



## LEGISLATIVE BUDGET REQUEST

Ron DeSantis  
Governor  
Agency for Persons with Disabilities  
Tallahassee, FL

■ ■  
Taylor N. Hatch  
Director  
October 15, 2024

■ ■  
State Office  
4030 Esplanade Way  
Tallahassee  
Florida  
32399-0950  
Brandi Gunder, Deputy Director of Budget  
Office of Policy and Budget  
Executive Office of the Governor  
1702 Capitol  
Tallahassee, Florida 32399-0001

■ ■  
(850) 488-4257  
Fax:  
(850) 922-6456  
J. Eric Pridgeon, Staff Director  
House Appropriations Committee  
221 Capitol  
Tallahassee, Florida 32399-1300

■ ■  
Toll Free:  
(866) APD-CARES  
(866-273-2273)  
Tim Sadberry, Staff Director  
Senate Committee on Appropriations  
201 Capitol  
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for The Agency for Persons with Disabilities is submitted in the format prescribed in the budget instructions. The information provided electronically and contained herein is a true and accurate presentation of our proposed needs for the 2025-26 Fiscal Year. This submission has been approved by Taylor Hatch, Director, Agency for Persons with Disabilities.

Respectfully,

Taylor N. Hatch  
Director

## **Temporary Special Duty – General Pay Additives Implementation Plan for Fiscal Year 2025-2026**

Section 110.2035(7)(b), Florida Statutes, provides that each state agency shall include in its annual legislative budget request a proposed written plan for implementing temporary special duties – general pay additives during the next fiscal year. The agency is not requesting any additional rate or appropriations for these additives.

In accordance with rule authority in 60L-32.0012, Florida Administrative Code, the agency has granted pay additives when warranted based on the duties and responsibilities of key positions. The requested additives are justified for reasons such as additional assigned duties and responsibilities when a key position becomes vacant.

Temporary pay increases are used in a variety of circumstances such as:

- An employee performing additional duties of a higher level position where the incumbent has been temporarily assigned other duties;
- An employee who meets the criteria for out of title work under a collective bargaining agreement. An employee performing additional duties of a coworker who is absent in accordance with s. 60L-32, F.A.C.;
- An employee performing additional duties of a significant nature and time regarding a special project or special assignment not normally assigned to the employee

### **Effective Dates:**

The additive will be in effect beginning the first day of the added duties or, when the temporary special duty is for an employee covered by an applicable collective bargaining unit contract and in accordance with s. 60L-32, F.A.C.. The additive will be in effect for the length of time the position is vacant or until such time as management decides that the additional duties can be removed from the employee receiving the additive, but in either case an additive can extend no longer than 90 days without an approved extension by the Department of Management Services.

### **Additive Amount:**

Up to 10% of the employee's base salary (or the option to go to the minimum of the higher level pay grade, if determined appropriate).

### **Estimated Annual Cost:**

The agency estimates temporary special duty pay additives of approximately \$8,000 for next fiscal year which is consistent with previous years' expenditures.



agency for persons with disabilities  
*State of Florida*

# **Legislative Budget Request**

## **Fiscal Year 2025-26**

**Department Level**

**67000000**

**Exhibits and Schedules**

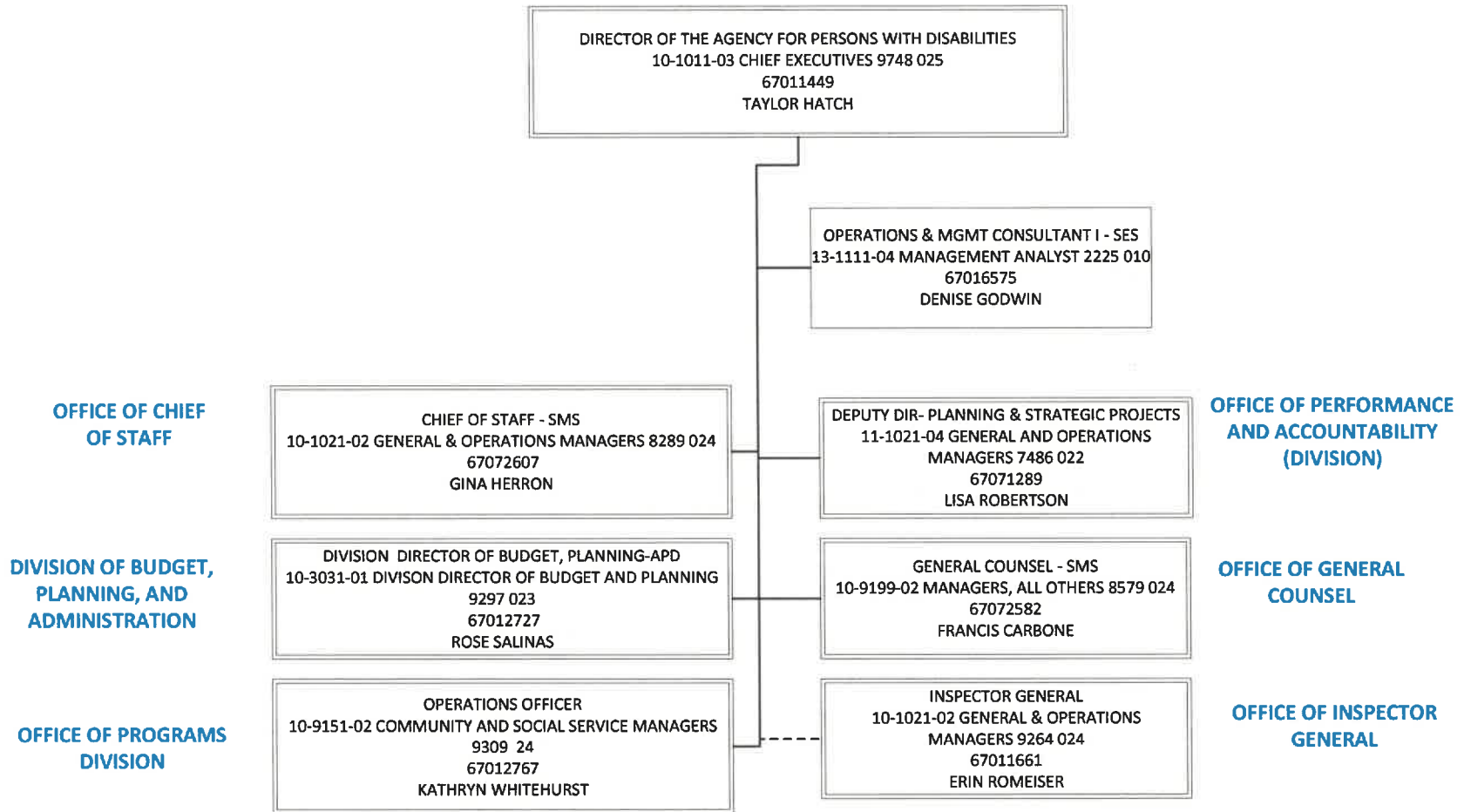
**Taylor Hatch**

**Director**

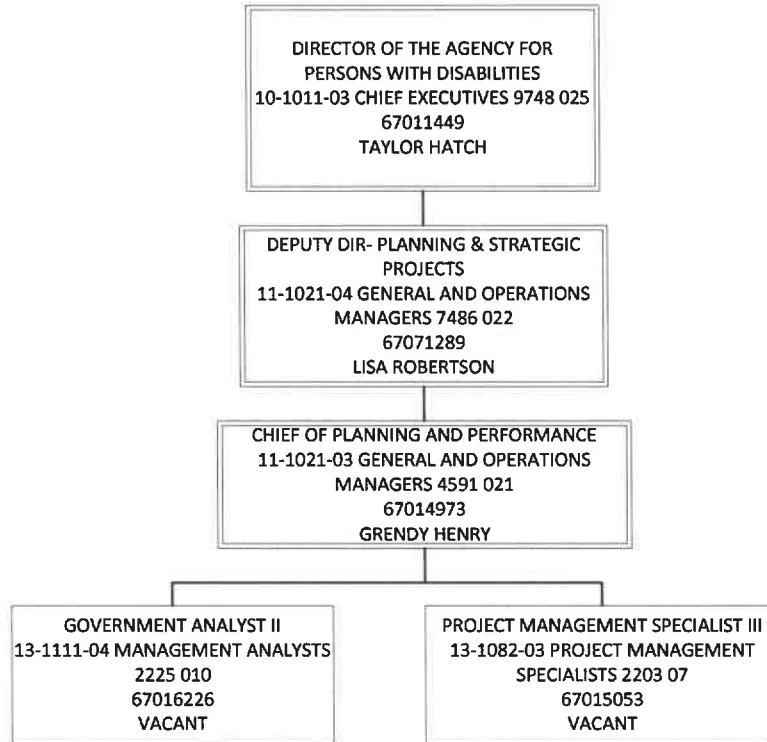
## Schedule VII: Agency Litigation Inventory

*For directions on completing this schedule, please see the “Legislative Budget Request (LBR) Instructions” located on the Florida Fiscal Portal.*

<b>Agency:</b>	<b>Agency for Persons with Disabilities</b>		
<b>Contact Person:</b>	Erin Duncan	<b>Phone Number:</b>	(850) 922-9738
<b>Names of the Case: (If no case name, list the names of the plaintiff and defendant.)</b>	Bonnie Carter v. Florida Department of Children and Families, Judy Palazia, individual, Agency for Persons with Disabilities, Leslie Richard, individually, and Jo Lisa Byers		
<b>Court with Jurisdiction:</b>	The Circuit Court of the Seventh Judicial Circuit, In and For Volusia County, Florida		
<b>Case Number:</b>	2024-11407		
<b>Summary of the Complaint:</b>	Parent of client who previously lost guardianship has filed suit against several parties claiming the Agencies, their employees, and the current guardian have made false statements against her regarding her fitness to provide care. The Complaint contains counts of violation of civil rights, defamation, vicarious liability, negligent infliction of emotional distress, and defamation.		
<b>Amount of the Claim:</b>	\$6,000,000.00		
<b>Specific Statutes or Laws (including GAA) Challenged:</b>	N/A		
<b>Status of the Case:</b>	Pending Motions to Dismiss from all Defendants. Hearing set for November 4, 2024.		
<b>Who is representing (of record) the state in this lawsuit? Check all that apply.</b>	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
<b>If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).</b>	Plaintiff is Pro Se.		



**CURRENT**  
**AGENCY FOR PERSONS WITH DISABILITIES**  
**OFFICE OF PERFORMANCE AND**  
**ACCOUNTABILITY (DIVISION)**  
**PAGE 2**  
**SUBMISSION DATE AUGUST 30, 2024**



**CURRENT**  
**AGENCY FOR PERSONS WITH DISABILITIES**  
**DIVISION OF BUDGET, PLANNING & ADMINISTRATION**  
**PAGE 3**  
**SUBMISSION DATE AUGUST 30, 2024**

**DIRECTOR OF THE AGENCY FOR PERSONS WITH DISABILITIES**  
 10-1011-03 CHIEF EXECUTIVES 9748 025  
 67011449  
 TAYLOR HATCH

**DIVISION DIRECTOR OF BUDGET, PLANNING-APD**  
 10-3031-01 DIVISION DIRECTOR OF BUDGET AND PLANNING 9297 023  
 67012727  
 ROSE SALINAS

**BUREAU OF FINANCIAL SERVICES**

**DATA ANALYTICS SECTION**

**CHIEF OF FINANCIAL SUPPORT SERVICES**  
 11-3031-03 FINANCIAL MANAGERS 8717 021  
 67011471  
 DEBORAH PATTEN

**FINANCIAL MANAGEMENT SECTION**

**SENIOR MANAGEMENT ANALYST II - SES**  
 13-1111-04 MANAGEMENT ANALYSTS 2225 010  
 67040526  
 EMILY OKALEY

**MANAGEMENT REVIEW SPECIALIST- SES**  
 13-1111-04 MANAGEMENT ANALYSTS 2239 010  
 67072472  
 VACANT

**DISBURSEMENTS SECTION**

**BUDGET SECTION**

**FINANCE & ACCOUNTING DIRECTOR III - SES**  
 11-3031-02 FINANCIAL MANAGERS 1466 020  
 67036886 SUE TAYLOR

**FINANCIAL ADMINISTRATOR -SES**  
 11-3031-02 FINANCIAL MANAGERS 1587 020  
 67011490  
 VACANT

**FINANCIAL ADMINISTRATOR - SES**  
 11-3031-02 FINANCIAL MANAGERS 1587 020  
 67014977  
 DEE WARREN

**FINANCIAL ADMINISTRATOR - SES**  
 11-3031-02 FINANCIAL MANAGERS 1587 020  
 67014910  
 SHAQUAN JACKSON

**REVENUE SECTION**

**OPERATIONS REVIEW SPECIALIST**  
 13-1111-04 MANAGEMENT ANALYSTS 2239 010  
 67014957  
 TODD GREGORY

**GOVERNMENT OPERATIONS CONSULTANT III**  
 13-1111-04 MANAGEMENT ANALYSTS 2238 010  
 67015063  
 MEGAN BURCH

**BUDGET ANALYST-SES**  
 13-2031-03 BUDGET ANALYSTS 1686 08  
 67015000  
 RADHIKA KOMMU

**ACCOUNTING SERVICES ANALYST E**  
 13-2011-03 ACCOUNTANT AND AUDITORS 4965 08  
 67011453  
 CHARITY COTTON

**FINANCIAL SPECIALIST-SES**  
 13-2051-04 FINANCIAL ANALYSTS 1566 09  
 67014902  
 MICHELE PATTERSON

**RESEARCH & STATISTICS CONSULTANT**  
 15-2041-03 STATISTICIANS 3142 08  
 67011457  
 AMY LACOUR

**GOVERNMENT OPERATIONS CONSULTANT III**  
 13-1111-04 MANAGEMENT ANALYSTS 2238 010  
 67013790  
 ROBERT WILCOX

**BUDGET ANALYST-SES**  
 13-2031-03 BUDGET ANALYSTS 1686 08  
 67040539  
 AARON THOMAS

**SYSTEMS PROJECT ANALYST**  
 15-1121-03 COMPUTER SYSTEMS ANALYST 2107 08  
 67014803  
 RAMON EVANS

**OPERATIONS REVIEW SPECIALIST**  
 13-1111-04 MANAGEMENT ANALYSTS 2239 010  
 67012789  
 ANGHAM HABIB

**OPERATIONS REVIEW SPECIALIST**  
 13-1111-04 MANAGEMENT ANALYSTS 2239 010  
 67072486  
 HUIJUAN CHEN

**MANAGEMENT REVIEW SPECIALIST**  
 13-1111-04 MANAGEMENT ANALYSTS 2239 010  
 67008303  
 EBONY KIFFIN

**PROFESSIONAL ACCOUNTANT SPECIALIST**  
 13-2011-03 ACCOUNTANTS AND AUDITORS 1469 08  
 67012751  
 ASHLIE HARDWICK

**FINANCIAL SPECIALIST**  
 13-2051-04 FINANCIAL ANALYSTS 1566 09  
 67015905  
 KIMBERLY WHITE

**CURRENT**  
**AGENCY FOR PERSONS WITH DISABILITIES**  
**DIVISION OF BUDGET, PLANNING & ADMINISTRATION**  
**BUREAU INFORMATION TECHNOLOGY**  
**PAGE 4**  
**SUBMISSION DATE AUGUST 30, 2024**

DIVISION DIRECTOR OF BUDGET, PLANNING-APD  
 10-3031-01 DIVISION DIRECTOR OF BUDGET AND  
 PLANNING 9297 023  
 67012727  
 ROSE SALINAS

INFORMATION TECHNOLOGY ANALYST  
 15-1121-03 COMPUTER SYSTEMS ANALYST  
 4955 008  
 67000459  
 LAUREN DAVIS

INFORMATION SYSTEMS & SERVICES ADMIN  
 11-3021-03 COMPUTER & INFORMATION SYSTEMS  
 MANAGERS 8702 021  
 67012776  
 SRIRAM KCMMMU

COMPUTER PROGRAMMER  
 ANALYST II  
 15-1131-02 COMPUTER  
 PROGRAMMERS 2103 006  
 67011479  
 SCOTT HOGE

**DESKTOP  
 SUPPORT  
 SECTION**

**HELP DESK  
 APPLICATION SUPPORT  
 SECTION**

DATA PROCESSING MANAGER - SES  
 11-3021-02 COMPUTER & INFORMATION  
 SYSTEMS MANAGERS 2133 020  
 67072268  
 STEPHEN BROWN

DATA PROCESSING MANAGER - SES  
 11-3021-02 COMPUTER &  
 INFORMATION SYSTEMS MANAGERS  
 2133 020  
 67099744  
 JOY JOSEPH

SENIOR MANAGEMENT ANALYST II  
 - SES  
 13-1111-04 MANAGEMENT  
 ANALYST 2225 010  
 67070692  
 KEVIN HYRE

INFO TECH BUSINESS CONSULTANT MGR - SES  
 11-3021-02 COMOUTER & INFORMATION SYSTEMS  
 MANAGERS 2134 020  
 67048565  
 SHELIA MOTT

DATA PROCESSING MANAGER - DATA  
 PROCESSING MANAGER - SES  
 11-3021-02 COMPUTER &  
 INFORMATION SYSTEMS MANAGERS  
 2133 020585  
 67014982  
 TAMMY LUCAS

DISTRIBUTED COMPUTER SYSTEMS  
 ANALYST  
 15-1142-02 NETWORK & COMPUTER  
 SYSTEMS ADMINISTRATOR 2052 006  
 67039681  
 HUGO FIGUEROA

DISTRIBUTED COMPUTER SYSTEMS  
 ANALYST  
 15-1142-02 NETWORK & COMPUTER  
 SYSTEMS ADMINISTRATOR 2052 006  
 67056559  
 MICHAEL STANLEY

DISTRIBUTED COMPUTER SYSTEMS  
 ANALYST  
 15-1142-02 NETWORK & COMPUTER  
 SYSTEMS ADMINISTRATOR 2052 006  
 67016198  
 MARK GEBHART

DISTRIBUTED COMPUTER SYSTEMS  
 ANALYST  
 15-1142-02 NETWORK & COMPUTER  
 SYSTEMS ADMINISTRATOR 2052 006  
 67011891  
 WILLIAM PETERS

DISTRIBUTED COMPUTER SYSTEMS  
 ANALYST  
 15-1142-02 NETWORK & COMPUTER  
 SYSTEMS ADMINISTRATOR 2052 006  
 67052257  
 MARIA LITVIN

DISTRIBUTED COMPUTER SYSTEMS  
 ANALYST  
 15-1142-02 NETWORK & COMPUTER  
 SYSTEMS ADMINISTRATOR 2052 006  
 67011461  
 TIMOTHY MCKENZIE

COMPUTER SUPPORT SPECIALIST  
 15-1151-04 COMPUTER USER SUPPORT  
 SPECIALISTS 2118 009  
 67072478  
 TERESA KYLE

COMPUTER SUPPORT SPECIALIST  
 15-1151-04 COMPUTER USER SUPPORT  
 SPECIALISTS 2118 009  
 67072480  
 ANGELA JOHNSON

OPS COMPUTER SUPPORT  
 SPECIALIST  
 67903009  
 SRIDHAR SANKARAN

OPS COMPUTER SUPPORT  
 SPECIALIST  
 67971004  
 BIANCA MEDINA

OPS COMPUTER SUPPORT  
 SPECIALIST  
 67971005  
 SRAVANI MARNEEDI

OPS COMPUTER  
 SPECIALIST  
 67980001  
 HAYDEN WHITFIELD

SYSTEMS PROGRAMMER III  
 15-1142-04 NETWORK & COMPUTER  
 SYSTEMS ADMINISTRATOR 2115 009  
 67073585  
 VACANT

SYSTEMS PROJECT ANALYST  
 15-1121-03 COMPUTER SYSTEMS ANALYST  
 2107 008  
 67079560  
 BENNETT HYRE

OPS SR BUSINESS  
 ANALYST  
 67980013  
 VACANT

Continued  
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 next page



DIVISION DIRECTOR OF BUDGET, PLANNING-APD  
 10-3081-01 DIVISION DIRECTOR OF BUDGET AND PLANNING  
 9297 033  
 67012727  
 ROSE SALINAS

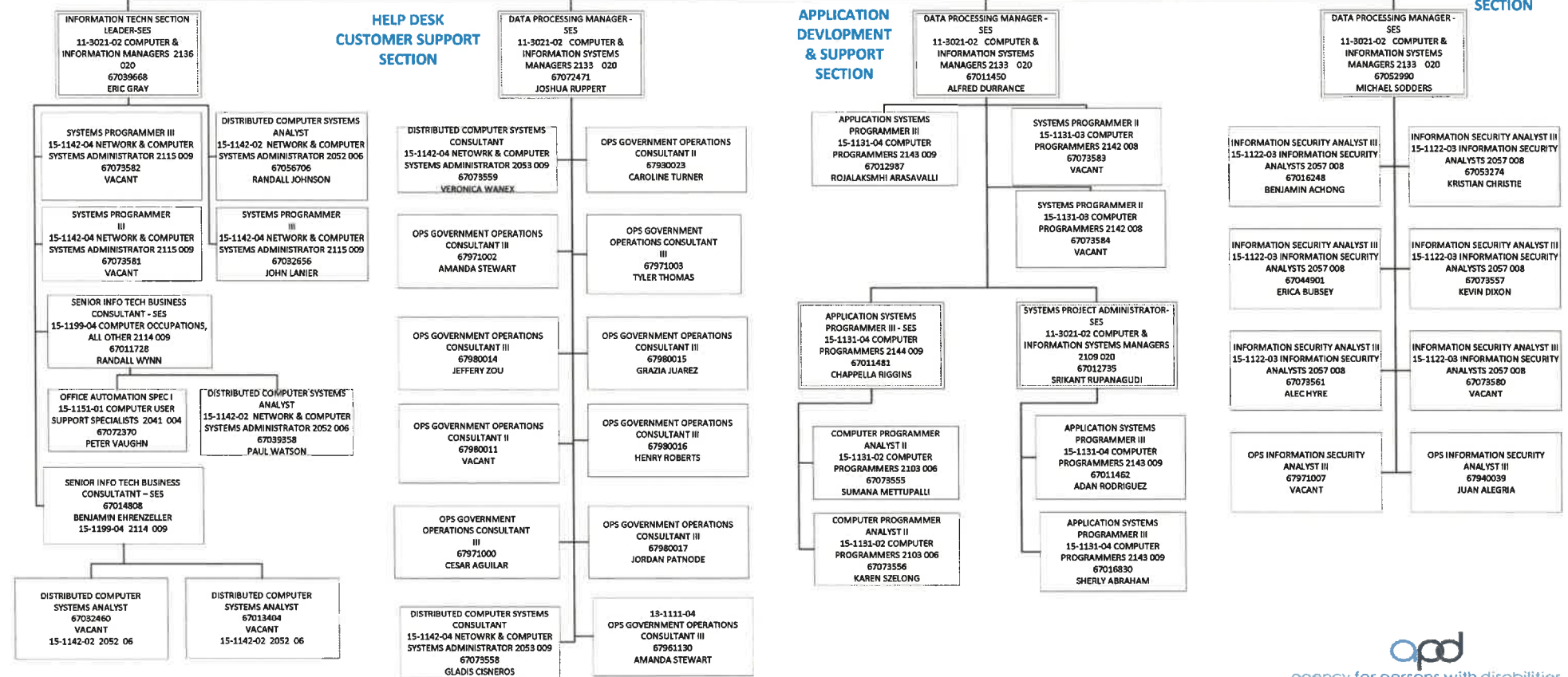
INFORMATION SYSTEMS & SERVICES ADMIN  
 11-3021-03 COMPUTER & INFORMATION SYSTEMS  
 MANAGERS 2133 020  
 67012776  
 SRIRAM KOMMU

**SYSTEMS  
 INFRASTRUCTURE  
 SECTION**

**HELP DESK  
 CUSTOMER SUPPORT  
 SECTION**

**APPLICATION  
 DEVELOPMENT  
 & SUPPORT  
 SECTION**

**INFORMATION  
 SECURITY  
 SECTION**



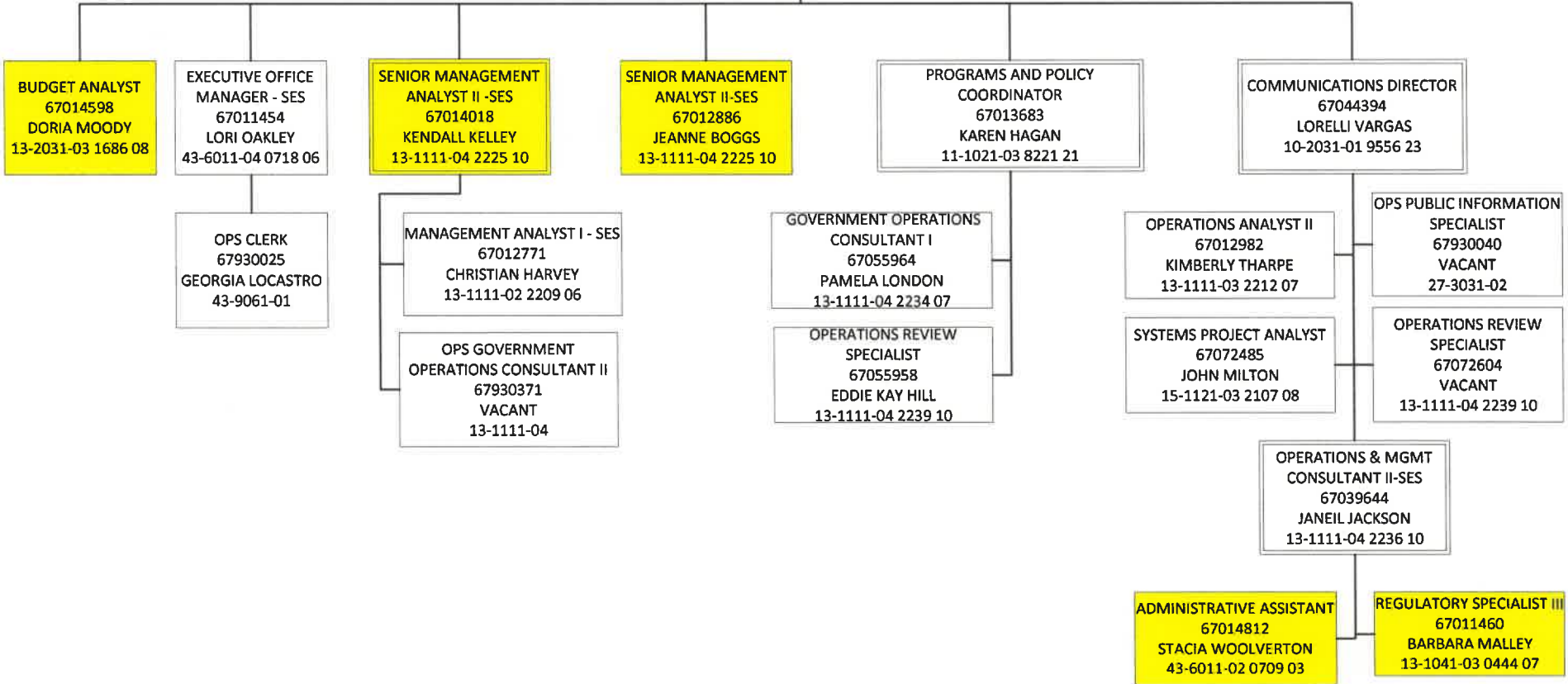
DIRECTOR OF THE AGENCY FOR  
 PERSONS WITH DISABILITIES  
 67011449  
 TAYLOR HATCH

CHIEF OF STAFF - SMS  
 67072607  
 GINA HERRON  
 10-1021-02 8289 24

**LEGISLATIVE  
 AFFAIRS**

**PROGRAMS AND POLICY**

**COMMUNICATIONS**



**CURRENT**  
**AGENCY FOR PERSONS WITH DISABILITIES**  
**OFFICE OF CHIEF OF STAFF**  
**DIVISION OF ADMINISTRATIVE & FACILITY SERVICES**  
**PAGE 7**  
**SUBMISSION DATE AUGUST 30, 2024**

CHIEF OF STAFF - SMS  
 10-1021-02 GENERAL &  
 OPERATIONS MANAGERS 8289 024  
 67072607  
 GINA HERRON

OPERATIONS MGR  
 10-1021-01 GENERAL AND  
 OPERATIONS MGRS 8916 023  
 67011894  
 ALISA ROBERSON

43-9061-02  
 OPS ADMINISTRATIVE  
 SERVICES SPECIALIST  
 67903128  
 MALCOLM PENNY

**FACILITIES  
(BUREAU)**

**HUMAN RESOURCES  
(BUREAU)**

**CONTRACT  
ADMINISTRATION  
(BUREAU)**

**PROCUREMENT  
(SECTION)**

**BUREAU OF SUPPORT  
SERVICES**

DEPUTY PROGRAM DIRECTOR  
 11-1021-04 GENERAL AND  
 OPERATIONS MANAGERS 9974 022  
 67070686  
 JAMES BAILEY

DIRECTOR OF HUMAN RESOURCES  
 11-3121-03 HUMAN RESOURCE  
 MANAGERS 8990 021  
 67040584  
 AMANDA SMITH

CHIEF OF CONTRACT MANAGEMENT  
 11-3061-03 PURCHASING MANAGERS  
 0670 021  
 67015047  
 AARES WILLIAMS

SUPPORT SERVICES DIRECTOR  
 11-1021-03 GENERAL AND OPERATIONS  
 MANAGERS 8189 021  
 67052256  
 MELISSA HURST

**TACACHALE**  
 SUPERINTENDENT  
 11-9151-03 COMMUNITY AND SOCIAL  
 SERVICE MANAGERS 9951 021  
 67012648  
 MICHAEL MAYFIELD

