

Agenda Item No.: 3BB-3

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date:	July 8, 2025	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Regular
		<input type="checkbox"/> Ordinance	<input type="checkbox"/> Public Hearing
Department			
Submitted By:	Youth Services Department		
Submitted For:	Outreach and Community Programming Division		

**I. EXECUTIVE BRIEF**

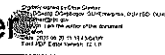

**Motion and Title:** Staff recommends motion to approve:

- A)** a First Amendment to Community Based Agency Contract with the American Association of Caregiving Youth, Inc. (AACY) (R2024-1249), for the period October 1, 2024 through September 30, 2025, to serve an additional 12 youth (total 550) and provide expanded programming and activities during the summer of 2025, and by increasing the \$210,000 Contract by \$28,661 to a new total contract amount not to exceed \$238,661 (\$98,661 for FY2025 and \$70,000 each for FY2026 and FY2027); and
- B)** a Budget Transfer of \$28,661 in the General Fund from the Evidence-Based Programming Unit (Unit 1451) to fund the additional cost associated with summer programming in year one (1) of the Contract.

**Summary:** In September 2024, the Board of County Commissioners (BCC) approved a Community Based Agency Contract with the American Association of Caregiving Youth (AACY) to provide services for the Caregiving Youth Project (CYP). AACY has identified additional caregiving youth and activities for the summer months of FY2025. AACY will increase the number of youth served in FY2025 only, from 538 to 550 and provide additional targeted educational and recreational activities for middle and high school caregiving students, including virtual and in-person groups supporting the transition from middle to high school, Florida Atlantic University (FAU) summer day camp, health & nutrition education, cooking classes, home safety and fall prevention, and stress and anxiety management. CYP programming and activities provide social and emotional support and opportunities for caregiving youth to socialize with their peers. AACY will continue to seek additional funding in future years to meet the growing demand. In FY2024, AACY exceeded its projected number of youth served by 487 youth, serving a total of 687 compared to the projected 200, and met 100% of its outcome goals. After completion of each contract year, a report will be developed detailing AACY's progress in meeting performance measurements. Countywide (HH)

**Background and Justification:** On September 17, 2024, the BCC approved 20 Community Based Agency contracts from a Notice of Funding Opportunity the Youth Services Department issued on February 26, 2024. AACY's contract in the Educational Supports Action Area was included. The contract's services provide support to caregiving youth in middle and high school through AACY's professional services in school, out-of-school, and at home. The program promotes social and system change by integrating healthcare (body), education (mind), and community (spirit) to create a solid foundation of support services for this silent, hidden, and deserving youth population.

- Attachment:**
1. First Amendment to Community Based Agency Contract
  2. Budget Transfer

<b>Recommended by:</b>	Elisa Cramer	
	Department Director	Date
<b>Approved by:</b>		6/20/25
	Assistant County Administrator	Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2025	2026	2027	2028	2029
Capital Expenditures					
Operating Costs	\$98,661	\$70,000	\$70,000		
External Revenue					
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	\$98,661	\$70,000	\$70,000		
No. ADDITIONAL FTE POSITIONS (Cumulative)					

Is Item Included in Current Budget? Yes \_\_\_\_\_ No x  
Does this item include the use of federal funds? Yes \_\_\_\_\_ No x  
Is this item using State Funds Yes \_\_\_\_\_ No x

Budget Account    Exp No:  
Fund    0001    Dept 154    Unit 2069    Obj 8201  
Rev No:  
Fund    \_\_\_\_\_    Dept \_\_\_\_\_    Unit \_\_\_\_\_    Obj \_\_\_\_\_

B. Recommended Sources of Funds/Summary of Fiscal Impact:

The fiscal impact associated with year 1 of this Contract shall be funded by existing 2025 ad valorem funding, which will be transferred from the evidence-based programming unit (Unit 1451). Years 2 and 3 will be included in proposed budget requests to be funded from the evidence-based programming unit (Unit 1451).

Departmental Fiscal Review: Michelle Digne

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

ASB/CLL 6/5/25      Frank Macias 6/9/25  
OFMB      Contract Development & Control 26 6/9/25  
MOG/5

B. Legal Sufficiency:

Helene C. Hing 6-9-25  
Assistant County Attorney

C. Other Department Review:

\_\_\_\_\_  
Department Director

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

**FIRST AMENDMENT TO  
COMMUNITY BASED AGENCY CONTRACT**

This First Amendment is made as of July 8, 2025, by and between Palm Beach County, a Political Subdivision of the State of Florida, by and through its Board of Commissioners, hereinafter referred to as the COUNTY, and American Association of Caregiving Youth, Inc., a not-for-profit corporation authorized to do business in the State of Florida, hereinafter referred to as the AGENCY, whose Federal I.D. is 65-0866677.

