff reviewed training files for one staff hired since the last QA and one staff who was not due for completion of training at the time of the last QA, for a total of two staff, and found the following:

Area Reviewed Critical Elements	Comments/Qualifying Statement/Action Needed
• Basic orientation	According to the data system, both staff members completed orientation prior to serving families and appropriate back-up documentation was provided.
• Developmental Screen	All staff members completed the required Ages and Stages Questionnaire (ASQ) training and appropriate back-up documentation was provided.
• Home Safety Tools	All staff members completed the required training on the Home Safety Tools and appropriate back-up was provided.
• Growing Great Kids Curriculum (GGK)	According to the data system, both staff members attended GGK curriculum training within the appropriate timeframe and back-up documentation was provided.
• Child Abuse & Neglect and Domestic Violence (DV & CAN)	Of the two training files reviewed, one staff member has completed the required CAN and DV training within 12 months of hire. The remaining staff member is not yet due for completion of the trainings.
• Core training	Both staff members have completed the required core trainings and HFF staff reviewed these certificates.
• Required six month training	According to the data system, one staff members have completed the required six-month trainings within the appropriate time frame and back-up documentation was provided. The remaining staff member is not yet due for the completion of the six-month trainings.
• Required 12-month training	According to the data system, one staff member has completed the required 12-month trainings within the appropriate time frame and back-up documentation was provided. The remaining staff member is not yet due for completion of the 12-month trainings.
16. Supervision The project follows the HFF policy and protocol for supervision of direct service staff, including:	HFF staff reviewed five complete supervision records, FAW supervision records, observed an FSW supervision session, interviewed staff and reviewed the project's policies and procedures manual. These activities revealed the following:
A. Supervision occurs weekly for at least one and a half hours for FSWs **and** FAWs (HFA	HFF staff reviewed FSW and FAW supervision logs for evidence that supervision is occurring weekly for one and a half to two hours. The review revealed that supervision is occurring for an hour and a half to two hours at least 75 percent of the time in three of the five supervision logs reviewed. The remaining two

Area Reviewed Critical Elements	Comments/Qualifying Statement/Action Needed
Standard 11-1.B.)	supervision logs lacked such evidence. **Action Needed** The project should develop and implement strategies so that supervision consistently occurs weekly for at least one and a half hours for FSWs and the FAW.
B. Case reviews on each family includes a review of the family's progress at the frequency required in the HFF supervision policy *(HFF Policy)*	Of the five files reviewed, one file contained evidence of clinical case reviews occurring according to the level of the family and three files contained evidence of cursory case reviews according to the level of the family. The remaining files did not consistently contain such evidence. **Action Needed** Clinical and cursory case reviews should occur at the frequency required by the HFF Case Review policy.
C. Documentation includes how issues identified at assessment are addressed *(HFA Standard 6-1.A.)*	All files reviewed contained excellent documentation of the discussion of issues identified at assessment during supervision. The review also revealed that all supervision records contained the Map to Locate Concerns List issues. The Map was used appropriately in all files reviewed to reference the discussion of Concerns List issues in supervision and in the participant file. One file was reviewed requiring a plan to follow-up on a high PSI score. The discussion of the high PSI score and plan for follow-up was appropriately documented in the supervision record.
D. Documentation includes family's progress on FSP goals (*HFA Standard 6-2.C.)*	The five files reviewed contained, "FSP progress was discussed and documented," for the discussion of FSP goals during supervision. Family progress and/or barriers to completing the goals was not consistenly documented. The observation of a supervison session revealed that FSP progress is thoroughly discussed. **Action Needed** Supervison documentation should include the discussion of family progress and/or barriers to meeting FSP goals.
E. Monthly review and documentation of family's progress towards a level change (*HFF Policy and HFA Standard 4-2.D.)*	Supervision records for all files reviewed contained documentation that level change discussions occur monthly.
F. Direct service staff (**FSWs and FAWs)** is provided with skill development, professional support and held accountable for their quality	A review of the supervision documentation, interviews with staff and the observation of a supervision session revealed that each direct service staff receives on-going skill development.

Area Reviewed Critical Elements	Comments/Qualifying Statement/Action Needed
of work. *(HFA Standard 11-2)* G. Supervisors and program managers are provided supervision and skill development and are held accountable for their quality of work *(HFA Standard 11-3.B. and 11-4)*	Interviews with the program manager and supervisory staff revealed that they are routinely provided supervision and skill development.
17. Policy and Procedures Manual The project has a comprehensive policy and procedures manual that outlines how the project will provide services and all policies are in accordance with HFF and HFA standards. The project uses the policies and procedures to guide provision of services. *(HFA Standard GA-8.)*	HFF staff reviewed the project's policies and procedures manual and found the manual contained all of the required policies and procedures.
18. Advisory Board Project has an active advisory board with a mechanism for formal participant input. The program manager is actively involved with the advisory board. *(HFA Standard GA-1.A.-B.)*	HFF staff reviewed recent advisory board meeting agendas and minutes. The board is comprised of members from various professions with different skills, knowledge and abilities. The board is involved in the planning, implementation and assessment of program services and has a formal mechanism for participant input, as evidenced in a review of the minutes. The review of the minutes also showed discussions of HF Monroe's Annual Service Review.
19. Participant Satisfaction The project administered the Participant Satisfaction Survey as scheduled and participants indicate at least 95 percent satisfaction with services. The number of surveys administered and returned meets the required confidence level. *(HFF Policy and*	HF Monroe administers the HFF Participant Satisfaction Survey according to HFF protocol. In September 2008, the project distributed 62 surveys and received 13 back for a response rate of 21 percent. The return provided a 96 percent confidence level, exceeding the HFF required confidence level of 95 percent. Of the families surveyed, 100 percent reported satisfaction with program services.

Area Reviewed Critical Elements	Comments/Qualifying Statement/Action Needed
HFA Standard GA-2.A.)	
20. Consent Forms Project uses the following forms for each participant: Initial Contact form, Consent for Determining Eligibility form, Participant Agreement and Rights form, Limited Authorization to Exchange Information, Particpant Confidentiality form *(HFF Policy and HFA GA-5.B.)*	Of the eight files reviewed, seven files contained all required consent forms. The forms were signed and included in the participant files. The remaining file was missing the Initial Contact form and the Exchange of Information form (participant enrolled prior to the implementation of the Limited Authorization to Exchange Information). For each incident in which documentation indicated communication with an outside agency about a family, a release of information had been signed. **Action Needed** The project should develop a protocol to ensure that participants sign required consent forms, specifically the Initial Contact form and the Limited Authorization to Exchange Information. All forms should be maintained in the participant file.

1. Data Collection Project has a protocol for entering and reviewing data to ensure data accuracy, including participant, staff, program service and outcome data.	HF Monroe has a protocol for entering and reviewing data to ensure data accuracy
A. Project's participant data matches what information in participant files.	A review of five complete open and five closed files for specific information against the data system revealed minor data discrepancies.
B. Project's screening and assessment data appears accurate.	The project processed 471 screens during the September 2008 – August 2009 time period, 160 were positive screens. Of the 160 screens, 94 were expected to be assessed and 93 were actually assessed indicating a discrepancy of one.
C. Project's staff management data and training data are accurate.	A review of Training Logs against the data system found no data discrepancies in training data.
D. Missing Data	HFF staff reviewed all of the data reports and found that one report was missing significant data. The project currently has 65 open non-target children. There are 13 non-target children over the age of six months with a pseudo SSN. The project has a system in place to track non-target children not legally able to obtain a SSN.

HFF Follow-up Needed:
None

Quality Improvement Plan:
The project will need to provide a written plan of action that outlines strategies that will be implemented to improve performance on outcome measures and programmatic issues identified in this report. HFF staff will email the project the quality improvement plan. The project should complete the attached quality improvement plan and email it back to HFF within 30 days of the original email. The project should continue to report updates on the quality improvement plan quarterly thereafter until HFF staff determines that sufficient progress has been made.

Closing:
HF Monroe continues their efforts in providing quality services to the families Monroe County. The project consists of a dedicated team with strong leadership by the program manager.

Area Reviewed Critical Elements	Comments/Qualifying Statement/Action Needed

The project is commended for the following:

- Both Child Maltreatment Outcomes
- Assessment acceptance rate
- Retention
- Capacity
- Flexible hours
- Documentation of the discussion of Concerns List issues and promoting positive PCI
- Evidence of follow-up on HSC issues
- Training

The project is working to overcome challenges in the following areas:

- Self-sufficiency and baseline plus 12-month PSI outcomes
- Program acceptance rate
- Creative Outreach
- Appropriate use HFF Leveling System
- Evidence of appropriate administration of HSCs and the appropriate use of Home Safety Education Topics
- Frequecy of supervision of direct service staff
- Frequency of clinical and cursory case reviews and documentation of the discuss of family progress of FSP goals

Prepared by: Beth Hurtley Date: 10/13/09

Reviewed by: Juanita Arnold Date: 10/13/09

Healthy Families Monroe
Quality Improvement Plan
September 2009

Action Steps due to the HFF Contract Specialist: November 13, 2009

INSTRUCTIONS:

1. *The project must submit the Quality Improvement (QI) Plan Update by email to the* ***HFF Contract Specialist, Julia Cunningham*** *(jcunningham@ounce.org) within 30 days of receipt of the original QI Plan or by the specified due date.*
2. *The Contract Specialist will track/log QI Plans received and forward to the assigned Program Specialist.*
2. *The "HFF Review Comments" section is to be filled out by the Program Specialist and the plan is then emailed back to the project with a new due date. The Contract Specialist is to be copied on the response to the project for tracking purposes.*
3. *"Action Steps" and "Progress Of Action Steps" should be specific as to who is tasked to do what and by when.*
4. *"Issue Status" should be a snapshot of the issue at the time of the QI Plan update. Ex: the number of completed assessments or the outcome percentage.*
5. *When the project completes an Action Step it should be noted as "Completed" in the "Progress of Action Steps" column. HFF staff may request supporting documentation from the site for each Step completed.*
6. *When an Issue is resolved it will be noted as "Resolved" by the Program Specialist in the "HFF Review Comments" column. Once reported as Resolved, it can be removed from the QI Plan for the next update.*

ISSUE #1: For the July 2008 – June 2009 reporting period, 75 percent of participants had their baseline plus 12 months PSI administered to them according to the tool, below the goal of 90 percent.

DATE QI PLAN EMAILED TO HFF	ACTION STEPS	PROGRESS OF ACTION STEPS	ISSUE STATUS	HFF REVIEW/COMMENTS
	1.	1.		
	2.	2.		

ISSUE #2: For the July 2008 – June 2009 reporting period, 71 percent of primary participants that closed on Level 3, Level 4 or complete the program had improved or maintained self-sufficiency while enrolled in the program, below the goal of 80 percent.

DATE QI PLAN EMAILED TO HFF	ACTION STEPS	PROGRESS OF ACTION STEPS	ISSUE STATUS	HFF REVIEW/COMMENTS

	1.	1.		
	2.	2.		

ISSUE #3: The project's program acceptance rate for the August 2008 – September 2009 is 73 percent.

DATE QI PLAN EMAILED TO HFF	ACTION STEPS	PROGRESS OF ACTION STEPS	ISSUE STATUS	HFF REVIEW/COMMENTS
	1.	1.		
	2.	2.		

ISSUE #4: At the time of the QA, participants files did not contain consistent evidence of the appropriate use of Home Safety Education Topics.

DATE QI PLAN EMAILED TO HFF	ACTION STEPS	PROGRESS OF ACTION STEPS	ISSUE STATUS	HFF REVIEW/COMMENTS
	1.	1.		
	2.	2.		

ISSUE #5: At the time of the QA, supervision was not occurring for each direct service staff on a weekly basis for one and a half to two hours.

DATE QI PLAN EMAILED TO HFF	ACTION STEPS	PROGRESS OF ACTION STEPS	ISSUE STATUS	HFF REVIEW/COMMENTS
	1.	1.		
	2.	2.		

ISSUE #6: Clinical and cursory supervision was not occurring at the frequency required by HFF and clinical supervision did not consistently include documentation of discussions regarding the progress on the FSP.

DATE QI PLAN EMAILED TO HFF	ACTION STEPS	PROGRESS OF ACTION STEPS	ISSUE STATUS	HFF REVIEW/COMMENTS

	1.	1.		
	2.	2.		

ISSUE #7: At the time of the QA, personnel files did not contain all documents required by the special provisions of the contract.

DATE QI PLAN EMAILED TO HFF	ACTION STEPS	PROGRESS OF ACTION STEPS	ISSUE STATUS	HFF REVIEW/COMMENTS
	1.	1.		
	2.	2.		

ISSUE #8: At the time of the QA, supervision documentation did not consistently include the discussion of family progress and/or barriers toward meeting FSP goals.

DATE QI PLAN EMAILED TO HFF	ACTION STEPS	PROGRESS OF ACTION STEPS	ISSUE STATUS	HFF REVIEW/COMMENTS
	1.	1.		
	2.	2.		

Program Manager: Lynn Wintermyer

Program Specialist: Monique Hill

Lead Entity Signature:

Date of Update:

Healthy Families Monroe
Quality Improvement Plan
September 2009
Updated 4/15/2010

[illegible] Steps due to the HFF Contract Specialist: within 30 days upon receipt of QIP

INSTRUCTIONS

[illegible] to the HFF Contract Specialist, Julia Cunningham [illegible]

[illegible]

ISSUE #1: For the July 2008 – June 2009 reporting period, 75 percent of participants had their baseline plus 12 months PSI administered to them according to the tool, below the goal of 90 percent.

