

***Florida Farmworker Jobs and Education Program
Review of Programs and Processes***

Review of Programs and Processes		Completed (Initials)	Findings, Concerns, or Comments
STRATEGIC PLANNING			
1.	<ul style="list-style-type: none"> • Work with local Workforce Board • Functions as partner with business and industry economic development agencies and education and training providers. • Work with state office to meet USDOL Performance Goals. 		
SERVICE DESIGN			
2.	<ul style="list-style-type: none"> • Resources available to grantee; services grantee can offer customers in a user –friendly manner 		
3.	<ul style="list-style-type: none"> • Interaction and coordination with job seeker services. 		
4.	<ul style="list-style-type: none"> • Grantee determines value and effectiveness of its services to business and industry • Satisfaction Surveys are conducted and reported to state office • Results and areas of growth are indicated 		

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5.	MOUs are in place with: <ul style="list-style-type: none"> • Workforce Board • Educational and training providers • Ready to work • Others as needed 		
ADMINISTRATIVE CONTROLS			
6.	The organization maintains policies and procedures for core management functions and Program operations.		
7.	How does provider monitor its programs and services, particularly as related to participant retention, performance attainment, and meeting participants' needs? Is there appropriate follow-up to any areas of concerns/findings noted?		
8.	Record retention policies that meet the requirements of applicable Federal laws and regulations are in place and followed.		

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FINANCIAL RECORD			
9.	Offsite review of financial records Budget and narrative (in grant application) Monthly reporting (599s)- timely, current and accurate Addendums applicable to financial resources provider ensures that FLDOE/state office policies regarding budget amendment are adhered to.		
10.	On site review of financial records <ul style="list-style-type: none"> • Monthly reports (599s) • Documentation of expenditures 		
11.	The grantee has a system for the acquisition, management, and disposition of equipment purchased with grant funds.		
12.	The grantee has sought and received approval <u>prior</u> to purchasing equipment and has written evidence of prior approval received for items of equipment it has purchased with grant funds.		
13.	The organization follows their own procurement procedures which reflect applicable state and local laws and regulations		

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14.	The organization has a system in place to assure sub-recipient audits are conducted and resolved.		
15.	Grant spending is occurring at a rate consistent with the amounts budgeted through the most recent quarter being reviewed.		
16.	The grant is currently meeting service level (or product) goals proposed in the grant agreement.		
17.	The grant is projected to meet all service level (or product) goals and fully utilize all grant funds by the end of the grant period.		
PERSONNEL			
18.	Personnel policies and record are in place and in force <ul style="list-style-type: none"> • Position descriptions • Review of provider's hiring, promotion, termination practices. • Staff resumes match PD's 		
19.	Personnel Activity Reports (PARs) <ul style="list-style-type: none"> • Maintained and properly filled out signed and forwarded to state 		

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	office twice a year. • Salaries are charged to the correct cost category • Supported by time sheets or other documentation • The organization has written policies and procedures for distributing program costs staff time, and general and administrative costs among programs		
20.	Travel records for staff • Travel costs paid in accordance with provider's and FDOE policy • Authorized by supervisor • Supported by voucher • Our-of-state travel costs authorized by the state office		
21.	Staff meetings are held and minutes available.		
CIVIL RIGHTS			
22.	Policies and procedures developed in accordance with applicable laws and regulations are in place that demonstrates the grantee's commitment to the principles of the laws and regulations.		

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23.	Notices (in languages appropriate to the populations served) are visibly posted to inform staff, project participants, and service providers of the discrimination complaint process, Equal Opportunity (EEO), and Section 504 policies.		
24.	Review EEO/nondiscrimination policy <ul style="list-style-type: none"> • Posted broadly • Contained in media (brochures, enrollment forms etc.) • Contains all required elements 		
25.	Review of complaints filed by participants.		
26.	The grantee location and facility, or part of the facility, is physically accessible to and usable by disabled individuals.		
ADVISORY COUNCIL			
27.	Review of function and viability		
28.	Meetings are held regularly		
29.	Review of meeting minutes		
30.	Members are involved in the planning and evaluation of the project		
31.	Members include representatives of business and industry, workforce boards and other pertinent entities		

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INTERVIEWS, OBSERVATIONS PARTICIPANT RECORDS			
32.	Participant Interviews		
	Case Notes need to provide <ul style="list-style-type: none"> • Monthly record of contacts, decisions and participants' progress. • Alignment with IEP goals and updates to IEP goals 		
33.	Case manager interviews		
34	Observation of classroom, On-the-Job-Training, Work Experience Training		
35.	The grantee is reporting the Retention Follow up during the first week of each quarter. The grantee is reviewing the Job Placement dates for accuracy and consistency.		
36.	Strategies are being implemented to recruit and screen participants who meet the target group criteria identified in the grant.		
37.	The grantee is serving the eligible/target population identified in the grant.		

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38.	The grantee is providing the full range of services stipulated in the grant agreement.		
39.	<p>A review of participant files and case notes demonstrates that participants are receiving appropriate and effective services.</p> <ul style="list-style-type: none"> • The grantee develops Individual Employment Plan (IEP) that identifies and meets the specific employment needs of each individual participant. • Support Services are being provided as needed to overcome client barriers to participation and completion of the individual plan. • Participants are receiving training as needed and progressing toward achieving their goals (insure that training is not a stand-alone activity, i.e. Training needs to be part of plan to get a job). 		
HIGH-GROWTH JOBS			
40.	The grantee provides information on high-growth occupations and regional economic trends to job seekers and employers.		

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41.	Training activities are concentrated in those occupational areas having high-demand jobs in high-growth sectors.		
42.	The grantee provides effective job search and job placement services to place participants in high-growth occupational areas either on-site or through local partnerships.		
43.	<p>The grantee coordinates its service delivery with other workforce agencies</p> <ul style="list-style-type: none"> • Customers have access to the full array of workforce partner services. • Employer services are integrated to minimize duplicative employer contact and maximize access to employment information. 		
PERFORMANCE			
44.	<p><u>Complete the following information prior to visit.</u></p> <p>Date of last quarterly performance report _____</p> <p><i>Review of project's plan versus actual performance report which summarizes performance in the</i></p>		

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<p><i>following areas:</i></p> <p>Total Participants Plan: Actual:</p> <p>Total of New participants Plan: Actual:</p> <p>Participants Exiting Plan: Actual:</p> <p>Entered Employment Plan: Actual:</p> <p>Attained Degree or Certificate Plan: Actual:</p> <p>Attained Literacy/Numeracy Gains Plan: Actual:</p> <p>Cost per participant – Actual:</p> <p>Cost per placements – Actual:</p>		

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45.	Performance information, presented in a user-friendly format, is provided to oversight boards other relevant stakeholders, and to the general public to guide decision-making.		
46.	Existence of Performance Improvement Plans to resolve any needed improvements in meeting Performance goals.		

*Source: Regulatory documents pertaining to FJEP; Core Monitoring Guide - USDOL