**WITNESSETH:**

**WHEREAS**, the parties entered into a Community Based Agency Contract (Contract) dated September 17, 2024, (R2024-1249) in the amount of \$210,000, to fund the Caregiving Youth Project, from October 1, 2024, through September 30, 2027; and

**WHEREAS**, the parties desire to increase the Contract by \$28,661 for fiscal year 2025, for a new total not to exceed amount of \$238,661.

**NOW, THEREFORE**, in consideration of the mutual promises contained herein, the COUNTY and the AGENCY agree as follows:

1. The foregoing recitals are true and correct and incorporated herein by reference.
2. **ARTICLE 3 – PAYMENTS TO THE AGENCY**, Paragraph A is hereby replaced with the following:
  - A. The COUNTY shall pay to the AGENCY for services rendered under this Contract not to exceed a total amount of TWO HUNDRED THIRTY-EIGHT THOUSAND SIX HUNDRED SIXTY-ONE DOLLARS (\$238,661) over a three (3) year period of which NINETY-EIGHT THOUSAND SIX HUNDRED SIXTY-ONE DOLLARS (\$98,661) is budgeted in FY2025 with an anticipated annual allocation of SEVENTY THOUSAND DOLLARS (\$70,000) in each subsequent fiscal year for the term of this Contract. The AGENCY will bill the COUNTY on a monthly basis, or as otherwise provided, at the amounts set forth in the attached Exhibit B-1 (Unit Cost of Service Rate and Definition) for services rendered toward the completion of the attached Scope of Work. Where incremental billings for partially completed items are permitted, the total billings shall not exceed the estimated percentage of completion as of the billing date.
3. **Exhibit A** is hereby replaced in its entirety with **Exhibit A-1**, attached hereto and incorporated herein by reference.
4. **Exhibit B** is hereby replaced in its entirety with **Exhibit B-1**, attached hereto and incorporated herein by reference.
5. All other provisions of the Contract not modified in this First Amendment remain in full force and effect.

IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this First Amendment on behalf of the COUNTY and the AGENCY has hereunto set its hand the day and year above written.

AGENCY:

American Association of Caregiving Youth, Inc.

Company Name  
DocuSigned by:  
Connie Siskowski  
579CEFF3F0D02430...  
Signature

Connie Siskowski  
Typed Name

Founder & President  
Title

ATTEST:

COUNTY:

JOSEPH ABRUZZO, CLERK OF THE  
CIRCUIT COURT & COMPTROLLER

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
Maria G. Marino, Mayor

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY  
Initial  
HCH  
By: \_\_\_\_\_  
County Attorney

APPROVED AS TO TERMS  
AND CONDITIONS  
Signature  
Ike Powell  
By: \_\_\_\_\_  
Youth Services Department

EXHIBIT A-1

SCOPE OF WORK

Contract Period:	October 1, 2024 - September 30, 2027
Agency Name:	American Association of Caregiving Youth, Inc. (AACY)
Program Name:	Caregiving Youth Project (CYP)
Target Population:	Middle School Age Youth, High School Age Youth
Geographic area(s) served:	Countywide
Commission District(s):	Countywide

Overview:

The American Association of Caregiving Youth program will provide middle and high school age youth ongoing extracurricular support in school, out of school, and at home. As a result, they are more likely to remain in school, progress to the next grade level, improve grades, develop social skills, and build resiliency to overcome obstacles. Caregiving youth sacrifice their education, health, well-being, and childhood to provide care for family members who are ill, injured, elderly, or disabled. In partnership with schools, the CYP model is already successful in 10 Palm Beach County middle schools, as demonstrated by reducing the external barriers to learning incurred by children, through no fault of their own, and as a result of the health conditions of a family member(s).

Evidence-based model or promising practice:

Promising Practice - Caregiving Youth Project Model

Observed Need/Risk Factor(s) that will be addressed:

According to the What Works Survey, more than 10,000 middle and high school students in Palm Beach County have a dual caregiving role. They assist in many levels of care for loved ones; however, with limited resources, the CYP focuses on those in the most intensive situations, who provide at least 20 hours a week of assistance. They are otherwise a hidden, vulnerable, and at-risk population. These forgotten youth often sacrifice their education, health, well-being, and childhood to perform adult-sized responsibilities of providing care for chronically ill, injured, elderly, or disabled family members who are of any age.