OPERATIONS MANAGER C-SES  
 11-1021-02 GENERAL AND OPERATIONS  
 MANAGERS 9119 020  
 67013319  
 CHRISTY SMILEY

**FACILITY  
QUALITY  
MANAGEMENT  
SECTION**

PURCHASING SPECIALIST  
 SUPERVISOR  
 13-1023-04 PPURCHASING AGENTS  
 0819 010  
 67014759  
 TONY CREWS

GENERAL SERVICES ANALYST  
 13-1111-04 MANAGEMENT  
 ANALYST  
 4943  
 67012778  
 CORTNIE PETRY

GENERAL SERVICES SPECIALIST  
 13-1199-03 BUSINESS OPERATION  
 SPECIALIST, ALL OTHER 0839  
 67013680  
 LYLIA FLORES

PURCHASING MANAGER-SES  
 11-3061-02 PURCHASING  
 MANAGERS 2292 020  
 67036888  
 VACANT

**SUNLAND**  
 SUPERINTENDENT  
 11-9151-03 COMMUNITY AND SOCIAL  
 SERVICE MANAGERS 9951 021  
 67011571  
 KAREN BARNES

GOVERNMENT OPERATIONS  
 CONSULTANT II  
 13-1111-04 MANAGEMENT  
 ANALYST 2236 010  
 67070687  
 KARI ANDERSON

GENERAL AND OPERATION  
 MANAGER I 11-1021-01  
 GENERAL AND OPERATIONS  
 MANAGERS 1021 19  
 67013235  
 DEMETRA ALFORD

**FACILITY  
INVESTIGATIONS  
SUBSECTION**

OPERATIONS REVIEW SPECIALIST  
 13-1111-04 MANAGEMENT  
 ANALYSTS 2239 010  
 67014953  
 ALICIA PONCHAK

PURCHASING DIRECTOR II-SES  
 11-3061-02 PURCHASING  
 MANAGERS 0827 020  
 67011583  
 KATHY THOMASON

GOVERNMENT OPERATIONS  
 CONSULTANT II  
 13-1111-04 MANAGEMENT  
 ANALYSTS 2236 010  
 67013240  
 VACANT

**DDDP**  
 SUPERINTENDENT  
 11-9151-03 COMMUNITY AND SOCIAL  
 SERVICE MANAGERS 9951 021  
 67071968  
 PHILIP LYONS III

INSPECTOR SPECIALIST  
 13-1041-04 COMPLIANCE  
 OFFICER 2240 010  
 67016421  
 LORRAINE HALE

OPERATIONS REVIEW SPECIALIST  
 13-1111-04 MANAGEMENT  
 ANALYSTS 2239 010  
 67072550  
 ALEXIS CAPPS

PURCHASING DIRECTOR II-SES  
 11-3061-02 PURCHASING  
 MANAGERS 0827 020  
 67012904  
 ANGELA PERROTTA

INSPECTOR SPECIALIST  
 13-1041-04 COMPLIANCE  
 OFFICE 2240 010  
 67011822  
 BILLIE MACK JR

PURCHASING AGENT II  
 13-1023-01 PURCHASING  
 AGENTS 0812 003  
 67073220  
 VACANT

PURCHASING AGENT II  
 13-1023-01 PURCHASING  
 AGENTS 0812 003  
 67012662  
 VACANT

INSPECTOR SPECIALIST  
 13-1041-04 COMPLIANCE  
 OFFICE 2240 010  
 67053662  
 TEMIKA SMITH

PURCHASING AGENT II  
 13-1023-01 PURCHASING  
 AGENTS 0812 003  
 67012690  
 SUZANNE DURST

**CURRENT**  
**AGENCY FOR PERSONS WITH DISABILITIES**  
**DIVISION OF PROGRAMS**  
**PAGE 8**  
**SUBMISSION DATE AUGUST 30, 2024**

**OPERATIONS OFFICER**  
 10-9151-02 COMMUNITY AND  
 SOCIAL SERVICE MANAGERS 9309  
 24  
 67012767  
 KATHRYN WHITEHURST

**BUREAU OF  
 DEVELOPMENT, COMPLIANCE &  
 POLICY**

**CHIEF OF PROG DEV, COMPLIANCE &  
 POLICY**  
 11-9151-03 COMMUNITY AND SOCIAL  
 SERVICE MANAGERS 5355 021  
 67011463  
 SUSAN NIPPER

**ADMINISTRATIVE ASSISTANT II -SES**  
 43-6011-03 EXEC SECRETARIES &  
 EXEC ADMIN ASSISTANTS 0712 05  
 67016835  
 VACANT

**PROGRAM ADMINISTRATOR-SES**  
 11-9151-02 COMMUNITY AND SOCIAL  
 SERVICE MANAGERS 5916 020  
 67053537  
 BETSY CHANCE

**OPS ICONNECT PUBLIC  
 INFORMATION SPECIALIST**  
 67980012  
 VACANT

**PROJECT MANAGEMENT SPECIALIST IV-  
 SES**  
 13-1082-04 PROJECT MANAGEMENT  
 SPECIALISTS 2220 010  
 67016714  
 VACANT

**SENIOR MANAGEMENT ANALYST-  
 SES**  
 13-1111-04 MANAGEMENT  
 ANALYSTS 2228 010  
 67014870  
 CAROLINE SHORTER

**EDUCATION AND TRAINING SPECIALIST**  
 13-1151-03 TRAINING AND DEVELOPMENT  
 SPECIALISTS 1328 07  
 67056725  
 VACANT

**EDUCATION AND TRAINING SPECIALIST**  
 13-1151-03 TRAINING AND  
 DEVELOPMENT SPECIALISTS 1328 07  
 67072280  
 SELPHENIA NICHOLS

**PROJECT MANAGEMENT SPECIALIST IV-SES**  
 13-1082-04 PROJECT MANAGEMENT  
 SPECIALISTS  
 ANALYST 2220 010  
 67039627  
 LUKAS TUBECK

**EDUCATION AND TRAINING SPECIALIST**  
 13-1151-03 TRAINING AND DEVELOPMENT  
 SPECIALISTS 1328 07  
 67056445  
 MOLLIE BROWN-FERRIER

**EDUCATION AND TRAINING SPECIALIST**  
 13-1151-03 TRAINING AND  
 DEVELOPMENT SPECIALISTS 1328 07  
 67013462  
 SYLVIA BAER

**OPS SYSTEMS PROJECT  
 ANALYST**  
 67940034  
 VACANT

**EDUCATION AND TRAINING SPECIALIST**  
 13-1151-03 TRAINING AND DEVELOPMENT  
 SPECIALISTS 1328 07  
 67022162  
 MARGARET HALLE

**EDUCATION AND TRAINING SPECIALIST**  
 13-1151-03 TRAINING AND  
 DEVELOPMENT SPECIALISTS 1328 07  
 67056721  
 CYNTHIA FARMER

**EDUCATION AND TRAINING SPECIALIST**  
 13-1151-03 TRAINING AND DEVELOPMENT  
 SPECIALISTS 1328 07  
 67073541  
 EGGY MONTEAGUDO

**EDUCATION AND TRAINING SPECIALIST**  
 13-1151-03 TRAINING AND  
 DEVELOPMENT SPECIALISTS 1328 07  
 67016164  
 TRAVIN WILKERSON

**OPS ICONNECT TRAINER**  
 67980002  
 VACANT

**OPS ICONNECT TRAINER**  
 67961001  
 DAVID ONWUKA

**OPS ICONNECT TRAINER**  
 67961099  
 TIANA WEEKS

**OPS ICONNECT TRAINER**  
 67980020  
 VACANT

**OPS ICONNECT TRAINER**  
 67961013  
 VACANT

**OPS ICONNECT TRAINER**  
 67980010  
 VACANT

**TRAINING  
 (SECTION)**

**GOVERNMENT OPERATIONS  
 CONSULTANT III**  
 13-1111-04 MANAGEMENT  
 ANALYSTS 2238 010  
 67032441  
 VACANT

**GOVERNMENT OPERATIONS  
 CONSULTANT II**  
 13-1111-04 MANAGEMENT ANALYSTS  
 2236 010  
 67036068  
 REGINA SHERIDAN

**PROGRAM ADMINISTRATOR-SES**  
 11-9151-02 COMMUNITY AND  
 SOCIAL SERVICE MANAGERS 5916  
 020  
 67039829  
 GORDON BROWN JR

**GOVERNMENT OPERATIONS  
 CONSULTANT II**  
 13-1111-04 MANAGEMENT ANALYSTS  
 2236 010  
 67012002  
 PENELOPE BOS

**GOVERNMENT OPERATIONS  
 CONSULTANT III**  
 13-1111-04 MANAGEMENT ANALYSTS  
 2238 010  
 67055938  
 TENICIA COLVIN

**TRAINING AND RESEARCH  
 CONSULTANT**  
 13-1151-04 TRAINING AND  
 DEVELOPMENT SPECIALISTS 6004 010  
 67055947  
 DIANE RIPANDELLI

**TRAINING AND RESEARCH  
 CONSULTANT**  
 13-1151-04 TRAINING AND  
 DEVELOPMENT SPECIALISTS 6004 010  
 67016937  
 PAUL YU

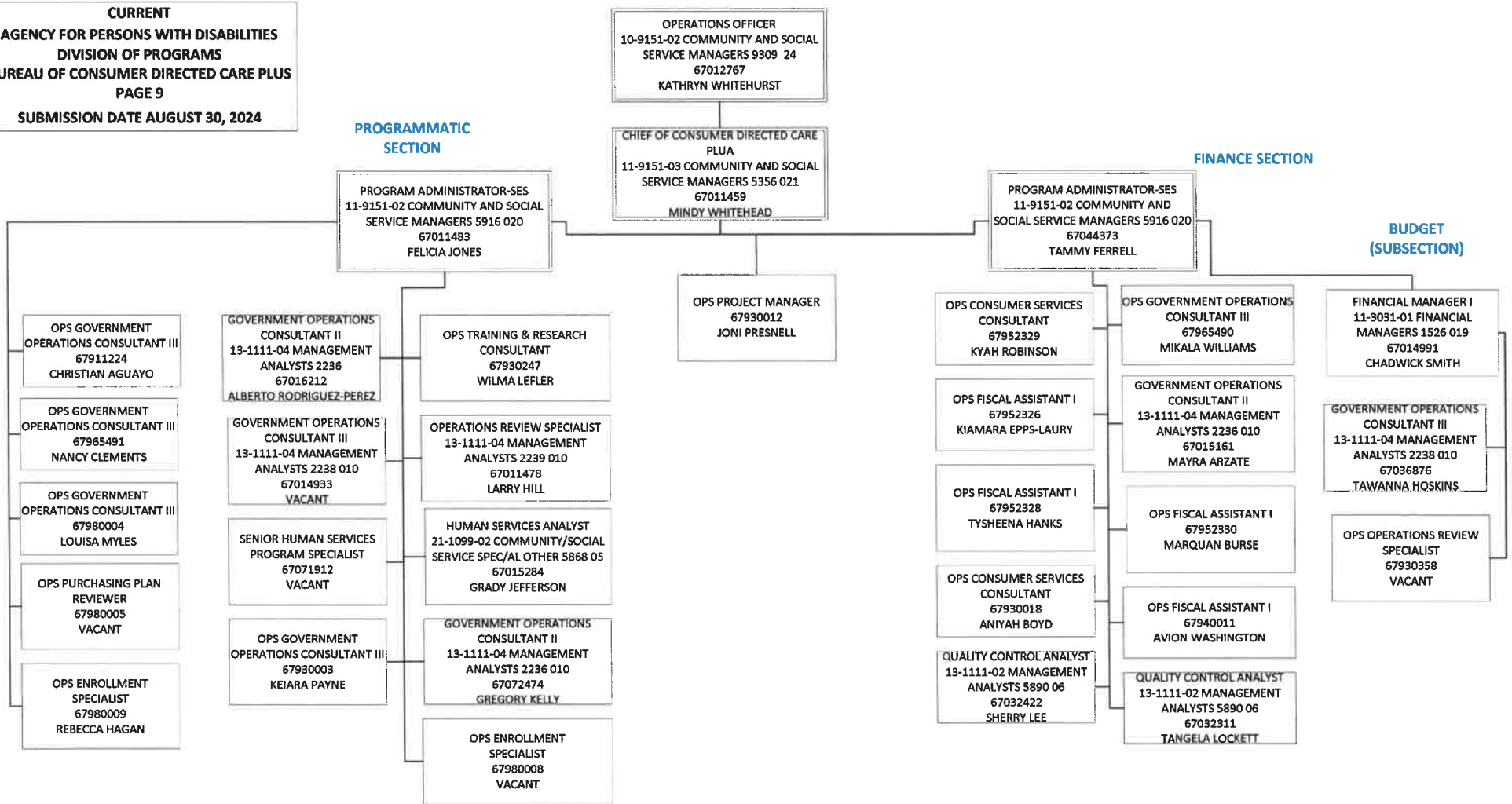
**OPS GOVERNMENT OPERATIONS  
 CONSULTANT II**  
 67902212  
 ALISSA GIBSON

**OPS TRAINING & EDUCATION  
 SPECIALIST**  
 67930158  
 AMBER ANNAND

**PROGRAMMATIC SECTION**

**FINANCE SECTION**

**BUDGET (SUBSECTION)**





**OPERATIONS OFFICER**  
 10-9151-02 COMMUNITY AND SOCIAL  
 SERVICE MANAGERS 9309 24  
 67012767  
**KATHRYN WHITEHURST**

**GOVERNMENT OPERATIONS**  
**CONSULTANT II**  
 13-1111-04 MANAGEMENT ANALYSTS  
 2239 010  
 67067239  
**NATALIE JEAN**

**GOVERNMENT OPERATIONS**  
**CONSULTANT III**  
 13-1111-04 MANAGEMENT ANALYSTS  
 2238 010  
 67042262  
**KATIE HINRICHS**

**DEPUTY DIRECTOR OF OPERATIONS - SMS**  
 10-1021-01 GENERAL AND OPERATIONS  
 MANAGERS 9298 023  
 67072546  
**LORENA FULCHER**

**GOVERNMENT OPERATIONS**  
**CONSULTANT I**  
 13-1111-03 MANAGEMENT ANALYSTS  
 2234 07  
 67072482  
**STEPHANIE ROGERS**

**EXECUTIVE ASSISTANT I-SES**  
 43-6011-04 EXEC SECRETARIES & EXEC  
 ADMIN ASSISTANTS 0718 06  
 67015033  
**MINERVA BARNDT**

**CENTRAL REGION BUREAU**

**BUREAU OF PROVIDER SUPPORTS**

**SOUTHEAST REGION BUREAU**

**NORTHWEST REGION BUREAU**

**SUNCOAST REGION BUREAU**

**NORTHWEST REGION BUREAU**

**SOUTHERN REGION BUREAU**

**BUREAU OF CONSUMER SUPPORTS**

**REGIONAL OPERATIONS**  
**MANAGER**  
 11-1021-03 GENERAL AND  
 OPERATION MANAGERS 8169 021  
 67021243  
**JEANNETTE ESTES**

**CHIEF OF PROVIDER SUPPORTS**  
 11-915 10-03 COMMUNITY AND  
 SOCIAL SERVICE MANAGERS 5353  
 021  
 67052991  
**LYNNE DAW**

**REGIONAL OPERATIONS**  
**MANAGER**  
 11-1021-03 GENERAL AND  
 OPERATION MANAGERS 8169 021  
 67029069  
**MARGUERITE CASTOR**

**REGIONAL OPERATIONS**  
**MANAGER**  
 11-1021-03 GENERAL AND  
 OPERATION MANAGERS 8169 021  
 67032042  
**LINDA DONAR**

**REGIONAL OPERATIONS**  
**MANAGER**  
 11-1021-03 GENERAL AND  
 OPERATION MANAGERS 8169  
 021  
 67016434  
**MICHAEL TAYLOR**

**REGIONAL OPERATIONS**  
**MANAGER**  
 11-1021-03 GENERAL AND  
 OPERATION MANAGERS 8169  
 021  
 67021562  
**LESLIE RICHARDS**

**REGIONAL OPERATIONS**  
**MANAGER**  
 11-1021-03 GENERAL AND  
 OPERATION MANAGERS 8169 021  
 67016144  
**HILLARY JACKSON**

**CHIEF OF CONSUMER SUPPORTS**  
 11-9151-03 COMMUNITY AND  
 SOCIAL SERVICE MANAGERS 5354  
 021  
 67016728  
**LIESL RAMOS**

Please see Central  
 Region Staffing Chart

Please see Bureau of  
 Provider Supports  
 Staffing Chart

Please see Southeast  
 Region Staffing Chart

Please see Northwest  
 Region Staffing Chart

Please see Suncoast  
 Region Staffing Chart

Please see Northwest  
 Region Staffing Chart

Please see Southern  
 Region Staffing Chart

Please see Central  
 Region Staffing Chart

**CURRENT**  
**AGENCY FOR PERSONS WITH DISABILITIES**  
**DIVISION OF OPERATIONS**  
**BUREAU OF PROVIDER SUPPORTS**  
**PAGE 11**  
**SUBMISSION DATE AUGUST 30, 2024**

DEPUTY DIRECTOR OF OPERATIONS –  
 SMS  
 10-1021-01 GENERAL AND  
 OPERATIONS MANAGERS 9298 023  
 67072546  
 LORENA FULCHER

CHEF OF PROVIDER SUPPORTS  
 11-9151-03 COMMUNITY AND SOCIAL  
 SERVICE MANAGERS 5353 021  
 67052991  
 LYNNE DAW

PROGRAM ADMINISTRATOR-SES  
 11-9151-02 COMMUNITY AND SOCIAL  
 SERVICE MANAGERS 5916 020  
 67015030  
 CHRISHONDA JENKINS

**INCIDENT MANAGEMENT SECTION**

**QUALITY IMPROVEMENT SECTION**

**PROVIDER DEVELOPMENT SECTION**

**CLINICAL SECTION**

MANAGEMENT REVIEW  
 SPECIALIST- SES  
 13-1111-04 MANAGEMENT  
 ANALYSTS 2239 010  
 67072472  
 VACANT

PROGRAM ADMINISTRATOR-SES  
 11-9151-02 COMMUNITY AND  
 SOCIAL SERVICE MANAGERS 5916  
 020  
 67071288  
 MEGHAN TORRES

SENIOR HUMAN SERVICES PROGRAM  
 MGR-SES  
 11-9151-02 COMMUNITY AND SOCIAL  
 SERVICE MANAGERS 5919 020  
 67013646  
 MEGHAN KIRKLEY

REGISTERED NURSING  
 CONSULTANT  
 29-1141-04 REGISTERED NURSES  
 5312 010  
 67072709  
 SABAH BISSAINTHE

REGISTERED NURSING CONSULTANT  
 29-1141-02 REGISTERED NURSES  
 5312 010  
 67015288  
 BARBARA NOLEN

OPERATIONS REVIEW  
 SPECIALIST  
 13-1111-04 MANAGEMENT  
 ANALYSTS 2239 010  
 67014957  
 TODD GREGORY

REGIONAL PROGRAM  
 SUPERVISOR-SES  
 11-9151-02 COMMUNITY/SOCIAL  
 SERVICE SPEC/ALL OTHER 5910  
 09  
 67073562  
 DAYLIS ZAMORA

SENIOR HUMAN SERVICES PROGRAM  
 MANAGER  
 11-9151-02 COMMUNITY AND SOCIAL  
 SERVICE MANAGERS 5919 020  
 67039663  
 VACANT

GOVERNMENT OPERATIONS  
 CONSULTANT II  
 13-1111-04 MANAGEMENT ANALYSTS  
 2236 010  
 67013839  
 JENNIFER HUGHES-MALONEY

OPERATIONS REVIEW SPECIALIST  
 13-1111-04 MANAGEMENT  
 ANALYSTS 2239 010  
 67013208  
 JENNI MASCARO

GOVERNMENT OPERATIONS  
 CONSULTANT III  
 13-1111-04 MANAGEMENT  
 ANALYSTS 2238 010  
 67016226  
 JILLJEA AIKENS

SENIOR HUMAN SERVICES  
 PROGRAM MGR-SES  
 11-9151-02 COMMUNITY AND  
 SOCIAL SERVICE MANAGERS  
 5919 020  
 67016840  
 KRISTIN KORINKO

REGISTERED NURSE SPECIALIST  
 29-1141-02 REGISTERED NURSES  
 5294 08  
 67016906  
 VACANT

RESEARCH & STATISTICS  
 CONSULTANT  
 15-2041-03 STATISTICIANS  
 3142 08  
 67011457  
 AMY LACOUR

GOVERNMENT OPERATIONS  
 CONSULTANT II  
 13-1111-04 MANAGEMENT  
 ANALYSTS 2236 010  
 67015730  
 VACANT

GOVERNMENT OPERATIONS  
 CONSULTANT II  
 13-1111-04 MANAGEMENT ANALYSTS  
 2236 010  
 67052097  
 JANETTE CANAS

OPERATIONS REVIEW SPECIALIST  
 13-1111-04 MANAGEMENT  
 ANALYSTS 2239 010  
 67011790  
 RAMSEY GARNER

GOVERNMENT OPERATIONS  
 CONSULTANT II  
 13-1111-04 MANAGEMENT  
 ANALYSTS 2236 010  
 67032459  
 JACOB ABBOTT

BEHAVIORAL ANALYST  
 19-3099-03 SOCIAL SCIENTISTS &  
 RELATED WORKERS, ALL 5233 08  
 67016933  
 ZACHARIAH SIMS

HUMAN SERVICE MANAGER-SES  
 11-9151-02 COMMUNITY AND  
 SOCIAL SERVICE MANAGERS  
 5918 020  
 67015014  
 RANDAL SALTER

HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 COMMUNITY/SOCIAL  
 SERVICE SPEC/ALL OTHER 5877 07  
 67073565  
 VACANT

HUMAN SERVICES PROGRAM  
 SPECIALIST  
 21-1099-03 COMMUNITY/SOCIAL  
 SERVICE SPEC/ALL OTHER 5877 07  
 67073567  
 VACANT

GOVERNMENT OPERATIONS  
 CONSULTANT II  
 13-1111-04 MANAGEMENT  
 ANALYSTS 2236 010  
 67070674  
 ELSBETH PACE

GOVERNMENT OPERATIONS  
 CONSULTANT II  
 13-1111-04 MANAGEMENT ANALYSTS  
 2236 010  
 67073607  
 VACANT

GOVERNMENT OPERATIONS  
 CONSULTANT II  
 13-1111-04 MANAGEMENT  
 ANALYSTS 2236 010  
 67014955  
 APRIL COOK

GOVERNMENT OPERATIONS  
 CONSULTANT II  
 13-1111-04 MANAGEMENT  
 ANALYSTS 2236 010  
 67017503  
 KIMBERLY WALSH

SENIOR BEHAVIORAL  
 ANALYST  
 19-3099-04 SOCIAL SCIENTISTS &  
 RELATED WORKERS, ALL 5237 011  
 67072708  
 MICHELLE AMMON

ADMINISTRATIVE ASSISTANT II  
 43-6011-04 EXEC SECRETARIES &  
 EXEC ADMIN ASSISTANTS 0712 05  
 67012835  
 VACANT

HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 COMMUNITY/SOCIAL  
 SERVICE SPEC/ALL OTHER 5877 07  
 67073568  
 VACANT

HUMAN SERVICES PROGRAM  
 SPECIALIST  
 21-1099-03 COMMUNITY/SOCIAL  
 SERVICE SPEC/ALL OTHER 5877 07  
 67073566  
 MEGAN MARKS

GOVERNMENT OPERATIONS  
 CONSULTANT II  
 13-1111-04 MANAGEMENT  
 ANALYSTS 2236 010  
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 ELSBETH PACE

GOVERNMENT OPERATIONS  
 CONSULTANT II  
 13-1111-04 MANAGEMENT ANALYSTS  
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 VACANT

GOVERNMENT OPERATIONS  
 CONSULTANT II  
 13-1111-04 MANAGEMENT  
 ANALYSTS 2236 010  
 67014955  
 APRIL COOK

GOVERNMENT OPERATIONS  
 CONSULTANT II  
 13-1111-04 MANAGEMENT  
 ANALYSTS 2236 010  
 67017503  
 KIMBERLY WALSH

SENIOR BEHAVIORAL  
 ANALYST  
 19-3099-04 SOCIAL SCIENTISTS &  
 RELATED WORKERS, ALL 5237 011  
 67012799  
 SCOTT TRAYNOIR

SR HUMAN SERVICES PROGRAM  
 SPECIALIST  
 21-1099-03 COMMUNITY/ SOCIAL  
 SERVICE SPEC/ALL OTHER 5879 07  
 67070675  
 YANIRA PEREZ  
 QSI

HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 COMMUNITY/SOCIAL  
 SERVICE SPEC/ALL OTHER 5877 07  
 67073563  
 CHRISTINA PHILLIPS

HUMAN SERVICES PROGRAM  
 SPECIALIST  
 21-1099-03 COMMUNITY/SOCIAL  
 SERVICE SPEC/ALL OTHER 5877 07  
 67073564  
 MARIA SILVA

GOVERNMENT OPERATIONS  
 CONSULTANT II  
 13-1111-04 MANAGEMENT  
 ANALYSTS 2236 010  
 67070674  
 ELSBETH PACE

GOVERNMENT OPERATIONS  
 CONSULTANT II  
 13-1111-04 MANAGEMENT ANALYSTS  
 2236 010  
 67073607  
 VACANT

GOVERNMENT OPERATIONS  
 CONSULTANT II  
 13-1111-04 MANAGEMENT  
 ANALYSTS 2236 010  
 67014955  
 APRIL COOK

GOVERNMENT OPERATIONS  
 CONSULTANT II  
 13-1111-04 MANAGEMENT  
 ANALYSTS 2236 010  
 67017503  
 KIMBERLY WALSH

SENIOR HUMAN SERVICES PROGRAM  
 MGR-SES  
 11-9151-02 COMMUNITY AND SOCIAL  
 SERVICE MANAGERS 5919 020  
 67072707  
 MYRIAME CRUZ

ADMINISTRATIVE ASSISTANT II  
 43-6011-04 EXEC SECRETARIES &  
 EXEC ADMIN ASSISTANTS 0712 05  
 67012835  
 VACANT

GOVERNMENT OPERATIONS CONSULTANT II  
 13-1111-04 MANAGEMENT ANALYSTS 2236 010  
 67073500  
 VACANT

**CURRENT**  
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**DEPUTY DIRECTOR OF OPERATIONS – SMS**  
**10-1021-01 GENERAL AND OPERATIONS MANAGERS 9298 023**  
**67072546**  
**LORENA FULCHER**

**CHIEF OF CONSUMER SUPPORTS**  
**11-9151-03 COMMUNITY AND SOCIAL SERVICE MANAGERS 5354 021**  
**67016728**  
**LIESL RAMOS**

**WAIVER OPERATIONS SECTION**

**PSYCHOLOGY SECTION**

**HOPE FL SECTION**

**COMMUNITY SUPPORT/ PRE-ENROLLMENT SECTION**

**PROGRAM ADMINISTRATOR-SES**  
**11-9151-02 COMMUNITY AND SOCIAL SERVICE MANAGERS 5916 020**  
**67016516**  
**AMANDA SOULE**

**HUMAN SERVICES PROGRAM SPECIALIST**  
**21-1099-03 COMMUNITY/SOCIAL SERVICES SPEC/ ALL OTHER**  
**67016589**  
**FREDRICK WOLLET**

**REGISTERED NURSE SPECIALIST**  
**29-1141-02 REGISTERED NURSES**  
**5294 08**  
**67044189**  
**VIVIENNE TREHARNE**

**SENIOR BEHAVIORAL ANALYST**  
**19-3099-04 SOCIAL SCIENTISTS & RELATED WORKERS. ALL**  
**5237 011**  
**67012184**  
**KATHLEEN HERNDEN**

**PROGRAM ADMINISTRATOR-SES**  
**11-9151-02 COMMUNITY AND SOCIAL SERVICE MANAGERS 5916 020**  
**67071971**  
**AMANDA INGRASSIA**

**SENIOR HUMAN SERVICES PROGRAM MGR-SES**  
**11-9151-02 COMMUNITY AND SOCIAL SERVICE MANAGER 5919 020**  
**67044192**  
**Martha Mason**

**PROGRAM ADMINISTRATOR-SES**  
**11-9151-02 COMMUNITY AND SOCIAL SERVICE MANAGERS 5916 020**  
**67044376**  
**ZANDRA ODUM**

**OPS CONSUMER SUPPORTS ANALYST**  
**67930326**  
**JAMILA GRAVES**

**OPERATIONS REVIEW SPECIALIST**  
**13-1111-04 MANAGEMENT ANALYST 2239 010**  
**67040558**  
**SUSIE SIETS**

**SENIOR BEHAVIORAL ANALYST**  
**19-3099-04 SOCIAL SCIENTISTS & RELATED. ALL**  
**5237 011**  
**67013648**  
**WAN AHMAD**

**SENIOR BEHAVIORAL ANALYST**  
**19-3099-04 SOCIAL SCIENTISTS & RELATED. ALL**  
**5237 011**  
**67099588**  
**DEVON KLAPHOLZ**