DATE QI PLAN EMAILED TO HFF	ACTION STEPS	PROGRESS OF ACTION STEPS	ISSUE STATUS	HFF REVIEW/COMMENTS
	1. Track PSI due dates and plan ahead	1. FSWS will assist FSWs in looking ahead and planning for the unexpected with families.	The program continues to prompt FSWs to look ahead in planning services and deliverables along with working closely with the FSWS to find solutions for participants who might	
	2. Skill building in engagement and retention of families will be a focus of attention	2. Engagement strategies are discussed in supervision sessions to prevent losing contact with families. FSWS has been diligent in		

		assisting FSWs locate families with when possible. A workshop using the HFF engagement training materials will be provided in-house. A plan for staff to attend a HFF face to face training will be explored.	be disengaging as level X families were the primary cause of the problem. At present the program stands at 100% compliance.	

ISSUE #2: For the July 2008 – June 2009 reporting period, 71 percent of primary participants that closed on Level 3, Level 4 or complete the program had improved or maintained self-sufficiency while enrolled in the program, below the goal of 80 percent.

DATE QI PLAN EMAILED TO HFF	ACTION STEPS	PROGRESS OF ACTION STEPS	ISSUE STATUS	HFF REVIEW/COMMENTS
	1. Inform and encourage staff to use the Participant Information data form on FOB or supporting family members to collect pertinent information that will demonstrate self-sufficiency for the family.	1. Staff have been informed of the additional information that can be used to support this field and encouraged to include for all new and existing families.	Staff have begun using the non-primary participant intake form to collect additional supportive information for families. This is seen as helpful. Also the new HFF service ledger has been used to trigger data collection for self-sufficiency. At present the program has 100% self sufficiency.	
	2. The ESS data collection form will be filled out and discussed at every level change to collect new information that is pertinent to self-sufficiency.	2. FSWS will coach FSWs in using the form as part of the level change process. The form will be included in the participant file as documentation toward self-sufficiency.		

ISSUE #3: Resolved

DATE QI PLAN EMAILED TO HFF	ACTION STEPS	PROGRESS OF ACTION STEPS	ISSUE STATUS	HFF REVIEW/COMMENTS

ISSUE #4: At the time of the QA, participants files did not contain consistent evidence of the appropriate use of Home Safety Education Topics.

DATE QI PLAN EMAILED TO HFF	ACTION STEPS	PROGRESS OF ACTION STEPS	ISSUE STATUS	HFF REVIEW/COMMENTS
	1. An audit of participant files revealed that data had not been transferred to the data system on some files.	1. Data has been "caught up" and entered into the data system which will bring most files into compliance.	FSWs were given copies of the Home Safety Discussion guide questions for each topic and advised staff on their use and the subsequent documentation of family comments. Improvement is noted in the home visit records of documentation of the use and discussion of topics.	
	2. Train staff to use only two tip sheets--topic discussions at any visit. Retraine staff on the use of the discussion questions with families. 3. PM and FSWS will observe the use of Tip sheets and discussion question guides in the shadowing of FSWs.	2. Staff have received instruction on using only two tip sheets at any home visit.. Staff were given a fresh copy of the discussion questions and encouraged to document the discussion in their home visit records. 3. Shadowing of FSWs on the proper use of the tools using the discussion guide has not yet happened by the PM.		

ISSUE #5: At the time of the QA, supervision was not occurring for each direct service staff on a weekly basis for one and a half to two hours.

DATE QI PLAN EMAILED TO HFF	ACTION STEPS	PROGRESS OF ACTION STEPS	ISSUE STATUS	HFF REVIEW/COMMENTS
	1. PM and FSWS have agreed that PM will provide supervision when FSWS is not available during the week. Will re-schedule supervision the same week when possible.	1. The FSWS was terminated this quarter and the Pm is currently doing all supervision for all FSWs weekly.	1. The PM was re-certified as FSWS during this quarter. Supervision is occurring weekly for all FSWs and a search for new FSWS is in progress.	
	2. PM will shadow FSWS once a week alternating FSWs.	2. Shadowing occurred.		

	3. FAW Supervision will occur on a weekly basis.	3. FAW meetings occurred weekly until the FSWS/FAW was termination.	Assessments are occurring as the PM has time.	

ISSUE #6: Clinical and cursory supervision was not occurring at the frequency required by HFF and clinical supervision did not consistently include documentation of discussions regarding the progress on the FSP.

DATE QI PLAN EMAILED TO HFF	ACTION STEPS	PROGRESS OF ACTION STEPS	ISSUE STATUS	HFF REVIEW/COMMENTS
	1. Supervision log has been revised to include questions to include triggers to guide the supervisor in discussion FSPs. 2. HFF standards have been revisited.	1. Progress is evident in logs and home visit records. 2. Pm is paying close attention to the HFF Level requirement for Clinical and Cursory.	1. Continuous attention to this process via positive reinforcement will be necessary over the next months. 2. Standard is being upheld on all levels.	

ISSUE #7: Resolved

DATE QI PLAN EMAILED TO HFF	ACTION STEPS	PROGRESS OF ACTION STEPS	ISSUE STATUS	HFF REVIEW/COMMENTS

ISSUE #8: At the time of the QA, supervision documentation did not consistently include the discussion of family progress and/or barriers toward meeting FSP goals.

DATE QI PLAN EMAILED TO HFF	ACTION STEPS	PROGRESS OF ACTION STEPS	ISSUE STATUS	HFF REVIEW/COMMENTS

	1. The FSWS will document barriers, progress and the contribution of the FSW to each goal during services.	1. FSW continues to use the P:B:C: documentation in the supervision log: P) progress, B) barrier and C) contribution of FSW.	Good documentation is evident in supervision logs.	

Program Manager: Lynn Wintermyer

Program Specialist: Monique Hill

Lead Entity Signature:

Date of Update:

Wesley House
Family Services

Early Learning Coalition of Miami-Dade/Monroe
Sponsored by the Early Learning Coalition of Miami-Dade/Monroe, Inc., the Agency for Workforce Innovation, Office of Early Learning and the State of Florida

1304 Truman Ave. Key West, FL 33040 Office 305.809.5000 Fax 305.809.5010
www.wesleyhouse.org

4/8/2010

Inez Martin
1100 Varela St.
Key West, Fl. 33040

Inez Martin was monitored by **Laurie Dunn, Gerella Kenniston and Michele Morgan** using a DCF approved environmental assessment tool on 3/18/2010. The assessment included areas such as program administration, physical environment, staff/child interaction, developmental program, indoor and outdoor learning environment, health and nutrition. The overall score was 98%..

Enclosed is a copy of the program monitoring that was completed on 4/8. Thank you for the great work that you do with the children in your care! I appreciate the time that you gave **us** to come in to observe your program.

Please call me if you have any questions or concerns. I can be reached at **305-809-5000 x231.**

Keep up the great work! You have a great program!

Sincerely,

Laurie Dunn

Laurie Dunn
Provider Services Coordinator
Wesley House Family Services
1304 Truman Ave.
Key West, Fl. 33040
305-809-5000 x231
Laurie.dunn@wesleyhouse.org

Related to the Board of Global Ministries of the United Methodist Church, an agency of United Way of Monroe County and funded in part by the State of Florida Department of Children and Families, One Kids of Miami-Dade/Monroe, Sponsored by the Early Learning Coalition of Miami-Dade/Monroe, Inc., the Agency for Workforce Innovation, Office of Early Learning and the State of Florida, and Healthy Families Florida
Accredited by the Council on Accreditation
Florida Department of Agriculture & Consumer Services Registration #[illegible]
Wesley House is a tax exempt, non-profit agency designed as a 501(c)(3) [illegible]

FLORIDA DEPARTMENT OF CHILDREN & FAMILIES

CHILD CARE PROGRAM ASSESSMENT — GENERIC

Name of Center: Inez Martin	Date of Assessment: 4/8/10
Address of Center: 1100 Varela St. Key West, FL 33040	Center Director: Christine Patterson
	Telephone Number: 296-5231

Check One: ☐ Initial Review (new program not under contract) ☐ Mid-Year Assessment ☐ Contract Review (prior to renewal of contract

Time In	Time Out	Reviewed By	Recheck Date
9:00	11:45	L. Dunn	

20 1. (20) **PROGRAM MANAGEMENT AND STAFF DEVELOPMENT**

The program is efficiently administered with attention to the needs and desires of children, parents, and staff.

2 (4) a. Documentation of each child's arrival and departure by parent/guardian is maintained daily. Documentation that a system exists, such as sign-out sheets, are kept to verify parent/guardian documentation of children's arrival and departure. Before and after school age programs are exempt from sign-in/out when the school age children are arriving from or departing to a local educational institution. In the morning, they are signed in and in the afternoon signed out to authorized persons. Children arriving/leaving by bus can be signed in/out by a responsible staff member.

(2) b. There is documentation of monthly staff meetings which include dated sign-in sheets with agendas. Staff memos dated and signed/initialed by staff are also an acceptable periodic means of communication. In office

(2) c. Each staff member receives an annual written evaluation. Assessor will review the staff evaluation form used to evaluate staff. Forms are signed and dated. Content review is inappropriate.

(2) d. An employees' handbook is available, with information such as job descriptions, parent complaint procedures, absenteeism policy, dress code, hours of operation, vacation or leave policies, abuse reporting procedures, etc. Handbook can be typed or handwritten.

(2) e. Early childhood resources are available to help staff plan age-appropriate activities for all ages of children served. Resources could include resource books on child development, classroom management techniques, idea/activity books, professional magazines, etc.

(4) f. Credentialed staff are required to complete 12 hours of in-service training annually. Non-credentialed staff are required to complete 40 hours of in-service training.

Credentialed staff who work 20 hours or less per week are required to complete 6 hours of training per year. Non-credentialed staff who work 20 hours or less per week are required to complete 20 hours of training.

Training requirements are reviewed once a year. At the review, the files are checked on current employees to make sure they have completed their training requirements for the previous program year.

g. The number of children in a group is limited to facilitate adult/child interaction and constructive activity among children. Maximum group sizes (with appropriate ratios) are:

Infants - 8 Toddlers - 12 Two year olds - 22 Preschoolers - 20

14 (14) 2. PARENT INVOLVEMENT

Parents/guardians are well-informed about and welcome as observers and contributors to t program.

0 2 (4) a. Center provides a planned program of experiences and activities which support and enhance th parental role as the principal influence in their child's education and development. Evidence cou include but is not limited to documentation of parent/teacher conferences signed by th parent/guardian, parent meeting agendas listing the topics covered with sign-in sheets attached, an parent education which could be part of the parent meetings, information on bulletin boards, o newsletters, etc.

0 1 (2) b. Parents/guardians and other family members are welcomed visitors in the center at all times (to observe, eat lunch, volunteer, help in the classrooms). Evidence could include parent/guardian interviews or guidelines stated in the written policies of the center, etc.

0 1 (2) c. Parents/guardians are informed about the center's program through regular newsletters, bulletin boards/parent information centers, frequent notes, telephone calls, etc.

Post on bulletin board doorstep

0 1 (2) d. Parents/guardians and other family members are encouraged to be involved in the program by collecting or creating materials for classroom use, acting as members of the Center Policy Committee, or assisting with special activities, etc.

Treats @ holiday time Sugar free

0 1 (2) e. New parents/guardians are provided the program's operating policies and procedures, holidays and are updated about any changes in the existing policies in writing. In sign out book, posted

Verbal reminder

1 (2) f. Parents/guardians receive information periodically about USDA recommended requirements. Parent handouts, newsletters, lunch box ideas, meeting agendas, or training session records are acceptable forms of documentation. Center could have a "reminder" note for lunch boxes when guidelines are not met.

Comments:

Wish list on web

Consumables

Bulletin board borders etc.

Capacity 157

Now 98

Wit 84 (90)

APPLE in 2011 possibly.

Solid rubber mulch under gazebo

Graduation May 14 6:30pm

@ old stone

28 graduates

Updates on Web

Menus

Bios

Curriculum

12 3. PHYSICAL ENVIRONMENT
(13)

The Indoor and outdoor physical environment fosters optimal growth and development thro opportunities for exploration and learning.

0 1 (2) a. Indoor environment is clean, attractive, and spacious. A clean environment has no noxious co The toys, floors, carpeting, furniture, cots and mats and bathrooms are clean. An attrac environment has no evidence of peeling paint and has no ripped, heavily stained, or soiled carpets spacious environment has toys and furniture arranged in an orderly fashion allowing for movement.

0 1 (2) b. Individual spaces for storing children's personal belongings are provided and clearly labeled with ea child's name and/or symbol. Storage areas can be purchased or improvised.

0 1 (2) c. A soft and nurturing environment is evident. Softness can be provided in many ways - cozy furnitu such as rockers and pillows, carpeting, adults who cuddle children on their laps, etc.

Cubbies in rooms

0 1 (2) d. Cultural diversity is seen throughout the center and reflects the cultural diversity of the center ar society as a whole. Items could include multi-cultural dolls, doll clothes, pretend food, dress-u clothing, posters and pictures, books, tapes and records, puppets, flannel board accessories, puzzle block accessories, cooking experiences, creative materials, etc.