Services:

The AGENCY will provide the following services:

- Community Education - To support caregiving students, CYP educates teachers (meetings), other students (Lunch and Learn sessions), the legislative path (meetings), and the general population (seminars, conferences, media, grant writing, etc.). Additionally, CYP provides copies of "I am a teen caregiver. Now what?" including publications and the Caregiving Youth Resource Guide to school staff and the community to help them better understand.
- Tutoring - For students who need extra academic help, CYP offers tutoring through a certified teacher and tutors.
- Skills Building Sessions - A six-week foundation course in 6th grade followed by a grade appropriate advancing curricula three times/year for 7th and 8th graders and monthly in high school. The course is administered at the schools by CYP Family Specialists. CYP uses a copyrighted AACY-developed curriculum.
- Lunch and Learn Sessions - Twice/month in middle school and once/a month in high school for each lunch period to educate the staff and students about one of the top ten diagnoses. This is a time when students learn about top diagnoses, are able to ask questions, may self-refer and begin the eligibility process.
- Camp Treasure - Is a time for students to spend the day/night away from their caregiving duties and be with others who are also caregivers. They get a chance to make friends, communicate with those going through the same things, relax knowing that their care receiver is being taken care of, and more-overnight camp for middle schoolers and summer day camp for both middle and high schoolers.
- Fun and Educational Events - In person and virtual allow the students time to learn a skill, try a new activity, engage with others who are also caregivers, and time to enjoy and be teenager for a day. That may sound like a small thing, but for Caregiving Youth, it rejuvenates them and makes them feel less alone.
- Family Events - outings to provide time for the entire family to be with others who are also struggling with being caregivers, including parents who can talk about the difficulties of knowing their children are carrying a heavy burden. The toll it takes on a parent is emotionally draining. Family Specialists may provide one-on-one time with participant and family during the event.
- Mentorship - MACY (Mentor A Caregiving Youth) gives the youth one-on-one attention from someone who is there because they care and want to provide them with a fun activity, like a movie or lunch at a restaurant. Many of the students create a special bond with their mentors, allowing them to speak about what is going on in their lives.
- Family Assessments - Family Specialists and Care Manager will assess and follow up with their students and on a needs basis provide linkages to resources to support the family/student/situation.
- Family Help - Special Projects - many collaborating partners assist and the American Association of Caregiving Youth, Inc. will work to secure special funding for non-budgeted needs. Examples include ramps for wheelchairs, mold removal, medical equipment, laptops, appliance replacement, utility assistance, and more.
- Respite Care/Cleaning - temporary relief from responsibilities of caregiving or cleaning to be a teenager, time to catch up on fun with friends, catch up on school work/sleep and more.
- Individual Support and/or Caregiving Coaching - providing one-to-one sessions to help with caregiving circumstances and feelings.
- FAU Summer Day Camp - Is time for middle and high school Caregiving Youth to

experience a day of activities which include but are not limited to, a high ropes obstacle course challenge, swimming, workshop, educational presentation to assist and empower students with caregiving responsibilities, socializing and peer bonding, lunch, snacks and hydration, a day of break from caregiving responsibilities. (FY25 July – September).

- Middle and High School Activity Groups - Middle and high school students throughout the county will have the opportunity to engage in recreational, educational and emotional supportive activities with caregiving peers. (FY25 July – September).
- Virtual/In-Person Activity- Caregiving Youth will participate in a virtual or in-person activity to gain new experiences pertinent to their caregiving role and needs such as: health & nutrition education, cooking classes, home safety & fall prevention, over- the -counter medication management, stress/anxiety management, back to school supplies drive and distribution, Preparation from middle to high school and other recreational peer bonding respite opportunities, and art workshops etc. (FY25 July – September).

**Outcomes:**

The following outcomes will be tracked:

- 416 of 550 (75%) Youth receive extracurricular support, and advance to the next grade level or achieve on-time graduation as evidenced by academic records for FY25.
- 416 of 550 (75%) Youth build resiliency to overcome obstacles related to educational goals, life skills, and social skills as evidenced by resiliency assessment for FY25.
- 404 of 538 (75%) Youth receive extracurricular support, and advance to the next grade level or achieve on-time graduation as evidenced by academic records for FY26 & FY27.
- 404 of 538 (75%) Youth build resiliency to overcome obstacles related to educational goals, life skills, and social skills as evidenced by resiliency assessment for FY26 & FY27.

**Reports Submission:**

The Agency shall provide monthly, quarterly and annual data for all program participants funded in this Contract. The reports shall be presented in a format acceptable to COUNTY.

- Monthly Report format, Exhibit A-1, Form 1
- Quarterly Report format, Exhibit A1, Form 2
- Logic Model, Exhibit A-1, Form 3
- Annual Report format, Exhibit A-1, Form 4

**Projected number of Clients Served:**

550 Youth Unduplicated (FY25)

538 Youth Unduplicated (FY26 & FY27)

**EXHIBIT A-1, FORM 1**

**Monthly Reports Format**

*The AGENCY will submit monthly reports by entering program specific data into the CBA Portal.*





**MONTHLY COMPLIANCE REPORT**  
**COMMUNITY BASED AGENCY CONTRACT**

**Contract Period: 10/01/2024 – 09/30/2027**

American Association of Caregiving Youth, Inc.