**SENIOR BEHAVIORAL ANALYST**  
**19-3099-04 SOCIAL SCIENTISTS & RELATED. ALL**  
**5237 011**  
**67044196**  
**ELEANOR ZIMMERMAN**

**GOVERNMENT OPERATIONS CONSULTANT III**  
**13-1111-04 MANAGEMENT ANALYST 2238 010**  
**67013526**  
**ANTHONY TAYLOR**

**SENIOR MANAGEMENT ANALYST II**  
**13-1111-04 MANAGEMENT ANALYST 2225 010**  
**67056655**  
**VACANT**

**SENIOR MANAGEMENT ANALYST II – SES**  
**13-1111-04 MANAGEMENT ANALYSTS 2225 010**  
**67036877**  
**NATASHA PRESSLEY**

**GOVERNMENT OPERATIONS CONSULTANT II**  
**13-1111-04 MANAGEMENT ANALYST 2236**  
**67052799**  
**MARLON STOREY**

**GOVERNMENT OPERATIONS CONSULTANT II**  
**13-1111-04 MANAGEMENT ANALYST 2236**  
**67013697**  
**VICKI MCCRAY**

**SENIOR MANAGEMENT ANALYST II**  
**13-1111-04 MANAGEMENT ANALYST 2225 010**  
**67036008**  
**KENT CARROLL**

**SENIOR MANAGEMENT ANALYST II**  
**13-1111-04 MANAGEMENT ANALYST 2225 010**  
**67015908**  
**CAROLYN DENNIS**

**GOVERNMENT OPERATIONS CONSULTANT II**  
**13-1111-04 MANAGEMENT ANALYST 2236**  
**67013496**  
**VACANT**

**GOVERNMENT OPERATIONS CONSULTANT II**  
**13-1111-04 MANAGEMENT ANALYST 2236**  
**67013356**  
**STYVENSON CORIOLAN**

**TRAINING AND RESEARCH CONSULTANT**  
**13-1151-04 TRAINING AND DEVELOPMENT SPECIALIST 6004 010**  
**67016110**  
**OPAL RINGO**

**GOVERNMENT ANALYST I**  
**13-1111-03 MANAGEMENT ANALYSTS 2224 07**  
**67012742**  
**SOMMER KILPATRICK**

**GOVERNMENT ANALYST I**  
**13-1111-03 MANAGEMENT ANALYSTS 2224 07**  
**67013744**  
**TERESA RITTMAN**

**SENIOR MANAGEMENT ANALYST II – SES**  
**13-1111-04 MANAGEMENT ANALYSTS 2225 010**  
**67012155**  
**CYDEON TRUEBLOOD**

**GOVERNMENT OPERATIONS CONSULTANT II**  
**13-1111-04 MANAGEMENT ANALYST 2236**  
**67032412**  
**LADELL BRYANT**

**GOVERNMENT ANALYST I**  
**13-1111-03 MANAGEMENT ANALYST 2224 07**  
**67014959**  
**TERRI FAVERO**

**GOVERNMENT ANALYST I**  
**13-1111-03 MANAGEMENT ANALYSTS 2224 07**  
**67036864**  
**TEVIN ROBINSON**

**GOVERNMENT ANALYST I**  
**13-1111-03 MANAGEMENT ANALYSTS 2224 07**  
**67052789**  
**BRITTANY ARRIAGA**

**GOVERNMENT OPERATIONS CONSULTANT II**  
**13-1111-04 MANAGEMENT ANALYST 2236**  
**67013162**  
**JACQUELINE GAYLORD**

**GOVERNMENT OPERATIONS CONSULTANT II**  
**13-1111-04 MANAGEMENT ANALYST 2236**  
**67012020**  
**KAREN HALL**

**GOVERNMENT OPERATIONS CONSULTANT II**  
**13-1111-04 MANAGEMENT ANALYST 2236**  
**67071285**  
**VACANT**

**GOVERNMENT ANALYST I**  
**13-1111-03 MANAGEMENT ANALYSTS 2224 07**  
**67013359**  
**JOSPEH CAMACHO**

**GOVERNMENT ANALYST I**  
**13-1111-03 MANAGEMENT ANALYSTS 2224 07**  
**67053540**  
**NYDRIA DANIEL**

**GOVERNMENT OPERATIONS CONSULTANT II**  
**13-1111-04 MANAGEMENT ANALYST 2236**  
**67013627**  
**LONDON HOGUE**

**GOVERNMENT OPERATIONS CONSULTANT II**  
**13-1111-04 MANAGEMENT ANALYST 2236**  
**67013304**  
**AMANDA JACKSON**

**GOVERNMENT ANALYST I**  
**13-1111-03 MANAGEMENT ANALYSTS 2224 07**  
**67039573**  
**FRANK GRUNEWALD**

**GOVERNMENT OPERATIONS CONSULTANT II**  
**13-1111-04 MANAGEMENT ANALYST 2236**  
**67013085**  
**CASE RANDOLPH**

**GOVERNMENT OPERATIONS CONSULTANT II**  
**13-1111-04 MANAGEMENT ANALYST 2236**  
**67011547**  
**CHERLYN MCFARLAND**

**SOCIAL SERVICES COUNSELOR**  
**21-1019-03 COUNSELORS, ALL OTHER 5953 07**  
**67017030**  
**VACANT**

**SOCIAL SERVICES COUNSELOR**  
**21-1019-03 COUNSELORS, ALL OTHER 5953 07**  
**67032440**  
**VACANT**

**SOCIAL SERVICES COUNSELOR**  
**21-1019-03 COUNSELORS, ALL OTHER 5953 07**  
**67016431**  
**TRINETTA ANDERSON**

**SOCIAL SERVICES COUNSELOR**  
**21-1019-03 COUNSELORS, ALL OTHER 5953 07**  
**67013343**  
**MAJDA AVIANA**

**SOCIAL SERVICES COUNSELOR**  
**21-1019-03 COUNSELORS, ALL OTHER 5953 07**  
**67052824**  
**APRIL COHEN**

**SOCIAL SERVICES COUNSELOR**  
**21-1019-03 COUNSELORS, ALL OTHER 5953 07**  
**67013229**  
**KANEISHA DICK**

**SOCIAL SERVICES COUNSELOR**  
**21-1019-03 COUNSELORS, ALL OTHER 5953 07**  
**67013621**  
**CAROLINA FERNANDEZ**

**SOCIAL SERVICES COUNSELOR**  
**21-1019-03 COUNSELORS, ALL OTHER 5953 07**  
**67016429**  
**ALEXANDRA GUERRA**

**SOCIAL SERVICES COUNSELOR**  
**21-1019-03 COUNSELORS, ALL OTHER 5953 07**  
**67016926**  
**ALISHA HIGHTOWER**

**SOCIAL SERVICES COUNSELOR**  
**21-1019-03 COUNSELORS, ALL OTHER 5953 07**  
**67013521**  
**LEAH JOHNSON**

**SOCIAL SERVICES COUNSELOR**  
**21-1019-03 COUNSELORS, ALL OTHER 5953 07**  
**67013246**  
**KIRSTEN LOVETT**

**SOCIAL SERVICES COUNSELOR**  
**21-1019-03 COUNSELORS, ALL OTHER 5953 07**  
**67039635**  
**VACANT**

**SOCIAL SERVICES COUNSELOR**  
**21-1019-03 COUNSELORS, ALL OTHER 5953 07**  
**67040724**  
**PATRICIA Riestra**

**SOCIAL SERVICES COUNSELOR**  
**21-1019-03 COUNSELORS, ALL OTHER 5953 07**  
**67013440**  
**YOLANDA ROWLING**



DIVISION DIRECTOR OF OPERATIONS -APD  
 10-1021-01 9298 23  
 67072546  
 LORENA FULCHER

REGIONAL OPERATIONS MANAGER  
 11-1021-03 8169 21  
 67016434  
 MICHAEL TAYLOR

ADMINISTRATIVE ASSISTANT II  
 43-6011-03 0712 05  
 67072286  
 VACANT

**RESIDENTIAL PLACEMENT**  
 HUMAN SERVICES PROGRAM  
 SPECIALIST  
 21-1099-03 5877 07  
 67012738  
 CANDACE PENN

**RESIDENTIAL PLACEMENT**  
 OPERATIONS ANALYST II  
 13-1111-03 2212 07  
 67042268  
 SHENAY YORK

ADMINISTRATIVE ASSISTANT I  
 43-6011-02 0709 03  
 67004549  
 LAURIE ZITZER

REGIONAL PROGRAM ADMINISTRATOR - SES  
 21-1099-04 5911 09  
 67031730  
 JOHNNIE COLEMAN

**ADMINISTRATIVE SERVICES SECTION**

**QUALITY ASSURANCE SECTION**

**CLINICAL SECTION**

**WAIVER SECTION**

**COMMUNITY AFFAIRS & PRE-ENROLLMENT SECTION**

REGIONAL PROGRAM SUPERVISOR - SES  
 21-1099-04 5910 09  
 67016910  
 APRIL SCRIVNER

REGIONAL PROGRAM SUPERVISOR - SES  
 21-1099-04 5910 09  
 67016213  
 CYNTHIA WILCHER

REGIONAL PROGRAM SUPERVISOR - SES  
 21-1099-04 5910 09  
 67016052  
 BRYAN CLARK

REGIONAL PROGRAM SUPERVISOR - SES  
 21-1099-04 5910 09  
 67053357  
 COLLEEN CANCELLIERE

REGIONAL PROGRAM SUPERVISOR - SES  
 21-1099-04 5910 09  
 67035215  
 DEBRA NOEL

ADMINISTRATIVE ASSISTANT III  
 43-6011-04 0714 06  
 67053707  
 STANLEY WORNOK

ADMINISTRATIVE SECRETARY  
 43-6011-02 0108 012  
 67016122  
 TAMEKIA MONTS

OPERATIONS & MGMT CONSULTANT I - SES  
 13-1111-03 2234 07  
 67072279  
 TIANA WEEKS

**MONITORING & LIC SUP**  
 SENIOR HUMAN SERVICES PROGRAM SUPV I - SES  
 21-1099-03 5901 07  
 67073609  
 RUBY WOODALL

**MONITORING & LIC SUP**  
 SENIOR HUMAN SERVICES PROGRAM SPEC - SES  
 21-1099-03 5879 07  
 67014422  
 MEISHA STEWART

**OSI REGIONAL COORDS**  
 (2) GOVERNMENT OPERATIONS CONSULTANT II  
 13-1111-04 2236 10  
 67073520 - A. AMES  
 67073521 - C. ULLOA

**OSI ASSESSORS**  
 (19) OPS SR. HUMAN SERVICES PROGRAM ANALYST  
 21-1099-03  
 67940059 - D. SALUSTRI  
 679400581 - VACANT  
 67940126 - J. KOSTELEK  
 67940127 - J. BONANNO-OGUNEYE  
 67940128 - M. CLARK  
 679400129 - D. COOKE  
 67940130 - M. WILLIAMS - DUPRIEST  
 67940132 - J. MUNOZ  
 67940131 - VACANT  
 67903127 - J. WILSON  
 67941126 - C. PYLE-HOLTON  
 67940138 - S. NAGY  
 67940137 - F. GRANDE  
 67940136 - N. REYES-BAUTISTA  
 67940135 - D. BUSSEY  
 67940134 - C. BAEZ-HILDAGO  
 67940133 - C. DHARMASENA  
 67915008 - L. RAMIREZ  
 67965476 - L. BANKS

**MED WAIVER SUP**  
 SENIOR HUMAN SERVICES PROGRAM SPEC - SES  
 21-1099-03 5879 07  
 67011725  
 SUBBECCA FLORES

**MED WAIVER SUP**  
 SENIOR HUMAN SERVICES PROGRAM SPEC - SES  
 21-1099-03 5879 07  
 67016071  
 DAWN BEST

**PRE-ENROLLMENT SUP**  
 SENIOR HUMAN SERVICES PROGRAM SPEC - SES  
 21-1099-03 5879 07  
 67016715  
 BRETT GOTTSCHALK

**PRE-ENROLLMENT SUP**  
 SENIOR HUMAN SERVICES COUNSELOR SUPV - SES  
 21-1019-03 5949 07  
 67042577  
 LEAH WATSON

OPERATIONS & MGMT CONSULTANT II - SES  
 13-1111-04 2236 10  
 67033662  
 ANDREA ROSS

**RESIDENTIAL LICENSING**  
 SENIOR HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5879 07  
 67056770  
 LARRY COLLINS

**INCIDENT MANAGEMENT LEAD**  
 GOVERNMENT OPERATIONS CONSULTANT I  
 13-1111-03 2234 07  
 67032458  
 GINGER MORGAN

**MONITORING & LICENSING**  
 (5) HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5877 07  
 67015010 - J. DELVALLE  
 67016238 - D. MCCALLION  
 67016236 - L. OLSEN  
 67053360 - J. LARA  
 67058655 - J. BURNETT

**MONITORING & LICENSING**  
 OPS HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03  
 67923338 - H. FIGUEROA

(2) BEHAVIORAL ANALYST  
 19-3099-03 5233 08  
 67015090 - C. HOWARD  
 67039102 - T. TAYLOR

(2) SENIOR BEHAVIORAL ANALYST  
 19-3099-04 5237 11  
 67016136 - B. BAKER  
 67053467 - W. SAGER

CLERK TYPIST SPECIALIST  
 43-9022-01 0078 01  
 67053687  
 CAROLYN BURTON

**MEDICAID WAIVER**  
 (5) HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5877 07  
 67014883 - VACANT  
 67005546 - S. TORRES  
 67032221 - J. BURGER  
 67032219 - S. WATERS  
 67016703 - L. ROBINSON

**INTAKE REVIEWER**  
 SENIOR HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5879 07  
 67016124  
 BRITTANY VERMILYEA

**PRE-ENROLLMENT SUPPORT**  
 (7) HUMAN SERVICES COUNSELOR III  
 21-1019-02 5940 05  
 67016710 - M. LOPEZ-GONZALEZ  
 67053416 - D. BORREGO  
 67057095 - F. FAJARDO-RUIZ  
 67032225 - S. WARBURTON  
 67016237 - L. SCHULIST  
 67040093 - C. VEGA  
 67058656 - VACANT

ADMINISTRATIVE ASSISTANT II  
 43-6011-03 0712 05  
 67011563  
 DOYCE FISCHER

**SUPPORTED LIVING**  
 HUMAN SERVICES ANALYST  
 21-1099-02 5868 05  
 67073551  
 BRANDI BROWN

**INCIDENT MANAGEMENT**  
 HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5877 07  
 67053359  
 ALETHA JONES

**PROVIDER ENROLLMENT SUP**  
 SENIOR HUMAN SERVICES PROGRAM SPEC - SES  
 21-1099-03 5879 07  
 67039749  
 CARL TOVES

ADMINISTRATIVE ASSISTANT I  
 43-6011-02 0709 03  
 67016017  
 VACANT

(2) OPS SENIOR BEHAVIORAL ANALYST  
 19-3099-03  
 67940060 - S. HOCHHEISER  
 67908102 - V. BRYSON

(2) OPS SENIOR BEHAVIORAL ANALYST  
 19-3099-04  
 67923083 - N. BALOGH  
 67965601 - M. FOUNTAIN

SECRETARY SPECIALIST  
 43-6014-01 0105 01  
 67011567  
 LYNN BRUNING

**MEDICAID WAIVER**  
 (7) HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5877 07  
 67060786 - J. PAULLINO  
 67073545 - J. VASQUEZ  
 67004451 - M. SIMONSON  
 67056606 - J. HOWARD  
 67057482 - K. LOPEZ  
 67015693 - T. BALAJADA  
 67053686 - VACANT

**INTAKE SPECIALIST**  
 HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5877 07  
 67057097  
 VACANT

**SUPPORTED EMPLOYMENT**  
 HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5877 07  
 67053417  
 JENNIFER MAGEE

FISCAL ASSISTANT II  
 43-3031-02 1418 03  
 67032214  
 STEPHANIE SPALIN

**QUALIFIED ORGANIZATION**  
 GOVERNMENT OPERATIONS CONSULTANT I  
 13-1111-03 2234 07  
 67013696  
 JASMINE SHOTTS

**CMS COMPLIANCE**  
 (3) OPS HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03  
 67965509 - L. SALGADO  
 67965511 - D. GELLER  
 67965510 - S. VONNFOSSEN

**PROVIDER LIAISON**  
 (2) HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5877 07  
 67015295 - N. LEE  
 67072287 - VACANT

**MONITORING & LICENSING**  
 (8) HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5877 07  
 67016211 - N. GIORDANO  
 67016099 - K. LILES  
 67032220 - N. HONL  
 67016582 - H. FIGUEROA  
 67040011 - J. SHOWERS  
 67016217 - A. ISMAILI  
 67073601 - A. PRYOR  
 67073600 - M. DEMPSEY

(6) OPS REGISTERED NURSE SPECIALIST  
 29-1141-02 5294 08  
 67923040 - VACANT  
 67980006 - VACANT  
 67980007 - A. HOEKESAMA  
 67923060 - N. RODRIGUEZ-TEFF  
 67923340 - VACANT  
 67908000 - W. SOSA

(4) SENIOR HUMAN SERVICES PROGRAM ANALYST  
 21-1099-03 5874 07  
 67073516 - M. KURLYCHEK  
 67073517 - M. O'NEIL  
 67073518 - C. WILSON  
 67073519 - N. DIAZ

**MEDICAID WAIVER**  
 (7) HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5877 07  
 67060786 - J. PAULLINO  
 67073545 - J. VASQUEZ  
 67004451 - M. SIMONSON  
 67056606 - J. HOWARD  
 67057482 - K. LOPEZ  
 67015693 - T. BALAJADA  
 67053686 - VACANT

**CDC+ LIAISON**  
 SENIOR HUMAN SERVICES PROGRAM SPEC - SES  
 21-1099-03 5879 07  
 67016440  
 JOHNATHAN VINCENT

**INTAKE ANALYST**  
 HUMAN SERVICES PROGRAM ANALYST  
 21-1099-03 5871 07  
 67053417  
 JENNIFER MAGEE

**INTAKE REVIEWER**  
 SENIOR HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5879 07  
 67016100  
 CYNTHIA BROOKS

QUALITY MGMT SUPPORT  
 GOVERNMENT OPERATIONS CONSULTANT I  
 13-1111-03 2234 07  
 67013696  
 JASMINE SHOTTS

**OPS BEHAVIORAL SPECIALIST**  
 19-3099-03  
 67923307  
 BRIANA SMITH

**PROVIDER ENROLLMENT**  
 (5) HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5877 07  
 67036228 - B. O'BRYAN  
 67016234 - VACANT  
 67005802 - M. ORTIZ-CLAUDE  
 67056437 - D. OLMEDAMASSO  
 67016120 - S. JACKSON

**OSI ASSESSORS**  
 (4) SENIOR HUMAN SERVICES PROGRAM ANALYST  
 21-1099-03 5874 07  
 67073516 - M. KURLYCHEK  
 67073517 - M. O'NEIL  
 67073518 - C. WILSON  
 67073519 - N. DIAZ

**OSI ASSESSORS**  
 (4) REGISTERED NURSE SPECIALIST  
 29-1141-02 5294 08  
 67016517 - T. SCHEELER  
 67073599 - K. CUTLER  
 67073539 - S. MUENKS  
 67072278 - J. GOSS

ADMINISTRATIVE ASSISTANT I  
 43-6011-02 0709 03  
 67024010  
 TERESA PILCH

**PRE-ENROLLMENT SUPPORT**  
 (4) HUMAN SERVICES COUNSELOR III  
 21-1019-02 5940 05  
 67016704 - VACANT  
 67058654 - M. CHANDLER  
 67035214 - B. WORTLEY  
 67032224 - VACANT

ADMINISTRATIVE ASSISTANT I  
 43-6011-02 0709 03  
 67019011  
 KRISTEN CHAPMAN

**COMMUNITY PLANNER**  
 13-1111-03 2517 07  
 67016682  
 GARY GERSHOWITZ

**COMMUNITY SUPPORT**  
 GOVERNMENT OPERATIONS CONSULTANT II  
 13-1111-04 2236 10  
 67060452

**OPS ADMINISTRATIVE ASSISTANT I**  
 43-6011-02  
 67952325  
 DORAN KIMBLE

DIVISION DIRECTOR OF OPERATIONS -APD  
 10-1021-01 9298 23  
 67072546  
 LORENA FULCHER

ADMINISTRATIVE ASSISTANT I  
 43-6011-02 0709 03  
 67034745  
 B. ROMEUS

REGIONAL OPERATIONS MANAGER  
 11-1021-03 8169 21  
 67016144  
 HILLARY JACKSON

ADMINISTRATIVE ASSISTANT II - SES  
 43-6011-03 0712 05  
 C. TOLEDO

REGIONAL PROGRAM ADMINISTRATOR - SES  
 21-1099-04 5911 09  
 67016252

**RESIDENTIAL PLACEMENT**  
 HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5877 07  
 67013594  
 G. RAMIREZ

**ADMINISTRATIVE SERVICES SECTION**

**QUALITY ASSURANCE SECTION**

**COMMUNITY AFFAIRS & PRE- ENROLLMENT SECTION**

**CLINICAL SECTION**

**WAIVER SECTION**

REGIONAL PROGRAM SUPERVISOR - SES  
 21-1099-04 5910 09  
 67035223  
 MARIA LINARES

REGIONAL PROGRAM SUPERVISOR - SES  
 21-1099-04 5910 09  
 67013909  
 RHONDA LATHAM

REGIONAL PROGRAM SUPERVISOR - SES  
 21-1099-04 5910 09  
 67032195  
 MARIETTE ROSARIO

REGIONAL PROGRAM SUPERVISOR - SES  
 21-1099-04 5910 09  
 67057434  
 TAJA RIVERS

REGIONAL PROGRAM SUPERVISOR - SES  
 21-1099-04 5910 09  
 67045285  
 ALEX PEREZ-VIERA

**CONTRACT LIAISON**  
 OPERATIONS REVIEW SPECIALIST  
 13-1111-04 2239 10  
 67024003  
 LIRDE NUNEZ

(2) FISCAL ASSISTANT II  
 43-3031-02 1418 03  
 67042094 - T. DONALDSON  
 67016680 - S. NICOLS

ADMINISTRATIVE SECRETARY  
 43-6011-02 0108 03  
 67016146  
 J. REYES

**SUPPORTED LIVING**  
 HUMAN SERVICES ANALYST  
 21-1099-02 5868 05  
 67073553  
 E. BRYANT

**QUALIFIED ORGANIZATION**  
 GOVERNMENT OPERATIONS CONSULTANT I  
 13-1111-03 2234 07  
 67013827  
 Y.MARTE

**SUPPORTED LIVING**  
 HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5877 07  
 67072481  
 R. BERTHOLD

**MONITORING & LIC.SUP**  
 HUMAN SERVICES PROGRAM SUPV I - SES  
 21-1099-03 5901 07  
 67073608  
 VACANT

**MONITORING & LICENSING**  
 (6) HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5877 07  
 67073589 - F. CABALLERO  
 67073590 - S. CHAPMAN  
 67073591 - VACANT  
 67073592 - VACANT  
 67073593 - VACANT  
 67073594 - VACANT

**MONITORING & LICENSING**  
 SENIOR HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5879 07  
 67073592  
 VACANT

**CMS COMPLIANCE**  
 (2) OPS HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03  
 67965500 - A. JENKINS  
 67965501 - J. TAYLOR

**INCIDENT MANAGEMENT LEAD**  
 GOVERNMENT OPERATIONS CONSULTANT I  
 13-1111-03 2234 07  
 67044201  
 R. COATES

**MONITORING & LIC.SUP**  
 SENIOR HUMAN SERVICES PROGRAM SPEC - SES  
 21-1099-03 5879 07  
 67011381  
 VACANT

**MONITORING & LICENSING**  
 (6) HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5877 07  
 67016255 - N. LEVY  
 67057435 - L. JIMERSON  
 67016256 - K. IVEY  
 67032209 - VACANT

**MONITORING & LICENSING**  
 (2) OPS HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03  
 67911074 - VACANT  
 67911095 - VACANT

**SR. MONITORING & LICENSING**  
 SENIOR HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5879 07  
 67042090 - K. AHMED

**QUALITY ASSURANCE SUP**  
 SENIOR HUMAN SERVICES PROGRAM SPEC - SES  
 21-1099-03 5879 07  
 67035222  
 M. SAINT-AIME

**PROVIDER ENROLLMENT**  
 (5) HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5877 07  
 67016149  
 T. TELFORT

**PROVIDER LIAISON**  
 OPS HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03  
 67911029  
 VACANT

**PROVIDER LIAISON**  
 (2) HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5877 07  
 67053539 - L. TUFF  
 67042497 - D. QUEVEDO

**PRE-ENROLLMENT SUPPORT**  
 HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5877 07  
 67016208 - A. ELIAS

**OPS OPERATIONS & MGMT CONSULTANT II**  
 13-1111-04  
 67911003  
 A. VALCARCEL

**SUPPORTED EMPLOYMENT**  
 HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5877 07  
 67057038  
 V. RUALES

**INTAKE**  
 (2) HUMAN SERVICES PROGRAM ANALYST  
 21-1099-03 5871 07  
 67016253 - VACANT  
 67016258 - VACANT

ADMINISTRATIVE ASSISTANT I  
 43-6011-02 0709 03  
 67042089  
 R. GARRIDO DI CARLO

**PRE-ENROLL & INTAKE**  
 SENIOR HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5877 07  
 67016148  
 K. TORREZ

**PRE-ENROLLMENT SUPPORT**  
 (3) HUMAN SERVICES PROGRAM COUNSELOR III  
 21-1019-02 5940 05  
 67057436 - L. MENENDEZ  
 67057438 - C. CORTEZ  
 67032208 - VACANT

**OSI REGIONAL COORDS**  
 (2) GOVERNMENT OPERATIONS CONSULTANT II  
 13-1111-04 2236 10  
 67073529 - H. EITENNE  
 67073528 - A. GARCIA

**OSI ASSESSORS**  
 (2) SENIOR HUMAN SERVICES PROGRAM ANALYST  
 21-1099-03 5874 07  
 67073526 - P. BUDNEY  
 67073527 - M. ARIAS

**OSI ASSESSORS**  
 (15) OPS SR. HUMAN SERVICES PROGRAM ANALYST  
 21-1099-03  
 67940085 - A. STEWART  
 67940082 - C. SMITH  
 67940090 - M. RAMIREZ  
 67940091 - C. WATSON  
 67940087 - C. DADAILLE  
 67940093 - A. FISHER  
 67965489 - V. SYLPHA  
 67901128 - S. ZIGLER  
 67906126 - S. MEEKS  
 67965484 - V. BROWN  
 67965477 - A. PASCAL  
 67965488 - VACANT  
 67940088 - VACANT  
 67940092 - VACANT  
 67965481 - VACANT

SENIOR BEHAVIORAL ANALYST  
 19-3099-04 5237 11  
 67053542  
 E. MOLINA

BEHAVIORAL ANALYST  
 19-3099-03 5233 08  
 67013851  
 L. CARDENAS

(2) OPS BEHAVIORAL ANALYST  
 19-3099-03  
 67965603 - S. ZAYAS  
 67911719 - N. GRULLON

OPS ADMINISTRATIVE ASSISTANT I  
 43-6011-02  
 67911215  
 N. VARGAS

(4) OPS REGISTERED NURSE SPECIALIST  
 29-1141-02  
 67965493 - M. ALVAREZ  
 67911060 - Z. MOREJON  
 67911720 - E. TORRES  
 67911082 - VACANT

**MEDICAL CASE MGR**  
 (3) REGISTERED NURSE SPECIALIST  
 29-1141-02 5294 08  
 67015096 - L. ALFONSO  
 67073598 - J. GUIMOYE  
 67073597 - A. WILLIAMS

ADMINISTRATIVE ASSISTANT I  
 43-6011-02 0709 03  
 67053538  
 F. BILZON

**SR. MED WAIVER**  
 SENIOR HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5879 07  
 67016693 - N. ROMERO

**MEDICAID WAIVER**  
 (5) HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5877 07  
 67073542 - J. GEORGE  
 67073596 - J. BLACKWELL-JOHNSON  
 67073595 - VACANT  
 67035206 - VACANT



**DIVISION DIRECTOR OF OPERATIONS -APD**  
 67072546  
 10-1021-01 9298 23  
 LORENA FULCHER

**ADMINISTRATIVE ASSISTANT II**  
 43-6011-03 0712 05  
 67032235  
 VACANT

**REGIONAL OPERATIONS MANAGER**  
 67029069  
 11-1021-03 8169 21  
 RITA CASTOR

**ADMINISTRATIVE ASSISTANT I**  
 43-6011-02 0709 03  
 67056655  
 VACANT

**QUALITY ASSURANCE SECTION**

**COMMUNITY AFFAIRS & PRE-ENROLLMENT SECTION**

**WAIVER SECTION**

**CLINICAL SECTION**

**CMS COMPLIANCE**  
 OPS HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 67965506 - N. WASHINGTON  
 67965505 - C. KILEY - TEIXEIRA

