



Juvenile Welfare Board

Investing in children. Strengthening our community.

FY26 PROVIDER TOWN HALL

JULY 29, 2025

Presenters

Karen Boggess
Chief Operating Officer

Elaine Melkioty
Program Administration Director

Stacey Gill
Program Finance Manager

Megan Seales
Performance and Evaluation Director

FY26 Contract Changes

Elaine Melkioty, Program Administration Director

Section V:

Method of Payment

#1. JWB issues reimbursements in accordance with the schedule listed on Attachment 3. The Provider shall submit an accurate request for payment once a month. Reimbursements shall be made in timely manner on pace throughout the fiscal year in order to allow for a consistent and orderly delivery of services. Reimbursement requests shall be submitted timely and only for amounts actually incurred that should properly be reimbursed per this Agreement within reasonably needed amounts based on the budget and other funding sources...

Addition: Reimbursement requests shall be submitted timely and only for amounts actually incurred and paid that should properly be reimbursed per this Agreement within reasonably needed amounts based on the budget and other funding sources.

General Condition 5: Program Monitoring and Data Quality

1st paragraph: Provider agrees to submit monitoring, site visit, accreditation, and licensing reports supplied by funding, accreditation, and licensing entities, as applicable, to JWB no more than thirty (30) calendar days following Provider receipt.

Addition: Provider agrees to submit monitoring, site visit, accreditation, licensing reports, and any corrective action reports supplied by funding, accreditation, and licensing entities, as applicable, to JWB no more than thirty (30) calendar days following Provider receipt.

General Condition 5: Program Monitoring and Data Quality

NEW 2nd paragraph:

If the Provider fails to meet performance standards, deliverables, or timelines outlined in this Agreement, JWB may initiate progressive discipline, in its sole discretion, as follows:

1. Notice of Non-Compliance: JWB will issue a written notice to the Provider specifying the nature of the non-compliance and affected deliverables.
2. Performance Improvement or Corrective Action plans
3. Monitoring and Follow-Up: JWB will monitor the Provider's progress in implementing corrective action. If the Provider fails to comply with corrective action or if the deficiencies persist, JWB may take additional actions, including but not limited to:
 - a. Withholding payments
 - b. Disqualifying the Provider from future procurement opportunities
 - c. Termination

Notwithstanding the foregoing, JWB reserves the right, in its sole discretion, to forego progressive discipline or skip any step in progressive discipline and proceed to termination of the contract without engaging in progressive discipline. Progressive discipline does not alter any of JWB's rights to terminate pursuant to Section VI.

General Condition 8:

Publicizing of JWB Support-Endorsements

1st paragraph: Requests for endorsements that require a commitment of JWB resources shall be submitted to JWB for its consideration. However, endorsements which do not require JWB resources may be given to those Providers that support the focus and priorities of the JWB Board, at the discretion of the JWB Chief Executive Officer. JWB's logo must be visible at Provider's administrative and program sites, be featured on the Provider's website, and be present on the following Provider materials as an acknowledgement of support:

Addition: JWB's logo must be visible at Provider's administrative and program sites, be featured on the Provider's website, and be present on the following Provider materials, both print and electronic, as an acknowledgement of support:

General Condition 11: Confidential Information

2nd paragraph: The Provider shall also maintain in participant files a completed copy of a JWB-approved form for authorizing client consent to release information for each participant receiving services.

Change: The Provider shall also maintain in participant files a completed copy of the JWB-approved form for authorizing client consent to release information for each participant receiving services.

General Condition 14:

NEW NAME-Critical Incidents

In addition, the Provider shall notify JWB immediately upon knowledge of any action or incident involving Provider staff or volunteers that could potentially jeopardize the terms of this Agreement which includes misconduct, malfeasance during working hours, or any conduct that results in the arrest of a staff member or volunteer after hours.

Change: Other - Anything that may reflect negatively or critically upon JWB, or any action or incident involving Provider staff or volunteers that could potentially jeopardize the terms of this Agreement which includes misconduct, malfeasance during working hours, or any conduct that results in the arrest of a staff member or volunteer after hours.

Change: Chief Program Officer to Chief Operating Officer.

General Condition 17: Provider & Program Data Maintained in 2-1-1 Database

Eliminated: Now a “Not used” section.

General Condition 18:

Provider Staff Background Checks

Additions to 1st paragraph:

- All program staff and Provider staff (including employees, independent contractors, and staff of subcontractors), volunteers and those who may have access to youth participants and/or participant data are required to undergo and pass a national Level 2 background check that complies with the standards set forth in F.S. 435.
- This requirement applies to employees, volunteers, independent contractors, and staff of subcontractors regardless of the funder supporting the position and those who may have access to youth participants and/or participant data.