**Month:** Choose an item.

Services	Current Status	Explanation
Community Education - To support caregiving students, CYP educates teachers (meetings), other students (Lunch and Learn sessions), the legislative path (meetings), and the general population (seminars, conferences, media, grant writing, etc.). Additionally, CYP provides copies of "I am a teen caregiver. Now what?" including publications and the Caregiving Youth Resource Guide to school staff and the community to help them better understand.	Choose an item.	Please report actual # of clients served through this activity or # of event occurrences. If none, or if service is delayed, provide a brief explanation.
Tutoring - For students who need extra academic help, CYP offers tutoring through a certified teacher and tutors.	Choose an item.	Please provide a brief summary of the status.
Skills Building Sessions - A six-week foundation course in 6th grade followed by a grade appropriate advancing curricula three times/year for 7th and 8th graders and monthly in high school. The course is administered at the schools by CYP Family Specialists. CYP uses a copyrighted AACY-developed curriculum.	Choose an item.	Please report actual # of clients served through this activity or # of event occurrences. If none, or if service is delayed, provide a brief explanation.
Lunch and Learn Sessions - Twice/month in middle school and once/a month in high school for each lunch period to educate the staff and students about one of the top ten diagnoses. This is a time when students learn about top diagnoses, are able to ask questions, may self-refer and begin the eligibility process.	Choose an item.	Please report actual # of clients served through this activity or # of event occurrences. If none, or if service is delayed, provide a brief explanation.

<p>Camp Treasure - Is a time for students to spend the day/night away from their caregiving duties and be with others who are also caregivers. They get a chance to make friends, communicate with those going through the same things, relax knowing that their care receiver is being taken care of, and more-overnight camp for middle schoolers and summer day camp for both middle and high schoolers.</p>	<p>Choose an item.</p>	<p>Please report actual # of clients served through this activity or # of event occurrences. If none, or if service is delayed, provide a brief explanation.</p>
<p>Fun and Educational Events - In person and virtual allow the students time to learn a skill, try a new activity, engage with others who are also caregivers, and time to enjoy and be teenager for a day. That may sound like a small thing, but for Caregiving Youth, it rejuvenates them and makes them feel less alone.</p>	<p>Choose an item.</p>	<p>Please provide a brief summary of the status.</p>
<p>Family Events - outings to provide time for the entire family to be with others who are also struggling with being caregivers, including parents who can talk about the difficulties of knowing their children are carrying a heavy burden. The toll it takes on a parent is emotionally draining. Family Specialists may provide one-on-one time with participant and family during the event.</p>	<p>Choose an item.</p>	<p>Please report actual # of clients served through this activity or # of event occurrences. If none, or if service is delayed, provide a brief explanation.</p>
<p>Mentorship - MACY (Mentor A Caregiving Youth) gives the youth one-on-one attention from someone who is there because they care and want to provide them with a fun activity, like a movie or lunch at a restaurant. Many of the students create a special bond with their mentors, allowing them to speak about what is going on in their lives.</p>	<p>Choose an item.</p>	<p>Please report actual # of clients served through this activity or # of event occurrences. If none, or if service is delayed, provide a brief explanation.</p>
<p>Family Assessments - Family Specialists and Care Manager will assess and follow up with their students and on a needs basis provide linkages to resources to support the family/student/situation.</p>	<p>Choose an item.</p>	<p>Please report actual # of clients served through this activity or # of event occurrences. If none, or if service is delayed, provide a brief explanation.</p>
<p>Family Help - Special Projects - many collaborating partners assist and the American Association of Caregiving Youth, Inc. will work to secure special funding for non-budgeted needs. Examples include ramps for wheelchairs, mold removal, medical equipment, laptops, appliance replacement, utility assistance, and more.</p>	<p>Choose an item.</p>	<p>Please provide a brief summary of the status.</p>

Respite Care/Cleaning - temporary relief from responsibilities of caregiving or cleaning to be a teenager, time to catch up on fun with friends, catch up on school work/sleep and more.	Choose an item.	Please report actual # of clients served through this activity or # of event occurrences. If none, or if service is delayed, provide a brief explanation.
Individual Support and/or Caregiving Coaching - providing one-to-one sessions to help with caregiving circumstances and feelings.	Choose an item.	Please report actual # of clients served through this activity or # of event occurrences. If none, or if service is delayed, provide a brief explanation.
FAU Summer Day Camp - Is time for middle and high school Caregiving Youth to experience a day of activities which include but are not limited to, a high ropes obstacle course challenge, swimming, workshop, educational presentation to assist and empower students with caregiving responsibilities, socializing and peer bonding, lunch, snacks and hydration, a day of break from caregiving responsibilities. (FY25 July – September).	Choose an item.	Please report actual # of clients served through this activity or # of event occurrences. If none, or if service is delayed, provide a brief explanation.
Middle and High School Activity Groups - Middle and high school students throughout the county will have the opportunity to engage in recreational, educational and emotional supportive activities with caregiving peers. (FY25 July – September).	Choose an item.	Please provide a brief summary of the status.
Virtual/In-Person Activity- Caregiving Youth will participate in a virtual or in-person activity to gain new experiences pertinent to their caregiving role and needs such as: health & nutrition education, cooking class, home safety & fall prevention, over- the- counter medication management, stress/anxiety management, back to school supplies dive and distribution, Preparation from middle to high school and other recreational peer bonding respite opportunities, and art workshops. (FY25 July – September).	Choose an item.	Please report actual # of clients served through this activity or # of event occurrences. If none, or if service is delayed, provide a brief explanation.