**INCIDENT MANAGEMENT LEAD**  
 GOVERNMENT OPERATIONS CONSULTANT I  
 67015645  
 13-1111-03 2234 07 SAHODRA BALRAJ

**ADMINISTRATIVE ASSISTANT**  
 43-6011-02 0709 03  
 67032212  
 VACANT

**REGIONAL PROGRAM ADMINISTRATOR - SES**  
 67015094  
 21-1099-04 5911 09  
 DAVID LIN

**(2) BEHAVIORAL ANALYST**  
 19-3099-03 5233 08  
 67013738 - M. FLORES  
 67052803 - J. VIROSTEK

**SUPPORTED EMPLOYMENT**  
 (2) HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5877 07  
 67073550 - VACANT



**PROVIDER ENROLLMENT SUP**  
 SENIOR HUMAN SERVICES PROGRAM SPEC - SES  
 21-1099-03 5879 07  
 67031520  
 CLAUSETTE DEVALLOIN

**GH MONITORING SUP**  
 SENIOR HUMAN SERVICES PROGRAM SPEC - SES  
 21-1099-03 5879 07  
 67056800  
 JEANNIE FAHEY

**PRE-ENROLLMENT SUP**  
 SENIOR HUMAN SERVICES PROGRAM SPEC - SES  
 67016222  
 21-1099-03 5879 07  
 LORIE LATOUCHE

**ELIGIBILITY**  
 SENIOR HUMAN SERVICES PROGRAM ANALYST  
 21-1099-03 5874 07  
 67016223  
 SHURELLE SMITH

**MED WAIVER SUP**  
 SENIOR HUMAN SERVICES PROGRAM SPEC - SES  
 21-1099-03 5879 07  
 67053271  
 PAMELA ROMACK

**MED WAIVER SUP**  
 SENIOR HUMAN SERVICES PROGRAM SPEC - SES  
 21-1099-03 5879 07  
 67013921  
 USHAE LEWIS

**OSI SUPERVISOR**  
 OPERATIONS & MGMT CONSULTANT II - SES  
 67032213  
 13-1111-04 2236 10  
 CASSANDRA DAVIS

**HUMAN SERVICES PROGRAM SUPV I - SES**  
 67073604  
 21-1099-03 5901 07  
 VACANT

**OSI ASSESSOR**  
 OPS SR. HUMAN SERVICES PROGRAM ANALYST  
 21-1099-03 67903129  
 VACANT

**FISCAL ASSISTANT II**  
 67048254  
 43-3031-02 1418 03  
 MELODY DRESSENO

**RESIDENTIAL PLACEMENT**  
 (4) HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5877 07  
 67053678 - VACANT  
 67015311 - W. IVES  
 67016759 - T. VAN CAMP  
 67073550 - VACANT

**PROVIDER LIAISON**  
 HUMAN SERVICES ANALYST  
 21-1099-02 5868 05  
 67016244  
 VACANT

**MONITORING & LICENSING**  
 (9) HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5877 07  
 67035207 - A. LAURIEN  
 67015117 - VACANT  
 67073669 - VACANT  
 67013154 - C. HENRY  
 67039982 - K. MARTES  
 67016758 - C. TOOKES  
 67073569 - VACANT  
 67073570 - VACANT  
 67073571 - VACANT

**SK. PRE-ENROLLMENT SUPPORT**  
 (2) SENIOR HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5879 07  
 67053465 - J. DUBISSETTE-JOHNSON  
 67033652 - A. KRAVARIK

**COMMUNITY SUPPORT**  
 OPERATIONS ANALYST II  
 13-1111-03 2212 07  
 67016229  
 MILORY SENAT

**ADMINISTRATIVE ASSISTANT I**  
 67016245  
 43-6011-02 0709 03  
 VACANT

**MEDICAID WAIVER**  
 (6) HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5877 07  
 67042186 - S. THOMAS  
 67016227 - M. TOUSSAINT  
 67016225 - K. WHITELY  
 67016185 - VACANT  
 67073574 - VACANT  
 67073575 - VACANT

**OSI REGIONAL COORDS**  
 (2) GOVERNMENT OPERATIONS CONSULTANT II  
 13-1111-04 2236 10  
 67073525 - D. ALPHONSO  
 67073524 - M. HUDSON

**OSI ASSESSORS**  
 (9) OPS SR. HUMAN SERVICES PROGRAM ANALYST  
 21-1099-03 67940066 - N. COLON  
 67940064 - K. WILLIAMS  
 67940067 - J. IVEY  
 67940072 - VACANT  
 67940073 - L. PIERRE  
 67940074 - VACANT  
 67940075 - VACANT  
 67940076 - VACANT  
 67940077 - VACANT

**MEDICAL CASE MGR REGISTERED NURSE CONSULTANT**  
 29-1141-04 5312 10  
 67015292  
 CHRISTA LABREC

**ADMINISTRATIVE ASSISTANT I**  
 67016228  
 43-6011-02 0709 03  
 VACANT

**(2) SENIOR BEHAVIORAL ANALYST**  
 19-3099-04 5237 11  
 67016142 - N. BREMSON  
 67033666 - S. ROOT

**PROVIDER LIAISON**  
 (7) HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5877 07  
 67015372 - M. PEREZ  
 67016138 - C. HUDSON  
 67052259 - R. MOZELL  
 67016244 - VACANT  
 67016112 - VACANT  
 67073573 - VACANT  
 67073572 - K. GABELUS

**MONITORING & LICENSING SUP**  
 SENIOR HUMAN SERVICES PROGRAM SPEC - SES  
 21-1099-03 5879 07  
 67073603  
 VACANT

**PRE-ENROLLMENT SUPPORT**  
 (6) HUMAN SERVICES COUNSELOR III  
 21-1019-02 5940 05  
 67056608 - A. SKEEN  
 67016130 - Y. GARCIA  
 67032205 - VACANT  
 67016247 - P. BLAKE  
 67016160 - N. TAYLOR  
 67056604 - A. GIBSON

**INTAKE**  
 (2) HUMAN SERVICES PROGRAM ANALYST  
 21-1099-03 5871 07  
 67033663 - P. PANNELL  
 67014265 - M. RORIE

**MEDICAID WAIVER**  
 (5) HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5877 07  
 67016620 - W. ST VICTOR  
 67073546 - C. LIMA  
 67015336 - M. ROMAN-BLANCO  
 67016224 - R. VIALIZ  
 67040209 - A. DESJARDINS

**ADMINISTRATIVE ASSISTANT I**  
 67016692  
 43-6011-02 0709 03  
 JERRY BANKS

**OSI ASSESSORS**  
 (8) OPS SR. HUMAN SERVICES PROGRAM ANALYST  
 21-1099-03 67940120 - D. ATTHIS  
 67940122 - VACANT  
 67940121 - VACANT  
 67940065 - C. JOHNSON  
 67903129 - VACANT  
 67907144 - VACANT  
 67930029 - T. WALKER  
 67951322 - N. DARBOUTZE

**OPS REGISTERED NURSE SPECIALIST**  
 29-1141-02 67915013  
 VACANT

**COURT LIAISON**  
 HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5877 07  
 67033667  
 CASSANDRA GORDON

**OFFICE OPERATIONS CONSULTANT I**  
 67034744  
 13-1199-03 0162 07  
 VACANT

**OPS SENIOR BEHAVIORAL ANALYST**  
 19-3099-04 67980003  
 CARLA FORREST

**MONITORING & LICENSING**  
 (7) HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5877 07  
 67033664 - T. HOLCOMB  
 67015294 - P. WHITE  
 67007355 - K. CARTY  
 67016243 - S. MICHAEL  
 67016697 - W. SMITH  
 67016697 - VACANT  
 67016126 - VACANT  
 67016143 - K. WILLIAMS

**OPS SECRETARY SPECIALIST**  
 67915009  
 43-6014-01  
 VACANT

**ELIGIBILITY**  
 HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5877 07  
 67012669  
 VACANT

**SUPPORTED LIVING**  
 HUMAN SERVICES ANALYST  
 21-1099-02 5868 05  
 67073576  
 VACANT

**OSI ASSESSORS**  
 (2) SENIOR HUMAN SERVICES PROGRAM ANALYST  
 21-1099-03 5874 07  
 67073522 - V. MARTINEZ  
 67073523 - VACANT

**MEDICAL CASE MGR**  
 (3) REGISTERED NURSE SPECIALIST  
 29-1141-02 5294 08  
 67073540 - A. EARLE  
 67073578 - D. GARDENER

**OPS ADMINISTRATIVE SECRETARY**  
 67910030  
 43-6011-02  
 MATTHEW CARASOV

**INCIDENT MANAGEMENT**  
 (2) HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5877 07  
 67015311 - W. IVES  
 67016759 - T. VAN CAMP

**FURNISH LEAD**  
 SENIOR HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5879 07  
 67073535  
 ANSELM PHILLIPS

**BEHAVIORAL SPECIALIST**  
 19-3099-03 5230 08  
 HEPSZIBAH HARRIS

**DIVISION DIRECTOR OF OPERATIONS -APD**  
 67072546  
 10-1021-01 9298 23  
 LORENA FULCHER

**RESIDENTIAL PLACEMENT**  
 HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5877 07  
 67040323  
 VACANT

**REGIONAL OPERATIONS MANAGER**  
 67032042  
 11-1021-03 8169 21  
 LINDA DONAR

**ADMINISTRATIVE ASSISTANT II - SES**  
 67053462  
 43-6011-03 0712 05  
 SOLANGE DIGENOVA

**REGIONAL PROGRAM ADMINISTRATOR - SES**  
 67030517  
 21-1099-04 5911 09  
 NICOLE MILLER

**ADMINISTRATIVE SERVICES SECTION**

**QUALITY ASSURANCE SECTION**

**COMMUNITY AFFAIRS & PRE- ENROLLMENT SECTION**

**CLINICAL SECTION**

**WAIVER SECTION**

**REGIONAL PROGRAM SUPERVISOR - SES**  
 67011455  
 21-1099-04 5910 09  
 MARY FARR

**REGIONAL PROGRAM SUPERVISOR - SES**  
 67016033  
 21-1099-04 5910 09  
 ZIPPORAH BURGESS

**REGIONAL PROGRAM SUPERVISOR - SES**  
 67072266  
 21-1099-04 5910 09  
 ANNETTE ZEEB

**REGIONAL PROGRAM SUPERVISOR - SES**  
 67012319  
 21-1099-04 5910 09  
 SHARON STEPHENS

**REGIONAL PROGRAM SUPERVISOR - SES**  
 67039796  
 21-1099-04 5910 09  
 NATASHA BROXTON

**OPERATIONS & MGMT CONSULTANT I - SES**  
 13-1111-03 2234 07  
 67016102  
 VACANT

**FISCAL ASSISTANT II**  
 67056465  
 43-3031-02 1418 03  
 DONNA HOLLOWAY

**MONITORING & LICENSING SUP**  
 SENIOR HUMAN SERVICES PROGRAM SPEC - SES  
 67016090  
 21-1099-03 5879 07  
 ASHLEY JONES

**MONITORING & LICENSING**  
 (3) HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5877 07  
 67056511 - VACANT  
 67021373 - S. REDDICK  
 67072263 - T. SMITH

**GH MONITORS**  
 (2) HUMAN SERVICES PROGRAM ANALYST  
 21-1099-03 5871 07  
 67053476 - VACANT  
 67033651 - C. PHILLIPS

**GH MONITOR**  
 HUMAN SERVICES PROGRAM ANALYST - SES  
 67016153  
 21-1099-03 5871 07  
 DONNA ROSS

**QUALIFIED ORGANIZATION**  
 GOVERNMENT OPERATIONS CONSULTANT I  
 67012668  
 13-1111-03 2234 07  
 SHARON GARCIA

**QUALITY ASSURANCE**  
 OPERATIONS ANALYST II  
 67016157  
 13-1111-03 2212 07  
 JACOB FLEMING

**PROVIDER LIAISONS**  
 (5) HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5877 07  
 67056707 - R. BROWN  
 67016172 - G. CYRIUS  
 67033645 - K. WODFORD  
 67016156 - Vacant  
 67016037 - D. PRICE

**QUALITY ASSURANCE**  
 HUMAN SERVICES PROGRAM SPECIALIST - SES  
 67052264  
 21-1099-03 5877 07  
 ANNA MCARTHUR

**SUPPORTED LIVING**  
 HUMAN SERVICES ANALYST  
 67073548  
 21-1099-02 5868 05  
 EBONY MCKINNEY

**CMS COMPLIANCE**  
 OPS HUMAN SERVICES PROGRAM SPECIALIST  
 67965504  
 21-1099-03  
 EUNICE LECKEY

**INCIDENT MANAGEMENT**  
 GOVERNMENT OPERATIONS CONSULTANT I  
 67044195  
 13-1111-03 2234 07  
 AMY NELSON

**COMMUNITY SUPP SUP**  
 OPERATIONS AND MGMT CONSULTANT - SES  
 67016095  
 13-1111-03 2234 07  
 DWAYNE JONES

**SUPPORTED EMPLOYMENT**  
 HUMAN SERVICES PROGRAM SPECIALIST  
 67053463  
 21-1099-03 5877 07  
 JANELL DIXON

**OPS SECRETARY**  
 SPECIALIST  
 67901120  
 43-6014-01  
 ALICIA MORRIS

**INTAKE & ELIGIBILITY**  
 OPERATIONS AND MGMT CONSULTANT II - SES  
 67016155  
 13-1111-03 2236 10  
 TRACEY DAVIS

**ADMINISTRATIVE ASSISTANT I**  
 43-6011-02 0709 03  
 67072259  
 KIMBERLY JONES

**PRE-ENROLLMENT SUP**  
 SENIOR HUMAN SERVICES PROGRAM SPEC - SES  
 67072265  
 21-1099-03 5879 07  
 DANIEL FERGUSON

**PRE-ENROLLMENT SUPPORT**  
 (5) HUMAN SERVICES COUNSELOR III  
 21-1019-02 5940 05  
 67016163 - VACANT  
 67016176 - VACANT  
 67057266 - N. HUNT  
 67056510 - T. LITTLE  
 67033668 - P. RICHARD

**OSI ASSESSORS**  
 (9) OPS SR. HUMAN SERVICES PROGRAM ANALYST  
 21-1099-03  
 67965445 - VACANT  
 67940017 - VACANT  
 67940010 - VACANT  
 67940012 - R. CHALFANT  
 679400013 - K. CHISOLM  
 67930017 - R. HAGERTY  
 67940020 - E. KEEN  
 67940018 - M. PROCTOR  
 67902031 - M. SEARCY

**(3) OPS REGISTERED NURSE**  
 SPECIALIST  
 29-1141-02  
 67902030 - VACANT  
 67965486 - VACANT  
 67965485 - C. WEAVER

**(2) BEHAVIORAL ANALYST**  
 19-3099-03 5233 08  
 67016174 - J. MAJEWSKI  
 67012755 - S. THOMSON

**OSI REGIONAL COORDS**  
 (2) GOVERNMENT OPERATIONS CONSULTANT II  
 13-1111-04 2236 10  
 67073504 - S. LIPFORD  
 67073503 - V. VARGASON

**OSI ASSESSORS**  
 (2) SENIOR HUMAN SERVICES PROGRAM ANALYST  
 21-1099-03 5874 07  
 67073502 - T. CHISLUM  
 67073501 - F. IBRAHEEM

**(2) OPS BEHAVIORAL ANALYST**  
 19-3099-03  
 67902028 - VACANT  
 67902208 - VACANT

**MEDICAL CASE MGR**  
 (2) REGISTERED NURSE SPECIALIST  
 29-1141-02 5294 08  
 67073602 - A. STANLEY  
 67073536 - A. DRIGGERS

**COURT LIAISON SUP**  
 SENIOR HUMAN SERVICES PROGRAM SPEC - SES  
 67073533  
 21-1099-03 5879 07  
 LISA WEBB

**COURT LIAISON**  
 HUMAN SERVICES PROGRAM SPECIALIST  
 67016871  
 21-1099-03 5877 07  
 VACANT

**(2) OPS CLERKS**  
 43-9061-01  
 67902213 - S. BOWMAN  
 67901012 - S. ROBERTS

**MEDICAID WAIVER**  
 GOVERNMENT OPERATIONS CONSULTANT II  
 13-1111-04 2236 10  
 67040744  
 AMANDA PRICE

**MEDICAID WAIVER**  
 SENIOR HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5879 07  
 67057344  
 JANET HERRING

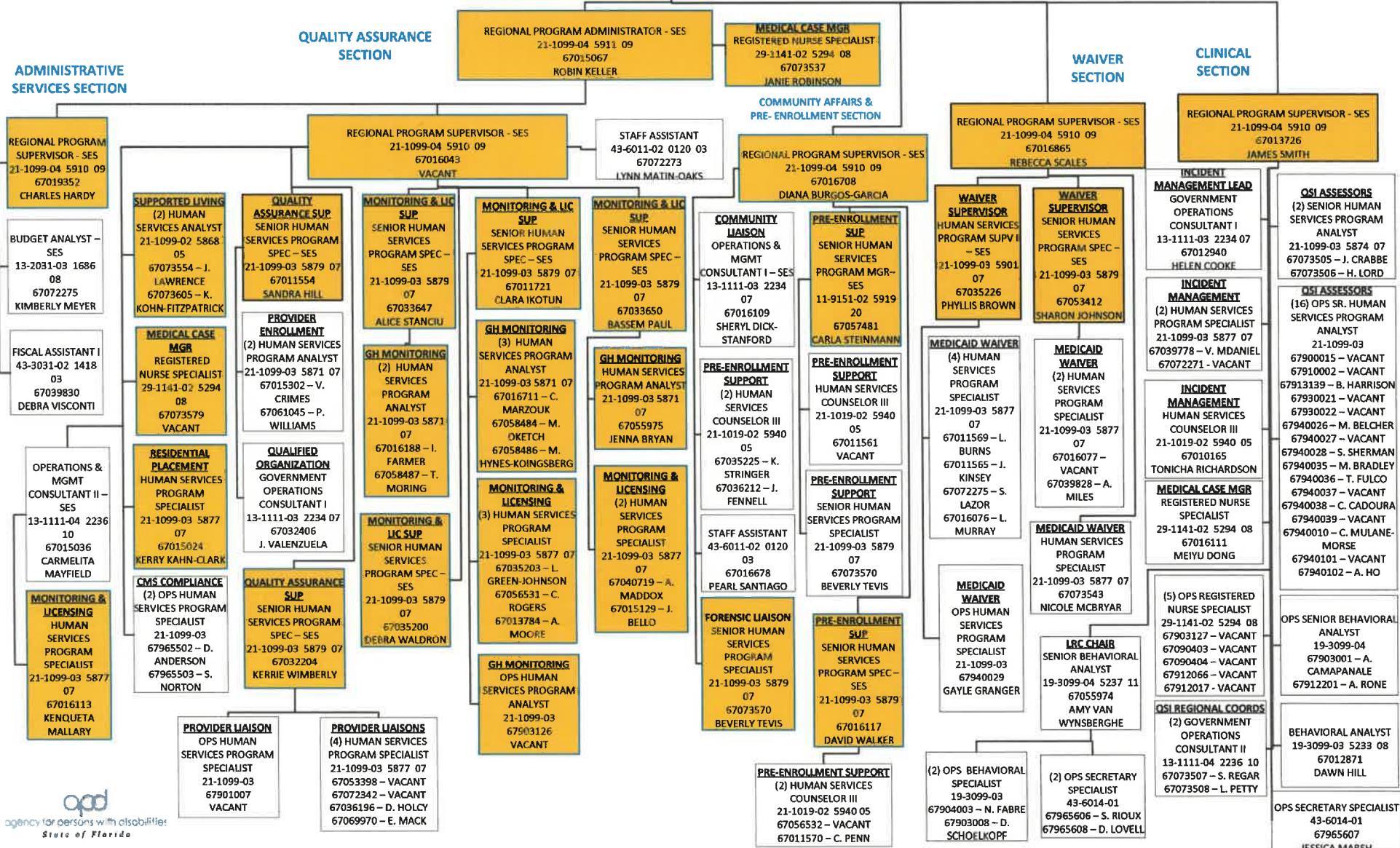
**MEDICAID WAIVER**  
 (6) HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5877 07  
 67035197 - Y. MAYO  
 67053464 - VACANT  
 67016158 - M. BRAZZELL  
 67016101 - T. HINSON  
 67016154 - R. SALTER  
 67053475 - S. WASHINGTON



DIVISION DIRECTOR OF OPERATIONS -APD  
 10-1021-01 9298 23  
 67072546  
 LORENA FULCHER

REGIONAL OPERATIONS MANAGER  
 11-1021-03 8169 21  
 67021562  
 LESLIE RICHARDS

ADMINISTRATIVE ASSISTANT II  
 43-6011-03 0712 05  
 67063895  
 SHIRLEY BOSTICK



**DIVISION DIRECTOR OF OPERATIONS -APD**  
 10-1021-01 9298 23  
 67072546  
 LORENA FULCHER

**REGIONAL OPERATIONS MANAGER**  
 11-1021-03 8169 21  
 67021243  
 JEANNETTE ESTES

**ADMINISTRATIVE ASSISTANT II**  
 - SES  
 43-6011-03 0712 05  
 67072277  
 NANCY MICHAEL

**QUALITY ASSURANCE SECTION**

**CLINICAL SECTION**

**COMMUNITY AFFAIRS & PRE-ENROLLMENT SECTION**

**WAIVER SECTION**

**REGIONAL PROGRAM SUPERVISOR - SES**  
 21-1099-04 5910 09  
 67036229  
 CARLA BETTIS

**REGIONAL PROGRAM SUPERVISOR - SES**  
 21-1099-04 5910 09  
 67035210  
 MERARI PEREZ

**REGIONAL PROGRAM ADMINISTRATOR - SES**  
 21-1099-04 5911 09  
 67061452  
 PRISCILLA WEEKS

**ADMINISTRATIVE ASSISTANT I**  
 43-6011-02 0709 03  
 67053431  
 CARISS RAMIREZ

**QUALITY ASSURANCE SUP SENIOR HUMAN SERVICES PROGRAM SPEC - SES**  
 21-1099-03 5879 07  
 67016773  
 EDUARDO CASTRO

**PROVIDER ENROLLMENT SUP SENIOR HUMAN SERVICES PROGRAM SPEC - SES**  
 21-1099-03 5879 07  
 67025208  
 KIMBERLY WILLIAMS

**MONITORING & LIC SUP. MANAGEMENT REVIEW SPECIALIST - SES**  
 13-1111-04 2239 10  
 67053286  
 CHARLES STEEN

**MONITORING & LIC SUP. HUMAN SERVICES PROGRAM SUPV I - SES**  
 21-1099-03 5901 07  
 67073606  
 AMBER GRIFFIN

**(4) OPS REGISTERED NURSE SPECIALIST**  
 29-1141-02 5294 08  
 67913056 - VACANT  
 67914027 - S. HAMMOND  
 67907032 - VACANT  
 67907064 - C. MARKS

**OSI REGIONAL COORDS**  
 (2) GOVERNMENT OPERATIONS CONSULTANT II  
 13-1111-04 2236 10  
 67073514 - A. JONES  
 67073515 - L. POOLE

**REGIONAL PROGRAM SUPERVISOR - SES**  
 21-1099-04 5910 09  
 67016743  
 SHARON JENNINGS

**REGIONAL PROGRAM SUPERVISOR - SES**  
 21-1099-04 5910 09  
 67048700  
 FANNY CHULING

**ADMINISTRATIVE ASSISTANT I**  
 43-6011-02 0709 03  
 67056419  
 LISA LEE

**BEHAVIORAL SPECIALIST**  
 19-3099-03 5230 08  
 67015173  
 VACANT

**PROVIDER LIAISONS**  
 (4) HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5877 07  
 67032318 - I. ARIAS  
 67032233 - S. LOZANO  
 67055525 - VACANT  
 67016123 - P. MORSE

**ADMINISTRATIVE ASSISTANT I**  
 43-6011-02 0709 03  
 67016745  
 VACANT

**MONITORING & LICENSING**  
 (4) HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5877 07  
 67056605 - T. MUSTAPHA  
 67039785 - VACANT  
 67019396 - D. LYNCH  
 67016684 - N. RINCON

**GH MONITORING**  
 (2) HUMAN SERVICES PROGRAM ANALYST  
 21-1099-03 5871 07  
 67033649 - C. MOYER  
 67042498 - C. GILCHRIST

**OPS REGISTERED NURSING CONSULTANT**  
 21-1141-04  
 67914086  
 VACANT

**OSI ASSESSORS**  
 (5) SENIOR HUMAN SERVICES PROGRAM ANALYST  
 21-1099-03 5874 07  
 67073509 - D. CHAPARRO  
 67073510 - K. O'BRIEN  
 67073511 - K. ANDERSON  
 67073512 - M. HOPWOOD  
 67073513 - R. LOLLAR

**SUPPORTED LIVING & EMPLOYMENT**  
 (3) HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5877 07  
 67044389 - A. QUINTERO  
 67039751 - R. COFFY-ANDESHA  
 67064069 - E. WATSON

**MED WAIVER SUP SENIOR HUMAN SERVICES PROGRAM SPEC - SES**  
 21-1099-03 5879 07  
 67053285  
 BRENDA SANCHEZ

**MED WAIVER SUP SENIOR HUMAN SERVICES PROGRAM SPEC - SES**  
 21-1099-03 5879 07  
 67036054  
 CONNIE MILLETT

**RESIDENTIAL PLACEMENT HUMAN SERVICES PROGRAM SPECIALIST**  
 21-1099-03 5877 07  
 67053661  
 TRAVIS PYE

**QUALIFIED ORGANIZATION GOVERNMENT OPERATIONS CONSULTANT I**  
 13-1111-03 2234 07  
 67013743  
 VACANT

**PROVIDER ENROLLMENT**  
 (2) HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5877 07  
 67015150 - L. GUZIAK  
 67052254 - T. SMITH

**GH MONITORING**  
 (3) HUMAN SERVICES PROGRAM ANALYST  
 21-1099-03 5871 07  
 67032226 - K. MAINLY  
 67055523 - S. CALLWOOD  
 67016689 - M. CRUZ

**OPS GH MONITORING**  
 (2) OPS HUMAN SERVICES PROGRAM ANALYST  
 21-1099-03  
 67912345 - M. VARVERIS  
 67913156 - VACANT

**OPS SECRETARY SPECIALIST**  
 67915009  
 43-6014-01  
 VACANT

**OSI ASSESSORS**  
 (19) OPS SR. HUMAN SERVICES PROGRAM ANALYST  
 67940044 - R. DELL'ERA  
 67940047 - K. BEAR  
 67907804 - L. THOMPSON  
 67940046 - E. DALE  
 67940048 - VACANT  
 67940049 - VACANT  
 67940045 - N. DEL RIO  
 67940016 - J. HERNANDEZ  
 67940115 - A. CRUZ  
 67940114 - B. CRAIG  
 67940107 - J. DRAKE-BALFOUR  
 67940106 - K. BELLAMY  
 67940110 - VACANT  
 67940109 - H. MURPHY  
 67940108 - J. LAYNE  
 67930039 - D. WILKERSON  
 67930042 - K. GARDNER-BOOTH  
 67903128 - S. NEMAZIE  
 67930157 - A. DWYER

**OPS HUMAN SERVICES PROGRAM ANALYST**  
 21-1099-03  
 67914025  
 MANYVONE CHAMPAVANNARRAT

**SECRETARY SPECIALIST**  
 43-6014-01 0105 01  
 67069911  
 GERTRUDE STALLON

**CLERK TYPIST SPECIALIST**  
 43-9022-01 0078 01  
 67042499  
 MILAGROS SOUCHET

**INCIDENT MANAGEMENT**  
 (2) OPERATIONS ANALYST II  
 13-1111-03 2212 07  
 67056989 - L. NELSON  
 67072283 - S. NOCEK

**INCIDENT MANAGEMENT LEAD GOVERNMENT OPERATIONS CONSULTANT I**  
 13-1111-03 2234 07  
 67013233  
 JESSICA FLAHERTY

**CMS COMPLIANCE**  
 (2) OPS HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03  
 67965500 - A. JENKINS  
 67965501 - J. TAYLOR

**GH MONITORING & LICENSING**  
 (4) HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5877 07  
 67073586 - G. HERNANDEZ-RIZO  
 67069912 - J. BAILEY  
 67032228 - R. JONES  
 67042254 - D. DANIELS

**(4) REGISTERED NURSE SPECIALIST**  
 29-1141-02 5294 08  
 67016746 - J. ANGOTTI  
 67073538 - P. VON ANSBACH  
 67073587 - A. PEREZ  
 67073588 - A. COLEMAN

**BEHAVIORAL ANALYST**  
 19-3099-03 5233 08  
 67012885  
 ZANE PRATER

**OPS SENIOR BEHAVIORAL ANALYST**  
 19-3099-04  
 67965600 - A. KUZMA

**ADMINISTRATIVE ASSISTANT I**  
 43-6011-02 0709 03  
 67032216  
 CHRISSDALY SOTO

**MEDICAID WAIVER**  
 (5) HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5877 07  
 67007492 - L. VARHOL  
 67055521 - N. ROSARIO  
 67053284 - M. GORIS  
 67055520 - B. ZATKOFF  
 67056988 - L. BUSTILLO

**MEDICAID WAIVER**  
 (4) HUMAN SERVICES PROGRAM SPECIALIST  
 21-1099-03 5877 07  
 67034742 - C. MARTIN  
 67016709 - S. PEREZ  
 67035213 - Y. JANI  
 67073544 - A. MCFARLANE