Additions to 3rd & 4th paragraph:

- Specified which standards set forth in F.S. 435 are Level 2
- Wrote out “VECHS” which is Volunteer and Employee Criminal History System

General Condition 27: Certification that Provider is legally able to contract with JWB

Change: The legislature renamed “Iran petroleum sector” to the “Iran terrorism sector” in F.S. 287.135(2)(b) and s. 215.4725.

Attachment 4: Document Submittal Chart

Subcontract Monitoring Documentation: moved under [Documents Available Upon Request](#)

Administration Reminders & Updates

Reminders

- Document Submittals: make note of the timeframe for each on the chart, specifically “Insurance Documentation.”
- Provider Events: to ensure JWB’s participation, we kindly ask that all proposed dates and times be coordinated with our Communications team. We want to be there! 😊

Updates

- Program Monitoring Guide being updated in FY26
- Tiered Monitoring Assessment being updated in FY26
 - Both will be posted on the JWB Provider page

Program Finance

Stacey Gill, Senior Program Finance Manager

Financial Monitoring Visits

- Annual visits by agency, not program
- JWB provides at least two weeks' notice of financial monitoring visit
- Supporting detail must be uploaded to JWB's secure portal by end of business two days prior to the visit

Timeliness & Accuracy

- All financial reports, budgets, and budget amendments shall be submitted timely and accurately.
- A reimbursement should contain no errors (i.e. misclassified expenses, unapproved costs) and submitted timely. They are due by the last day of the month succeeding the month requested.
- Timeliness and accuracy are reported on the Financial Monitoring Report. If either is unacceptably low it will be considered a finding, and JWB will recommend that the agency develop procedures to improve timeliness and/or accuracy.
- Audits must be submitted on time and agencies should schedule their audit field work accordingly (i.e. if your fiscal year end is 9/30, schedule field work in the fall).

Lapse

- JWB monitors program lapse and reviews programs with lapse more than 10%.
- Cost of living adjustments (COLAs) are impacted by program lapse. In FY26, a COLA was awarded to programs with FY24 lapse < 10%.

Financial Policies & Procedures for JWB Funded Agencies

One update to the Financial Policies and Procedures to include a section on “Guidelines That May Result in Progressive Discipline.” JWB wants to be transparent with performance expectations.

Agency Level

- Untimely audit 2 years running
- Significant deficiency and/or material weakness 2 years running, whether repeat or new
- Repeat JWB recommendations on the FMR
- Other findings of noncompliance with the JWB contract (e.g. conflict of interest not signed annually)

Program Level

- Reimbursement timeliness < 75%
- Reimbursement accuracy < 60%
- Lapse > 15%
- Financial Monitoring Visit Sample findings > 20% of sample size
- Significant advanced technological assistance
- Greater than 3 budget amendments not meeting JWB expectations
- Evaluate any other findings on case-by-case basis

FY26 Data Updates

Megan Seales, Director of Performance and Evaluation

Direct Data Upload (DDU) Changes

- JWB has met with all providers to review the changes in detail. There were minimal changes for FY26.
- Sites are now captured in the services file.
- Episodes and services should only be included in uploads if they occurred in the current fiscal year.
- Programs with attendance data are now required to enter available program days and closed dates for participants, by site, into JWB Flex before the start of the fiscal year.
- All changes are effective 10/1/2025.
- Questions should be directed to the Program's assigned Evaluator.

Data Quality Manual Changes

- Program Attendance - all absences counted as absences (excused and unexcused)
- Programs with attendance data must submit a program days calendar, including program open and closed dates by site, into JWB Flex
- Adding "Home School" to School Name List
- Clarifying all data should be entered within two weeks of service delivery or the change (ex. new address)

The updated Data Quality Manual with these changes is coming out in August.
All changes are effective 10/1/2025

Accurate and Timely Data is Required

What does this mean for you?

- Data must be submitted on time and accurately.
- More data validations are in place, both in JWB Flex and Direct Data Uploads.
- Incomplete data will not be accepted.
- Program results will only include data submitted on time and complete.
- Failure to meet data requirements may result in performance action including, but not limited to, a letter of noncompliance, performance improvement plan, and corrective action plan.

FY25 Data Deadline

- All FY25 data must be completed in JWB Flex, submitted via direct data uploads or SharePoint, by close of business (5pm) **Friday, October 10, 2025**.
- Late data will not be accepted and will not be included in final reporting.

Thank You