**Please list any program specific challenges your agency experienced during this reporting period:**

Click here to list any program specific challenges your agency experienced during this reporting period.

**Please list any program specific accomplishments your agency experienced during this reporting period:**

Click here to list any program specific accomplishments your agency experienced during this reporting period.

**Please report your outcomes achieved for this month.**

Target: 416 of 550 (75%) Youth receive extracurricular support, and advance to the next grade level or achieve on-time graduation as evidenced by academic records for FY25.  
Actual for the month: \_\_\_\_ of \_\_\_\_ (%) Total number served this month:

Target: 416 of 550 (75%) Youth build resiliency to overcome obstacles related to educational goals, life skills, and social skills as evidenced by resiliency assessment for FY25.  
Actual for the month: \_\_\_\_ of \_\_\_\_ (%) Total number served this month:

404 of 538 (75%) Youth receive extracurricular support, and advance to the next grade level or achieve on-time graduation as evidenced by academic records for FY26 & FY27.  
Actual for the month: \_\_\_\_ of \_\_\_\_ (%) Total number served this month:

404 of 538 (75%) Youth build resiliency to overcome obstacles related to educational goals, life skills, and social skills as evidenced by resiliency assessment for FY26 & FY27.  
Actual for the month: \_\_\_\_ of \_\_\_\_ (%) Total number served this month:

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**Unit Cost of Service Rate Definition**

A unit of service is defined as one hour of staff time providing direct or indirect services that may include activities such as life skills development, family assessments with linkages to community resources, group outings, and family-oriented events. Additional services may include participation in programs such as FAU Summer Camp Day, targeted activities for middle and high school students, nutrition and cooking classes, virtual groups supporting the transition from middle to high school, other recreational and educational activities as well as the planning and organization of events. Other services covered within a unit include mentoring, respite care, individual support, community education, tutoring, and administrative tasks such as data entry and reporting.

**Unit Cost of Service Rate \$52.00      Total Cost of Service: \$28,661**

**Unit Cost of Service Rate Definition**

A unit of service is defined as one hour of staff time providing direct or indirect services that may include life skills development, family assessments, group trips, family events, activities, mentoring, respite, caregiving coaching individual support, community education, tutoring, and data entry and reporting.

**Unit Cost of Service Rate \$42.00      Total Cost of Service: \$70,000**

[Click here to report on number of units being claimed for this reporting period](#)

**Report approved and submitted by:** *Click or tap here to enter text.*

**Title of signatory:** *Click or tap here to enter text.*

**EXHIBIT A-1, FORM 2**

**Quarterly Reports Format**

*The AGENCY will submit quarterly reports by entering program specific data into the CBA Portal.*



CBA Quarterly Outcomes Report

Outcome	Validator	Projected %	Actual Outcome %	Projected # to be Served	Actual # Served	Projected # to Attain Outcome	For GCS Review	Comments
Mentors are successfully matched with mentees.	Mentor/Mentee Matching Log	80%	101%	100	156	80	Y	
Mentors complete training and are effective in working with mentees, including those with trauma.	Attendance logs and training records for mentors	90%	76%	100		90	N	
Youth achieve and/or maintain academic achievements.	Student progress and report cards	85%	75%	100		95	Y	