0 1 (2) e. There is no evidence of gender, race, or disability bias. Dress-up areas include male and femal clothing and accessories. Pictures and books include people with disabilities and show non-traditiona roles. Staff do not demonstrate stereotypical expectations of children such as boys don't play with dolls.

0 1 (2) f. Wall hangings, which could include pictures, posters, charts, and/or art work, are at the child's level.

0 1 (2) g. Children's work is displayed throughout the center.

0 1 (2) h. The furniture used by children is appropriate for their age and size.

0 1 (2) i. The outdoor environment is ready for children to play. Broken equipment has been removed, the ground is free of trash and debris, fencing and gates are in good repair.

Comments:

ASSESSMENT OUTCOME

GENERIC

Components:	Point Value	Initial Visit	Follow-up Visit
Program Management	20		
Parent Involvement	14		
Physical Environment	18		
Subtotal:	52		
		%	%

INFANT

Components:	Point Value	Initial Visit	Follow-up Visit
Interaction	84		
Developmental Program	16		
Physical Environment	55		
Health	18		
Nutrition	14		
Subtotal:	187		
		%	%

TODDLER

Components:	Point Value	Initial Visit	Follow-up Visit
Interaction	96		
Developmental Program	36		
Physical Environment	82		
Health	22		
Nutrition	16		
Subtotal:	252		
		%	%

TWO YEAR OLD

Components:	Point Value	Initial Visit	Follow-up Visit
Interaction	110	110	
Developmental Program	44	44	
Physical Environment	104	102	
Health	8	8	
Nutrition	16	16	
Subtotal:	282	280	
		99 %	

PRESCHOOL

Components:	Point Value	Initial Visit (Younger 3's)	Follow-up Visit (Older 3's)
Interaction	136	132	128
Developmental Program	52	52	52
Physical Environment	116	116	115
Health	8	8	8
Nutrition	16	16	16
Subtotal:	328	324	319
		98 %	97 %

SCHOOL-AGE

Components:	Point Value	Initial Visit	Follow-up Visit
Interaction	62	62	
Developmental Program	22	22	
Physical Environment	56	54	
Health	8	8	
Nutrition	8	8	
Subtotal:	156	154	
		98 %	%

Components:	Point Value	Initial Visit	%	Follow-up Visit	%
Generic	52	52	100		
~~Infant~~	~~187~~				
~~Toddler~~	~~252~~				
Two Year Old	282	280	99		
Preschool (Younger 3's)	328	324	98		
Preschool (Older 3's)	328	319	97		
~~School-Age~~	156	~~154~~	~~98~~		
Total:	1146	1129			

Christine Patterson, the center director, acknowledge the receipt of the Child Care Program Assessment.

Louise Dunn 4/8/10
Signature Date Signed

Christine Patterson, CDC Director 4/9/10
Provider's Signature Date Signed

AS - 4 Special Needs

35 Regrouth, GA

1-1:30 buses arrive

1:30 from GA w/ 1 students

Neisa - CDAE

Neldo - CDA

Yuni - CDA

Sun - CDA

Venetia - CDA

Amanda - 30 hrs NOW

Faith - CDAE

Glady - CDA /DC

Loretta CDA

Christine - CDA / DC

Alesha - classes

Cleola - 20 hrs

Sharon - Floater

Antonio - 30 online

late June

Need dPR / [illegible]

Neisa

Alesha

Neldo

Antonio

CCAT + ASQ

maybe in May

Christine

Thirsmonds (3)

24 VPK [illegible]

18 spaces

Loretta will [illegible] next year

& FAMILIES CHILD CARE PROGRAM ASSESSMENT — TWO YEAR OLDS

Center	Staff	Reviewed By	Date
Inez Martin	Nelda / Yuni	Gerella	4-8-10

110 / (110) **1. STAFF/CHILD INTERACTION**

Staff/child interaction encourages the LANGUAGE DEVELOPMENT of two year olds through the day's activities in a warm, nurturing, and positive environment.

0 3 (6) a. Staff speak with children in a friendly, positive, and courteous manner at their eye level, responding their comments and suggestions. Responses are soothing and tender. Talk about things the childr see. Loud, harsh voices are not used.

0 2 (4) b. One-to-one staff/child interaction occurs during the course of the child's day including speaki individually to children (as opposed to the whole group most of the time).

0 3 (6) c. Staff encourages language development by reading age-appropriate books to children individually in small groups of two or three.

0 3 (6) d. Staff share genuine conversation with children encouraging them to express themselves verbally.

0 2 (4) e. Staff provide musical experiences daily. Assessor observes staff engaging in musical opportunities a they interact with children in activities such as staff singing with children, staff dancing with children and/or staff using musical instruments with children, etc.

0 3 (6) f. Staff ask open-ended questions spontaneously of individual children continuously and throughout al parts of the daily routine regarding the subject or activity the child has chosen.

0 2 (4) g. Staff listen to children with attention and respect using eye contact and individual responses.

Comments:

Staff encourages the COGNITIVE AND PHYSICAL DEVELOPMENT of two year olds throughout the day's activities in a warm, nurturing, and positive environment.

0 3 (6) a. Children are encouraged by staff to solve problems, initiate activities, explore, experiment, and learn by doing. There is adequate play time and staff is observed sitting and playing with children, encouraging their natural curiosity.

0 2 (4) b. While children are awake, staff talk to, smile at, and play with them. Children are held when appropriate. When diapering, staff engage is meaningful conversation with the child, which could include talking about clothing names, body parts, and what they are doing.

0 3 (6) c. Staff play with children throughout the day modeling different types of play. For example, adults and children play "tea party" where the adult pretends to drink from a cup and exclaims how good it tastes and then the child models the adult; adults and children build with blocks talking about what they are doing; adults and children work puzzles together as the adult models for and talks with them.

0 3 (6) d. Children's play interests are respected. Staff respond to children's cues for direction of activity.

0 2 (4) e. Staff support children's attempts at becoming increasingly independent in such ways as cleaning up, dressing, and in using proper social skills while eating.

0 2 (4) f. When toilet training, staff assist the child using only positive techniques. Staff never embarras shame, or punish the child in relation to toilet training. Points are given if there is no evidence to t contrary.

Comments:

Staff encourages the SOCIAL AND EMOTIONAL DEVELOPMENT of two year olds throughout tl day's activities in a warm, nurturing, and loving environment.

0 3 (6) a. Staff are available and respond quickly to the individual needs of the children. Children need to b comforted and are not left to cry.

0 3 (6) b. The sound of the play environment is primarily marked by pleasant conversation, spontaneou laughter, and exclamations of excitement rather than harsh, stressful noise or enforced quiet.

0 2 (4) c. Staff encourage positive behaviors in children such as helping each other and talking to solv problems. Staff to staff interactions also model appropriate social behavior.

Snack time topic – lesson plan social skills.

Comments:

Staff use positive techniques to GUIDE THE CHILDREN'S BEHAVIOR throughout the day. ***Point are given if there is no evidence to the contrary.***

0 3 (6) a. Redirection - An example of redirection is guiding children to new activities when they are fighting ove a toy or directing them to another play activity when they are engaged in socially unacceptable behavior.

0 3 (6) b. Positive encouragement, rather than criticism, of the child's appropriate behavior - Techniques can be verbal and non-verbal such as facial expressions, nodding, and positive language. Children are encouraged to model appropriate behavior. be nice

0 3 (6) c. Planning ahead to help prevent potential problems - Staff evaluate the environment and the daily schedule. They position themselves strategically for optimum supervision.

Time out is used only after redirection, positive encouragement, and prevention have been attempted. It is only used to help a child regain control of his own behavior. If necessary, it is only used for an appropriate period of time.

0 3 (6) d. Staff encourage children to develop skills for resolving their conflicts by describing the situation to encourage children's evaluation of the problem rather than imposing the solution. Children are encouraged to talk about their feelings and discuss possible solutions in a positive manner without being made to feel that their feelings are inappropriate.

0 2 (4) e. Clear, consistent limits are explained in positive terms to children and are understood by adults. They are developed in conjunction with children and discussed with them to make sure they understand.

Comments:

2. DEVELOPME ... PROGRAM
(44)

The DAILY ROUTINE encourages play, exploration, and learning.

0 2 (4) a. The daily routines of the program reflect a schedule that is planned to promote a balance of acti in these dimensions:

1. Indoor
2. Outdoor
3. Quiet
4. Active
5. Individual
6. Small group
7. Gross motor
8. Fine motor
9. Child initiat
10. Staff initiat

An alternative plan offering large motor activities indoors is available for inclement weather days.

0 2 (4) b. There is evidence that the daily routine is being followed. However, staff are flexible enough change the planned or routine activities according to the needs and interests of the two year o Staff follow the children's lead, taking advantage of those "teachable moments".

Flex Schedule – lots of energy move outdoors

0 2 (4) c. Staff provide for individual and small sub-group participation in active learning/play opportunities wh might include reading to two year olds on laps or in groups of two or three, movement activitie creative expression, finger plays, and/or telling stories. Children are encouraged but not forced to jo in.

Comments:

LESSON PLANS reflect developmentally appropriate activities which are based on the children' interests and abilities.

0 2 (4) a. The weekly lesson plan is current, visible, being followed, and accessible for use. Plans for the las six weeks are different, available, and dated in ink. Plans can be modified to provide for spontaneity Staff follow the children's lead, taking advantage of those "teachable moments".

0 2 (4) b. The lesson plan is an expression of the child's activities throughout the day and is not the same as the schedule. Evidence of planned activities is observed.

0 2 (4) c. The weekly lesson plan reflects developmentally appropriate learning activities and includes but is not limited to:

- creative expression
- music and movement
- language activities *(Books to be read are listed.)* Many books Read – large & small groups
- sensory experiences
- nutrition *(a minimum of one food experience per week as long as local health restrictions allow)*

Some planned activities may extend for more than one day.

0 2 (4) d. The learning environment has been prepared to incorporate the opportunities listed on the lesson plan.

Comments:

The CURRICULUM encourages children to be actively involved as they experience developmentally appropriate activities.

0 2 (4) a. Two year olds have opportunities to learn through their own experiences such as trial and error repetition, imitation, and identification.

0 2 (4) b. Staff prepare the environment for children to learn through active exploration of materials and hands-on activities and materials which provide for creativity and exploration.

0 2 (4) c. There is evide , daily use of creative materials by ob ion of equipment, lesson plans, and children's work.

0 1 (2) d. Quiet opportunities are provided for non-napping children after a suitable period of time or as th wake up, such as books, puzzles, drawing, one-on-one time with staff, etc. These activities a available in the room and not limited to the cots.

0 1 (2) e. The use of media, such as television, films, and videotapes, is limited to developmentally appropria programming with no child being required to watch the program. Programs are previewed by adul prior to use, another option for activity is always available, and staff discuss what is viewed wi children to develop critical viewing skills.

Comments:

102
~~100~~ 3.
(104)

PHYSICAL ENVIRONMENT

The CLASSROOM ENVIRONMENT promotes the interaction of children with materials, othe children, and adults.

0 1 (2) a. There is a minimum of three (3) accessible age-appropriate play experiences per child for each grou and/or play area of sufficient variety and durability. Some items are duplicated to avoid conflict.

0 1 (2) b. Toys and manipulatives are readily accessible to children and organized on low, open shelves t promote independent use by children. Additional items may be stored.

0 1 (2) c. Room items, play equipment, and shelves are labeled with pictures.

0 (2) d. The indoor play area contains a full-length, unbreakable mirror located at the child's eye level. Mirro is large enough and mounted in such a way that the child may see his entire body. It reflects realistic image.

0 1 (2) e. The diaper area is equipped with a stimulating item which could include but is not limited to a mirror, mobile, a picture, etc. Items are changed periodically.

0 1 (2) f. An appropriate process is in place (soft music, back rubs, low conversational tones) for providing quiet, soothing atmosphere during nap time.

0 1 (2) g. There is less than normal lighting during nap time.

0 1 (2) h. When napping, an appropriate covering (such as a blanket, quilt, sheet, etc.) is available for eac child. It is suggested that cots/mats be covered with sheets and children provided with a blanket or covering.

Comments:

The INDOOR LEARNING ENVIRONMENT provides developmentally appropriate materials an equipment which are available and accessible to the two year olds.

GROSS MOTOR

At least one (1) item is provided for each of these functions and is accessible for use. Each item ma only count for one function. An apparatus with multiple functions that is large enough for more than one child to use at a time may be counted for more than one function.

0 (2) a. Climbing - stairs, small gym, etc.

0 2 b. Pushing - do[illegible]ge, shopping cart, mowers, etc.

0 2 c. Pulling - pull toys, wagon, etc.

0 2 d. Crawling through/under - boxes, tunnel, etc.

0 2 e. Stacking - cardboard blocks, large plastic blocks, unit blocks, boxes, etc.

0 2 f. Rocking - rocking horse, rocker, rocking boat, etc.

Comments:

FINE MOTOR

At least two (2) items, which can be duplicated, are provided for each of these functions. Items a[illegible] accessible for use. Each item may only count for one function.

0 1 2 a. Pounding - pounding bench, xylophone, etc.

0 1 2 b. Turning - telephone dial, containers with screw lids, toys with turning knobs, etc.

0 1 2 c. Fitting together - puzzles, pop beads, etc.

0 1 2 d. Filling and dumping - sand, water, containers with objects, etc.

0 1 2 e. ~~Cause~~ and effect - busy box, jack-in-the-box, etc.

0 1 2 f. Target experience - shape sorter, stacking rings, pegs and peg boards, lacing beads and sets, etc.