**SUPPORTED LIVING HUMAN SERVICES PROGRAM SPECIALIST**  
 21-1099-03 5877 07  
 67016203 - S. MAJOR-KELLY

**RESIDENTIAL PLACEMENT HUMAN SERVICES PROGRAM SPECIALIST**  
 21-1099-03 5877 07  
 67053288  
 VACANT

**(2) SENIOR BEHAVIORAL ANALYST**  
 19-3099-04 5237 11  
 67016747 - J. LEWIS  
 67032231 - L. ZHANG

**FORENSIC LIAISON SENIOR HUMAN SERVICES PROGRAM SPECIALIST**  
 21-1099-03 5879 07  
 67073531  
 CRYSTAL PETERS

**PRE-ENROLLMENT SUPPORT**  
 (10) HUMAN SERVICES COUNSELOR III  
 21-1019-02 5940 05  
 67016744 - S. GREENE  
 67016687 - VACANT  
 67016886 - M. LEWIS  
 67055522 - S. PORTH  
 67016235 - A. GOMEZ  
 67055519 - V. BLAIR  
 67053283 - L. GARCIA  
 67042253 - L. TODD  
 67032207 - VACANT  
 67040098 - S. CLEVELAND



**PROPOSED  
AGENCY FOR PERSONS WITH DISABILITIES  
DIVISION OF OPERATIONS & PROGRAMS  
SOUTHEAST REGION (BUREAU)  
PAGE 20  
SUBMISSION DATE AUGUST 30, 2024**

ASSISTANT DIRECTOR OF OPERATIONS & PROGRAMS - SMS  
10-1021-01 GENERAL AND OPERATIONS MANAGERS 9298 23  
67072546  
LORENA FULCHER

REGIONAL OPERATIONS MANAGER  
11-1021-03 GENERAL AND OPERATIONS MANAGERS 8169  
021  
67029069  
RITA CASTOR

ADMINISTRATIVE ASSISTANT II  
43-6011-03 EXEC SECRETARIES & EXEC  
ADMIN ASSISTANT 0712 05  
67032235  
VACANT

ADMINISTRATIVE ASSISTANT I  
43-6011-02 EXEC SECRETARIES &  
EXEC ADMIN ASSISTANT 0709 03  
67032212  
VACANT

RESIDENTIAL PLACEMENT  
HUMAN SERVICES PROGRAM SPECIALIST  
21-1099-03 COMMUNITY/SOCIAL SERVICE  
SPEC/ALL OTHER 5877 07  
67053678  
VACANT

REGIONAL MANAGER  
11-1021-02 GENERAL AND OPERATIONS MANAGERS 8508  
20  
67015094  
DAVID LIN

**SE PROVIDER  
DEVELOPMENT  
SECTION**

**SE ADMINISTRATIVE  
SERVICES SECTION**

**SE REGIONAL OPERATIONS AND  
PROGRAM SUPPORTS SECTION**

**SE INTAKE AND  
ELIGIBILITY SUBSECTION**

**SE MEDICAID  
WAIVER  
SUBSECTION**

**SE CLINICAL  
WAIVER  
SUBSECTION**

**PROVIDER DEVELOPMENT MANAGER**  
COMMUNITY AND SOCIAL SERVICE  
MANAGER II  
11-9151-02 COMMUNITY AND SOCIAL  
SERVICES MANAGER 2298 020  
67032205  
VACANT

**ADMINISTRATIVE SERVICES MANAGER**  
COMMUNITY AND SOCIAL SERVICE  
MANAGER II  
11-9151-02 COMMUNITY AND SOCIAL  
SERVICES MANAGER 2298 020  
67024379  
DAVID GILLIS

**INTAKE AND ELIGIBILITY MANAGER**  
COMMUNITY AND SOCIAL SERVICE  
MANAGER I  
11-9151-01 COMMUNITY AND SOCIAL  
SERVICES MANAGER 2297 19  
67053414  
PAULINE SPENCE

**MEDICAID WAIVER MANAGER**  
COMMUNITY AND SOCIAL SERVICE  
MANAGER I  
11-9151-01 COMMUNITY AND SOCIAL  
SERVICES MANAGER 2297 19  
67039676  
BEATRICE DEJOIE

**CLINICAL WAIVER MANAGER**  
COMMUNITY AND SOCIAL SERVICE  
MANAGER I  
11-9151-01 COMMUNITY AND SOCIAL  
SERVICES MANAGER 2297 19  
67032380  
CLARA ALEVY

**PROVIDER ENROLLMENT  
SUP**  
REGIONAL PROGRAM  
SUPERVISOR - SES  
21-1099-04  
COMMUNITY/SOCIAL  
SERVICE SPEC/ALL OTHER  
67033520  
CLAUSETTE DEVALLO

**INCIDENT MANAGEMENT  
LEAD**  
GOVERNMENT OPERATIONS  
CONSULTANT I  
67015645  
13-1111-03 MANAGEMENT  
ANALYSTS 2234 07  
SAHODRA BALRAI

FISCAL ASSISTANT II  
67048254  
43-3031-02 BOOKKEEPING,  
ACCOUNTING & AUDITING CLERK  
1418 03  
MELORY DRESSEHO

**COURT LIAISON**  
HUMAN SERVICES PROGRAM  
SPECIALIST  
21-1099-03 COMMUNITY/SOCIAL  
SERVICE SPEC/ALL OTHER 5877 07  
67033667  
CASSANDRA GORDON

**FORENSIC LEAD**  
SENIOR HUMAN SERVICES  
PROGRAM SPECIALIST  
21-1099-03 COMMUNITY/SOCIAL  
SERVICE SPEC/ALL OTHER 5879 07  
67073535  
ANSELM PHILLIPS

OFFICE OPERATIONS CONSULTANT I  
67034744  
13-1199-03 MANAGEMENT  
ANALYSTS 0162 07  
VACANT

ADMINISTRATIVE ASSISTANT I  
67016228  
43-6011-02 EXEC SECRETARIES &  
EXEC ADMIN ASSISTANTS 0709 03  
VACANT

OPS ADMINISTRATIVE SECRETARY  
67910090  
43-6011-02  
MATTHEW CARASOV

**PRE-ENROLLMENT SUP**  
REGIONAL PROGRAM  
SUPERVISOR - SES  
21-1099-04 COMMUNITY/  
SOCIAL SERVICE SPEC/ALL  
OTHER 5910 09  
67016222  
LORIE LATOUCHE

**ELIGIBILITY**  
SENIOR HUMAN SERVICES  
PROGRAM ANALYST  
21-1099-03 COMMUNITY/  
SOCIAL SERVICE SPEC/ALL  
OTHER 5874 07  
67016223  
SHURELLE SMITH

**COMMUNITY SUPPORT  
OPERATIONS ANALYST II**  
13-1111-03 MANAGEMENT  
ANALYSTS 2212 07  
67016229  
MILORY SENAT

**INTAKE**  
(2) HUMAN SERVICES  
PROGRAM ANALYST  
21-1099-03 COMMUNITY/  
SOCIAL SERVICE SPEC/ALL  
OTHER 5871 07  
67033663 - P. PANNELL  
67014265 - M. RORIE

**SUPPORTED EMPLOYMENT**  
(2) HUMAN SERVICES  
PROGRAM SPECIALIST  
21-1099-03 COMMUNITY/  
SOCIAL SERVICE SPEC/ALL  
OTHER 5877 07  
67073550 - VACANT

**SUPPORTED LIVING**  
HUMAN SERVICES ANALYST  
21-1099-02 COMMUNITY/  
SOCIAL SERVICE SPEC/ALL  
OTHER 5868 05  
67073576  
VACANT

**MED WAIVER SUPERVISOR**  
REGIONAL PROGRAM SUPERVISOR  
- SES  
21-1099-04 COMMUNITY/SOCIAL  
SERVICE SPEC/ALL OTHER 5910 09  
67053271  
PAMELA ROMACK

ADMINISTRATIVE ASSISTANT I  
43-6011-02 EXEC SECRETARIES  
& EXEC ADMIN ASSISTANTS  
0709 03  
67016245  
VACANT

**MEDICAID WAIVER**  
(5) HUMAN SERVICES  
PROGRAM SPECIALIST  
21-1099-03 COMMUNITY/  
SOCIAL SERVICE SPEC/ALL  
OTHER 5877 07  
67026620 - W. ST VICTOR  
67073546 - C. LIMA  
67015336 - M. ROMAN-  
BLANCO  
67016224 - R. VALIZ  
67040209 - A. DESJARDINS

**MED WAIVER SUPERVISOR**  
REGIONAL PROGRAM SUPERVISOR  
- SES  
21-1099-04 COMMUNITY/  
SOCIAL SERVICE SPEC/ALL  
OTHER 5910 09  
67013921  
USHAE LEWIS

**MEDICAID WAIVER**  
(6) HUMAN SERVICES  
PROGRAM SPECIALIST  
21-1099-03 COMMUNITY/  
SOCIAL SERVICE SPEC/ALL  
OTHER 5877 07  
67021286 - S. THOMAS  
67016227 - M. TOUSSAINT  
67016225 - K. WHITELY  
67016185 - VACANT  
67073574 - VACANT  
67073575 - VACANT

ADMINISTRATIVE ASSISTANT I  
67906692  
43-6011-02 EXEC SECRETARIES  
& EXEC ADMIN ASSISTANTS  
0709 03  
JERRY BANKS

**OSL SUPERVISOR**  
REGIONAL PROGRAM SUPERVISOR - SES  
21-1099-04 COMMUNITY/  
SOCIAL SERVICE SPEC/ALL  
OTHER 5910 09  
67032213  
CASSANDRA DAVIS

**OSL ASSESSORS**  
(2) SENIOR HUMAN SERVICES  
PROGRAM ANALYST  
21-1099-03 COMMUNITY/  
SOCIAL SERVICE SPEC/ALL  
OTHER 5874 07  
67073522 - V. MARTINEZ  
67073523 - VACANT

**OSL ASSESSORS OPS**  
(8) OPS SR. HUMAN SERVICES  
PROGRAM ANALYST  
21-1099-03  
67940120 - D. ATTHIS  
67940122 - VACANT  
67940121 - VACANT  
67940065 - C. JOHNSON  
67909129 - VACANT  
67907144 - VACANT  
67950029 - T. WALKER  
67951322 - N. DARBOUZE

**OSL SUPERVISOR**  
REGIONAL PROGRAM SUPERVISOR - SES  
21-1099-04 COMMUNITY/SOCIAL  
SERVICE SPEC/ALL OTHER 5910  
09  
67073604  
VACANT

**OSL ASSESSORS OPS**  
(10) OPS SR. HUMAN SERVICES  
PROGRAM ANALYST  
21-1099-03  
67940066 - N. COLON  
67940067 - J. IVEY  
67940072 - VACANT  
67940073 - L. PIERRE  
67940074 - VACANT  
67940075 - VACANT  
67940077 - VACANT  
67903129 - VACANT

**MEDICAL CASE MGR**  
REGISTERED NURSE  
CONSULTANT  
29-1141-04 REGISTERED  
NURSES 5312 10  
67015292  
CHRISTA LABREC

**MEDICAL CASE MGR**  
(3) REGISTERED NURSE  
SPECIALIST  
29-1141-02 REGISTERED  
NURSES 5294 08  
67073540 - A. EARLE  
67073578 - D.  
GARDENER

**OSL REGIONAL COORDS**  
(2) GOVERNMENT  
OPERATIONS  
CONSULTANT II  
13-1111-04  
MANAGEMENT  
ANALYSTS 2236 10  
67073525 - D.  
ALPHONSO  
67073524 - M. HUDSON

(2) SENIOR BEHAVIORAL  
ANALYST  
19-3099-04 SOCIAL  
SCIENTISTS & RELATED  
WORKERS, ALL 5237 11  
67016142 - N. BREMSON  
67033666 - S. ROOT

(2) BEHAVIORAL ANALYST  
19-3099-03 SOCIAL  
SCIENTISTS & RELATED  
WORKERS, ALL 5233 08  
67013738 - M. FLORES  
67052803 - J. VIROSTEK

OPS SENIOR BEHAVIORAL  
ANALYST  
19-3099-04  
67980003  
CARLA FORREST

OPS REGISTERED NURSE  
SPECIALIST  
29-1141-02  
67915013  
VACANT





**Schedule XIV  
Variance from Long Range Financial Outlook**

**Agency: Agency for Persons with Disabilities      Contact: Rose Salinas**

Article III, section 19(a)3 of the Florida Constitution, requires each agency Legislative Budget Request to be based upon and reflect the long range financial outlook adopted by the Joint Legislative Budget Commission or to explain any variance from the outlook.

- 1) Does the long range financial outlook adopted by the Joint Legislative Budget Commission in September 2024 contain revenue or expenditure estimates related to your agency?

Yes       No

- 2) If yes, please list the estimates for revenues and budget drivers that reflect an estimate for your agency for Fiscal Year 2025-2026 and list the amount projected in the long range financial outlook and the amounts projected in your Schedule I or budget request.

	Issue (Revenue or Budget Driver)	R/B*	FY 2025-2026 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a	HCBS Waiver Pre-enrollment reduction, additional client needs, replacement of motor vehicles and rate increases for Medicaid Waiver providers.	B	\$70.1 million GR \$95.6 million TF	\$41.6 million GR \$52.8 million TF
b	Information Technology/Infrastructure (Online Application and Client Data Management System)	B	\$32.8 million GR \$155.8 million TF (Includes other agencies)	\$2.4 million GR \$2.4 million TF
c				
d				
e				
f				

- 3) If your agency's Legislative Budget Request does not conform to the long range financial outlook with respect to the revenue estimates (from your Schedule I) or budget drivers, please explain the variance(s) below.

The agency submitted Legislative Budget Requests for pre-enrollment to the waiver, online application to the web portal, licensing fees and training and ongoing support for the Client Data Management System, and replacement of motor vehicles. The Agency continues to monitor Waiver expenditures to assess additional Program needs.

\* R/B = Revenue or Budget Driver



agency for persons with disabilities  
*State of Florida*

**Legislative Budget Request  
Fiscal Year 2025-26**

**Home and Community Services  
67100100**

**Schedule I Series**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2025-26</b>
<b>Trust Fund Title:</b>	Agency for Persons with Disabilities
<b>Budget Entity:</b>	Administrative Trust Fund
<b>LAS/PBS Fund Number:</b>	67100100
	2021

	Balance as of 6/30/2024		SWFS* Adjustments		Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	66,254	(A)			66,254
ADD: Other Cash (See Instructions)		(B)			0
ADD: Investments		(C)			0
ADD: Outstanding Accounts Receivable		(D)			0
ADD: _____		(E)			0
<b>Total Cash plus Accounts Receivable</b>	<b>66,254</b>	(F)	<b>0</b>		<b>66,254</b>
LESS Allowances for Uncollectibles		(G)			0
LESS Approved "A" Certified Forwards	0	(H)			0
Approved "B" Certified Forwards		(H)			0
Approved "FCO" Certified Forwards		(H)			0
LESS: Other Accounts Payable (Nonoperating)		(I)			0
LESS: Transfer to BE 67100300		(J)			0
<b>Unreserved Fund Balance, 07/01/24</b>	<b>66,254</b>	(K)	<b>0</b>		<b>66,254</b>

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Budget Period: 2025-26 Agency for Persons with Disabilities
<b>Trust Fund Title:</b>	Operations and Maintenance Trust Fund
<b>Budget Entity:</b>	67100100
<b>LAS/PBS Fund Number:</b>	2516

	Balance as of 6/30/2024		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	(81,224,309.66)	(A)		(81,224,309.66)
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable	451.06	(D)		451.06
ADD: Transfer from 67100200	81,869,823.58	(E)		81,869,823.58
<b>Total Cash plus Accounts Receivable</b>	<b>645,964.98</b>	(F)	<b>0.00</b>	<b>645,964.98</b>
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards	645,964.98	(H)		645,964.98
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS:		(J)		0.00
<b>Unreserved Fund Balance, 07/01/24</b>	<b>0.00</b>	(K)	<b>0.00</b>	<b>0.00</b> **

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2025 - 26**

**Department Title:** Agency for Persons with Disabilities  
**Trust Fund Title:** Social Services Block Grant - 67100100  
**LAS/PBS Fund Number:** 2639

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/24</b>	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	24,829,185.36 (A)
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	(B)
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
Accrual Not CF on Trial Balance	(C)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	(300,000.00) (D)
Transfer to BE 67100200	(551,615.61) (D)
Transfer to BE 67100300	(1,163,156.00) (D)
Transfer to BE 67100400	(4,105,960.62) (D)
Transfer to BE 67100500	(990,578.67) (D)
SWFS Adjustment # and Description	(C)
<b>Add/Subtract Other Adjustment(s):</b>	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(D)
PY Fund Balance adj (54900)	(D)
Current Compensated Absences Liability	378.85 (D)
Unreserved Fund Balance Adj (54900)	(D)
Rounding	
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	17,718,253.31 (E)
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	17,718,253.31 (F)
<b>DIFFERENCE:</b>	- (G)*

**\*SHOULD EQUAL ZERO.**

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2025-26**

**Department Title:** Agency for Persons with Disabilities

**Trust Fund Title:** Administrative Trust Fund - BE 67100100

**LAS/PBS Fund Number:** 2021

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/24**

Total all GLC's 5XXXX for governmental funds; 66,254 (A)  
GLC 539XX for proprietary and fiduciary funds

**Subtract Nonspendable Fund Balance (GLC 56XXX)** 0 (B)

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description - Expenses - CF 0 (C)

SWFS Adjustment # and Description 0 (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS 0 (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS  (D)

A/P not C/F-Operating Categories  (D)

Transfer to BE 67100300  (D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 66,254 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 66,254 (F)

**DIFFERENCE:** 0 (G)\*

**\*SHOULD EQUAL ZERO.**

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2025-26**

**Department Title:** Agency for Persons with Disabilities  
**Trust Fund Title:** Operations and Maintenance Trust Fund - BE 67100100  
**LAS/PBS Fund Number:** 2516

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/2024**

Total all GLC's 5XXXX for governmental funds; (82,128,022.10) (A)  
GLC 539XX for proprietary and fiduciary funds

**Subtract Nonspendable Fund Balance (GLC 56XXX)**   (B)

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment   (C)

Transfer from BE 67100200 81,869,823.58 (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS   (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS   (D)

Compensated Absences Liability 258,198.52 (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 0.00 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** (0.00) (F)

**DIFFERENCE:** 0.00 (G)\*

**\*SHOULD EQUAL ZERO.**

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2025 - 26**

<b>Department Title:</b>	Agency for Persons with Disabilities
<b>Trust Fund Title:</b>	Social Services Block Grant - 67100100
<b>LAS/PBS Fund Number:</b>	2639

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/24</b>	
Total all GLC's 5XXXX for governmental funds;	24,829,185.36 (A)
GLC 539XX for proprietary and fiduciary funds	

<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	[ ] (B)
---	---------

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

Accrual Not CF on Trial Balance	[ ] (C)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	(300,000.00) (D)
Transfer to BE 67100200	(551,615.61) (D)
Transfer to BE 67100300	(1,163,156.00) (D)
Transfer to BE 67100400	(4,105,960.62) (D)
Transfer to BE 67100500	(990,578.67) (D)
SWFS Adjustment # and Description	[ ] (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	[ ] (D)
PY Fund Balance adj (54900)	[ ] (D)
Current Compensated Absences Liability	378.85 (D)
Unreserved Fund Balance Adj (54900)	[ ] (D)
Rounding	[ ]

<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	17,718,253.31 (E)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	17,718,253.31 (F)
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<b>DIFFERENCE:</b>	- (G)*
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**\*SHOULD EQUAL ZERO.**





agency for persons with disabilities  
*State of Florida*

**Legislative Budget Request**  
**Fiscal Year 2025-26**

**Program Management and  
Compliance**

**67100200**  
**Schedule I Series**

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2025 -26</b>
<b>Trust Fund Title:</b>	Agency for Persons with Disabilities
<b>Budget Entity:</b>	Administrative Trust Fund
<b>LAS/PBS Fund Number:</b>	67100200
	2021

	Balance as of 6/30/2024		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	158,963	(A)		158,963
ADD: Other Cash (See Instructions)		(B)		0
ADD: Investments		(C)		0
ADD: Outstanding Accounts Receivable		(D)		0
ADD: _____		(E)		0
<b>Total Cash plus Accounts Receivable</b>	<b>158,963</b>	(F)	<b>0</b>	<b>158,963</b>
LESS Allowances for Uncollectibles		(G)		0
LESS Approved "A" Certified Forwards	0	(H)		0
Approved "B" Certified Forwards		(H)		0
Approved "FCO" Certified Forwards		(H)		0
LESS: Other Accounts Payable (Nonoperating)		(I)		0
LESS: Transfer to BE 67100300		(J)		0
<b>Unreserved Fund Balance, 07/01/24</b>	<b>158,963</b>	(K)	<b>0</b>	<b>158,963</b> **

**Notes:**  
 \*SWFS = Statewide Financial Statement  
 \*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

**Budget Period: 2025-26**

<b>Department Title:</b>	Agency for Persons with Disabilities
<b>Trust Fund Title:</b>	Administrative Trust Fund
<b>Budget Entity:</b>	67100200
<b>LAS/PBS Fund Number:</b>	2261

	Balance as of 6/30/2024		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	39,804.40	(A)		39,804
ADD: Other Cash (See Instructions)		(B)		0
ADD: Investments		(C)		0
ADD: Outstanding Accounts Receivable		(D)		0
ADD: _____		(E)		0
<b>Total Cash plus Accounts Receivable</b>	<b>39,804.40</b>	(F)	<b>0</b>	<b>39,804</b>
LESS Allowances for Uncollectibles		(G)		0
LESS Approved "A" Certified Forwards		(H)		0
Approved "B" Certified Forwards		(H)		0
Approved "FCO" Certified Forwards		(H)		0
LESS: Other Accounts Payable (Nonoperating)		(I)		0
LESS: _____		(J)		0
<b>Unreserved Fund Balance, 07/01/24</b>	<b>39,804.40</b>	(K)	<b>0</b>	<b>39,804.40</b> **

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Budget Period: 2025-26
<b>Trust Fund Title:</b>	Agency for Persons with Disabilities
<b>Budget Entity:</b>	Operations and Maintenance Trust Fund
<b>LAS/PBS Fund Number:</b>	67100200
	2516

	Balance as of 6/30/2024		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	113,440,464.51	(A)		113,440,464.51
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable	7,325,695.55	(D)		7,325,695.55
ADD: _____		(E)		0.00
<b>Total Cash plus Accounts Receivable</b>	<b>120,766,160.06</b>	(F)	<b>0.00</b>	<b>120,766,160.06</b>
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards	1,977,562.92	(H)		1,977,562.92
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Nonoperating A/P-SWCAP & GR Srv Chg	17,313.52	(I)		17,313.52
LESS: Transfer TO 67100100	81,869,823.58	(J)		81,869,823.58
LESS: Transfer TO 67100400	32,927,025.96	(J)		32,927,025.96
LESS: Transfer TO 67100500	38,700.00	(J)		38,700.00
<b>Unreserved Fund Balance, 07/01/24</b>	<b>3,935,734.08</b>	(K)	<b>0.00</b>	<b>3,935,734.08</b> **

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

**Budget Period: 2025 -26**

<b>Department Title:</b>	Agency for Persons with Disabilities
<b>Trust Fund Title:</b>	Social Services Block Grant
<b>Budget Entity:</b>	67100200
<b>LAS/PBS Fund Number:</b>	2639

	Balance as of 6/30/2024		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	(551,526.41)	(A)		(551,526.41)
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: Transfer from BE 67100100	551,526.41	(E)		551,526.41
<b>Total Cash plus Accounts Receivable</b>	<b>0.00</b>	<b>(F)</b>	<b>0.00</b>	<b>0.00</b>
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: _____		(J)		0.00
<b>Unreserved Fund Balance, 07/01/24</b>	<b>0.00</b>	<b>(K)</b>	<b>0.00</b>	<b>0.00</b> **

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2025-26**

**Department Title:** Agency for Persons with Disabilities

**Trust Fund Title:** Administrative Trust Fund - BE 67100200

**LAS/PBS Fund Number:** 2021

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/24**

Total all GLC's 5XXXX for governmental funds; 158,963 (A)  
GLC 539XX for proprietary and fiduciary funds

**Subtract Nonspendable Fund Balance (GLC 56XXX)** \_\_\_\_\_ (B)

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description Expenses - CF \_\_\_\_\_ (C)

\_\_\_\_\_ (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS \_\_\_\_\_ (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS \_\_\_\_\_ (D)

A/P not C/F-Operating Categories \_\_\_\_\_ (D)

Transfer to BE 67100300 \_\_\_\_\_ (D)

\_\_\_\_\_ (D)

\_\_\_\_\_ (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 158,963 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 158,963 (F)

**DIFFERENCE:** 0 (G)\*

**\*SHOULD EQUAL ZERO.**

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

<b>Budget Period:</b>	<b>2025 - 26</b>
<b>Department Title:</b>	<u>Agency for Persons with Disabilities</u>
<b>Trust Fund Title:</b>	<u>Federal Grants Trust Fund - BE 67100200</u>
<b>LAS/PBS Fund Number:</b>	<u>2261</u>

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/24</b>	
Total all GLC's 5XXXX for governmental funds;	
GLC 539XX for proprietary and fiduciary funds	39,507 (A)
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
Adjustment to Correct GL 31100 PY Payables	297 (C)
SWFS Adjustment # and Description	
<b>Add/Subtract Other Adjustment(s):</b>	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	
Approved "C" Carry Forward Total (FCO) per LAS/PBS	
A/P not C/F-Operating Categories	
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	39,804 (E)
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	39,804 (F)
<b>DIFFERENCE:</b>	0 (G)*

**\*SHOULD EQUAL ZERO.**

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2025-26**

**Department Title:** Agency for Persons with Disabilities  
**Trust Fund Title:** Operations and Maintenance Trust Fund - BE 67100200  
**LAS/PBS Fund Number:** 2516

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/2024**

Total all GLC's 5XXXX for governmental funds; 118,798,332.82 (A)  
GLC 539XX for proprietary and fiduciary funds

**Subtract Nonspendable Fund Balance (GLC 56XXX)**  (B)

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

Transfer to BE 67100100 (81,869,823.58) (C)

Transfer to BE 67100400 (32,954,075.16) (C)

Transfer to BE 67100500 (38,700.00) (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS 0.00 (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS  (D)

Compensated Absences Liability  (D)

Adjustment to Fund Balance GL 549XX  (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 3,935,734.08 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 3,935,734.08 (F)

**DIFFERENCE:** 0.00 (G)\*

**\*SHOULD EQUAL ZERO.**



**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2025 - 26**

**Department Title:** Agency for Persons with Disabilities

**Trust Fund Title:** Social Services Block Grant - 67100200

**LAS/PBS Fund Number:** 2639

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/24**

Total all GLC's 5XXXX for governmental funds;	<input type="text" value="(551,615.61)"/>	(A)
GLC 539XX for proprietary and fiduciary funds		

<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<input type="text"/>	(B)
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**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description	<input type="text"/>	(C)
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SWFS Adjustment # and Description	<input type="text"/>	(C)
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**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text"/>	(D)
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Approved "C" Carry Forward Total (FCO) per LAS/PBS	<input type="text"/>	(D)
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A/P not C/F-Operating Categories	<input type="text"/>	(D)
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Transfer from BE 67100100	<input type="text" value="551,615.61"/>	(D)
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Unreserved Fund Balance Adj (54900)	<input type="text"/>	(D)
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<input type="text"/>	(D)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="0.00"/>	(E)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	<input type="text" value="0.00"/>	(F)
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<b>DIFFERENCE:</b>	<input type="text" value="0.00"/>	(G)*
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**\*SHOULD EQUAL ZERO.**



agency for persons with disabilities  
*State of Florida*

**Legislative Budget Request  
Fiscal Year 2025-26**

**Developmental Disabilities Public  
Facilities**

**67100300**

**Schedule I Series**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Budget Period: 2025 -26 Agency for Persons with Disabilities
<b>Trust Fund Title:</b>	Administrative Trust Fund
<b>Budget Entity:</b>	67100300
<b>LAS/PBS Fund Number:</b>	2021

	Balance as of 6/30/2024		SWFS* Adjustments		Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	(192,505)	(A)			(192,505)
ADD: Other Cash (See Instructions)		(B)			0
ADD: Investments		(C)			0
ADD: Outstanding Accounts Receivable		(D)			0
ADD: Transfer from BE 67100100	66,254	(E)			66,254
ADD: Transfer from BE 67100200	158,963	(E)			158,963
<b>Total Cash plus Accounts Receivable</b>	<b>32,712</b>	(F)	<b>0</b>		<b>32,712</b>
LESS Allowances for Uncollectibles		(G)			0
LESS Approved "A" Certified Forwards		(H)			0
Approved "B" Certified Forwards		(H)			0
Approved "FCO" Certified Forwards	0	(H)			0
LESS: Other Accounts Payable (Nonoperating)		(I)			0
LESS: _____		(J)			0
<b>Unreserved Fund Balance, 07/01/24</b>	<b>32,712</b>	(K)	<b>0</b>		<b>32,712</b> **

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Budget Period: 2025-26 Agency for Persons with Disabilities
<b>Trust Fund Title:</b>	Operations and Maintenance Trust Fund
<b>Budget Entity:</b>	67100300
<b>LAS/PBS Fund Number:</b>	2516

	Balance as of 6/30/2024		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	5,297,156.75	(A)		5,297,156.75
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		3,748,462.51
ADD: _____		(E)		0.00
<b>Total Cash plus Accounts Receivable</b>	<b>5,297,156.75</b>	(F)	<b>0.00</b>	<b>5,297,156.75</b>
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards	0.00	(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: Transfer to 67100100		(J)		0.00
<b>Unreserved Fund Balance, 07/01/24</b>	<b>5,297,156.75</b>	(K)	<b>0.00</b>	<b>5,297,156.75</b> **