**EXHIBIT A-1, FORM 3**  
**Logic Model**



American Association of Caregiving Youth, Inc.							
<input type="checkbox"/> Family <input checked="" type="checkbox"/> Agency <input type="checkbox"/> Community							
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Problem/ Need/ Situation	Service/Activity	Outcome	Indicator	Results	Measurement Tool	Data Source	Frequency
Instruction: Need/ Problem/ Situation	Instruction: What your Agency is doing, such as meetings, trainings, and events in order to achieve outcomes; include # of Clients Served, Timeframe & # of Units	Instruction: Statement of Results Expected, such as change in knowledge, attitudes, skills, behaviors, conditions	Instruction: Number (#) and Percent (%) of Clients Expected to Achieve Outcome (# of Clients ÷ by # Served)	Instruction: Actual Number (#) and Percent (%) of Clients who Achieve the Outcome (# of Clients who achieved the outcome ÷ # Served)	Instruction: Evidence Collected (provide specific name of tool; examples of tools include: pre/post surveys or assessments, progress reports	Instruction: Collection Procedure & Personnel Responsible	Instruction: Time & Frequency of Evaluation/Outcome Measurement
Student-caregivers need special support and tools to overcome caregiving challenges.	Camp Treasure, Fun and educational activities (cooking classes, picnics, fire department demonstrations and more), Skills Building sessions, mentorship, home assessments, individual support from their Family Specialist and/or Caregiving Coach.	Youth build resiliency to overcome obstacles related to educational goals, life skills, and social skills as evidenced by resiliency assessment for FY25.	416 of 550 (75%) of Youth build resiliency to overcome obstacles related to educational goals, life skills, and social skills as evidenced by resiliency assessment for FY25.		Resiliency Assessment	Caregiving Youth Project Director and/or Activities Manager will administer resiliency assessments	One baseline and one post-assessment per year.
Students need support and tools to advance to the next grade level or achieve on-time graduation.	Skills building sessions, tutoring, mentorship, respite care (allow time to study, catch up on sleep and more), and laptops.	Youth receive extracurricular support, and advance to the next grade level or achieve on-time graduation as evidenced by academic records FY25.	416 of 550 (75%) Youth receive extracurricular support, and advance to the next grade level or achieve on-time graduation as evidenced by academic records for FY25.		Academic Records	The School District of Palm Beach County	Two times a year
Student-caregivers need special support and tools to overcome caregiving challenges.	Camp Treasure, Fun and educational activities (cooking classes, picnics, fire department demonstrations and more), Skills Building sessions, mentorship, home assessments, individual support from their Family Specialist and/or Caregiving Coach.	Youth build resiliency to overcome obstacles related to educational goals, life skills, and social skills as evidenced by resiliency assessment for FY26 & FY27.	404 of 538 (75%) of Youth build resiliency to overcome obstacles related to educational goals, life skills, and social skills as evidenced by resiliency assessment for FY26 & FY27S.		Resiliency Assessment	Caregiving Youth Project Director and/or Activities Manager will administer resiliency assessments	One baseline and one post-assessment per year.
Students need support and tools to advance to the next grade level or achieve on-time graduation.	Skills building sessions, tutoring, mentorship, respite care (allow time to study, catch up on sleep and more), and laptops.	Youth receive extracurricular support, and advance to the next grade level or achieve on-time graduation as evidenced by academic records for FY25	404 of 538 (75%) Youth receive extracurricular support, and advance to the next grade level or achieve on-time graduation as evidenced by academic records for FY25		Academic Records	The School District of Palm Beach County	Two times a year
Mission Statement	We champion youth who provide care for chronically ill, injured, elderly, and/or disabled family members, support their role as caregivers, safeguard, and celebrate their success in school and life.						

**EXHIBIT A-1, FORM 4**  
*Annual Report Format*

*The AGENCY will submit an annual report by entering program specific data into the CBA Portal.*



ANNUAL REPORT  
COMMUNITY BASED AGENCY CONTRACT

Contract Period: 10/01/2024 - 09/30/2027

**Executive Summary**

Agency Name:	American Association of Caregiving Youth
Program Name:	
Reporting Period:	10/01/2024 - 09/30/2025
Prepared By:	<i>Click here to enter name and contact information of the person preparing this report.</i>
Methods:	<i>Click here to enter a short statement of the evaluation methodology.</i>
Outcomes:	<i>Click here to enter a short statement about the program’s outcomes.</i>
Conclusion:	<i>Click here to enter a short statement that indicates if the program achieved its stated outcomes.</i>
Recommendations:	<i>Click here to enter a short statement that include recommendations to address challenges and improve this program.</i>
Report approved and submitted by:	<i>Click or tap here to enter text.</i>
Title of signatory:	<i>Click or tap here to enter text.</i>
Date:	<i>Click or tap here to enter date.</i>

Annual Report

Introduction:

Provide a brief description about your agency and the funded program.

Click here to enter text.

Scope of Work:

Describe the program’s scope of work.

Click here to enter text.

Services:

- Community Education - To support caregiving students, CYP educates teachers (meetings), other students (Lunch and Learn sessions), the legislative path (meetings), and the general population (seminars, conferences, media, grant writing, etc.). Additionally, CYP provides copies of "I am a teen caregiver. Now what?" including publications and the Caregiving Youth Resource Guide to school staff and the community to help them better understand.
- Tutoring - For students who need extra academic help, CYP offers tutoring through a certified teacher and tutors.
- Skills Building Sessions - A six-week foundation course in 6th grade followed by a grade appropriate advancing curricula three times/year for 7th and 8th graders and monthly in high school. The course is administered at the schools by CYP Family Specialists. CYP uses a copyrighted AACY-developed curriculum.
- Lunch and Learn Sessions - Twice/month in middle school and once/a month in high school for each lunch period to educate the staff and students about one of the top ten diagnoses. This is a time when students learn about top diagnoses, are able to ask questions, may self-refer and begin the eligibility process.
- Camp Treasure - Is a time for students to spend the day/night away from their caregiving duties and be with others who are also caregivers. They get a chance to make friends, communicate with those going through the same things, relax knowing that their care receiver is being taken care of, and more-overnight camp for middle schoolers and summer day camp for both middle and high schoolers.
- Fun and Educational Events - In person and virtual allow the students time to learn a skill, try a new activity, engage with others who are also caregivers, and time to enjoy and be teenager for a day. That may sound like a small thing, but for Caregiving Youth, it rejuvenates them and makes them feel less alone.
- Family Events - outings to provide time for the entire family to be with others who are also struggling with being caregivers, including parents who can talk about the difficulties of knowing their children are carrying a heavy burden. The toll it takes on a parent is emotionally draining. Family Specialists may provide one-on-one time with participant and family during the event.
- Mentorship - MACY (Mentor A Caregiving Youth) gives the youth one-on-one attention from someone who is there because they care and want to provide them with a fun activity, like a movie or lunch at a restaurant. Many of the students create a special bond with their mentors, allowing them to speak about what is going on in their lives.