0 1 2 g. Stacking/nesting - stacking toys, nesting toys, boxes, small blocks, etc.

0 1 2 h. Matching - colors, shapes, sizes, *(any set of objects that can be matched by characteristics)*, etc.

0 1 2 i. Self-help - dress-up clothes, boards or dolls that provide experiences for buttoning, zipping, snapping etc. *(Two dress-up dolls with multiple self-help functions can be counted.)*

Comments: — [illegible]

LANGUAGE DEVELOPMENT

At least three (3) different items are provided and are accessible for each function. An item may only count for one function.

0 2 4 a. A minimum of twelve (12) age-appropriate books is accessible with at least six (6) of them displayed in an inviting manner so that children can see their covers. There is a minimum of two (2) types of appropriate books which could include but are not limited to cloth books, hard cardboard books, teacher-made books, books with real pictures and photographs, big books, etc.

0 2 4 b. Looking - pictures, wall hangings, flannel board and accessories, photographs, etc.

0 2 4 c. Talking - puppets, dolls, telephones, pictures, photos, flannel board and accessories, etc.

0 2 (4) d. Listening - tap cords with tape/record player, music. uments, music boxes, etc.

One of the three (3) listening experiences is a variety of at least six (6) appropriate records/ta and a record/tape player which is in good working order and part of the classroom equipment. open-classroom settings, where two adjacent classrooms are separated by a half wall, the t classrooms may share a record/tape player.

Comments:

IMAGINATIVE PLAY

At least six (6) dolls are available and accessible in the classroom. At least three (3) different items a available and accessible for each of the other functions. An item may only count for one function.

0 1 (2) a. Nurturing - Soft-bodied or washable rubber/vinyl multi-cultural baby dolls, as well as simpl removable doll clothes and simple accessories for caretaking, feeding, diapering, sleeping, etc.

0 1 (2) b. Cooking - Items could include but are not limited to a stove, a sink, a refrigerator with appropria accessories, etc.

0 1 (2) c. Family living - Items could include but are not limited to doll furniture, table and chairs, cleanin equipment, iron and ironing board, etc.

0 1 (2) d. Dress-up clothes - Items could include but are not limited to hats, purses, shoes, clothing, etc. for me and women. outside

0 1 (2) e. Creating scenes - people/animal figures, with simple supporting materials (vehicle, barn), etc. to mak familiar scenes.

0 1 (2) f. Transporting - small cars and vehicles (4-5 inches) to use with blocks, larger vehicles for pushing an fantasy play, large wood trucks to ride on, grocery cart, buggy, etc.

Comments:

CREATIVE EXPRESSION

At least two (2) different items/experiences are available for each function. An item may only count for one function. Items for creative expression are available to the teacher in the classroom.

0 1 (2) a. Scribbling - large crayons, washable markers, large chalk, etc.

0 1 (2) b. Smearing - non-toxic shaving cream, paint, paste, finger paint, etc.

0 2 (4) c. Stroking - items/experiences that support the stroking motion.
crayons

One painting activity is available daily and can take place either indoors or outdoors. *If the painting activity is offered on a surface other than the easel or is offered outdoors, the easel is set up in the classroom with chalk, markers, etc. instead of paint. If there is not a planned painting activity on a given day, the classroom will have 1) an easel, set up and ready to use during an appropriately supervised part of the program, 2) a sufficient number of painting tools, such as large bristle brushes, sponges, feathers, etc. for the number of children doing the activity, 3) a sufficient amount of tempera/finger paint in appropriate containers for the number of children doing the activity. Staff is encouraged to add variety by offering additional items to paint with, different sized and shaped paper, etc.*

0 1 (2) d. Molding/squish - playdough and accessories, non-toxic shaving cream, sponges, goop, wet sa etc.

(0) 1 (2) e. Sifting/pouring - one fluid play experience, such as sand, grits, cornmeal, water, etc. with appropri sifters, containers, measuring cups, funnels, etc.

0 1 (2) f. Paper - An assortment, with a minimum of at least three types of appropriately sized paper, whi could include but is not limited to construction paper, drawing paper, easel paper, newspap wallpaper, or paper bags is available to staff in the classroom for creative activities. Remember, t smaller the child, the bigger the paper!

Comments:

The OUTDOOR ENVIRONMENT provides enough usable space and developmentally appropriate equipment and materials for the children using it.

0 1 (2) a. There is a minimum of two outdoor surfaces which could be soil, grass, sand, a hard surface, etc.

0 1 (2) b. There is a minimum of two (2) developmentally appropriate play experiences per child.

Outdoor toys include at least one developmentally appropriate item for each function. An apparatus with multiple functions that is large enough for more than one child to use at a time may be counted for more than one function.

0 1 (2) c. Climbing toys which are appropriately sized and seen outside by the assessor.

0 1 (2) d. Slide or swings which are appropriately sized for the children.

0 1 (2) e. Balancing apparatus such as a balance beam, curb, board, painted lines, etc. which are appropriately sized and seen outside by the assessor.

0 1 (2) f. Creative expression - easel painting, water painting, sidewalk chalk, outdoor art, sand or water play, staff and children blowing bubbles, music and/or dancing with accessories such as scarves or instruments, outdoor gardening, etc.

0 1 (2) g. Imaginative play - toys, props, and/or dress-up clothes that stimulate imaginative and dramatic play.

0 1 (2) h. Outdoor toys are available from at least three of these gross motor functions:

1. pushing/pulling - carriages, shopping carts, wagons, wheelbarrows, etc.
2. crawling through/under - boxes, tunnels, etc.
3. stacking - large blocks, boxes, etc.
4. throwing, bouncing, rolling - balls, bean bags, balled newspaper, ring toss, etc.
5. riding - age-appropriate and developmentally appropriate riding toys.

Comments:

— Plates, pots

— Children admire their stickers on their hands

8 4. HEALTH
(8)

The physical environment promotes good health for each child.

0 1 (2) a. The environment is free of noxious odors. When there are diapers or soiled clothing, these items c placed in a plastic bag and closed securely.

0 3 (6) b. Staff and children wash their hands before meals and after toileting. Hands are also washed aft nose wiping.

Comments:

16 5. NUTRITION
(16)

Mealtime is a pleasant social and learning experience for the two year olds.

0 1 (2) N/A a. Food and allergy lists are posted in the classroom where they are readily visible and adhered to.

0 2 (4) b. Once the meal is served, staff sit with the children and engage in conversation with them. Childre are part of the group and are not sitting alone at mealtime.

0 1 (2) c. If staff eat with the children, the menu is the same. This includes beverages with the exception c water.

0 2 (4) d. When children sit down, food is ready to be served.

0 ~~2~~ 4 e. Appropriate feeding practices are in place. Children sit at tables for meals and snacks. Food is served with an appropriate covering under the food, such as plates, placemats, or paper towels Tables are washed, napkins are provided, and children have proper eating utensils.

Comments: no napkins at first - provided by way through

WESLEY HOUSE FAMILY SERVICES BEST PRACTICES AGREEMENT

Name of Program: ____Inez Martin Room type: _____Two's___(Yuni)_____ Date of Assessment:_4/8/2010_____

(infant toddler, two, preschool, or school age)

ASSESSOR'S COMMENTS SUGGESTION & PLAN

Results	RECOMMENDATIONS	TIMELINE
Yuni had a calm group of children with very little down time and had planned transitions.	Continue to do the types of bilingual activities/file folder games and pre-planned transitions you have.	
Yuni and her children each had their own interests and time to interact with and learn with each other's play and learning experiences.	Continue to encourage children to play on the softer outdoor surfaces, particularly when running.	
They (the children) were real excited at times – through social/emotional expression:).	Continue to encourage reading and sensory experiences.	

PROGRAM OWNER/DIRECTOR'S COMMENTS/FEEDBACK AND BEST PRACTICES

Director/Owner's Signature/Date

[signature] 4/9/10

Assessor's Signature/Date

General Comments related to this agreement;

Director/Owner:

Assessor: Gerella Kennedy

Christine Cattena, CDC DIRECTOR

FOLLOW UP

Date of follow up _____ Assessor _____

Deficient items:

WESLEY HOUSE FAMILY SERVICES BEST PRACTICES AGREEMENT

Name of Program: ____Inez Martin Room type: ____Two's – Nelda _____ Date of Assessment: __4/8/10_____

(infant toddler, two, preschool, or school age)

ASSESSOR'S COMMENTS SUGGESTION & PLAN

Results	RECOMMENDATIONS	TIMELINE
Nelda had a very excited group of children with strong social/emotional concerns and challenging behaviors.	Most of the behaviors observed were directed for a win / lose concept with interest in redirected attention to themself. A few children were calmer than others. Work with assigning responsibilities, fewer transitions or preplanned transitions. Try a win win approach with choices for rewards.	
She worked hard to maintain control of class as she had just transitioned into this class with few previous routines.	Continue to play with the children and teach social emotional / manners / sharing / requesting to share toys skills. (Ask me about ideas)	
Nelda was positive in her communications and discipline.	Focus on tasks and keep the most difficult child preoccupied and teach social skills particularly for David.	
The children seemed to do best with individual activities and limited down time.	One well behaved child – Jonathon – spoke a lot to me(not quiet – shy at first) but didn't use Spanish or English. He didn't seem to understand language – but did well with puzzles – see about Speech Therapy or make a communication referral to Early Steps. If he is one of the Wesley House subsidized children, please send me an ASQ for him.	

→ Christine told me today that Jonathan is of Hebrew descent.

LO

PROGRAM OWNER/DIRECTOR'S COMMENTS/FEEDBACK AND BEST PRACTICES

Director/Owner's Signature/Date

Gilman 4-9-10

Assessor's Signature/Date

General Comments related to this agreement;

Director/Owner:

Assessor: Gerella Kenniston

Christine Cattum

FOLLOW UP

Date of follow up _____ Assessor _____

Deficient items:

A - ... B - 10 ... Nersa Amanda Alesha

FLORIDA DEPARTMENT OF CHILDREN & FAMILIES

CHILD CARE PROGRAM ASSESSMENT — PRESCHOOL

Center	Staff	Reviewed By	Date
Inez Martin	Nersa Amanda Alesha	L. Dunn	4/8/10

132 1. (136) **STAFF/CHILD INTERACTION**

Staff/child interaction encourages the LANGUAGE DEVELOPMENT of preschoolers throughout the day's activities in a warm, nurturing, and positive environment.

0 4 (8) a. Staff express respect for and affection toward children by smiling and speaking to children at their eye level throughout the day. Loud, harsh voices are not used.

All staff play w/ children

0 4 (8) b. Staff are available and responsive to children encouraging them to share experiences, ideas, and feelings with staff and other children. Staff encourage children to talk by being obviously available and listening to them, responding with appropriate short responses, such as "Tell me more" or reflecting what the child said back to him and using eye contact.

Observed several times

0 (4) 8 c. Staff ask open-ended questions spontaneously of individual children continuously and throughout all parts of the daily routine regarding the subject or activity the child has chosen.

0 4 (8) d. One-to-one staff/child interaction occurs during the day including speaking individually to children (as opposed to the whole group most of the time). Staff listen to children with attention and respect.

Comments:

Staff encourages the COGNITIVE AND PHYSICAL DEVELOPMENT of preschoolers throughout the day's activities in a warm, nurturing, and positive environment.

0 4 (8) a. Staff support children's attempts at becoming increasingly independent, encouraging children in cleaning up, dressing, and using social skills while eating, etc.

0 4 (8) b. Children are encouraged by staff to solve problems, initiate activities, explore, experiment, question, and learn by doing. Staff avoid doing things for the children that they can do on their own. Adults may attempt to aid the problem solving process without taking over by asking questions or making suggestions.

) 4 (8) c. Staff initiate play activities with preschoolers, moving about the room interacting with preschoolers.

4 8 d. Staff promptly attend to the routine needs of the preschoolers such as face and hand washing, toileting assistance, and other basic needs.

4 (8) e. Staff use positive techniques in assisting children to develop self-toileting skills. If self-toileting is occurring, staff never embarrass, shame, or punish the child in relation to toilet training.

4 (8) f. Children's play interests are respected. Staff respond to children's cues for direction of activity.

Comments:

All 3 teachers were observed playing with children, smiling, cuddling continuously.

Staff encourages the SOCIAL AND EMOTIONAL DEVELOPMENT of preschoolers throughout the day's activities in a warm, nurturing, and loving environment.

0 4 (8) a. Staff model positive social interaction with children, encouraging positive social behaviors such as cooperating, helping, taking turns, sharing, and talking to solve problems.

0 4 (8) b. The sound of the classroom environment is primarily marked by pleasant conversation, spontaneous laughter, and exclamations of excitement rather than harsh, stressful noise or enforced quiet.

Comments:

Staff use positive techniques to GUIDE THE CHILDREN'S BEHAVIOR throughout the day. *Points are given if there is no evidence to the contrary.*

0 4 (8) a. Redirection - An example of redirection is guiding children to new activities when they are fighting over a toy or directing them to another play activity when they are engaged in socially unacceptable behavior. Merse was in Reading area and observed 2 children fighting in imag. play area. She immediately came to help re-direct.

0 4 (8) b. Positive encouragement, rather than criticism, of child's appropriate behavior - Techniques can be verbal or non-verbal, such as facial expressions, nodding, and positive language. Children are encouraged to model appropriate behavior. observed.