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE**

**Budget Period: 2025 -26**

**Department Title:** Agency for Persons with Disabilities  
**Trust Fund Title:** Social Services Block Grant  
**Budget Entity:** 67100300  
**LAS/PBS Fund Number:** 2639

	<b>Balance as of 6/30/2024</b>	<b>SWFS* Adjustments</b>	<b>Adjusted Balance</b>
<b>Chief Financial Officer's (CFO) Cash Balance</b>	(795,934.32) (A)		(795,934.32)
ADD: Other Cash (See Instructions)			0.00
ADD: Investments			0.00
ADD: Outstanding Accounts Receivable			0.00
ADD: Transfer from BE 67100100	1,163,156.00 (E)		1,163,156.00
<b>Total Cash plus Accounts Receivable</b>	<b>367,221.68 (F)</b>	<b>0.00</b>	<b>367,221.68</b>
LE: Allowances for Uncollectibles			0.00
LE: Approved "A" Certified Forwards			0.00
Approved "B" Certified Forwards			0.00
Approved "FCO" Certified Forwards	367,221.68 (H)		367,221.68
LESS: Other Accounts Payable (Nonoperating)			0.00
LESS: _____			0.00
<b>Unreserved Fund Balance, 07/01/24</b>	<b>(0.00) (K)</b>	<b>0.00</b>	<b>(0.00)**</b>

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

<b>Budget Period:</b>	<b>2025-26</b>
<b>Department Title:</b>	<u>Agency for Persons with Disabilities</u>
<b>Trust Fund Title:</b>	<u>Administrative Trust Fund - BE 67100300</u>
<b>LAS/PBS Fund Number:</b>	<u>2021</u>

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/24</b>	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="(192,505)"/> (A)
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<input type="text"/> (B)
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
SWFS Adjustment # and Description	<input type="text"/> (C)
SWFS Adjustment # and Description	<input type="text" value="0"/> (C)
<b>Add/Subtract Other Adjustment(s):</b>	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text"/> (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	<input type="text" value="0"/> (D)
A/P not C/F-Operating Categories	<input type="text" value="0"/> (D)
Transfer from BE 67100100	<input type="text" value="0"/> (D)
Transfer from BE 67100200	<input type="text" value="0"/> (D)
	<input type="text"/> (D)
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="(192,505)"/> (E)
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	<input type="text" value="(192,505)"/> (F)
<b>DIFFERENCE:</b>	<input type="text" value="0"/> (G)*

**\*SHOULD EQUAL ZERO.**

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2025-26**

**Department Title:** Agency for Persons with Disabilities  
**Trust Fund Title:** Operations and Maintenance Trust Fund - BE 67100300  
**LAS/PBS Fund Number:** 2516

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/2024**

Total all GLC's 5XXXX for governmental funds;  (A)  
GLC 539XX for proprietary and fiduciary funds

**Subtract Nonspendable Fund Balance (GLC 56XXX)**  (B)

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS  (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS  (D)

Compensated Absences Liability  (D)

Approved Carry Forward Total (FCO) for FY 07 per LAS/PBS  (D)

Transfer to BE 67100100  (D)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)**  (F)

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2025 - 26**

**Department Title:** Agency for Persons with Disabilities

**Trust Fund Title:** Social Services Block Grant - 67100300

**LAS/PBS Fund Number:** 2639

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/24**

Total all GLC's 5XXXX for governmental funds; (795,934.32) (A)  
 GLC 539XX for proprietary and fiduciary funds

**Subtract Nonspendable Fund Balance (GLC 56XXX)**   (B)

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description   (C)

SWFS Adjustment # and Description   (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS   (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS (367,221.68) (D)

A/P not C/F-Operating Categories   (D)

Transfer from BE 67100100 1,163,156.00 (D)

Rounding   (D)

  (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 0.00 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** (0.00) (F)

**DIFFERENCE:** 0.00 (G)\*

**\*SHOULD EQUAL ZERO.**





agency for persons with disabilities  
*State of Florida*

**Legislative Budget Request  
Fiscal Year 2025-26**

**Developmental Disabilities Centers-  
Civil Program**

**67100400**

**Schedule I Series**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Budget Period: 2025-26 Agency for Persons with Disabilities
<b>Trust Fund Title:</b>	Operations & Maintenance Trust Fund
<b>Budget Entity:</b>	67100400
<b>LAS/PBS Fund Number:</b>	2516

	Balance as of 6/30/2024		SWFS* Adjustments		Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	(22,747,685.13)	(A)			(22,747,685.13)
ADD: Other Cash (See Instructions)		(B)			0.00
ADD: Investments		(C)			0.00
ADD: Outstanding Accounts Receivable	3,748,462.51	(D)			3,748,462.51
ADD: Transfer FROM 67100200	32,927,025.96	(E)			32,927,025.96
<b>Total Cash plus Accounts Receivable</b>	<b>13,927,803.34</b>	(F)	<b>0.00</b>		<b>13,927,803.34</b>
LESS Allowances for Uncollectibles		(G)			0.00
LESS Approved "A" Certified Forwards	2,305,322.30	(H)			2,305,322.30
Approved "B" Certified Forwards	49,273.59	(H)			49,273.59
Approved "FCO" Certified Forwards	11,573,207.45	(H)			11,573,207.45
LESS: Other Accounts Payable (Nonoperating)		(I)			0.00
LESS: _____		(J)			0.00
<b>Unreserved Fund Balance, 07/01/24</b>	<b>0.00</b>	(K)	<b>0.00</b>		<b>0.00</b> **

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

**Budget Period: 2025-26**

<b>Department Title:</b>	Agency for Persons with Disabilities
<b>Trust Fund Title:</b>	Social Services Block Grant
<b>Budget Entity:</b>	67100400
<b>LAS/PBS Fund Number:</b>	2639

	Balance as of 6/30/2024		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	(3,913,803.95)	(A)		(3,913,803.95)
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: Transfer from BE 67100100	4,105,960.62	(E)		4,105,960.62
<b>Total Cash plus Accounts Receivable</b>	<b>192,156.67</b>	<b>(F)</b>	<b>0.00</b>	<b>192,156.67</b>
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards	192,156.67	(H)		192,156.67
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: Transfer to BE 67100200		(J)		0.00
LESS: _____		(J)		0.00
LESS: _____		(J)		0.00
<b>Unreserved Fund Balance, 07/01/24</b>	<b>(0.00)</b>	<b>(K)</b>	<b>0.00</b>	<b>(0.00)**</b>

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2025-26**

**Department Title:** Agency for Persons with Disabilities  
**Trust Fund Title:** Operations and Maintenance Trust Fund - BE 67100400  
**LAS/PBS Fund Number:** 2516

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/2024**

Total all GLC's 5XXXX for governmental funds; (21,331,594.12) (A)  
GLC 539XX for proprietary and fiduciary funds

**Subtract Nonspendable Fund Balance (GLC 56XXX)**   (B)

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description   (C)

SWFS ADJUSTMENT   (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (49,273.59) (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS (11,573,207.45) (D)

GL 171XXX OFFSET   (D)

Transfer from BE 67100200 32,954,075.16 (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 0.00 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** (0.00) (F)

**DIFFERENCE:** 0.00 (G)\*

**\*SHOULD EQUAL ZERO.**

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2025 - 26**

**Department Title:** Agency for Persons with Disabilities  
**Trust Fund Title:** Social Services Block Grant - 67100400  
**LAS/PBS Fund Number:** 2639

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/24</b>	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="(3,913,803.95)"/> (A)
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<input type="text"/> (B)
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
SWFS Adjustment # and Description	<input type="text"/> (C)
SWFS Adjustment # and Description	<input type="text"/> (C)
<b>Add/Subtract Other Adjustment(s):</b>	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text"/> (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	<input type="text" value="(192,156.67)"/> (D)
A/P not C/F-Operating Categories	<input type="text"/> (D)
Transfer from BE 67100100	<input type="text" value="4,105,960.62"/> (D)
	<input type="text"/> (D)
	<input type="text"/> (D)
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="0.00"/> (E)
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	<input type="text" value="(0.00)"/> (F)
<b>DIFFERENCE:</b>	<input type="text" value="0.00"/> (G)*

**\*SHOULD EQUAL ZERO.**



agency for persons with disabilities  
*State of Florida*

**Legislative Budget Request**  
**Fiscal Year 2025-26**

**Developmental Disabilities Centers-  
Forensic Program**

**67100500**

**Schedule I Series**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Budget Period: 2025-26 Agency for Persons with Disabilities
<b>Trust Fund Title:</b>	Operations & Maintenance Trust Fund
<b>Budget Entity:</b>	67100500
<b>LAS/PBS Fund Number:</b>	2516

	Balance as of 6/30/2024		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	(38,700)	(A)		(38,700)
ADD: Other Cash (See Instructions)		(B)		0
ADD: Investments		(C)		0
ADD: Outstanding Accounts Receivable		(D)		0
ADD: Transfer from 67100200	38,700	(E)		38,700
<b>Total Cash plus Accounts Receivable</b>	<b>0</b>	(F)	<b>0</b>	<b>0</b>
LESS Allowances for Uncollectibles		(G)		0
LESS Approved "A" Certified Forwards		(H)		0
Approved "B" Certified Forwards		(H)		0
Approved "FCO" Certified Forwards		(H)		0
LESS: Other Accounts Payable (Nonoperating)		(I)		0
LESS: _____		(J)		0
<b>Unreserved Fund Balance, 07/01/24</b>	<b>0</b>	(K)	<b>0</b>	<b>0</b> **

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

**Budget Period: 2025-26**

<b>Department Title:</b>	Agency for Persons with Disabilities
<b>Trust Fund Title:</b>	Social Services Block Grant
<b>Budget Entity:</b>	67100500
<b>LAS/PBS Fund Number:</b>	2639

	Balance as of 6/30/2024		SWFS* Adjustments		Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	(990,578.67)	(A)			(990,578.67)
ADD: Other Cash (See Instructions)		(B)			0.00
ADD: Investments		(C)			0.00
ADD: Outstanding Accounts Receivable		(D)			0.00
ADD: Transfer from BE 67100100	990,578.67	(E)			990,578.67
<b>Total Cash plus Accounts Receivable</b>	<b>0.00</b>	(F)	<b>0.00</b>		<b>0.00</b>
LESS Allowances for Uncollectibles		(G)			0.00
LESS Approved "A" Certified Forwards		(H)			0.00
Approved "B" Certified Forwards		(H)			0.00
Approved "FCO" Certified Forwards		(H)			0.00
LESS: Other Accounts Payable (Nonoperating)		(I)			0.00
LESS: Transfer to BE 67100200		(J)			0.00
LESS: _____		(J)			0.00
LESS: _____		(J)			0.00
<b>Unreserved Fund Balance, 07/01/24</b>	<b>0.00</b>	(K)	<b>0.00</b>		<b>0.00</b> **

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.



**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2025-26**

**Department Title:** Agency for Persons with Disabilities  
**Trust Fund Title:** Operations and Maintenance Trust Fund - BE 67100500  
**LAS/PBS Fund Number:** 2516

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/2024</b>	
Total all GLC's 5XXXX for governmental funds;	<input type="text" value="(38,700.00)"/>
GLC 539XX for proprietary and fiduciary funds	(A)
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<input type="text"/>
	(B)
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
SWFS Adjustment # and Description	<input type="text"/>
	(C)
SWFS Adjustment # and Description	<input type="text"/>
	(C)
<b>Add/Subtract Other Adjustment(s):</b>	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text"/>
	(D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	<input type="text"/>
	(D)
Compensated Absences Liability	<input type="text"/>
	(D)
Adjustment to AP	<input type="text"/>
	(D)
TRANSFER FROM BE 67100200	38,700.00
	(D)
	<input type="text"/>
	(D)
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="0.00"/>
	(E)
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	<input type="text" value="0.00"/>
	(F)
<b>DIFFERENCE:</b>	<input type="text" value="0.00"/>
	(G)*

**\*SHOULD EQUAL ZERO.**

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2025 - 26**

**Department Title:** Agency for Persons with Disabilities  
**Trust Fund Title:** Social Services Block Grant - 67100500  
**LAS/PBS Fund Number:** 2639

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/24</b>	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="(990,578.67)"/> (A)
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<input type="text"/> (B)
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
SWFS Adjustment # and Description	<input type="text"/> (C)
SWFS Adjustment # and Description	<input type="text"/> (C)
<b>Add/Subtract Other Adjustment(s):</b>	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text"/> (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	<input type="text"/> (D)
A/P not C/F-Operating Categories	<input type="text"/> (D)
Transfer from BE 67100100	<input type="text" value="990,578.67"/> (D)
	<input type="text"/> (D)
	<input type="text"/> (D)
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="0.00"/> (E)
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	<input type="text" value="0.00"/> (F)
<b>DIFFERENCE:</b>	<input type="text" value="0.00"/> (G)*

**\*SHOULD EQUAL ZERO.**

# SCHEDULE IV-B FOR APD ONLINE APPLICATION SYSTEM

For Fiscal Year 2025-26



**OCTOBER 15, 2024**

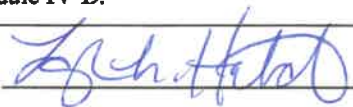
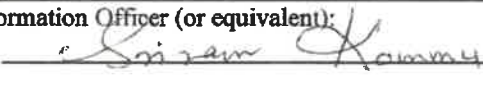



**AGENCY FOR PERSONS WITH DISABILITIES**

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**SCHEDULE IV-B FOR APD ONLINE APPLICATION SYSTEM**

Schedule IV-B Cover Sheet

Schedule IV-B Cover Sheet and Agency Project Approval	
Agency: Agency for Persons with Disabilities	Schedule IV-B Submission Date: October 15, 2024
Project Name: Online Application System	Is this project included in the Agency's LRPP? ___ Yes <u>X</u> N/A
FY 2025-26 LBR Issue Code: 36214C0	FY 2025-26 LBR Issue Title: <b>Online Application</b>
Agency Contact for Schedule IV-B (Name, Phone #, and E-mail address): Rose Salinas, 850-414-6058, rose.salinas@apdcares.org	
AGENCY APPROVAL SIGNATURES	
I am submitting the attached Schedule IV-B in support of our legislative budget request. I have reviewed the estimated costs and benefits documented in the Schedule IV-B and believe the proposed solution can be delivered within the estimated time for the estimated costs to achieve the described benefits. I agree with the information in the attached Schedule IV-B.	
Agency Head: 	Date: 10/15/24
Printed Name: Taylor N. Hatch	
Agency Chief Information Officer (or equivalent): 	Date: 10/14/2024
Printed Name: Sriram Kommu	
Budget Officer: 	Date: 10/14/24
Printed Name: Rose Salinas	
Planning Officer:  <small>Katie.Hinrichs / Oct 14, 2024 15:08 EDT</small>	Date: 10/14/2024
Printed Name: Katie Hinrichs	
Project Sponsor: 	Date: 10/14/2024
Printed Name: Lorena Fulcher	
Schedule IV-B Preparers (Name, Phone #, and E-mail address):	
Business Need:	Lorena Fulcher, 850-488-5998, <a href="mailto:Lorena.Fulcher@apdcares.org">Lorena.Fulcher@apdcares.org</a>
Cost Benefit Analysis:	Rose Salinas, 850-414-6058, <a href="mailto:Rose.Salinas@apdcares.org">Rose.Salinas@apdcares.org</a>
Risk Analysis:	Katie Hinrichs, 850-300-6816, <a href="mailto:Katie.Hinrichs@apdcares.org">Katie.Hinrichs@apdcares.org</a>
Technology Planning:	Sriram Kommu, 850-488-0623, <a href="mailto:Sriram.Kommu@apdcares.org">Sriram.Kommu@apdcares.org</a>
Project Planning:	Kieran Holland, 850-414-8774, <a href="mailto:Kieran.Holland@apdcares.org">Kieran.Holland@apdcares.org</a>

## General Guidelines

The Schedule IV-B contains more detailed information on information technology (IT) projects than is included in the D-3A issue narrative submitted with an agency's Legislative Budget Request (LBR). The Schedule IV-B compiles the analyses and data developed by the agency during the initiation and planning phases of the proposed IT project. A Schedule IV-B must be completed for all IT projects when the total cost (all years) of the project is \$1 million or more.

Schedule IV-B is not required for requests to:

- Continue existing hardware and software maintenance agreements,
- Renew existing software licensing agreements that are similar to the service level agreements currently in use, or
- Replace desktop units ("refresh") with new technology that is similar to the technology currently in use.
- Contract only for the completion of a business case or feasibility study for the replacement or remediation of an existing IT system or the development of a new IT system.

## Documentation Requirements

The type and complexity of an IT project determines the level of detail an agency should submit for the following documentation requirements:

- Background and Strategic Needs Assessment
- Baseline Analysis
- Proposed Business Process Requirements
- Functional and Technical Requirements
- Success Criteria
- Benefits Realization
- Cost Benefit Analysis
- Major Project Risk Assessment
- Risk Assessment Summary
- Current Information Technology Environment
- Current Hardware/Software Inventory
- Proposed Technical Solution
- Proposed Solution Description
- Project Management Planning

Compliance with section 216.023(4)(a)10, Florida Statutes, is also required if the total cost for all years of the project is \$10 million or more.

A description of each IV-B component is provided within this general template for the benefit of the Schedule IV-B authors. These descriptions and this guidelines section should be removed prior to the submission of the document.

Sections of the Schedule IV-B may be authored in software applications other than MS Word, such as MS Project and Visio. Submission of these documents in their native file formats is encouraged for proper analysis.

The Schedule IV-B includes two required templates, the Cost Benefit Analysis and Major Project Risk Assessment workbooks. For all other components of the Schedule IV-B, agencies should submit their own planning documents and tools to demonstrate their level of readiness to implement the proposed IT project. It is also necessary to assemble all Schedule IV-B components into one PDF file for submission to the Florida Fiscal Portal and to ensure that all personnel can open component files and that no component of the Schedule has been omitted.

**SCHEDULE IV-B FOR APD ONLINE APPLICATION SYSTEM**

Submit all component files of the agency's Schedule IV-B in their native file formats to the Office of Policy and Budget and the Legislature at [IT@LASPBS.STATE.FL.US](mailto:IT@LASPBS.STATE.FL.US). Reference the D-3A issue code and title in the subject line.

## I. Schedule IV-B Business Case – Strategic Needs Assessment

### A. Background and Strategic Needs Assessment

*Purpose: To clearly articulate the business-related need(s) for the proposed project.*

#### 1. Business Need

The Agency for Persons with Disabilities (APD) supports individuals with unique abilities and their families in living, learning, and working within their communities by creating multiple pathways to possibilities. Currently, APD provides a variety of social, medical, behavioral, residential, and therapeutic services to Floridians with developmental disabilities.

APD is committed to increasing opportunities to serve individuals at the earliest moment possible through multiple pathways. APD operates the Developmental Disabilities Home and Community Based Services Individual budgeting waiver known as the iBudget Waiver which is the most traditional pathway to services. This waiver program is a federally matched program under the Centers for Medicare and Medicaid Services (CMS) and provides services in the community to individuals who would otherwise meet the level of care for services in an institutional setting. The Agency engages thousands of private sector Medicaid providers to serve over 35,000 individuals actively enrolled on the iBudget waiver.

Additionally, APD serves over 22,000 clients including those assigned to a pre-enrollment category for the iBudget Florida Waiver. These individuals are able to receive resources and community supports through supplemental funding sources such as Individual and Family Supports as well as through the Hope Florida—A Pathway to Possibilities.

Further, APD is working with partners at the Agency for Health Care Administration to implement a Managed Care Pilot program for adults in specific areas of the state that offers services similar to iBudget Waiver to an additional number of individuals through an integrated managed care model.

Additionally, the Florida Legislature invested in a study of a new Adult Pathways Waiver, which will potentially be a new Home and Community-Based Services Medicaid Waiver that aims to service Floridians with unique abilities who are transitioning from school to adulthood.

In order to receive services from APD through a Medicaid funded waiver or supplemental funding, individuals apply and APD determines eligibility as identified in s.393.063, Florida Statutes. This includes Floridians who have a diagnosis of severe forms of autism, cerebral palsy, spina bifida, intellectual disabilities, Down syndrome, Prader-Willi syndrome, and Phelan-McDermid syndrome. Individuals eligible for APD services must be domiciled in Florida, be at least 3 years old, and have a diagnosed developmental disability that manifests before the age of 18. Additionally, children between the ages 3-5 who are considered “high risk” in accordance with statutory criteria are eligible for APD services.

APD currently receives applications for services and must review each submitted application in accordance with time standards. The application is currently submitted on paper and agency staff manually key information into an electronic client data management system. To ensure that individuals meet the eligibility criteria identified in s. 393, F.S., APD reviews and receives supporting documentation to verify that the individual is eligible. Applications that are received by APD include varying levels of completeness and therefore require additional time working with the applicant to determine eligibility. When necessary, APD provides supports for the administration of a comprehensive assessment relating to diagnosis to be conducted.

In March 2024, the Governor signed into law SB 1758 which directs the Agency to develop and implement an online application for services that, at a minimum:

“...supports paperless, electronic application submissions with immediate e-mail confirmation to each applicant to acknowledge receipt of application upon submission. The online application system must allow an applicant to review the status of a submitted application and respond to provide additional information”

Since the current application is manual and primarily paper-based, it is necessary for the agency to procure or develop an online application system which will meet these new statutory requirements. In addition to meeting statutory requirements, fully implementing an online application system will allow applicants to directly complete



and submit an application for services, upload necessary documentation for eligibility determination, receive information to prompt activity through technology such as a virtual agent, review confirmation of submitted application and ongoing status. Internally to APD, full implementation will provide a mechanism to enhance data analytics and more seamlessly measure of performance such as total applications, status, processing time, and outcomes. Full implementation will also provide an enhanced end-user experience by reducing the need for redundant work and manual processes which will reduce friction for the client and create greater capacity for the Agency to focus more time directly with Floridians in need.

This system will allow the agency to improve the customer experience and connect individuals to services at the earliest moment possible. The online application system will also increase visibility and accountability on time standards for processing applications and track analytics that inform procedures and enhance accountability.

The agency did not receive funding in FY 2024-25 to procure and implement this system. In an effort to be proactive, the agency has begun working to streamline the application and eligibility processes and develop a first phase of a web-based system which will allow individuals to apply for services, upload documents, and receive confirmation of submitted application. To fully carry out the intent of the updated statute, it is necessary to request funding to fully implement the system for the purposes of multi system integration and enhanced design and interactive functional features.

**RETURN ON INVESTMENT:**

The APD online application system will increase visibility and accountability providing the ability to more seamlessly capture measurements of performance while simultaneously enhancing the customer experience and creating efficiencies in the application process for APD services.

The current manual application process does not meet the changes in statute and must be updated to comply.

The APD Online Application System is linked to the Agency’s Strategic Plan and Plan for Economic Development as follows:

**LINKAGE TO AGENCY STRATEGIC PLAN:**

Goal 3: Improve accountability of the agency and oversight of providers.

**LINKAGE TO STRATEGIC PLAN FOR ECONOMIC DEVELOPMENT:**

5.2 Improve the efficiency and effectiveness of government agencies at all levels.

**2. Business Objectives**

*NOTE: For IT projects with total cost in excess of \$10 million, the business objectives described in this section must be consistent with existing or proposed substantive policy required in section 216.023(4)(a)10, Florida Statutes.*

The following strategic objectives are sought for the Agency:

- Agency’s compliance with statutory changes to Florida Statutes s. 393.065 to implement an online application system which supports paperless, electronic application submissions with immediate e-mail confirmation to each applicant to acknowledge receipt of application upon submission. The online application system must allow an applicant to review the status of a submitted application and respond to provide additional information
- Enhance the customer experience during the application process by allowing applicants to apply for services online, upload supporting documentation, and review the status of their application submittal. Provide business analytics which will improve the adherence to time standards for application processing and will also inform procedures and enhance accountability.

**B. Baseline Analysis**

*Purpose: To establish a basis for understanding the business processes, stakeholder groups, and current*

*technologies that will be affected by the project and the level of business transformation that will be required for the project to be successful.*

### 1. Current Business Process(es)

*NOTE: If an agency has completed a workflow analysis, include through file insertion or attachment the analyses documentation developed and completed by the agency.*

APD currently receives applications for services and must review each submitted application in accordance with time standards. The application is currently submitted on paper and agency staff manually keys information into an electronic client data management system. To ensure that individuals meet the eligibility criteria identified in s. 393, F.S., APD reviews and receives supporting documentation to verify that the individual is eligible. Applications that are received by APD include varying levels of completeness and therefore require additional time working with the applicant to determine eligibility.

The agency did not receive funding in FY 2024-25 to procure and implement this system. In an effort to be proactive, the agency has begun working to streamline the application and eligibility processes and develop a first phase of a web-based system which will allow individuals to apply for services, upload documents, and receive confirmation of their application submission.

To date, the following activities have been completed or are in process for the Phase I application:

- Conduct analysis to identify current state and options for future state.
- Revise the APD Application for Services Form and corresponding materials for training and implementation with input from stakeholders.
- Proceed with rulemaking to align with identified updates to the APD Application for Services.
- Maximize the use of other government systems and resources to decrease documentation required by applicants during the application process.
- Build Phase I Online Application System (OAS) and processes to use until additional funding is received.
- Develop business and technical requirements for next phases and procurement of an online application system.

### 2. Assumptions and Constraints

Assumptions and constraints for the Online Application System are as follows:

- Must be able to supports paperless, electronic application submissions with immediate e-mail confirmation to each applicant to acknowledge receipt of application upon submission.
- Must allow an applicant to review the status of a submitted application and respond to provide additional information.
- Must be able to securely receive and maintain data from all required data sources.
- Must interface with the agency's client data management system.
- Must be able to adapt to any future statutory requirements for application processing.
- Must be able to adapt to continuous enhancements to maximize the end-user experience.

## C. Proposed Business Process Requirements

*Purpose: To establish a basis for understanding what business process requirements the proposed solution must meet in order to select an appropriate solution for the project.*

### 1. Proposed Business Process Requirements

Since the project is still in the planning and analysis stages, business process requirements have not been finalized.

**2. Business Solution Alternatives**

Since the project is still in the planning and analysis stages, business solution alternatives will continued to be reviewed and evaluated.

**3. Rationale for Selection**

Since the project is still in the planning and analysis stages, solutions are continuing to be reviewed and evaluated.

**4. Recommended Business Solution**

*NOTE: For IT projects with total cost in excess of \$10 million, the project scope described in this section must be consistent with existing or proposed substantive policy required in section 216.023(4) (a) 10, Florida Statutes.*

The project is still in the planning and analysis stages and the agency is currently working on finalizing the recommended business solution.

**D. Functional and Technical Requirements**

*Purpose: To identify the functional and technical system requirements that must be met by the project.*

Include through file insertion or attachment the functional and technical requirements analysis documentation developed and completed by the agency.

Since the project is in the planning and analysis stages, functional and technical requirements have not been finalized.

Program functionality for the business solution will include:

- Ability to support paperless, electronic application submissions with immediate e-mail confirmation to each applicant to acknowledge receipt of application upon submission.
- Ability for an applicant to review the status of a submitted application and respond to provide additional information.
- Ability to securely receive and maintain data from all required data sources.
- Ability to interface with the agency’s client data management system.
- Ability to adapt to any future statutory requirements for application processing.
- Must be compatible with existing hardware and software platforms.
- Must be able to adapt to continuous enhancements to maximize the end-user experience.

**II. Success Criteria**

*Purpose: To identify the critical results, both outputs and outcomes, that must be realized for the project to be considered a success.*

SUCCESS CRITERIA TABLE				
#	Description of Criteria	How will the Criteria be measured/assessed?	Who benefits?	Realization Date (MM/YY)
1	Implementation of additional functionality for the online application system that includes integration with internal and	Successful implementation of additional functionality including integration	Internal Agency staff, external customers, and providers will	July 2026

SUCCESS CRITERIA TABLE				
	external technology systems such as APD’s client data management system.	with APD’s client data management system.	benefit from the system.	
2	Enhanced customer experience during the application process.	Metrics that show the ability of applicants to use the online application system and metrics that show the online application interfacing with the client data management system.	Internal Agency staff, external customers, and providers will benefit from the system.	July 2026

### III. Schedule IV-B Benefits Realization and Cost Benefit Analysis

#### A. Benefits Realization Table

*Purpose: To calculate and declare the tangible benefits compared to the total investment of resources needed to support the proposed IT project.*

For each tangible benefit, identify the recipient of the benefit, how and when it is realized, how the realization will be measured, and how the benefit will be measured to include estimates of tangible benefit amounts.

BENEFITS REALIZATION TABLE					
#	Description of Benefit	Who receives the benefit?	How is benefit realized?	How is the realization of the benefit measured?	Realization Date (MM/YY)
1	Efficiencies realized through the automation of the application process and its integration with the agency’s client data management system.	Clients and APD staff	Ability to submit applications online and check the status with the applications automatically transferred to the client data management system for review and processing.	Reduction in time spent on applying for services using paper applications and staff not having to manually key applications into the client data management system which will allow staff more time to focus on value add job responsibilities.	July 2026

#### B. Cost Benefit Analysis (CBA)

*Purpose: To provide a comprehensive financial prospectus specifying the project’s tangible benefits, funding requirements, and proposed source(s) of funding.*

The funding split will be provided at a 50% federal matching rate for all activities associated with the system.