- Family Assessments - Family Specialists and Care Manager will assess and follow up with their students and on a needs basis provide linkages to resources to support the family/student/situation.
- Family Help - Special Projects - many collaborating partners assist and the American Association of Caregiving Youth, Inc. will work to secure special funding for non-budgeted needs. Examples include ramps for wheelchairs, mold removal, medical equipment, laptops, appliance replacement, utility assistance, and more.
- Respite Care/Cleaning - temporary relief from responsibilities of caregiving or cleaning to be a teenager, time to catch up on fun with friends, catch up on school work/sleep and more.
- Individual Support and/or Caregiving Coaching - providing one-to-one sessions to help with caregiving circumstances and feelings.
- FAU Summer Day Camp - Is time for middle and high school Caregiving Youth to experience a day of activities which include but are not limited to, a high ropes obstacle course challenge, swimming, workshop, educational presentation to assist and empower students with caregiving responsibilities, socializing and peer bonding, lunch, snacks and hydration, a day of break from caregiving responsibilities. (FY25 July – September).
- Middle and High School Activity Groups - Middle and high school students throughout the county will have the opportunity to engage in recreational, educational and emotional supportive activities with caregiving peers. (FY25 July – September).
- Virtual/In-Person Activity- Caregiving Youth will participate in a virtual or in-person activity to gain new experiences pertinent to their caregiving role and needs such as: health & nutrition education, cooking class, home safety and fall prevention, over- the- counter medication management, stress/anxiety management, back to school supplies drive and distribution, Preparation from middle to high school and other recreational peer bonding respite opportunities, and art workshops. (FY25 July – September).

**Demographics:**

Describe and provide totals for the population you served. Highlight any demographic information that is program specific, specify 'other' categories, and provide a summary of challenges and accomplishments serving this population.

Click here to enter text.

Gender	(#)	(%)
Female		
Male		
FTM		
MTF		
Other		
Non-binary		
Not Applicable		
Unknown		
Age	(#)	(%)

0-4	
5-10	
11-13	
14-18	
19-22	
>22	
Unknown	
Not Applicable	
Race	(#) (%)
Asian/Pacific Islander	
Black or African American	
Hispanic or Latino/a	
Native American or American Indian	
White	
Other	
Multiracial	
Not Applicable	
Unknown	
Family Type	(#) (%)
Two Parent Household	
Single Parent Female Head of Household	
Single Parent Male Head of Household	
Grandparents	
Other	
Unknown	
Not Applicable	
Household Income	(#) (%)
\$0.00	

<\$19,999	
\$20-29,999	
\$30-39,999	
\$40-49,999	
\$50-59,999	
>\$60,000	
Unknown	
Not Applicable	

**Methodology:**

*Describe your process of data collection and data analysis. Include any statistical techniques and particular calculations you employed, and explain the rationale for your process.*

*Click here to enter text.*

**Outcomes:**

*Provide a narrative of your findings as supported by your data analysis. List and summarize outcome results as indicated below:*

Target: 416 of 550 (75%) Youth receive extracurricular support, and advance to the next grade level or achieve on-time graduation as evidenced by academic records for FY25.

**Actual for the month: \_\_\_\_ of \_\_\_\_ (%) Total number served this month:**

Target: 416 of 550 (75%) Youth build resiliency to overcome obstacles related to educational goals, life skills, and social skills as evidenced by resiliency assessment for FY25.

**Actual for the month: \_\_\_\_ of \_\_\_\_ (%) Total number served this month:**

404 of 538 (75%) Youth receive extracurricular support, and advance to the next grade level or achieve on-time graduation as evidenced by academic records for FY26 & FY27.

**Actual for the month: \_\_\_\_ of \_\_\_\_ (%) Total number served this month:**

404 of 538 (75%) Youth build resiliency to overcome obstacles related to educational goals, life skills, and social skills as evidenced by resiliency assessment for FY26 & FY27.