0 4 (8) c. Planning ahead to help prevent potential problems - Staff evaluate the environment and the daily schedule. Staff position themselves strategically for optimum supervision.

Time out is used only after redirection, positive encouragement, and prevention have been attempted. It is only used to help a child regain control of his own behavior. If necessary, it is only used for an appropriate period of time.

0 4 (8) d. Staff encourage children to develop skills for resolving conflicts by describing the situation to encourage children's evaluation of the problem rather than imposing the solution. Children are encouraged to talk about their feelings and discuss possible solutions in a positive manner without being made to feel that their feelings are inappropriate.

0 4 (8) e. Consistent, clear limits are explained in positive terms to children and understood by adults. They are developed in conjunction with children and discussed with them to make sure they understand.

Comments:

52/2. (52) **DEVELOPMENTAL PROGRAM**

The DAILY ROUTINE encourages play, exploration, and learning.

0 1 (2) a. The daily routines of the program reflect a schedule that is planned to promote a balance of activitie in these dimensions:

1✓ Indoor 3✓ Quiet 5✓ Individual 7✓ Large group 9. Fine motor 11. Staff initiated
2✓ Outdoor 4✓ Active 6✓ Small group 8✓ Gross motor 10. Child initiated

An alternative plan offering large motor activities indoors is available for inclement weather.

0 1 (2) b. There is evidence that the daily routine is being followed. However, staff are flexible enough t change the planned and routine activities as well as the room arrangement according to the neec and interests of the children. Staff follow the children's lead, taking advantage of those "teachab moments".

0 1 2) c. Staff conduct smooth transitions between activities. Transitions are planned as a vehicle for learnin Children are given advance notice so they can be prepared for change. Waiting is minimized.

0 1 (2) d. Children are not always required to move as a group from one activity to another. The new activit prepared before the transition from the completed activity so as to avoid prolonged waiting.

0 1 (2) e. The routine provides free-choice of learning activity centers at least twice a day. Children have opportunity to choose learning centers and to choose the activities within those centers.

0 1 (2) f. Learning/activity centers are in use for approximately one continuous hour in the morning betwe 8:30 and lunch. Staff provide large amounts of uninterrupted time for children to persist at self-chos tasks and activities. 10:30-11:30

0 1 (2) g. Learning/activity centers are in use for approximately one additional hour in the afternoon. Th additional block of choice time can consist of indoor and outdoor play time. Indoor / out 2:30-5:30

0 1 (2) h. Children are actively involved in learning/play experiences throughout the day. Children are expecte to be physically and mentally active. Children choose from activities staff have set up or that th children spontaneously initiate.

0 1 (2) i. Staff spend individual time with children during learning center time. Small sub-groups can gathe spontaneously during learning center time, and/or approximately 15 minute teacher initiated smal sub-groups can be planned on schedule, while other children have opportunities to play. Observed

0 1 (2) j. Large group or circle time is limited to approximately 15-20 minutes. A variety of activities are planned. Children are encouraged but not forced to join in. 9:15-10:30 children are in circle time and outside time

Comments:

LESSON PLANS reflect the developmentally appropriate learning activities which are based on the children's interests and abilities.

0 2 (4) a. The weekly lesson plan is current, visible, being followed, and accessible for use. Plans for the last six weeks are different, accessible, and dated in ink. Plans can be modified for spontaneity. Staff follow the children's lead, taking advantage of those "teachable moments".

0 2 (4) b. The lesson plan is an expression of the child's activities throughout the day and is not the same as the schedule. Evidence of planned activities is observed.

0 2 (4) c. The weekly lesson plan reflects developmentally appropriate learning activities and includes but is not limited to:

- creative expression Clouds w/ Fingerpaint
- language activities *(Books to be read are listed.)* Shapes Play dough
- music and movement
- reading readiness
- math readiness
- science
- nutrition *(a minimum of one food experience per week as long as local health restrictions allow)* Pop

Some planned activities may extend for more than one day.

0 2 (4) d. The learning environment has been prepared to incorporate the opportunities listed on the activity plan.

Comments:

Criteria for CURRICULUM implementation reflect the knowledge that young children learn through active manipulation of the environment and concrete experiences that contribute to concept development.

0 1 (2) a. Staff provide opportunities for children to see how reading and writing are useful by planning and reading stories and poems/finger plays daily.

0 1 (2) b. Staff provide opportunities for children to see how reading and writing are useful allowing them to see their words in print through experience charts, group stories, and/or dictation allowing children to share their thoughts.

0 1 (2) c. Staff provide opportunities for children to see how reading and writing are useful by providing a print-rich environment with a variety of classroom charts, such as large tablets with stories on them, which are visible in the classroom.

0 1 (2) d. Quiet opportunities are provided for non-napping children after a suitable period of time or as they wake up, such as books, puzzles, drawing, one-on-one time with staff. Activities are available in the classroom and not limited to the cots.

0 2 (4) e. Materials and hands-on activities are appropriate for the age and development of the children. Staff prepare the environment for children to learn through active exploration of materials and hands-on activities and materials which provide for creativity and exploration.

Children are provided concrete learning activities with materials and people relevant to their own life experiences rather than a curriculum dominated by workbooks, dittos, flashcards, and other similarly structured abstract materials.

0 1 (2) f. There is evidence of daily use of creative materials by observation of equipment, lesson plans and/or children's work.

0 1 (2) g. The use of media, such as television, films, and videotapes, is limited to developmentally appropriate programming with no child being required to watch the program. Media are used as special events, rather than as regular, daily routine. Programs are previewed by adults prior to use, another option for activity is always available and staff discusses what is viewed with children to develop critical viewing skills. NO TV

Comments:

116/(116) 3. PHYSICAL ENVIRONMENT

The CLASSROOM ENVIRONMENT promotes the interaction of children with materials, other children, and adults.

0 1 (2) a. Space is arranged so that children can work individually, together in small groups, or in a large group. The indoor environment includes a clearly defined area for each center.

1. Language
2. Discovery
3. Imaginative play
4. Blocks
5. Creative expression
6. Table toys

Centers Labeled

Additional centers might include music, math, puzzles, additional imaginative play areas, etc.

0 1 (2) b. All learning centers are accessible on a daily basis.

0 1 (2) c. There is a minimum of three (3) accessible, age-appropriate play experiences per child for each group and/or play area of sufficient variety and durability. Toys are in good working order. Some items are duplicated to avoid conflicts between preschoolers.

0 1 (2) d. Toys and manipulatives are readily accessible to children and organized on low, open shelves to promote independent use by children. They are stored on shelves that are at a height which allows children to reach them.

0 1 (2) e. Room items, play equipment, and/or shelves are labeled with words and/or pictures.

0 1 (2) f. An appropriate process is in place (soft music, back rubs, low conversational tones) for providing a quiet, soothing atmosphere for nap time.

0 1 (2) g. The napping area has less than normal lighting.

0 1 (2) h. When napping, an appropriate covering (such as a blanket, quilt, sheet) is available for each child. It is suggested that cots/mats be covered with sheets and children provided with a blanket or covering.

Comments:

The INDOOR LEARNING ENVIRONMENT provides developmentally appropriate materials and equipment which are available to the preschoolers.

LANGUAGE

At least two (2) different types of items are available and accessible for each function. An item may only count for one function.

0 1 (2) a. Talking - puppets, flannel board and accessories, telephones, small hand-held mirror, etc.

0 1 (2) b. Listening - puppets, flannel board and accessories, records/tapes and record/tape player, etc. CD player

One of the listening items is a variety of at least six (6) appropriate records/tapes and a record/tape player which is in good working order and part of the classroom equipment. In open-classroom settings, where two adjacent classrooms are separated by a half wall, the two classrooms may share a record/tape player. Classical music

0 1 (2) c. Reading exploration - At least fifteen (15) age-appropriate books in good condition are accessible to the children. A minimum of six (6) books is displayed in an inviting manner so that children can see their covers. There is a minimum of two (2) types of age-appropriate books which could include but are not limited to big books, quality literature books, children's story books, teacher-made books, and books written by the children.

0 1 (2) d. Dictating - writing materials such as large pads, large clipboards with paper, pencils, markers, etc. to be used for experience charts, group stories, and/or dictation allowing children to share their thoughts. *These items may be located in another part of the classroom.*

0 1 (2) e. Writing experimentation - a variety of writing materials accessible to children that encourage scribbling, drawing, copying, inventive spelling, etc. Children are provided with appropriately sized pencils, crayons, markers, and paper.

0 1 (2) f. Reading readiness - file folder games, sequencing puzzles, patterning activities, story sequencing, form boards, shape sequencing, computers with appropriate software, etc.

Comments:

DISCOVERY

At least two (2) different types of items/experiences are available and accessible for each function. Items may only be counted for one function.

0 1 (2) a. Measuring - items for pouring, scale and items to weigh, ruler, measuring cups and spoons with items to measure, nesting cups, etc. Tape measure

0 1 (2) b. Observing - natural substance, magnifying glass and things to look at, microscope and slides, binoculars, kaleidoscope, etc. Rocks, shells, visual explorers, color paddles

0 1 (2) c. Problem solving - simple experiments, sink/float experiences, magnets and items to use with them scale and objects to weigh, counting frames/experiences, etc. maze box

0 1 (2) d. Classifying - objects that can be sorted and classified by size, shape, color, likenesses and differences, etc. color bears, color legos

0 2 (4) e. Exploring - A fluid play experience providing a medium and appropriate accessories is a required experience but may be found elsewhere in the classroom. Additional experiences could include a sensory experience, indoor gardening, pet care, etc. in the discovery area. Rice in sand + water table water tube, exploring box

Comments:

BLOCKS

100 unit blocks are required for "constructing". At least three (3) different types of items are available and accessible for each of the other functions. Items may only be counted for one function. Blocks need to be accessible to the children during free-choice time.

0 2 (4) a. Constructing - a set of at least 100 unit blocks.

0 1 (2) b. Creating scenes - small people/animal figures with supporting materials, such as vehicles, road signs, barn, hats, etc.

0 2 (4) c. Engineering - legos, tinker toys, lincoln logs, erector sets, etc.

0 1 (2) d. Transporting - small cars, trucks, trains, buses, bull-dozers, space ships, airplanes, boats, and vehicles (3-4 inches, sturdy wood or plastic), larger vehicles to push and to use in fantasy play, large wood trucks to ride on, etc.

Comments:

IMAGINATIVE PLAY

The imaginative play area provides enough furniture and props in order for the children to engage in meaningful dramatic play. There is a minimum of three (3) experiences accessible for each child who can choose to play in this area at a given time. An item can only count for one function. The imaginative play area may be set up as a home living area, grocery store, beauty shop, post office, doctor's office, school room, restaurant, etc.

If the area is set up as a home living area, it will have:

0 2 (4) a. Furniture - stove, sink, refrigerator, table and chairs. It could also have items such as but not limited to a doll bed, high chair, doll buggy, couch, etc.

0 2 (4) b. Props - dishes, pots and pans, play food/containers. It could also have items such as but not limited to telephones, cleaning items, iron, ironing board, etc.

0 2 4 c. Dolls - Five soft bodied or washable/vinyl multi-cultural baby dolls (or a minimum of one doll for eac child who can choose to play in this area) as well as simple, removable doll clothes and accessorie for caretaking, feeding, diapering, sleeping, etc.

0 2 4 d. Dress-up clothes for men and women along with accessories which could include but are not limited t hats, ties, purses, jewelry, shoes, briefcases, props for acting out occupations, etc.

or

If the area is converted into a different type of setting, identify the setting and the furniture and props being used which help to provide the number of experiences necessary for children to be able to engage in meaningful dramatic play.

Setting: _____

0 2 4 a. Furniture - _____

0 2 4 b. Props - _____

0 2 4 c. Dolls - Five soft bodied or washable/vinyl multi-cultural baby dolls (or a minimum of one doll for each child who can choose to play in this area) as well as simple, removable doll clothes and accessories for caretaking, feeding, diapering, sleeping, etc.

0 2 4 d. Dress-up clothes for men and women with accessories which support the dramatic play setting.

Comments:

CREATIVE EXPERIENCES

At least two (2) different items/experiences for each function are available and accessible. Items for creative expression are available and accessible in the classroom.

0 2 4 a. Stroking - items/experiences that support the stroking motion.

One painting activity is available daily and can take place either indoors or outdoors. *If the painting activity is offered on a surface other than the easel or is offered outdoors, the easel is set up in the classroom with chalk, markers, etc. instead of paint. If there is not a planned painting activity on a given day, the classroom will have: 1) an easel, which is set up and ready to use, 2) a sufficient number of painting tools, such as large bristle brushes, sponges, feathers, etc. for the number of children doing the activity at one time, 3) a sufficient amount of tempera/finger paint in appropriate containers for the number of children doing the activity at one time.*

0 1 2 b. Smearing - non-toxic shaving cream, paint, paste or glue, finger paint, etc.

0 1 2 c. Molding/squishing - playdough and accessories, non-toxic shaving cream, goop, sponges, finger paint, etc.

0 1 2 d. Tearing/cutting - scissors, magazines, newspaper, wallpaper, tissue paper, etc.

0 1 2 e. Drawing - crayons, markers, chalk, etc. lined paper construction paper

0 1 2 f. Crafting - a minimum of five craft/collage items as well as paste/glue, etc. The glue/paste is usable. Children are given the opportunity to use the paste/glue independently and encouraged to do so.