**SCHEDULE IV-B FOR APD ONLINE APPLICATION SYSTEM**

The chart below summarizes the required CBA Forms which are included as Appendix A on the Florida Fiscal Portal and must be completed and submitted with the Schedule IV-B.

<b>Cost Benefit Analysis</b>	
<b>Form</b>	<b>Description of Data Captured</b>
CBA Form 1 - Net Tangible Benefits	<p>Agency Program Cost Elements: Projected operational cost for this project is \$600,000 - \$500,000 estimated SaaS licensing costs and \$100,000 for Cloud hosting.</p> <p>Tangible Benefits: The agency estimates a \$364,500 tangible benefit in staff time efficiencies with implementation of this application.</p>
CBA Form 2 - Project Cost Analysis	<p>Baseline Project Budget: Estimated project cost is \$2,450,000 (\$1,850,000 one-time project costs and \$600,000 ongoing costs.)</p> <p>Project Funding Sources: Funding sources are General Revenue and Operations and Maintenance Trust Fund at a 50% federal match.</p> <p>Characterization of Project Cost Estimate.</p> <p>The required CBA forms are included as Appendix A. Estimated one-time project costs are \$1.9 million.</p>
CBA Form 3 - Project Investment Summary	<p>The required CBA forms are included as Appendix A. The following calculations are provided below:</p> <ul style="list-style-type: none"> <li>• Return on Investment - (-\$977,875) over 5 years</li> <li>• Payback Period – No payback</li> <li>• Breakeven Fiscal Year – None</li> <li>• Net Present Value – (-\$1,067,874)</li> <li>• Internal Rate of Return – (-17.78%)</li> </ul>

**IV. Schedule IV-B Major Project Risk Assessment**

*Purpose: To provide an initial high-level assessment of overall risk incurred by the project to enable appropriate risk mitigation and oversight and to improve the likelihood of project success. The risk assessment summary identifies the overall level of risk associated with the project and provides an assessment of the project’s alignment with business objectives.*

*NOTE: All multi-year projects must update the Risk Assessment Component of the Schedule IV-B along with any other components that have been changed from the original Feasibility Study.*

The Risk Assessment Tool and Risk Assessment Summary are included in Appendix B on the Florida Fiscal Portal and must be completed and submitted with the agency’s Schedule IV-B. After answering the questions on the Risk Assessment Tool, the Risk Assessment Summary is automatically populated.

Please see attached Appendix B – APD Online Application System Project Risk Assessment Tool for the completed Risk Assessment Tool workbook. The table below provides a summary of the required risk assessment conducted for the APD Online Application System:

**SCHEDULE IV-B FOR APD ONLINE APPLICATION SYSTEM**

Since the project is still in the analysis and planning phase, key items within these areas have not yet been formally codified, which contributed to the scoring on the Risk Assessment tool. The Agency has extensive experience in managing larger IT projects and has staff who are trained on proper project management practices. The Agency follows the PMBOK model of Project Management and will identify and develop mitigation strategies for all risks throughout the project life cycle.

<b>Project</b>	<i>Online Application System</i>	
<b>Agency</b>	<i>Agency for Persons with Disabilities</i>	
<b>FY 2025-26 LBR Issue</b>	<i>36214CD</i>	<b>FY 2025-26 LBR Issue Title:</b>
	<i>Online Application</i>	
<b>Risk Assessment Contact Info (Name, Phone #, and E-mail Address)</b>		
<i>Katie Hinrichs, 858-203-6316, Katie.Hinrichs@apdcares.org</i>		
<b>Executive Sponsor</b>	<i>Lorena Fulcher</i>	
<b>Project Manager</b>	<i>Kieran Holland</i>	
<b>Prepared By</b>	<i>Rose Salinas</i>	<i>10/10/2024</i>
<b>Risk Assessment Summary</b>		
<b>Business Strategy</b>		
	<b>Level of Project Risk</b>	
<b>Project Risk Area Breakdown</b>		
<b>Risk Assessment Areas</b>		<i>Risk Exposure</i>
<b>Strategic Assessment</b>		<b>HIGH</b>
<b>Technology Exposure Assessment</b>		<b>MEDIUM</b>
<b>Organizational Change Management Assessment</b>		<b>MEDIUM</b>
<b>Communication Assessment</b>		<b>HIGH</b>
<b>Fiscal Assessment</b>		<b>HIGH</b>
<b>Project Organization Assessment</b>		<b>HIGH</b>
<b>Project Management Assessment</b>		<b>HIGH</b>
<b>Project Complexity Assessment</b>		<b>MEDIUM</b>
<i>Overall Project Risk</i>		<b>HIGH</b>

## V. Schedule IV-B Technology Planning

*Purpose: To ensure there is close alignment with the business and functional requirements and the selected technology.*

### A. Current Information Technology Environment

#### 1. Current System

The Agency is currently developing Phase I of an online application portal. The following table lists the current system under development and provides information for items a-c below.

##### a. Description of Current System

##### b. Current System Resource Requirements

##### c. Current System Performance

Name of Current System	a. Description of Current System	b. Current System Resource Requirements	c. Current System Performance
Phase I - Online Application Portal	Phase I of the Online Application System allows interested Floridians to log into a user-friendly web-based system through a registered user account, fill in and submit their completed application for APD services. The system also allows the user to upload the necessary supporting documents as part of the application.	<ul style="list-style-type: none"> <li>• Load Balanced Web / Application Server</li> <li>• MS ASP.NET Core 8.0/MVC Framework</li> <li>• Failover SQL Server Cluster</li> <li>• SQL Server 2019</li> <li>• Reporting Server</li> <li>• SQL Server Reporting Services</li> <li>• Windows Server 2019</li> <li>• CyberArk (Identity and Access Management)</li> <li>• Bootstrap</li> </ul>	<p><b>Average Response Time:</b> 500 milliseconds per request.</p> <p><b>Average CPU Usage:</b> 50% under normal load.</p> <p><b>Average Memory Usage:</b> 60% of available RAM.</p> <p><b>Disk I/O:</b> 80 MB/s during peak operations.</p> <p><b>Max Concurrent Users:</b> 250 concurrent users.</p> <p><b>PDF Report Generator:</b> 2-5 seconds per report.</p>

#### 2. Information Technology Standards

The table below outlines the Agency’s Information Technology standards:

Component	Standard
<b>Primary Platform</b>	Client/Server and Web Applications
<b>Software Environment</b>	.NET Core MVC (most current release)
<b>Language</b>	Microsoft C#
<b>Database</b>	MS SQL Server
<b>Data Access Standard</b>	Microsoft Entity Framework

<b>Source Control</b>	Microsoft Azure DevOps
<b>UI Framework</b>	Bootstrap
<b>Identity Management</b>	CyberArk

## B. Current Hardware and/or Software Inventory

*NOTE: Current customers of the state data center would obtain this information from the data center.*

### Hardware:

1. **Web Servers (External & Internal):**
  - CPU: 4+ cores each.
  - Memory: 16-32 GB RAM each.
  - Storage: Local SSD for logs and app data (~500 GB).
2. **Database Server (SQL Server 2019):**
  - CPU: 8+ cores.
  - Memory: 64+ GB RAM.
  - Storage: SSD with high IOPS (~1 TB scalable).
3. **File Storage (Datacenter File Servers):**
  - Annual Growth: 500 GB/year for application files.
  - Storage: 1-2 TB initial space, expandable based on growth.

### Software:

1. **.NET Core 8 (MVC Framework):** For web application development (internal and external apps).
2. **Entity Framework Core:** ORM for database operations.
3. **SQL Server 2019:** Backend database system.
4. **JQWidgets:** For frontend UI components.
5. **Bootstrap:** For responsive web design.
6. **DinkToPdf:** For generating PDF reports.
7. **DevOps (Azure DevOps/GitHub):** For CI/CD and version control.
8. **CyberArk:** Identity and access management.
9. **Windows Server 2019/2022:** Operating system for web and database servers.

The online application system will be moved to MS Azure Cloud Hosting environment as part of the agency’s Cloud Migration project.

## C. Proposed Technical Solution

### 1. Technical Solution Alternatives

Since the project is in the planning and analysis stages, technical options and selection have not been finalized at this time. The Phase I system is expected to be consumed into the agency’s future Online Application System procured as part of long-term business solution.

### 2. Rationale for Selection

Since the project is in the planning and analysis stages, no selection has been finalized. However, the strategic direction of APD for information technology is to provide technology solutions that enable the organization to be successful and provide quality service that enhance the customer experience. This task must be undertaken within the constraints of limited budgets and staff resources.

Rationale for the solution will consider the following:



- Advanced configuration,
- Customization,
- Integration,
- Reporting,
- Device Agnostic and
- User-Friendliness Capabilities.

3. **Recommended Technical Solution**

Since the project is in the planning and analysis stages, no technical selection has been finalized at this time.

**D. Proposed Solution Description**

1. **Summary Description of Proposed System**

Since the project is in the planning and analysis stages, a proposed solution is yet to be determined.

Program functionality for the proposed solution will include:

- Ability to support paperless, electronic application submissions with immediate e-mail confirmation to each applicant to acknowledge receipt of application upon submission.
- Ability for an applicant to review the status of a submitted application and respond to provide additional information.
- Ability to securely receive and maintain data from all required data sources.
- Ability to interface with the agency's client data management system.
- Ability to adapt to any future statutory requirements for application processing.
- Must be compatible with existing hardware and software platforms.
- Must be able to adapt to continuous enhancements to maximize the end-user experience.

2. **Resource and Summary Level Funding Requirements for Proposed Solution (if known)**

If the Agency selects a vendor that utilizes a COTS software solution and is hosted in a Software as a Service (SaaS) model, the hardware, software and parts of the operations and maintenance of the solution would be included in the cost of the service.

**E. Capacity Planning**

*(historical and current trends versus projected requirements)*

Capacity has yet to be finalized. However, the estimated capacity for the APD Online Application System will be based on the number of clients who may apply for services as well as the number of state staff who may access the new system and the associated record storage needs for data to be captured, much of which is currently retained in paper form. This information will be incorporated into the functional and technical requirements provided in the procurement and subsequent vendor contract.

If procured as a SaaS system, the assumption is that the vendor will provide sufficient capacity both now and, in the future, to meet Agency needs.

• Specifically:

- o the system must provide the capacity to store a to be determined number of online applications including all associated back up plus a 200% reserve.
- o the system must have sufficient capacity to retain all data available from any of the data import sources and data exports, including all the data received or sent at the frequencies (daily, weekly, monthly) of the interface transactions, listed in the external interface table plus a 200% reserve.

- The system must allow for 20% annual growth for five years.

## VI. Schedule IV-B Project Management Planning

*Purpose: To require the agency to provide evidence of its thorough project planning and provide the tools the agency will use to carry out and manage the proposed project. The level of detail must be appropriate for the project's scope and complexity.*

Include through file insertion or attachment the agency's project management plan and any associated planning tools/documents.

*NOTE: For IT projects with total cost in excess of \$10 million, the project scope, business objectives, and timelines described in this section must be consistent with existing or proposed substantive policy required in section 216.023(4)(a)10, Florida Statutes.*

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## Appendices

Number and include all required spreadsheets along with any other tools, diagrams, charts, etc. chosen to accompany and support the narrative data provided by the agency within the Schedule IV-B.

Appendix A: APD Online Application System Cost Benefit Analysis

Appendix B: APD Online Application Project Risk Assessment Tool

CBAForm 1 - Net Tangible Benefits

Agency	Agency for Persons with Disabilities	Project	Online Application System
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Net Tangible Benefits - Operational Cost Changes (Costs of Current Operations versus Proposed Operations as a Result of the Project) and Additional Tangible Benefits -- CBAForm 1A															
Agency <i>(Recurring Costs Only -- No Project Costs)</i>	FY 2025-26			FY 2026-27			FY 2027-28			FY 2028-29			FY 2029-30		
	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a)+(b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Cost Change Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project
<b>A. Personnel Costs -- Agency-Managed Staff</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>A.b Total Staff</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A-1.a. State FTEs (Salaries & Benefits)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A-1.b. State FTEs (#)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A-2.a. OPS Staff (Salaries)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A-2.b. OPS (#)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A-3.a. Staff Augmentation (Contract Cost)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A-3.b. Staff Augmentation (# of Contractors)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>B. Application Maintenance Costs</b>	\$0	\$500,000	\$500,000	\$500,000	\$0	\$500,000	\$500,000	\$0	\$500,000	\$500,000	\$0	\$500,000	\$500,000	\$0	\$500,000
B-1. Managed Services (Staffing)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B-2. Hardware	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B-3. Software	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B-4. Other <span style="margin-left: 20px;">SaaS Software Licensing</span>	\$0	\$500,000	\$500,000	\$500,000	\$0	\$500,000	\$500,000	\$0	\$500,000	\$500,000	\$0	\$500,000	\$500,000	\$0	\$500,000
<b>C. Data Center <span style="margin-left: 20px;">0</span></b>	\$0	\$100,000	\$100,000	\$100,000	\$0	\$100,000	\$100,000	\$0	\$100,000	\$100,000	\$0	\$100,000	\$100,000	\$0	\$100,000
C-1. Managed Services (Staffing)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-2. Infrastructure	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-3. Network / Hosting Services	\$0	\$100,000	\$100,000	\$100,000	\$0	\$100,000	\$100,000	\$0	\$100,000	\$100,000	\$0	\$100,000	\$100,000	\$0	\$100,000
C-4. Disaster Recovery	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-5. Other <span style="margin-left: 20px;">Specify</span>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>D. Plant &amp; Facility Costs</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>E. Other Costs</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E-1. Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E-2. Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E-3. Other <span style="margin-left: 20px;">Specify</span>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total of Recurring Operational Costs</b>	\$0	\$600,000	\$600,000	\$600,000	\$0	\$600,000	\$600,000	\$0	\$600,000	\$600,000	\$0	\$600,000	\$600,000	\$0	\$600,000
<b>F. Additional Tangible Benefits:</b>		\$91,125			\$364,500			\$364,500			\$364,500			\$364,500	
F-1. <span style="margin-left: 20px;">Staffing Time Efficiencies</span>		\$91,125			\$364,500			\$364,500			\$364,500			\$364,500	
F-2. <span style="margin-left: 20px;">Specify</span>		\$0			\$0			\$0			\$0			\$0	
F-3. <span style="margin-left: 20px;">Specify</span>		\$0			\$0			\$0			\$0			\$0	
<b>Total Net Tangible Benefits:</b>		(\$508,875)			\$364,500			\$364,500			\$364,500			\$364,500	

CHARACTERIZATION OF PROJECT BENEFIT ESTIMATE -- CBAForm 1B		
Choose Type	Estimate Confidence	Enter % (+/-)
Detailed/Rigorous <input checked="" type="checkbox"/>	Confidence Level	90%
Order of Magnitude <input type="checkbox"/>	Confidence Level	
Placeholder <input type="checkbox"/>	Confidence Level	

A	B		C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	
1	Agency for Persons with Disabilities		Online Application System		CBA Form 2A Baseline Project Budget																
Costs entered into each row are mutually exclusive. Insert rows for detail and modify appropriation categories as necessary, but do not remove any of the provided project cost elements. Reference vendor quotes in the Item Description where applicable. Include only one-time project costs in this table. Include any recurring costs in CBA Form 1A.					FY2025-26			FY2026-27			FY2027-28			FY2028-29			FY2029-30			TOTAL	
2					\$ 1,850,000			\$ -			\$ -			\$ -			\$ -			\$ 1,927,000	
3					\$ 77,000																
4	Item Description <i>(remove guidelines and annotate entries here)</i>	Project Cost Element	Appropriation Category	Current & Previous Years Project-Related Cost	YR 1 #	YR 1 LBR	YR 1 Base Budget	YR 2 #	YR 2 LBR	YR 2 Base Budget	YR 3 #	YR 3 LBR	YR 3 Base Budget	YR 4 #	YR 4 LBR	YR 4 Base Budget	YR 5 #	YR 5 LBR	YR 5 Base Budget	TOTAL	
5	Costs for all state employees working on the project.	FTE	S&B	\$ 21,000	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ 21,000
6	Costs for all OPS employees working on the project.	OPS	OPS	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
7	Staffing costs for personnel using Time & Expense.	Staff Augmentation	Contracted Services	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
8	Project management personnel and related deliverables.	Project Management	Contracted Services	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
9	Project oversight to include Independent Verification & Validation (IV&V) personnel and related deliverables.	Project Oversight	Contracted Services	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
10	Staffing costs for all professional services not included in other categories.	Consultants/Contractors	Contracted Services	\$ 56,000	0.00	\$ 100,000	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ 156,000
11	Separate requirements analysis and feasibility study procurements.	Project Planning/Analysis	Contracted Services	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
12	Hardware purchases not included in data center services.	Hardware	OCO	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
13	Commercial software purchases and licensing costs.	Commercial Software	Contracted Services	\$ -		\$ 1,250,000	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ 1,250,000
14	Professional services with fixed-price costs (i.e. software development, installation, project documentation)	Project Deliverables	Contracted Services	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
15	All first-time training costs associated with the project.	Training	Contracted Services	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
16	Include the quote received from the data center provider for project equipment and services. Only include one-time project costs in this row. Recurring, project-related data center costs are included in CBA Form 1A.	Data Center Services - One Time Costs	Data Center Category	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
17	Other contracted services not included in other categories.- Integration to APD Client Management System	Other Services	Contracted Services	\$ -		\$ 500,000	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ 500,000
18	Include costs for non-state data center equipment required by the project and the proposed solution (insert additional rows as needed for detail)	Equipment	Expense	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
19	Include costs associated with leasing space for project personnel.	Leased Space	Expense	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
20	Other project expenses not included in other categories.	Other Expenses	Expense	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
21	<b>Total</b>				\$ 77,000	0.00	\$ 1,850,000	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ 1,927,000

CBAForm 2 - Project Cost Analysis

<b>Agency</b>	Agency for Persons with Disabilities	<b>Project</b>		Online Application System
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PROJECT COST SUMMARY	PROJECT COST SUMMARY (from CBAForm 2A)					TOTAL
	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	
<b>TOTAL PROJECT COSTS (*)</b>	\$1,850,000	\$0	\$0	\$0	\$0	\$1,927,000
<b>CUMULATIVE PROJECT COSTS</b> <small>(includes Current &amp; Previous Years' Project-Related Costs)</small>	\$1,927,000	\$1,927,000	\$1,927,000	\$1,927,000	\$1,927,000	
Total Costs are carried forward to CBAForm3 Project Investment Summary worksheet.						

PROJECT FUNDING SOURCES	PROJECT FUNDING SOURCES - CBAForm 2B					TOTAL
	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	
General Revenue	\$1,225,000	\$0	\$0	\$0	\$0	\$1,225,000
Trust Fund	\$1,225,000	\$0	\$0	\$0	\$0	\$1,225,000
Federal Match <input checked="" type="checkbox"/>	\$0	\$0	\$0	\$0	\$0	\$0
Grants <input type="checkbox"/>	\$0	\$0	\$0	\$0	\$0	\$0
Other <input type="checkbox"/> Specify	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL INVESTMENT</b>	\$2,450,000	\$0	\$0	\$0	\$0	\$2,450,000
<b>CUMULATIVE INVESTMENT</b>	\$2,450,000	\$2,450,000	\$2,450,000	\$2,450,000	\$2,450,000	

Characterization of Project Cost Estimate - CBAForm 2C			
Choose Type		Estimate Confidence	Enter % (+/-)
Detailed/Rigorous	X	Confidence Level	90%
Order of Magnitude		Confidence Level	
Placeholder		Confidence Level	

CBAForm 3 - Project Investment Summary

Agency	Agency for Persons with Disabilities	Project <u>Online Application System</u>
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COST BENEFIT ANALYSIS -- CBAForm 3A						
	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	TOTAL FOR ALL YEARS
Project Cost	\$1,850,000	\$0	\$0	\$0	\$0	\$1,927,000
Net Tangible Benefits	(\$508,875)	\$364,500	\$364,500	\$364,500	\$364,500	\$949,125
Return on Investment	(\$2,435,875)	\$364,500	\$364,500	\$364,500	\$364,500	(\$977,875)
Year to Year Change in Program Staffing	0	0	0	0	0	

RETURN ON INVESTMENT ANALYSIS -- CBAForm 3B		
Payback Period (years)	<b>NO PAYBACK</b>	Payback Period is the time required to recover the investment costs of the project.
Breakeven Fiscal Year	<b>NO PAYBACK</b>	Fiscal Year during which the project's investment costs are recovered.
Net Present Value (NPV)	(\$1,067,874)	NPV is the present-day value of the project's benefits less costs over the project's lifecycle.
Internal Rate of Return (IRR)	-17.78%	IRR is the project's rate of return.

Investment Interest Earning Yield -- CBAForm 3C					
Fiscal Year	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30
Cost of Capital	2.90%	3.10%	3.30%	3.40%	3.50%

	B	C	D	E	F	G	H																					
3	<b>Project</b>		<i>Online Application System</i>																									
4																												
5	<b>Agency</b>		<i>Agency for Persons with Disabilities</i>																									
6	<b>FY 2025-26 LBR Issue Code:</b>			<b>FY 2025-26 LBR Issue Title:</b>																								
7	<i>36214C0</i>			<i>Online Application</i>																								
8	<b>Risk Assessment Contact Info (Name, Phone #, and E-mail Address):</b>																											
9	<i>Katie Hinrichs, 850-300-6816, Katie.Hinrichs@apdcares.org</i>																											
10	<b>Executive Sponsor</b>		<i>Lorena Fulcher</i>																									
11	<b>Project Manager</b>		<i>Kieran Holland</i>																									
12	<b>Prepared By</b>		<i>Rose Salinas</i>			<i>10/10/2024</i>																						
14	<b>Risk Assessment Summary</b>																											
15																												
16	<b>Business Strategy</b>																											
17								<b>Level of Project Risk</b>																				
18																												
19																												
20																												
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22																												
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30																												
31																												
32																												
34																										<b>Project Risk Area Breakdown</b>		
35	<b>Risk Assessment Areas</b>																									<b>Risk Exposure</b>		
36	<b>Strategic Assessment</b>						<b>HIGH</b>																					
37																												
38	<b>Technology Exposure Assessment</b>						<b>MEDIUM</b>																					
39																												
40	<b>Organizational Change Management Assessment</b>						<b>MEDIUM</b>																					
41																												
42	<b>Communication Assessment</b>						<b>HIGH</b>																					
43																												
44	<b>Fiscal Assessment</b>						<b>HIGH</b>																					
45																												
46	<b>Project Organization Assessment</b>						<b>HIGH</b>																					
47																												
48	<b>Project Management Assessment</b>						<b>HIGH</b>																					
49																												
50	<b>Project Complexity Assessment</b>						<b>MEDIUM</b>																					
51																												
52																												
53	<b>Overall Project Risk</b>						<b>HIGH</b>																					

	B	C	D	E
1	Agency: Agency for Persons with Disabilities		Project: Online Application System	
3	<b>Section 1 -- Strategic Area</b>			
4	#	Criteria	Values	Answer
5	1.01	Are project objectives clearly aligned with the agency's legal mission?	0% to 40% -- Few or no objectives aligned	81% to 100% -- All or nearly all objectives aligned
6			41% to 80% -- Some objectives aligned	
7			81% to 100% -- All or nearly all objectives aligned	
8	1.02	Are project objectives clearly documented and understood by all stakeholder groups?	Not documented or agreed to by stakeholders	Informal agreement by stakeholders
9			Informal agreement by stakeholders	
10			Documented with sign-off by stakeholders	
11	1.03	Are the project sponsor, senior management, and other executive stakeholders actively involved in meetings for the review and success of the project?	Not or rarely involved	Most regularly attend executive steering committee meetings
12			Most regularly attend executive steering committee meetings	
13			Project charter signed by executive sponsor and executive team actively engaged in steering committee meetings	
14	1.04	Has the agency documented its vision for how changes to the proposed technology will improve its business processes?	Vision is not documented	Vision is partially documented
15			Vision is partially documented	
16			Vision is completely documented	
17	1.05	Have all project business/program area requirements, assumptions, constraints, and priorities been defined and documented?	0% to 40% -- Few or none defined and documented	41% to 80% -- Some defined and documented
18			41% to 80% -- Some defined and documented	
19			81% to 100% -- All or nearly all defined and documented	
20	1.06	Are all needed changes in law, rule, or policy identified and documented?	No changes needed	Legislation or proposed rule change is drafted
21			Changes unknown	
22			Changes are identified in concept only	
23			Changes are identified and documented	
24			Legislation or proposed rule change is drafted	
25	1.07	Are any project phase or milestone completion dates fixed by outside factors, e.g., state or federal law or funding restrictions?	Few or none	All or nearly all
26			Some	
27			All or nearly all	
28	1.08	What is the external (e.g. public) visibility of the proposed system or project?	Minimal or no external use or visibility	Extensive external use or visibility
29			Moderate external use or visibility	
30			Extensive external use or visibility	
31	1.09	What is the internal (e.g. state agency) visibility of the proposed system or project?	Multiple agency or state enterprise visibility	Single agency-wide use or visibility
32			Single agency-wide use or visibility	
33			Use or visibility at division and/or bureau level only	
34	1.10	Is this a multi-year project?	Greater than 5 years	Between 1 and 3 years
35			Between 3 and 5 years	
36			Between 1 and 3 years	
37			1 year or less	



	B	C	D	E
1	Agency: Agency for Persons with Disabilities		Project: Online Application System	
3	Section 2 -- Technology Area			
4	#	Criteria	Values	Answer
5	2.01	Does the agency have experience working with, operating, and supporting the proposed technical solution in a production environment?	Read about only or attended conference and/or vendor presentation	Installed and supported production system more than 3 years
6			Supported prototype or production system less than 6 months	
7			Supported production system 6 months to 12 months	
8			Supported production system 1 year to 3 years	
9			Installed and supported production system more than 3 years	
10	2.02	Does the agency's internal staff have sufficient knowledge of the proposed technical solution to implement and operate the new system?	External technical resources will be needed for implementation and operations	External technical resources will be needed for implementation and operations
11			External technical resources will be needed through implementation only	
12			Internal resources have sufficient knowledge for implementation and operations	
13	2.03	Have all relevant technical alternatives/ solution options been researched, documented and considered?	No technology alternatives researched	Some alternatives documented and considered
14			Some alternatives documented and considered	
15			All or nearly all alternatives documented and considered	
16	2.04	Does the proposed technical solution comply with all relevant agency, statewide, or industry technology standards?	No relevant standards have been identified or incorporated into proposed technology	Proposed technology solution is fully compliant with all relevant agency, statewide, or industry standards
17			Some relevant standards have been incorporated into the proposed technology	
18			Proposed technology solution is fully compliant with all relevant agency, statewide, or industry standards	
19	2.05	Does the proposed technical solution require significant change to the agency's existing technology infrastructure?	Minor or no infrastructure change required	Moderate infrastructure change required
20			Moderate infrastructure change required	
21			Extensive infrastructure change required	
22			Complete infrastructure replacement	
23	2.06	Are detailed hardware and software capacity requirements defined and documented?	Capacity requirements are not understood or defined	Capacity requirements are defined only at a conceptual level
24			Capacity requirements are defined only at a conceptual level	
25			Capacity requirements are based on historical data and new system design specifications and performance requirements	

	B	C	D	E
1	Agency: Agency for Persons with Disabilities		Project: Online Application System	
3	<b>Section 3 -- Organizational Change Management Area</b>			
4	<b>#</b>	<b>Criteria</b>	<b>Values</b>	<b>Answer</b>
5	3.01	What is the expected level of organizational change that will be imposed within the agency if the project is successfully implemented?	Extensive changes to organization structure, staff or business processes	Extensive changes to organization structure, staff or business processes
6			Moderate changes to organization structure, staff or business processes	
7			Minimal changes to organization structure, staff or business processes structure	
8	3.02	Will this project impact essential business processes?	Yes	Yes
9			No	
10	3.03	Have all business process changes and process interactions been defined and documented?	0% to 40% -- Few or no process changes defined and documented	41% to 80% -- Some process changes defined and documented
11			41% to 80% -- Some process changes defined and documented	
12			81% to 100% -- All or nearly all processes defined and documented	
13	3.04	Has an Organizational Change Management Plan been approved for this project?	Yes	No
14			No	
15	3.05	Will the agency's anticipated FTE count change as a result of implementing the project?	Over 10% FTE count change	Less than 1% FTE count change
16			1% to 10% FTE count change	
17			Less than 1% FTE count change	
18	3.06	Will the number of contractors change as a result of implementing the project?	Over 10% contractor count change	Less than 1% contractor count change
19			1 to 10% contractor count change	
20			Less than 1% contractor count change	
21	3.07	What is the expected level of change impact on the citizens of the State of Florida if the project is successfully implemented?	Extensive change or new way of providing/receiving services or information)	Moderate changes
22			Moderate changes	
23			Minor or no changes	
24	3.08	What is the expected change impact on other state or local government agencies as a result of implementing the project?	Extensive change or new way of providing/receiving services or information	Minor or no changes
25			Moderate changes	
26			Minor or no changes	
27	3.09	Has the agency successfully completed a project with similar organizational change requirements?	No experience/Not recently (>5 Years)	Recently completed project with greater change requirements
28			Recently completed project with fewer change requirements	
29			Recently completed project with similar change requirements	
30			Recently completed project with greater change requirements	