**Actual for the month: \_\_\_\_ of \_\_\_\_ (%) Total number served this month:**

**Charts:**

*Additional charts, graphs, descriptive statistics, and statistical outputs may also be included in this section.*

*Click here to enter text, charts, or graphs.*

**Conclusions:**

*Conclude your report by summarizing your findings. Explain the impact of the outcomes above with program- related quantitative and qualitative data as applicable. Discuss any challenges and limitations of your program as well as your successes. Explain recommended changes to the programs based on your findings.*

*Click here to enter text.*



EXHIBIT B-1

UNIT COST OF SERVICE RATE AND DEFINITION

The Scope of Work to be completed by the AGENCY as defined in Exhibit A, consist of submission to the COUNTY of certain “deliverables” as expressly indicated below. Compensation for the work tasks stated herein shall be in accordance with the following Unit Cost of Service Rate and Definition:

<b>Program:</b>	<b>Community Based Agency:</b>	
Caregiving Youth Project (CYP)	American Association of Caregiving Youth, Inc. (AACY)	
<b>Contract Period: 10/01/2024 – 09/30/27</b>		
<b>Unit Cost of Service Rate Definition</b>	<b>Unit Cost of Service Rate</b>	<b>Total Cost of Service</b>
A unit of service is defined as one hour of staff time providing direct or indirect services that may include life skills development, family assessments, group trips, family events, activities, mentoring, respite, caregiving coaching/ individual support, community education, tutoring, data entry and reporting.	\$42.00	\$70,000 annually
A unit of service is defined as one hour of staff time providing direct or indirect services that may include activities such as life skills development, family assessments with linkages to community resources, group outings, and family-oriented events. Additional services may include participation in programs such as FAU Summer Camp Day, targeted activities for middle and high school students, nutrition and cooking classes, virtual groups supporting the transition from middle to high school, other recreational and educational activities as well as the planning and organization of events. Other services covered within a unit include mentoring, respite care, individual support, community education, tutoring, and administrative tasks such as data entry and reporting.  *This increased Unit Cost of Service Rate is <b>limited to the term beginning July 8, 2025 through September 30, 2025</b> to support the Out of School Time programming for the summer in Year 1 of this agreement only.	\$52.00	\$28,661 FY25 July 8 <sup>th</sup> through September 30, 2025
		<b>\$238,661</b>

**Deliverable**

If Unit Cost is based on Hours of Staff Time

- Proof of Payroll Service (examples include copies of paystubs, automated payroll reports)
- Timesheet (examples include time attendance records, activity log)
- Cover Memo/Invoice (signed by authorized representative, including statement as to all units being claimed were 100% allocated to the Scope of Work)



Palm Beach County  
Compliance Summary Report

Vendor Number	Vendor Name	AM Best Rating	Insurance Carrier	Policy #	Eff. Date	Exp. Date	Coverage	Contract Number	Contract Name
DX00003009	American Association of Caregiving Youth, Inc.	Modified	Compliant					R2024-1249	Community Based Agency Contract - Caregiving Youth Project
		A++p , XV	Philadelphia Indemnity Insurance Company	phpk2675782015	4/22/2025	4/22/2026	Auto Liability		
		A++p , XV	Philadelphia Indemnity Insurance Company	phub907792	4/22/2025	4/22/2026	Excess Liability		
		A++p , XV	Philadelphia Indemnity Insurance Company	phpk2675782015	4/22/2025	4/22/2026	General Liability		
		A++p , XV	Philadelphia Indemnity Insurance Company	phsd1846305001	12/19/2024	12/19/2025	Sexual Molestation		
		A-r , XV	Associated Industries Insurance Company, Inc.	awc1211724	12/6/2024	12/6/2025	Workers Comp		

Risk Profile : Standard - General Services  
Required Additional Insured : Palm Beach County Board of County Commissioners  
Ownership Entity :

25-0770

**BOARD OF COUNTY COMMISSIONERS  
PALM BEACH COUNTY, FLORIDA  
EXPENDITURE BUDGET TRANSFER**

**BGEX**

BGEX 06032500000000001382

**FUND** 0001 General Fund

ACCOUNT NUMBER	ACCOUNT NAME	UNIT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED as of 06/03/25	REMAINING BALANCE
<b>EXPENDITURES</b>									
0001-154-1451-8201	Contributions-Non-Govts Agnces	Evidence Based Programming	1,557,571	128,661	0	28,661	100,000		100,000
0001-154-2069-8201	Contributions-Non-Govts Agnces	American Assoc	40,000	110,000	28,661	0	138,661	70,000	68,661
	<b>Total Expenditures</b>				<b>28,661</b>	<b>28,661</b>			

## SIGNATURES

## DATES

Initiating Department/Division

**Administration/Budget Department Approval**

**OFMB Department - Posted**

**BY BOARD OF COUNTY COMMISSIONERS**

At Meeting of: 7/8/2025

**Deputy Clerk to the  
Board of County Commissioners**