0 1 2 g. Paper - An assortment, with a minimum of at least three (3) types of appropriately sized paper, which could include but is not limited to construction paper, drawing paper, easel paper, newspaper, wallpaper, paper bags, etc. is available and accessible. Remember, the smaller the child, that bigger the paper!

0 1 (2) h. Creative expression - rhythm band/musical instruments. There is a variety of instruments and enough for the number of children doing the activity to make a choice. The instruments need to be available and accessible in the classroom, but not necessarily in this area.

Comments: Tambourines, shakers, sticks etc.

TABLE TOYS

At least three (3) different types of items for each function are available and accessible. Items may only be counted for one function.

Items are stored in separate baskets or containers. All table toys are complete and in good repair.

0 1 (2) a. Sorting - classifying - items that can be sorted or classified by color, size, shape, lotto games, file folder games, etc. multi-coloured bears, sequencing cards

0 1 (2) b. Matching - Objects that can be matched by characteristics, pegs and peg boards, puzzles, file folder games, etc. memory card game, puzzles, block shapes

0 1 (2) c. Math readiness - beads and laces, sequence puzzles, or boards, patterning activities, file folder games, etc. These items could also be kept in the discovery center.

dominoes, peg boards, puzzles w/numbers

0 1 (2) d. Eye-hand coordination - pegs and peg boards, lacing sets, puzzles, blocks, tracking mazes, etc.

Legos, blocks, maze box, sequencing cards

0 1 (2) e. Self-help - dress-up dolls, boards, etc. that provide experiences for buttoning, zipping, snapping, etc. *Three dress-up dolls with multiple self-help functions can be counted.*

vests, bear w/ shoes

0 1 (2) f. Stacking/nesting - items that can be stacked or that nest inside one another, etc.

boxes
blocks

Comments:

The OUTDOOR ENVIRONMENT provides enough usable space and developmentally appropriate equipment and materials for the children using it.

0 1 (2) a. There is a minimum of two surfaces, which could include soil, sand, grass, a hard surface, etc.

mulch, rubberized surfacing

0 1 (2) b. There is a minimum of two (2) developmentally appropriate play experiences per child.

Outdoor play equipment includes at least one developmentally appropriate item for each function. An apparatus with multiple functions that is large enough for more than one child to use at a time may be counted for more than one function.

0 1 (2) c. Hanging -a suspended bar, which may be part of a multi-function apparatus, that is appropriately sized for the preschoolers.

0 1 (2) d. Climbing - monkey bars, part of a multi-function apparatus, etc. that is appropriately sized for the preschoolers.

0 1 (2) e. Swinging/low slide - appropriately sized for the preschoolers.

0 1 (2) f. Balancing - a balance beam, curb, board, painted lines, etc. that is appropriately sized for the preschoolers.

0 1 (2) g. Creative expression ~~; easel painting~~, fence painting, water painting, sidewalk chalk, outdoor art, sand or water play, music, rhythm band instruments, staff and children blowing bubbles, outdoor gardening etc.

cones, parachute, jump rope

0 1 (2) h. Imaginative play - toys, props, dress-up clothes and accessories that invite fantasizing and imaginative play experiences.

0 1 (2) i. Outdoor toys include materials/equipment accessible for each function that they may use individually or in groups.

1. Throwing - balls, bean bags, ring toss, etc.
2. Stacking - blocks boxes, etc.
3. Riding - tricycles, wagons, appropriately sized riding toys, etc.

Comments:

8 (8) **4. HEALTH**

The physical environment promotes good health for each child.

0 1 (2) a. The environment is free of noxious odors. When there is soiled clothing, it is placed in a plastic bag and closed securely.

0 3 (6) b. Staff and children wash their hands before meals and after toileting. Paper towels are provided for drying hands.

Comments:

16 (16) **5. NUTRITION**

Mealtime is a pleasant social and learning experience for the preschoolers.

0 1 (2) a. Food and allergy lists are posted in the classroom where they are readily visible and adhered to.

0 2 (4) b. Once the meal is served, staff sit with preschoolers and engage in pleasant conversation with them. Children are part of a group and are not sitting alone at mealtime.

0 1 (2) c. If the staff eats with the children, the same menu is followed (unless there are special dietary needs). This includes beverages with the exception of water.

0 2 (4) d. When children sit down, food is ready to be served.

0 2 (4) e. Appropriate feeding practices are in place. Children sit at table for meals and snacks. Food is not served on a bare table, but rather in a sanitary way with an appropriate covering under the food, such as plates, placemats, or paper towels. Tables are washed, napkins are provided, and children have appropriate eating utensils.

Comments:

WESLEY HOUSE FAMILY SERVICES BEST PRACTICES AGREEMENT

Name of Program: _____Inez Martin Room type: _____Three's (Nersa, Amanda, Alesha)_____ Date of Assessment:_4/8/2010_____
(infant toddler, two, preschool, or school age)

ASSESSOR'S COMMENTS SUGGESTION & PLAN

Results	RECOMMENDATIONS	TIMELINE
All 3 teachers are very new yet they are obviously very comfortable in their positions.	The only recommendation that I have is for the teachers to ask more open ended questions to stimulate conversation. Asking children what they are making, what they pretending to be, what book they would like to read and why they like it…etc. There were some questions like this that were asked but I saw many opportunities for a lot more.	
All 3 teachers worked with individual children and within small groups. They had excellent team work and managed all 20 children without to many problematic behaviors.		
I observed every teacher modeling positive social behaviors , re-direction, speaking to children at eye level and responding to the individual needs of the children. Always respectful, kind, and loving.		
Activities were planned and prepped before hand.		
All teachers played with the children, cuddled them and encouraged them to be independent and follow classroom rules.		
	All 3 teachers will need training on ASQ's and Creative Curriculum Assessments.	
	Great job! Thank you for all that you do, keep up the great work!!!	

ROGRAM OWNER/DIRECTOR'S COMMENTS/FEEDBACK AND BEST PRACTICES

Director/Owner's Signature/Date

Laurie Dunn 4/21/10
Assessor's Signature/Date

General Comments related to this agreement;
Director/Owner:

Assessor: Laurie Dunn

Christine Cattum, CDC DIRECTOR

FOLLOW UP
Date of follow up _____ Assessor _____

Deficient items:

FLORIDA DEPARTMENT OF CHILDREN & FAMILIES

CHILD CARE PROGRAM ASSESSMENT — PRESCHOOL

Center	Staff	Reviewed By	Date
Thos Martin	Valn	Michele	3/8/10

128 (136) 1. **STAFF/CHILD INTERACTION** Valencia Cleola

Staff/child interaction encourages the LANGUAGE DEVELOPMENT of preschoolers throughout the day's activities in a warm, nurturing, and positive environment.

0 4 (8) a. Staff express respect for and affection toward children by smiling and speaking to children at their eye level throughout the day. Loud, harsh voices are not used. One teacher's voice carried but the children were loud.

0 4 (8) b. Staff are available and responsive to children encouraging them to share experiences, ideas, and feelings with staff and other children. Staff encourage children to talk by being obviously available and listening to them, responding with appropriate short responses, such as "Tell me more" or reflecting what the child said back to him and using eye contact.

0 (4) 8 c. Staff ask open-ended questions spontaneously of individual children continuously and throughout all parts of the daily routine regarding the subject or activity the child has chosen. instead of saying are you left handed / ask which hand do you use.

0 4 (8) d. One-to-one staff/child interaction occurs during the day including speaking individually to children (as opposed to the whole group most of the time). Staff listen to children with attention and respect.

Comments: I liked how Sharon sat w/ the children during group time / center. this was a constant through out observation.

Staff encourages the COGNITIVE AND PHYSICAL DEVELOPMENT of preschoolers throughout the day's activities in a warm, nurturing, and positive environment.

0 4 (8) a. Staff support children's attempts at becoming increasingly independent, encouraging children in cleaning up, dressing, and using social skills while eating, etc. children have to throw away their own cups, plates, etc.

0 4 (8) b. Children are encouraged by staff to solve problems, initiate activities, explore, experiment, question, and learn by doing. Staff avoid doing things for the children that they can do on their own. Adults may attempt to aid the problem solving process without taking over by asking questions or making suggestions.

0 4 (8) c. Staff initiate play activities with preschoolers, moving about the room interacting with preschoolers. Teachers were always moving children from one activity to another

0 4 (8) d. Staff promptly attend to the routine needs of the preschoolers such as face and hand washing, toileting assistance, and other basic needs.

4 (8) e. Staff use positive techniques in assisting children to develop self-toileting skills. If self-toileting is occurring, staff never embarrass, shame, or punish the child in relation to toilet training.

4 (8) f. Children's play interests are respected. Staff respond to children's cues for direction of activity.

Comments:

Staff encourages the SOCIAL AND EMOTIONAL DEVELOPMENT of preschoolers throughout the day's activities in a warm, nurturing, and loving environment.

0 4 (8) a. Staff model positive social interaction with children, encouraging positive social behaviors such as cooperating, helping, taking turns, sharing, and talking to solve problems.

0 (4) (8) b. The sound of the classroom environment is primarily marked by pleasant conversation, spontaneous laughter, and exclamations of excitement rather than harsh, stressful noise or enforced quiet.

Comments:

Staff use positive techniques to GUIDE THE CHILDREN'S BEHAVIOR throughout the day. *Points are given if there is no evidence to the contrary.*

0 (4) 8 a. Redirection - An example of redirection is guiding children to new activities when they are fighting over a toy or directing them to another play activity when they are engaged in socially unacceptable behavior. a boy was ~~to~~ placed in a chair to calm down instead of being directed in a quiet area such a

0 4 (8) b. Positive encouragement, rather than criticism, of child's appropriate behavior - Techniques can be verbal or non-verbal, such as facial expressions, nodding, and positive language. Children are encouraged to model appropriate behavior.

0 4 (8) c. Planning ahead to help prevent potential problems - Staff evaluate the environment and the daily schedule. Staff position themselves strategically for optimum supervision.

Time out is used only after redirection, positive encouragement, and prevention have been attempted. It is only used to help a child regain control of his own behavior. If necessary, it is only used for an appropriate period of time.

0 (4) 8 d. Staff encourage children to develop skills for resolving conflicts by describing the situation to encourage children's evaluation of the problem rather than imposing the solution. Children are encouraged to talk about their feelings and discuss possible solutions in a positive manner without being made to feel that their feelings are inappropriate.

0 4 (8) e. Consistent, clear limits are explained in positive terms to children and understood by adults. They are developed in conjunction with children and discussed with them to make sure they understand.

Comments: again the teacher should have asked what was happening and talked to him instead of telling him what he did wrong and sat him in a chair.

52 (52) **2. DEVELOPMENTAL PROGRAM**

The DAILY ROUTINE encourages play, exploration, and learning.

0 1 (2) a. The daily routines of the program reflect a schedule that is planned to promote a balance of activitie in these dimensions:

1. Indoor 3. Quiet 5. Individual 7. Large group 9. Fine motor 11. Staff initiated
2. Outdoor 4. Active 6. Small group 8. Gross motor 10. Child initiated

An alternative plan offering large motor activities indoors is available for inclement weather.

0 1 (2) b. There is evidence that the daily routine is being followed. However, staff are flexible enough change the planned and routine activities as well as the room arrangement according to the nee and interests of the children. Staff follow the children's lead, taking advantage of those "teachab moments".

0 (1) 2 c. Staff conduct smooth transitions between activities. Transitions are planned as a vehicle for learnir Children are given advance notice so they can be prepared for change. Waiting is minimized.

noticed, between am breakfast and washing

left waiting w/ no activity ~~at~~ children were during this time. children were loud, antsy and not alot of teacher interactive

0 1 (2) d. Children are not always required to move as a group from one activity to another. The new activit prepared before the transition from the completed activity so as to avoid prolonged waiting.

0 1 (2) e. The routine provides free-choice of learning activity centers at least twice a day Children have opportunity to choose learning centers and to choose the activities within those centers.

0 1 (2) f. Learning/activity centers are in use for approximately one continuous hour in the morning betwe 8:30 and lunch. Staff provide large amounts of uninterrupted time for children to persist at self-chos tasks and activities.

0 1 (2) g. Learning/activity centers are in use for approximately one additional hour in the afternoon. Th additional block of choice time can consist of indoor and outdoor play time.

0 1 (2) h. Children are actively involved in learning/play experiences throughout the day. Children are expecte to be physically and mentally active. Children choose from activities staff have set up or that th children spontaneously initiate.

0 1 (2) i. Staff spend individual time with children during learning center time. Small sub-groups can gathe spontaneously during learning center time, and/or approximately 15 minute teacher initiated sma sub-groups can be planned on schedule, while other children have opportunities to play.

0 1 (2) j. Large group or circle time is limited to approximately 15-20 minutes. A variety of activities are planned. Children are encouraged but not forced to join in. Valencia had a hard time keeping the children interested in a book at circle time - no animation or change in voice. I felt she should have moved on - children not listening. ABC went well.

Comments:

LESSON PLANS reflect the developmentally appropriate learning activities which are based on the children's interests and abilities.

0 2 (4) a. The weekly lesson plan is current, visible, being followed, and accessible for use. Plans for the last six weeks are different, accessible, and dated in ink. Plans can be modified for spontaneity. Staff follow the children's lead, taking advantage of those "teachable moments".

0 2 (4) b. The lesson plan is an expression of the child's activities throughout the day and is not the same as the schedule. Evidence of planned activities is observed.