	B	C	D	E
1	Agency: Agency Name		Project: Project Name	
3	<b>Section 4 -- Communication Area</b>			
4	#	Criteria	Value Options	Answer
5	4.01	Has a documented Communication Plan been approved for this project?	Yes	No
6			No	
7	4.02	Does the project Communication Plan promote the collection and use of feedback from management, project team, and business stakeholders (including end users)?	Negligible or no feedback in Plan	Proactive use of feedback in Plan
8			Routine feedback in Plan	
9			Proactive use of feedback in Plan	
10	4.03	Have all required communication channels been identified and documented in the Communication Plan?	Yes	No
11			No	
12	4.04	Are all affected stakeholders included in the Communication Plan?	Yes	No
13			No	
14	4.05	Have all key messages been developed and documented in the Communication Plan?	Plan does not include key messages	Plan does not include key messages
15			Some key messages have been developed	
16			All or nearly all messages are documented	
17	4.06	Have desired message outcomes and success measures been identified in the Communication Plan?	Plan does not include desired messages outcomes and success measures	Plan does not include desired messages outcomes and success measures
18			Success measures have been developed for some messages	
19			All or nearly all messages have success measures	
20	4.07	Does the project Communication Plan identify and assign needed staff and resources?	Yes	No
21			No	

	B	C	D	E
1	Agency: Agency for Persons with Disabilities		Project: Online Application System	
3	Section 5 -- Fiscal Area			
4	#	Criteria	Values	Answer
5	5.01	Has a documented Spending Plan been approved for the entire project lifecycle?	Yes	Yes
6			No	
7	5.02	Have all project expenditures been identified in the Spending Plan?	0% to 40% – None or few defined and documented	41% to 80% – Some defined and documented
8			41% to 80% – Some defined and documented	
9			81% to 100% – All or nearly all defined and documented	
10	5.03	What is the estimated total cost of this project over its entire lifecycle?	Unknown	Between \$2 M and \$10 M
11			Greater than \$10 M	
12			Between \$2 M and \$10 M	
13			Between \$500K and \$1,999,999	
14			Less than \$500 K	
15	5.04	Is the cost estimate for this project based on quantitative analysis using a standards-based estimation model?	Yes	Yes
16			No	
17	5.05	What is the character of the cost estimates for this project?	Detailed and rigorous (accurate within ±10%)	Detailed and rigorous (accurate within ±10%)
18			Order of magnitude – estimate could vary between 10-100%	
19			Placeholder – actual cost may exceed estimate by more than 100%	
20	5.06	Are funds available within existing agency resources to complete this project?	Yes	No
21			No	
22	5.07	Will/should multiple state or local agencies help fund this project or system?	Funding from single agency	Funding from single agency
23			Funding from local government agencies	
24			Funding from other state agencies	
25	5.08	If federal financial participation is anticipated as a source of funding, has federal approval been requested and received?	Neither requested nor received	Requested but not received
26			Requested but not received	
27			Requested and received	
28			Not applicable	
29	5.09	Have all tangible and intangible benefits been identified and validated as reliable and achievable?	Project benefits have not been identified or validated	Some project benefits have been identified but not validated
30			Some project benefits have been identified but not validated	
31			Most project benefits have been identified but not validated	
32			All or nearly all project benefits have been identified and validated	
33	5.10	What is the benefit payback period that is defined and documented?	Within 1 year	Within 5 years
34			Within 3 years	
35			Within 5 years	
36			More than 5 years	
37			No payback	
38	5.11	Has the project procurement strategy been clearly determined and agreed to by affected stakeholders?	Procurement strategy has not been identified and documented	Procurement strategy has not been identified and documented
39			Stakeholders have not been consulted re: procurement strategy	
40			Stakeholders have reviewed and approved the proposed procurement strategy	
41	5.12	What is the planned approach for acquiring necessary products and solution services to successfully complete the project?	Time and Expense (T&E)	Combination FFP and T&E
42			Firm Fixed Price (FFP)	
43			Combination FFP and T&E	
44	5.13	What is the planned approach for procuring hardware and software for the project?	Timing of major hardware and software purchases has not yet been determined	Timing of major hardware and software purchases has not yet been determined
45			Purchase all hardware and software at start of project to take advantage of one-time discounts	
46			Just-in-time purchasing of hardware and software is documented in the project schedule	
47	5.14	Has a contract manager been assigned to this project?	No contract manager assigned	No contract manager assigned
48			Contract manager is the procurement manager	
49			Contract manager is the project manager	
50			Contract manager assigned is not the procurement manager or the project manager	
51	5.15	Has equipment leasing been considered for the project's large-scale computing purchases?	Yes	No
52			No	
53	5.16	Have all procurement selection criteria and outcomes been clearly identified?	No selection criteria or outcomes have been identified	No selection criteria or outcomes have been identified
54			Some selection criteria and outcomes have been defined and documented	
55			All or nearly all selection criteria and expected outcomes have been defined and documented	
56	5.17	Does the procurement strategy use a multi-stage evaluation process to progressively narrow the field of prospective vendors to the single, best qualified candidate?	Procurement strategy has not been developed	Multi-stage evaluation and proof of concept or prototype planned/used to select best qualified vendor
57			Multi-stage evaluation not planned/used for procurement	
58			Multi-stage evaluation and proof of concept or prototype planned/used to select best qualified vendor	
59	5.18	For projects with total cost exceeding \$10 million, did/will the procurement strategy require a proof of concept or prototype as part of the bid response?	Procurement strategy has not been developed	Not applicable
60			No, bid response did/will not require proof of concept or prototype	
61			Yes, bid response did/will include proof of concept or prototype	
62			Not applicable	

	B	C	D	E
1	Agency: Agency for Persons with Disabilities		Project: Online Application System	
3	Section 6 -- Project Organization Area			
4	#	Criteria	Values	Answer
5	6.01	Is the project organization and governance structure clearly defined and documented within an approved project plan?	Yes	No
6			No	
7	6.02	Have all roles and responsibilities for the executive steering committee been clearly identified?	None or few have been defined and documented	None or few have been defined and documented
8			Some have been defined and documented	
9			All or nearly all have been defined and documented	
10	6.03	Who is responsible for integrating project deliverables into the final solution?	Not yet determined	Not yet determined
11			Agency	
12			System Integrator (contractor)	
13	6.04	How many project managers and project directors will be responsible for managing the project?	3 or more	1
14			2	
15			1	
16	6.05	Has a project staffing plan specifying the number of required resources (including project team, program staff, and contractors) and their corresponding roles, responsibilities and needed skill levels been developed?	Needed staff and skills have not been identified	Some or most staff roles and responsibilities and needed skills have been identified
17			Some or most staff roles and responsibilities and needed skills have been identified	
18			Staffing plan identifying all staff roles, responsibilities, and skill levels have been documented	
19	6.06	Is an experienced project manager dedicated fulltime to the project?	No experienced project manager assigned	No experienced project manager assigned
20			No, project manager is assigned 50% or less to project	
21			No, project manager assigned more than half-time, but less than full-time to project	
22			Yes, experienced project manager dedicated full-time, 100% to project	
23	6.07	Are qualified project management team members dedicated full-time to the project	None	No, business, functional or technical experts dedicated 50% or less to project
24			No, business, functional or technical experts dedicated 50% or less to project	
25			No, business, functional or technical experts dedicated more than half-time but less than full-time to project	
26			Yes, business, functional or technical experts dedicated full-time, 100% to project	
27	6.08	Does the agency have the necessary knowledge, skills, and abilities to staff the project team with in-house resources?	Few or no staff from in-house resources	Mostly staffed from in-house resources
28			Half of staff from in-house resources	
29			Mostly staffed from in-house resources	
30			Completely staffed from in-house resources	
31	6.09	Is agency IT personnel turnover expected to significantly impact this project?	Minimal or no impact	Minimal or no impact
32			Moderate impact	
33			Extensive impact	
34	6.10	Does the project governance structure establish a formal change review and control board to address proposed changes in project scope, schedule, or cost?	Yes	No
35			No	
36	6.11	Are all affected stakeholders represented by functional manager on the change review and control board?	No board has been established	No board has been established
37			No, only IT staff are on change review and control board	
38			No, all stakeholders are not represented on the board	
39			Yes, all stakeholders are represented by functional manager	

	B	C	D	E
1	Agency: Agency for Persons with Disabilities		Project: Online Application System	
3	Section 7 -- Project Management Area			
4	#	Criteria	Values	Answer
5	7.01	Does the project management team use a standard commercially available project management methodology to plan, implement, and control the project?	No	Yes
6			Project Management team will use the methodology selected by the systems integrator	
7			Yes	
8	7.02	For how many projects has the agency successfully used the selected project management methodology?	None	More than 3
9			1-3	
10			More than 3	
11	7.03	How many members of the project team are proficient in the use of the selected project management methodology?	None	Some
12			Some	
13			All or nearly all	
14	7.04	Have all requirements specifications been unambiguously defined and documented?	0% to 40% -- None or few have been defined and documented	0% to 40% -- None or few have been defined and documented
15			41 to 80% -- Some have been defined and documented	
16			81% to 100% -- All or nearly all have been defined and documented	
17	7.05	Have all design specifications been unambiguously defined and documented?	0% to 40% -- None or few have been defined and documented	0% to 40% -- None or few have been defined and documented
18			41 to 80% -- Some have been defined and documented	
19			81% to 100% -- All or nearly all have been defined and documented	
20	7.06	Are all requirements and design specifications traceable to specific business rules?	0% to 40% -- None or few are traceable	0% to 40% -- None or few are traceable
21			41 to 80% -- Some are traceable	
22			81% to 100% -- All or nearly all requirements and specifications are traceable	
23	7.07	Have all project deliverables/services and acceptance criteria been clearly defined and documented?	None or few have been defined and documented	None or few have been defined and documented
24			Some deliverables and acceptance criteria have been defined and documented	
25			All or nearly all deliverables and acceptance criteria have been defined and documented	
26	7.08	Is written approval required from executive sponsor, business stakeholders, and project manager for review and sign-off of major project deliverables?	No sign-off required	Review and sign-off from the executive sponsor, business stakeholder, and project manager are required on all major project deliverables
27			Only project manager signs-off	
28			Review and sign-off from the executive sponsor, business stakeholder, and project manager are required on all major project deliverables	
29	7.09	Has the Work Breakdown Structure (WBS) been defined to the work package level for all project activities?	0% to 40% -- None or few have been defined to the work package level	0% to 40% -- None or few have been defined to the work package level
30			41 to 80% -- Some have been defined to the work package level	
31			81% to 100% -- All or nearly all have been defined to the work package level	
32	7.10	Has a documented project schedule been approved for the entire project lifecycle?	Yes	No
33			No	
34	7.11	Does the project schedule specify all project tasks, go/no-go decision points (checkpoints), critical milestones, and resources?	Yes	No
35			No	
36	7.12	Are formal project status reporting processes documented and in place to manage and control this project?	No or informal processes are used for status reporting	No or informal processes are used for status reporting
37			Project team uses formal processes	
38			Project team and executive steering committee use formal status reporting processes	
39	7.13	Are all necessary planning and reporting templates, e.g., work plans, status reports, issues and risk management, available?	No templates are available	Some templates are available
40			Some templates are available	
41			All planning and reporting templates are available	
42	7.14	Has a documented Risk Management Plan been approved for this project?	Yes	No
43			No	
44	7.15	Have all known project risks and corresponding mitigation strategies been identified?	None or few have been defined and documented	None or few have been defined and documented
45			Some have been defined and documented	
46			All known risks and mitigation strategies have been defined	
47	7.16	Are standard change request, review and approval processes documented and in place for this project?	Yes	No
48			No	
49	7.17	Are issue reporting and management processes documented and in place for this project?	Yes	No
50			No	

	B	C	D	E
1	Agency: Agency for Persons with Disabilities		Project: Online Application System	
2				
3	<b>Section 8 -- Project Complexity Area</b>			
4	#	Criteria	Values	Answer
5	8.01	How complex is the proposed solution compared to the current agency systems?	Unknown at this time	Less complex
6			More complex	
7			Similar complexity	
8			Less complex	
9	8.02	Are the business users or end users dispersed across multiple cities, counties, districts, or regions?	Single location	More than 3 sites
10			3 sites or fewer	
11			More than 3 sites	
12	8.03	Are the project team members dispersed across multiple cities, counties, districts, or regions?	Single location	Single location
13			3 sites or fewer	
14			More than 3 sites	
15	8.04	How many external contracting or consulting organizations will this project require?	No external organizations	1 to 3 external organizations
16			1 to 3 external organizations	
17			More than 3 external organizations	
18	8.05	What is the expected project team size?	Greater than 15	5 to 8
19			9 to 15	
20			5 to 8	
21			Less than 5	
22	8.06	How many external entities (e.g., other agencies, community service providers, or local government entities) will be impacted by this project or system?	More than 4	None
23			2 to 4	
24			1	
25			None	
26	8.07	What is the impact of the project on state operations?	Business process change in single division or bureau	Agency-wide business process change
27			Agency-wide business process change	
28			Statewide or multiple agency business process change	
29	8.08	Has the agency successfully completed a similarly-sized project when acting as Systems Integrator?	Yes	Yes
30			No	
31	8.09	What type of project is this?	Infrastructure upgrade	Combination of the above
32			Implementation requiring software development or purchasing commercial off the shelf (COTS) software	
33			Business Process Reengineering	
34			Combination of the above	
35	8.10	Has the project manager successfully managed similar projects to completion?	No recent experience	Lesser size and complexity
36			Lesser size and complexity	
37			Similar size and complexity	
38			Greater size and complexity	
39	8.11	Does the agency management have experience governing projects of equal or similar size and complexity to successful completion?	No recent experience	Greater size and complexity
40			Lesser size and complexity	
41			Similar size and complexity	
42			Greater size and complexity	

**SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS**

**Budget Period: 2025 - 2026**

**Department:** Agency for Persons with Disabilities

**Chief Internal Auditor:** Sherita Keys-Addison

**Budget Entity:** 67100100, 67100200, 67100400, 6710050

**Phone Number:** 850-414-6582

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
Auditor General Report No. 2024-174	Issued March 2024	State of Florida Compliance and Internal Controls Over Financial Reporting and Federal Awards	<p><b>Finding No. 2023-053:</b> The FAPD did not ensure that utilization reviews (URs) and continued stay reviews (CSRs) for Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF-IIDs) were conducted by qualified professional personnel. We recommend that FAPD management periodically review QIO staffing qualifications to ensure compliance with Federal regulations.</p> <p><b>Recommendation:</b> We recommend that FAPD management periodically review QIO staffing qualifications to ensure compliance with Federal regulations.</p>	<p><b>Original Response:</b> Effective July 1, 2023, the FAPD Bureau of Contract Administration utilizes CA-51 Staffing Verification Certification of Assurance form and an updated CA-35 Service Verification form. These forms assist with monthly verification of the vendor’s required staff and professional qualifications to ensure compliance with federal regulations. If FAPD Contract Administration determines that the staffing requirements and/or qualifications do not meet federal regulations, the provider will be notified in writing utilizing a letter of finding (deficiency) and CA-20 Corrective Action Plan form within seven (7) business days of receipt of the CA-51. The provider will have thirty (30) days to present a Corrective Action Plan (CAP) that details actions necessary to fulfill the staffing deficiency. If the deficiency is not met, FAPD will request the evidence of progression to meeting staffing compliance with federal regulations until compliance is determined.</p> <p><b>Corrective Action Status as of September 11, 2024:</b> Effective December 31, 2023, FAPD Contract Administration has implemented the use of the CA-51 Staffing Verification Certification of Assurance form and updated CA-35 Service Verification form.</p>	
OIG Report No. 221018-01-IA	Issued February 2024	Identity Management and Access Control Audit	<p>APD is required to have cybersecurity practices in place to address requirements in the Florida Department of Management Services Rule 60GG-2.003(1), Access Control, Florida Administrative Code (F.A.C.). The audit included follow-up regarding APD compliance with Rule 60GG-2.004(2)(a/i), Security Continuous Monitoring, F.A.C. The audit and results are confidential and exempt from public disclosure pursuant to section 282.318(4)(g), F.S.</p>	<p>Management responses to the findings and recommendations are included in the report, which are confidential and exempt from public disclosure pursuant to section 282.318(4)(g), F.S.</p>	



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# Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Agency for Persons with Disabilities
Agency Budget Officer/OPB Analyst Name: Debbie Patten / Jessica McDaniel

*A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider.*

	Program or Service (Budget Entity Codes)				
Action	67100100	67100200	67100400	67100500	

## 1. GENERAL

1.1 Are Columns A01, A04, A05, A91, A92, A93, A36, A10, IA1, IA4, IA5, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns (no trust fund files for narrative columns)? Is Column A02 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for the Trust Fund Files (the Budget Files should already be on TRANSFER CONTROL for DISPLAY and MANAGEMENT CONTROL for UPDATE)? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only (UPDATE status remains on OWNER)? <b>(CSDI or Web LBR Column Security)</b>	Y	Y	Y	Y	
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>	Y	Y	Y	Y	

### AUDITS:

1.3 Have Column A03 budget files been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. <b>(EXBR, EXBA)</b>	Y	Y	Y	Y	
1.4 Have Column A03 trust fund files been copied to Column A12? Run Schedule I <b>(SC1R, SC1 or SC1R, SC1D adding column A12)</b> to verify.	Y	Y	Y	Y	
1.5 Has Column A12 security been set correctly to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for Budget and Trust Fund files? <b>(CSDR, CSA)</b>	Y	Y	Y	Y	

<b>TIP</b> The agency should prepare the budget request for submission in this order: 1) Copy Column A03 to Column A12, and 2) Lock columns as described above. A security control feature included in the LAS/PBS Web upload process requires columns to be in the proper status before uploading to the portal.					
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## 2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 56 of the LBR	Y	Y	Y	Y	
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y	Y	
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 14 through 27)? Do they clearly describe the issue?	Y	Y	Y	Y	

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Agency for Persons with Disabilities				
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A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider.

Action	Program or Service (Budget Entity Codes)			
	67100100	67100200	67100400	67100500

### 3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? Were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	Y	Y	Y	Y	
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#### AUDITS:

3.2 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity and program component at the FSI level? Are all nonrecurring amounts less than requested amounts? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories Found")</b>	Y	Y	Issue #2000030 Audit Exception for A04, approved by OPB	Y	
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3.3 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? <b>(EXBR, EXBC - Report should print "Records Selected Net To Zero")</b>	Y	Y	Y	Y	
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TIP Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, a Special Categories appropriation category (10XXXX) should be used.					

### 4. EXHIBIT D (EADR, EXD)

4.1 Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 59 of the LBR	Y	Y	Y	Y	
4.2 Is the program component code and title used correct?	Y	Y	Y	Y	
TIP Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Agency for Persons with Disabilities
Agency Budget Officer/OPB Analyst Name: Debbie Patten / Jessica McDaniel

*A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider.*

	Program or Service (Budget Entity Codes)				
Action	67100100	67100200	67100400	67100500	

### 5. EXHIBIT D-1 (ED1R, EXD1)

5.1 Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y	Y	
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#### AUDITS:

5.2 Do the fund totals agree with the object category totals within each appropriation category? <b>(ED1R, XD1A - Report should print "No Differences Found For This Report")</b>	Y	Y	Y	Y	
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5.3 FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? <b>(EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)</b>	Y	Y	Y	Y	
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5.4 A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? <b>(EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)</b>	Y	Y	Y	Y	
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TIP If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
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TIP If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
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TIP Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2023-24 approved budget. Amounts should be positive. The \$5,000 allowance is necessary for					
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TIP If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created. Note that there is a \$5,000 allowance at the department level.					
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### 6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)

6.1 Are issues appropriately aligned with appropriation categories?	Y	Y	Y	Y	
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TIP Exhibit D-3 is not required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
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### 7. EXHIBIT D-3A (EADR, ED3A) (Required to be posted to the Florida Fiscal Portal)

7.1 Are the issue titles correct and do they clearly identify the issue? (See pages 14 through 27 of the LBR Instructions.)	Y	Y	Y	Y	
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## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Agency for Persons with Disabilities
Agency Budget Officer/OPB Analyst Name: Debbie Patten / Jessica McDaniel

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Action	Program or Service (Budget Entity Codes)			
	67100100	67100200	67100400	67100500

7.2 Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 64 through 69 of the LBR Instructions.)	Y	Y	Y	Y
7.3 Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 69 of the LBR	Y	Y	Y	Y
7.4 Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A	Y	N/A	N/A
7.5 Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E.4 through E.7 of the LBR Instructions.)	N/A	Y	N/A	N/A
7.6 Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A	N/A	N/A	N/A
7.7 Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OAD/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. (See pages 93 through 94 of the LBR	N/A	N/A	N/A	N/A
7.8 Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y	Y	Y	Y
7.9 Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	Y	Y
7.10 Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #24-040?	N/A	N/A	N/A	N/A
7.11 When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the LAS/PBS Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be	N/A	N/A	N/A	N/A
7.12 Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A	N/A	N/A	N/A
7.13 Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A	N/A	N/A	N/A
7.14 Do the amounts reflect appropriate FSI assignments?	Y	Y	Y	Y
7.15 Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A	N/A	N/A	N/A

## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Agency for Persons with Disabilities				
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	67100100	67100200	67100400	67100500

7.16	Do the issue codes relating to special <i>Salaries and Benefits</i> issues (e.g., position reclassification, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See pages 26 and 27 of the LBR	N/A	N/A	N/A	N/A
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?	N/A	Y	N/A	N/A
7.18	Are the issues relating to <i>Major Audit Findings and Recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A	N/A	N/A
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y	Y	Y	Y

**AUDIT:**

7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? ( <b>GENR, LBR1</b> )	N/A	N/A	N/A	N/A
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? ( <b>GENR, LBR2</b> )	N/A	N/A	N/A	N/A
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? ( <b>GENR, LBR3</b> )	Y	Y	Y	Y
7.23	Have FCO appropriations been entered into the nonrecurring column (A04)? ( <b>GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L)</b> )	N/A	N/A	Y	Y
7.24	Has narrative been entered for all issues requested by the agency? Agencies do not need to include narrative for startup issues (1001000, 2103XXX, etc.) that were not input by the agency. ( <b>NAAR, BSNR</b> )	Y	Y	Y	Y
7.25	Has the agency entered annualization issues (260XXX0) for any issue that was partially funded in Fiscal Year 2024-25? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2024-25. Do not add annualization issues for pay and benefit distribution issues, as those annualization issues (26AXXXX) have already been added to A03.	N/A	N/A	N/A	N/A

TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.				
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## Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Agency for Persons with Disabilities  
 Agency Budget Officer/OPB Analyst Name: Debbie Patten / Jessica McDaniel

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Action	Program or Service (Budget Entity Codes)				
	67100100	67100200	67100400	67100500	

TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 69 of the LBR Instructions.	
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.	
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).	
TIP	If an appropriation made in the FY 2024-25 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.	

<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department)</b>					
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y	Y	Y	Y
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	Y	Y	Y
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y	Y	Y	Y
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y	Y	Y	Y
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Y	Y	Y	Y
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y	Y	Y	Y
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A	N/A	N/A	N/A
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to section 215.32(2)(b), Florida Statutes - including the Schedule ID and applicable	N/A	N/A	N/A	N/A

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	67100100	67100200	67100400	67100500	

8.9 Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 00107000)?	Y	Y	Y	Y	
8.10 Are the statutory authority references correct?	Y	Y	Y	Y	
8.11 Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to section 215.20, Florida Statutes, for appropriate General Revenue Service Charge percentage rates.)	Y	Y	Y	Y	
8.12 Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A	N/A	N/A	N/A	
8.13 If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y	Y	Y	
8.14 Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A	N/A	N/A	N/A	
8.15 Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A	N/A	N/A	N/A	
8.16 Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-	Y	Y	Y	Y	
8.17 If applicable, are nonrecurring revenues entered into Column A04?	Y	Y	Y	Y	
8.18 Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being	Y	Y	Y	Y	
8.19 Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements	Y	Y	Y	Y	
8.20 Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Y	Y	Y	Y	
8.21 Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y	Y	Y	
8.22 Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y	Y	Y	Y	
8.23 Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y	Y	
8.24 Are prior year September operating reversions appropriately shown in column A01, Section III?	Y	Y	Y	Y	
8.25 Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	Y	Y	Y	Y	



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	67100100	67100200	67100400	67100500

8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y	Y	Y
8.27	Has the agency analyzed for continuing appropriations (category 13XXXX) and properly accounted for in the appropriate column(s) in Section III?	N/A	N/A	N/A	N/A
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y	Y	Y	Y
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y	Y

**AUDITS:**

8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y	Y
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? <b>(SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")</b>	Y	Y	Y	Y
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. <b>(SC1R, DEPT)</b>	Y	Y	Y	Y
8.33	Has a Schedule IB been provided for ALL trust funds having an unreserved fund balance in columns A01, A02 and/or A03, and if so, does each column's total agree with line I of the Schedule I?	Y	Y	Y	Y
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Y	Y	Y	Y
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!				
TIP	Determine if the agency is scheduled for trust fund review. (See page 124 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.				
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.				
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.				

**9. SCHEDULE II (PSCR, SC2)**

**AUDIT:**

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	Program or Service (Budget Entity Codes)				
Action	67100100	67100200	67100400	67100500	

<p>9.1 Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? <b>(BRAR, BRAA - Report should print "No Records Selected For This Request")</b> Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 155 of the LBR Instructions.)</p>		Y	Y	Y	Y	
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	67100100	67100200	67100400	67100500

<b>10. SCHEDULE III (PSCR, SC3)</b>					
10.1	Is the appropriate lapse amount applied? (See page 90 of the LBR Instructions.)	Y	Y	Y	Y
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See pages 93 and 94 of the LBR Instructions for appropriate use of the OAD transaction.) Use <b>OADI</b> or <b>OADR</b> to identify agency other salary amounts	Y	Y	Y	Y
<b>11. SCHEDULE IV (EADR, SC4)</b>					
11.1	Are the correct Information Technology (IT) issue codes used?	Y	Y	Y	Y
TIP	If IT issues are not coded (with "C" in 6th position or within a program component of 1603000000), they will not appear in the Schedule IV.				
<b>12. SCHEDULE VIIIA (EADR, SC8A)</b>					
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can be included in the priority listing.	Y	Y	Y	Y
<b>13. SCHEDULE VIIIB-1 (EADR, S8B1)</b>					
13.1	<b>NOT REQUIRED FOR THIS YEAR</b>	N/A	N/A	N/A	N/A
TIP	If all or a portion of an issue is intended to be reduced on a nonrecurring basis, include the total reduction amount in Column A91 and the nonrecurring portion in Column A92.				
<b>14. SCHEDULE VIIIB-2 (EADR, S8B2) (Required to be posted to the Florida Fiscal Portal)</b>					
14.1	Do the reductions comply with the instructions provided on pages 99 through 102 of the LBR Instructions regarding a 10% reduction in General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used? Verify that excluded appropriation categories and funds were not used (e.g. funds with FSI 3 and 9, etc.)	Y	Y	Y	Y
TIP	Compare the debt service amount requested (IOE N or other IOE used for debt service) with the debt service need included in the Schedule VI: Detail of Debt Service, to determine whether any debt has been retired and may be reduced.				
TIP	If all or a portion of an issue is intended to be reduced on a nonrecurring basis, in the absence of a nonrecurring column, include that intent in narrative.				
<b>15. SCHEDULE VIIIC (EADR, S8C) (NO LONGER REQUIRED)</b>					
<b>16. SCHEDULE XI (UCSR,SCXI) (LAS/PBS Web - see pages 104-108 of the LBR Instructions for detailed</b>					
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (Note: Pursuant to section 216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for any agency that does not provide this information.)	Y	Y	Y	Y

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Action	67100100	67100200	67100400	67100500	

16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP (if submitting) and LBR match?	N/A	N/A	N/A	N/A	
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	Program or Service (Budget Entity Codes)			
Action	67100100	67100200	67100400	67100500

### AUDITS INCLUDED IN THE SCHEDULE XI REPORT:

16.3	Does the FY 2023-24 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? ( <b>GENR, ACT1</b> )	Y	Y	Y	Y	
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? ( <b>Audit #1 should print "No Activities Found"</b> )	Y	Y	Y	Y	
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )	Y	Y	Y	Y	
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: The activities listed in <b>Audit #3</b> do not have an associated output standard. In addition, the activities were not identified as a Transfer to a State Agency, as Aid to Local Government, or a Payment of Pensions, Benefits and Claims. Activities listed here should represent transfers/pass-throughs that are not represented by those above or administrative costs that are unique to the agency and are not appropriate to be allocated to all other activities.)	Y	Y	Y	Y	
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? ( <b>Audit #4 should print "No Discrepancies Found"</b> )	Y	Y	Y	Y	
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					

### 17. MANUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Florida Fiscal Portal)

17.1	Do exhibits and schedules comply with LBR Instructions (pages 52 through 152 of the LBR Instructions), and are they accurate and complete?	Y	Y	Y	Y	
17.2	Does manual exhibits tie to LAS/PBS where applicable?	Y	Y	Y	Y	
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y	Y	Y	
17.4	Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 128 and 129 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: <b>IT@LASPBS.STATE.FL.US?</b>	Y	Y	Y	Y	
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Y	Y	Y	Y	

### AUDITS - GENERAL INFORMATION

TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 154 through 156) for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					

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<b>18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)</b>					
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A	N/A	Y	Y
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP	N/A	N/A	Y	Y
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A	N/A	Y	Y
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A	N/A	Y	Y
18.5	Are the appropriate counties identified in the narrative?	N/A	N/A	Y	Y
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	N/A	N/A	Y	Y
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.				
<b>19. FLORIDA FISCAL PORTAL</b>					
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y	Y	Y