0 2 (4) c. The weekly lesson plan reflects developmentally appropriate learning activities and includes but is not limited to:

- creative expression
- language activities *(Books to be read are listed.)*
- music and movement
- reading readiness
- math readiness
- science
- nutrition *(a minimum of one food experience per week as long as local health restrictions allow)*

Some planned activities may extend for more than one day.

0 2 (4) d. The learning environment has been prepared to incorporate the opportunities listed on the activity plan.

Comments:

Criteria for CURRICULUM implementation reflect the knowledge that young children learn through active manipulation of the environment and concrete experiences that contribute to concept development.

0 1 (2) a. Staff provide opportunities for children to see how reading and writing are useful by planning and reading stories and poems/finger plays daily.

0 1 (2) b. Staff provide opportunities for children to see how reading and writing are useful allowing them to see their words in print through experience charts, group stories, and/or dictation allowing children to share their thoughts.

0 1 (2) c. Staff provide opportunities for children to see how reading and writing are useful by providing a print-rich environment with a variety of classroom charts, such as large tablets with stories on them, which are visible in the classroom. ABC's visible, centers labeled.

0 1 (2) d. Quiet opportunities are provided for non-napping children after a suitable period of time or as they wake up, such as books, puzzles, drawing, one-on-one time with staff. Activities are available in the classroom and not limited to the cots.

0 2 (4) e. Materials and hands-on activities are appropriate for the age and development of the children. Staff prepare the environment for children to learn through active exploration of materials and hands-on activities and materials which provide for creativity and exploration.

Children are provided concrete learning activities with materials and people relevant to their own life experiences rather than a curriculum dominated by workbooks, dittos, flashcards, and other similarly structured abstract materials.

0 1 (2) f. There is evidence of daily use of creative materials by observation of equipment, lesson plans and/or children's work. children's artwork on bulletin board.

0 1 (2) g. The use of media, such as television, films, and videotapes, is limited to developmentally appropriate programming with no child being required to watch the program. Media are used as special events, rather than as regular, daily routine. Programs are previewed by adults prior to use, another option for activity is always available and staff discusses what is viewed with children to develop critical viewing skills. No TV. ☺

Comments:

115 **3.** (116) **PHYSICAL ENVIRONMENT**

The CLASSROOM ENVIRONMENT promotes the interaction of children with materials, other children, and adults.

0 1 (2) a. Space is arranged so that children can work individually, together in small groups, or in a large group. The indoor environment includes a clearly defined area for each center.

1. Language
2. Discovery
3. Imaginative play
4. Blocks
5. Creative expression
6. Table toys

Additional centers might include music, math, puzzles, additional imaginative play areas, etc.

0 1 (2) b. All learning centers are accessible on a daily basis.

0 1 (2) c. There is a minimum of three (3) accessible, age-appropriate play experiences per child for each group and/or play area of sufficient variety and durability. Toys are in good working order. Some items are duplicated to avoid conflicts between preschoolers.

0 1 (2) d. Toys and manipulatives are readily accessible to children and organized on low, open shelves to promote independent use by children. They are stored on shelves that are at a height which allows children to reach them.

0 1 (2) e. Room items, play equipment, and/or shelves are labeled with words and/or pictures. Some shelves/cubbies are not labeled, but will give hints

0 1 (2) f. An appropriate process is in place (soft music, back rubs, low conversational tones) for providing a quiet, soothing atmosphere for nap time.

0 1 (2) g. The napping area has less than normal lighting.

0 1 (2) h. When napping, an appropriate covering (such as a blanket, quilt, sheet) is available for each child. It is suggested that cots/mats be covered with sheets and children provided with a blanket or covering.

Comments: other than transitions, some cubbies were not labeled, but for purposes of helping clean up, children can tell where goes when because of clear containers.

The INDOOR LEARNING ENVIRONMENT provides developmentally appropriate materials and equipment which are available to the preschoolers.

LANGUAGE

At least two (2) different types of items are available and accessible for each function. An item may only count for one function.

0 1 (2) a. Talking - puppets, flannel board and accessories, telephones, small hand-held mirror, etc.

0 1 (2) b. Listening - puppets, flannel board and accessories, records/tapes and record/tape player, etc.

One of the listening items is a variety of at least six (6) appropriate records/tapes and a record/tape player which is in good working order and part of the classroom equipment. In open-classroom settings, where two adjacent classrooms are separated by a half wall, the two classrooms may share a record/tape player.

0 1 (2) c. Reading exploration - At least fifteen (15) age-appropriate books in good condition are accessible to the children. A minimum of six (6) books is displayed in an inviting manner so that children can see their covers. There is a minimum of two (2) types of age-appropriate books which could include but are not limited to big books, quality literature books, children's story books, teacher-made books, and books written by the children.

0 1 (2) d. Dictating - writing materials such as large pads, large clipboards with paper, pencils, markers, etc. to be used for experience charts, group stories, and/or dictation allowing children to share their thoughts. *These items may be located in another part of the classroom.* Nice area seperate from noisy activities.

0 1 (2) e. Writing experimentation - a variety of writing materials accessible to children that encourage scribbling, drawing, copying, inventive spelling, etc. Children are provided with appropriately sized pencils, crayons, markers, and paper.

) 1 (2) f. Reading readiness - file folder games, sequencing puzzles, patterning activities, story sequencing, form boards, shape sequencing, computers with appropriate software, etc.

Comments:

Nice language area, seperated from blocks and puppets. with library area.

DISCOVERY

At least two (2) different types of items/experiences are available and accessible for each function. Items may only be counted for one function.

0 1 (2) a. Measuring - items for pouring, scale and items to weigh, ruler, measuring cups and spoons with items to measure, nesting cups, etc.

0 1 (2) b. Observing - natural substance, magnifying glass and things to look at, microscope and slides, binoculars, kaleidoscope, etc.

0 1 (2) c. Problem solving - simple experiments, sink/float experiences, magnets and items to use with them scale and objects to weigh, counting frames/experiences, etc.

0 1 (2) d. Classifying - objects that can be sorted and classified by size, shape, color, likenesses and differences, etc.

0 2 (4) e. Exploring - A fluid play experience providing a medium and appropriate accessories is a required experience but may be found elsewhere in the classroom. Additional experiences could include a sensory experience, indoor gardening, pet care, etc. in the discovery area.

Comments: Very nice discovery area complete w/ shells, and bug scratching kit.

BLOCKS

100 unit blocks are required for "constructing". At least three (3) different types of items are available and accessible for each of the other functions. Items may only be counted for one function. Blocks need to be accessible to the children during free-choice time.

0 2 (4) a. Constructing - a set of at least 100 unit blocks.

0 (1) 2 b. Creating scenes - small people/animal figures with supporting materials, such as vehicles, road signs, barn, hats, etc. add a barn or house. Do have 1 castle.

0 2 (4) c. Engineering - legos, tinker toys, lincoln logs, erector sets, etc.

0 1 (2) d. Transporting - small cars, trucks, trains, buses, bull-dozers, space ships, airplanes, boats, and vehicles (3-4 inches, sturdy wood or plastic), larger vehicles to push and to use in fantasy play, large wood trucks to ride on, etc. saw train tracks - where is the train?

Comments:

IMAGINATIVE PLAY

The imaginative play area provides enough furniture and props in order for the children to engage in meaningful dramatic play. There is a minimum of three (3) experiences accessible for each child who can choose to play in this area at a given time. An item can only count for one function. The imaginative play area may be set up as a home living area, grocery store, beauty shop, post office, doctor's office, school room, restaurant, etc.

If the area is set up as a home living area, it will have:

0 2 (4) a. Furniture - stove, sink, refrigerator, table and chairs. It could also have items such as but not limited to a doll bed, high chair, doll buggy, couch, etc.

0 2 (4) b. Props - dishes, pots and pans, play food/containers. It could also have items such as but not limited to telephones, cleaning items, iron, ironing board, etc.

0 2 (4) c. Dolls - Five soft bodied or washable/vinyl multi-cultural baby dolls (or a minimum of one doll for eac child who can choose to play in this area) as well as simple, removable doll clothes and accessorie for caretaking, feeding, diapering, sleeping, etc.

0 2 (4) d. Dress-up clothes for men and women along with accessories which could include but are not limited t hats, ties, purses, jewelry, shoes, briefcases, props for acting out occupations, etc.

or

If the area is converted into a different type of setting, identify the setting and the furniture and prop being used which help to provide the number of experiences necessary for children to be able to engag in meaningful dramatic play.

Setting: _____

0 2 4 a. Furniture - _____

0 2 4 b. Props - _____

0 2 4 c. Dolls - Five soft bodied or washable/vinyl multi-cultural baby dolls (or a minimum of one doll for each child who can choose to play in this area) as well as simple, removable doll clothes and accessories for caretaking, feeding, diapering, sleeping, etc.

0 2 4 d. Dress-up clothes for men and women with accessories which support the dramatic play setting.

Comments: a great imaginative play area.

CREATIVE EXPERIENCES

At least two (2) different items/experiences for each function are available and accessible. Items for creative expression are available and accessible in the classroom.

0 2 (4) a. Stroking - items/experiences that support the stroking motion.

One painting activity is available daily and can take place either indoors or outdoors. *If the painting activity is offered on a surface other than the easel or is offered outdoors, the easel is set up in the classroom with chalk, markers, etc. instead of paint. If there is not a planned painting activity on a given day, the classroom will have: 1) an easel, which is set up and ready to use, 2) a sufficient number of painting tools, such as large bristle brushes, sponges, feathers, etc. for the number of children doing the activity at one time, 3) a sufficient amount of tempera/finger paint in appropriate containers for the number of children doing the activity at one time.*

0 1 (2) b. Smearing - non-toxic shaving cream, paint, paste or glue, finger paint, etc.

0 1 (2) c. Molding/squishing - playdough and accessories, non-toxic shaving cream, goop, sponges, finger paint, etc.

0 1 (2) d. Tearing/cutting - scissors, magazines, newspaper, wallpaper, tissue paper, etc.

0 1 (2) e. Drawing - crayons, markers, chalk, etc.

0 1 (2) f. Crafting - a minimum of five craft/collage items as well as paste/glue, etc. The glue/paste is usable. Children are given the opportunity to use the paste/glue independently and encouraged to do so.

0 1 (2) g. Paper - An assortment, with a minimum of at least three (3) types of appropriately sized paper, which could include but is not limited to construction paper, drawing paper, easel paper, newspaper, wallpaper, paper bags, etc. is available and accessible. Remember, the smaller the child, that bigger the paper!

0 1 (2) h. Creative expression - rhythm band/musical instruments. There is a variety of instruments and enough for the number of children doing the activity to make a choice. The instruments need to be available and accessible in the classroom, but not necessarily in this area.

Comments: Great creative experiences are provided for the children and accessible.

TABLE TOYS

At least three (3) different types of items for each function are available and accessible. Items may only be counted for one function.

Items are stored in separate baskets or containers. All table toys are complete and in good repair.

0 1 (2) a. Sorting - classifying - items that can be sorted or classified by color, size, shape, lotto games, file folder games, etc.

0 1 (2) b. Matching - Objects that can be matched by characteristics, pegs and peg boards, puzzles, file folder games, etc.

0 1 (2) c. Math readiness - beads and laces, sequence puzzles, or boards, patterning activities, file folder games, etc. These items could also be kept in the discovery center.

0 1 (2) d. Eye-hand coordination - pegs and peg boards, lacing sets, puzzles, blocks, tracking mazes, etc.

0 1 (2) e. Self-help - dress-up dolls, boards, etc. that provide experiences for buttoning, zipping, snapping, etc. *Three dress-up dolls with multiple self-help functions can be counted.* both dolls and boards.

0 1 (2) f. Stacking/nesting - items that can be stacked or that nest inside one another, etc.

Comments: children have alot of opportunities/activities to choose from for table toys - children should not get ~~bored~~ bored.

The OUTDOOR ENVIRONMENT provides enough usable space and developmentally appropriate equipment and materials for the children using it.

0 1 (2) a. There is a minimum of two surfaces, which could include soil, sand, grass, a hard surface, etc.

0 1 (2) b. There is a minimum of two (2) developmentally appropriate play experiences per child.

Outdoor play equipment includes at least one developmentally appropriate item for each function. An apparatus with multiple functions that is large enough for more than one child to use at a time may be counted for more than one function.

0 1 (2) c. Hanging -a suspended bar, which may be part of a multi-function apparatus, that is appropriately sized for the preschoolers.

0 1 (2) d. Climbing - monkey bars, part of a multi-function apparatus, etc. that is appropriately sized for the preschoolers.

0 1 (2) e. Swinging/low slide - appropriately sized for the preschoolers.

0 1 (2) f. Balancing - a balance beam, curb, board, painted lines, etc. that is appropriately sized for the preschoolers. Dotted lines.

0 1 (2) g. Creative expression - easel painting, fence painting, water painting, sidewalk chalk, outdoor art, san or water play, music, rhythm band instruments, staff and children blowing bubbles, outdoor gardening etc.

0 1 (2) h. Imaginative play - toys, props, dress-up clothes and accessories that invite fantasizing and imaginative play experiences.

0 1 (2) i. Outdoor toys include materials/equipment accessible for each function that they may use individually or in groups.

1. Throwing - balls, bean bags, ring toss, etc.
2. Stacking - blocks boxes, etc.
3. Riding - tricycles, wagons, appropriately sized riding toys, etc.

Comments:

8/(8) **4.** **HEALTH**

The physical environment promotes good health for each child.

0 1 (2) a. The environment is free of noxious odors. When there is soiled clothing, it is placed in a plastic bag and closed securely.

0 3 (6) b. Staff and children wash their hands before meals and after toileting. Paper towels are provided for drying hands.

Comments:

16/(16) **5.** **NUTRITION**

Mealtime is a pleasant social and learning experience for the preschoolers.

0 1 (2) a. Food and allergy lists are posted in the classroom where they are readily visible and adhered to.

0 2 (4) b. Once the meal is served, staff sit with preschoolers and engage in pleasant conversation with them. Children are part of a group and are not sitting alone at mealtime.

0 1 (2) c. If the staff eats with the children, the same menu is followed (unless there are special dietary needs). This includes beverages with the exception of water.

0 2 (4) d. When children sit down, food is ready to be served.

0 2 (4) e. Appropriate feeding practices are in place. Children sit at table for meals and snacks. Food is not served on a bare table, but rather in a sanitary way with an appropriate covering under the food, such as plates, placemats, or paper towels. Tables are washed, napkins are provided, and children have appropriate eating utensils.

Comments:

WESLEY HOUSE FAMILY SERVICES BEST PRACTICES AGREEMENT

Name of Program: Inez Martin

Room type: older 3's (infant toddler, two, preschool, or school age)

Date of Assessment: 3/8/10

ASSESSOR'S COMMENTS/SUGGESTION & PLAN

RESULTS	RECOMMENDATIONS	TIMELINE
Interaction	need to work a little on guiding positive behavior. the little boy did not need to be set in a chair away from the kids. Granted the teacher did not make a ~~scene~~ scene in front of the kids, but I am not sure she even investigated what actually happened, what led up the boys actions. I would have put the little boy in the book ~~area~~ area and or a quiet area to settle down.	
Transitions	after ~~man~~ morning snack, the children washed their hands one ~~to~~ table at a time while the other children at the tables. I timed at least 10 minutes that the children sat at tables w/ nothing to do. the ~~childre~~ children were loud, antsy, and some were hitting other children. I would suggest an activity for the children to do during this time or eat-wash-free play.	

ROGRAM OWNER/DIRECTOR'S COMMENTS/FEEDBACK AND BEST PRACTICES

Director/Owner's Signature/Date

Assessor's Signature/Date Michelle Morgan 4/8/10

General Comments related to this agreement;

Director/Owner:

Assessor: Christine Pattum, CDC Director

FOLLOW UP

Date of follow up _____ Assessor _____

Deficient items:

FLORIDA DEPARTMENT OF CHILDREN & FAMILIES

CHILD CARE PROGRAM ASSESSMENT — SCHOOL AGE

Center	Staff	Reviewed By	Date
Chez Martin	Gladys Loretta	Michel	4/8/10

62 (62) **1. STAFF/CHILD INTERACTION**

Staff/child interaction encourages the LANGUAGE DEVELOPMENT of children throughout th day's activities in a warm, nurturing, and positive environment.

0 2 (4) a. Staff express respect for and affection toward children by smiling and speaking to children at their ey level throughout the day. Loud, harsh voices are not used.

0 2 (4) b. Staff encourage children to talk by being obviously available to them and encouraging them to shar experiences, ideas, and feelings. Staff responds with appropriate short responses, such as "Tell me more" or reflecting what the child said back to him and using eye contact.

0 2 (4) c. Staff converse frequently with children, asking open-ended questions spontaneously of individual children continuously and throughout all parts of the daily routine regarding the activity the child has chosen and speaking individually to children (as opposed to the whole group most of the time).

0 2 (4) d. One-to-one staff/child interaction occurs during the course of the program. Staff listen and respond individually to children using eye contact and individual responses, indicating that staff paid attention to what the child has said.

Comments: Both Loretta & Gladys roamed about the room going center to center and engaged in a conversation either individually or small group.

Staff encourages the COGNITIVE AND PHYSICAL DEVELOPMENT of children throughout the day's activities in a warm, nurturing, and positive environment.

0 2 (4) a. Children are encouraged by staff to solve problems, initiate activities, explore, experiment, question, and learn by doing. Staff avoids doing things for the children that they can do on their own after some trial and error. Adults can attempt to aid the problem solving process without taking over by asking questions and making suggestions.

0 2 (4) b. Staff encourage children to be increasingly responsible for the management of their environment. Children are responsible for the equipment they use and they maintain it in good working order.

Comments: Gladys and Loretta promote self help and self control. The children are use to help cleaning up the classroom ~~matter~~ materials.

Staff encourages the SOCIAL AND EMOTIONAL DEVELOPMENT of children throughout the day's activities in a warm, nurturing, and loving environment.

0 2 (4) a. Staff assist children to be comfortable, relaxed, happy, and involved in play and other activities.

Comments:

children are able to go ~~to one~~ from one center to another but must seek permission and they do. ☺

Staff use positive techniques in GUIDING THE CHILDREN'S BEHAVIOR throughout the day
Points are given if there is no evidence to the contrary.

0 3 (6) a. Redirection - An example of redirection is guiding the children to new activities when they are fighting over a toy or directing them to another play activity when they are engaged in socially unacceptable behavior.

0 3 (6) b. Positive encouragement, rather than criticism, of children's appropriate behavior - Techniques can be verbal or non-verbal such as facial expressions, nodding, positive language. Children are encouraged to model appropriate behavior.

0 3 (6) c. Planning ahead to help prevent potential problems - Staff evaluate the environment and the daily schedule. They position themselves strategically for optimum supervision. Gladys & Loretta roam all around the room for supervision.

0 3 (6) d. Logical consequences - Children are made aware of their own actions.

Time out is used only when other management methods such as redirection, positive encouragement, prevention, and logical consequences have been attempted. It is used only to help a child regain control of his own behavior. If necessary, it is used only for an appropriate period of time.

0 3 (6) e. Staff encourage children to develop skills for resolving conflicts in a positive way by describing the situation to encourage the children's evaluation of the problem rather than impose the solution. Children are encouraged to talk about their feelings and discuss possible solutions in a positive manner without being made to feel that their feelings are inappropriate.

0 2 (4) f. Clear, consistent rules are explained to children and understood by adults. Program rules are developed in conjunction with the children and discussed with them to make sure they understand.

Comments:

22 **2.** (22) **DEVELOPMENTAL PROGRAM**

The DAILY ROUTINE encourages play, exploration, and learning.

0 1 (2) a. The routines of the program reflect a schedule that is planned to promote a balance of activities in these dimensions:

1. Outdoor
2. Indoor
3. Individual
4. Small group
5. Large group
6. Quiet
7. Active
8. Child initiated
9. Staff initiated

Quiet and active activities need to be offered as a choice. Small groups can gather spontaneously during free choice time or teacher initiated small groups can be planned on schedule.

0 1 (2) b. Children are provided an opportunity to complete school assignments if needed. An appropriate space and adequate period of time are provided for children who wish to complete school assignments. This is a choice.

0 1 (2) c. Staff conduct smooth transitions between activities. Children are given advance notice so they can be prepared for change. Waiting is minimized. children are given choice of what is available.

0 1 (2) d. There is a scheduled free-choice time at least once a day for after school programs, twice a day for summer/holiday programs. The routine allows for free choice time for approximately 45 minutes for an after school program. Approximately one hour in the morning and afternoon is offered for full-day.

0 1 (2) e. Staff follow the routine the majority of the day and make changes as indicated by the children's nee or interests. Staff follow the children's lead, taking advantage of those "teachable moments."

Comments: While one teacher was teaching, the other teacher prepared the room for free play.

LESSON PLANS reflect developmentally appropriate learning activities which are based on th children's interests and abilities.

0 1 (2) a. The weekly lesson plan is current, visible, being followed, and accessible for use. Plans for the las six weeks are different, accessible and dated in ink. Staff follow the children's lead, taking advantage of those "teachable moments".

0 1 (2) b. The lesson plan is an expression of what will happen during the entire program and is not the same as the schedule. Evidence of planned activities is observed.

0 1 (2) c. Staff allow the children to help plan the activities. Involvement can be evidenced by student councils, needs assessments, interview, etc.

0 1 (2) d. The learning environment has been prepared to incorporate the opportunities listed on the lesson plan.

0 1 (2) e. Plans indicate that the children have new opportunities in the following: table games, arts and crafts, dramatics, construction, creative language, special interests, exploring, music, etc. *At least one new activity is presented each week in at least three areas.* Observed this.

0 1 (2) f. Plans indicate that children are given opportunities to participate in food preparation experiences at least once a week as long as local health restrictions allow. This needs to be documented on the lesson plan.

Comments:

54 (56) **3. PHYSICAL ENVIRONMENT**

The ENVIRONMENT promotes the interaction of children with materials, other children, and adults.

0 1 (2) a. There is a minimum of three (3) age-appropriate play experiences per child for each group and/or play area of sufficient variety and durability. Each day the environment will provide a variety of experiences from the categories listed . It is expected that all eight categories will be included **weekly** in the planned program.

0 1 (2) b. Children are allowed to select those activities they wish to participate in.

Comments:

The INDOOR LEARNING ENVIRONMENT provides developmentally appropriate materials and equipment which are accessible to the children.

0 2 (4) a. Table games - Monopoly, Bingo, Chutes and Ladders, puzzles, card games, etc. Allow children to select favorite games in order to insure their usage. Games are age-appropriate, have all the required pieces, and reflect the children's interests. Alot of memory games, tic tac toe.

0 2 (4) b. Arts and Crafts - Planned activities which may include jewelry making, easel painting, clay, painting, weaving, etc. Children also have the opportunity to select and use arts and craft materials in their own creative way.

0 2 (4) c. Dramatics - Opportunities with puppets, props, dress-up clothes, etc. where children can recreate different experiences by creating plays, shows, and pretend play. Great selection

0 2 (4) d. Construction - Legos, bristle blocks, lincoln logs, erector sets, unit blocks, styrofoam and toothpicks, puzzles, etc. Choices need to be age-appropriate. There is a sufficient quantity and variety of the items.

0 2 (4) e. Creative Language - Books, paper with writing utensils, typewriters, magazines, opportunities for children to express their feelings, thoughts and ideas through play, drama, rap, and other organized productions. It is important that children have the opportunity to talk to each other and to staff.

room has a computer.

0 (2) 4 f. Special Interests - Stamp collecting, kite making, sewing, designing, baton twirling, gymnastics, etc. Allow the children to develop a particular interest or hobby that they would not otherwise be able to develop.

0 2 (4) g. Exploring - Microscopes with slides, magnifying glasses with objects to examine, computers with appropriate software, batteries, simple experiments, etc. Resources provided will encourage the development of the children's natural curiosity to observe and predict the outcome of an experiment or special project. Great materials for the children to explore with.

0 2 (4) h. Music - Tape recorders, tapes, record players, records, headsets, musical instruments which can be purchased or made, scarves, streamers, jump ropes, etc. Allow the children to develop an appreciation and enjoyment of all kinds of music.

Comments: What a wonderful after school classroom - so much for the children to do. A busy classroom.

The OUTDOOR ENVIRONMENT provides enough usable space and developmentally appropriate equipment and materials for the children using it.

0 1 (2) a. There is a minimum of two surfaces, which could include soil, grass, sand, a hard surface, etc.

0 1 (2) b. The outdoor play area provides opportunity for both group and individual play.

The equipment and materials for these activities are accessible outside, age-appropriate and in good working order.

0 1 (2) c. Outdoor recreation experiences provide for at least two (2) choices per child.

0 1 (2) d. Throwing - balls, frisbees, ring toss, horseshoes, etc.

0 1 (2) e. Jumping - hoola hoops, jump ropes, basketball, hopscotch, etc.

0 1 (2) f. Hitting - bats, tennis racquets, badminton, ping-pong, etc.

0 1 (2) g. Hanging - a suspended bar which could be part of a multi-function unit, monkey bars, etc.

0 1 (2) h. Climbing - multi-function units, ropes with knots, etc.

0 1 (2) i. Balancing - balance beam, curb, board, painted lines, etc.

0 1 (2) j. Swinging/sliding - swings, slide, cardboard or tray on a hill, hammock, etc.

Comments:

8 (8) **4.** **HEALTH**

The physical environment promotes good health for each child.

0 3 (6) a. Staff and children wash their hands before meals and after toileting.

0 1 (2) b. The environment is free of noxious odors.

Comments:

8 (8) **5.** **NUTRITION**

Mealtime is a pleasant social and learning experience for the children.

0 1 (2) a. Food and allergy charts are posted in a conspicuous place.

0 3 (6) b. Appropriate feeding practices are in place. After schoolers sit at tables for snacks. Proper utensils are provided. Food is not served on a bare table, but rather in a sanitary way with an appropriate covering under the food such as plates, placemats, or paper towels. Tables are washed and napkins are provided.

Comments:

WESLEY HOUSE FAMILY SERVICES BEST PRACTICES AGREEMENT

Name of Program: Inez Martin Room type: School Age (infant toddler, two, preschool, or school age) Date of Assessment: 4/8/10

ASSESSOR'S COMMENTS/SUGGESTION & PLAN

RESULTS	RECOMMENDATIONS	TIMELINE
	So much to do, the teachers have provided alot of different activities for the children to play with. The teachers, Gladys and Loretta are very patient, kind, respectful and caring towards the children. Great team work.	
	The only reason the score was not 100% was because they are lacking in the special interest area, stamp collecting, kites etc. gave half point for that.	
	Keep up the great job!	