

FLORIDA DEPARTMENT OF EDUCATION



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Division of Workforce Education



July 15, 2008



An important role of the Division of Workforce Education and, specifically, the Quality Assurance Team is to assure financial accountability, program quality and regulatory compliance. As stewards of state and federal funds, it is incumbent upon the Division to monitor the use of workforce education funds and success of providers on a regular basis.

The Quality Assurance Team is committed to excellence through accountability, collaboration, targeted technical assistance, continuous improvement and positive systemic change. To further this commitment, Division staff members have developed this Policies, Procedures and Protocols manual that will assist you in facilitating quality and compliance, including a successful monitoring site visit. We hope you will find it to be a useful tool in continually improving the efficiency and effectiveness of your programs.

Together we can help workforce education and adult education and family literacy students reach higher levels of educational achievement by ensuring that our resources are used wisely and well.

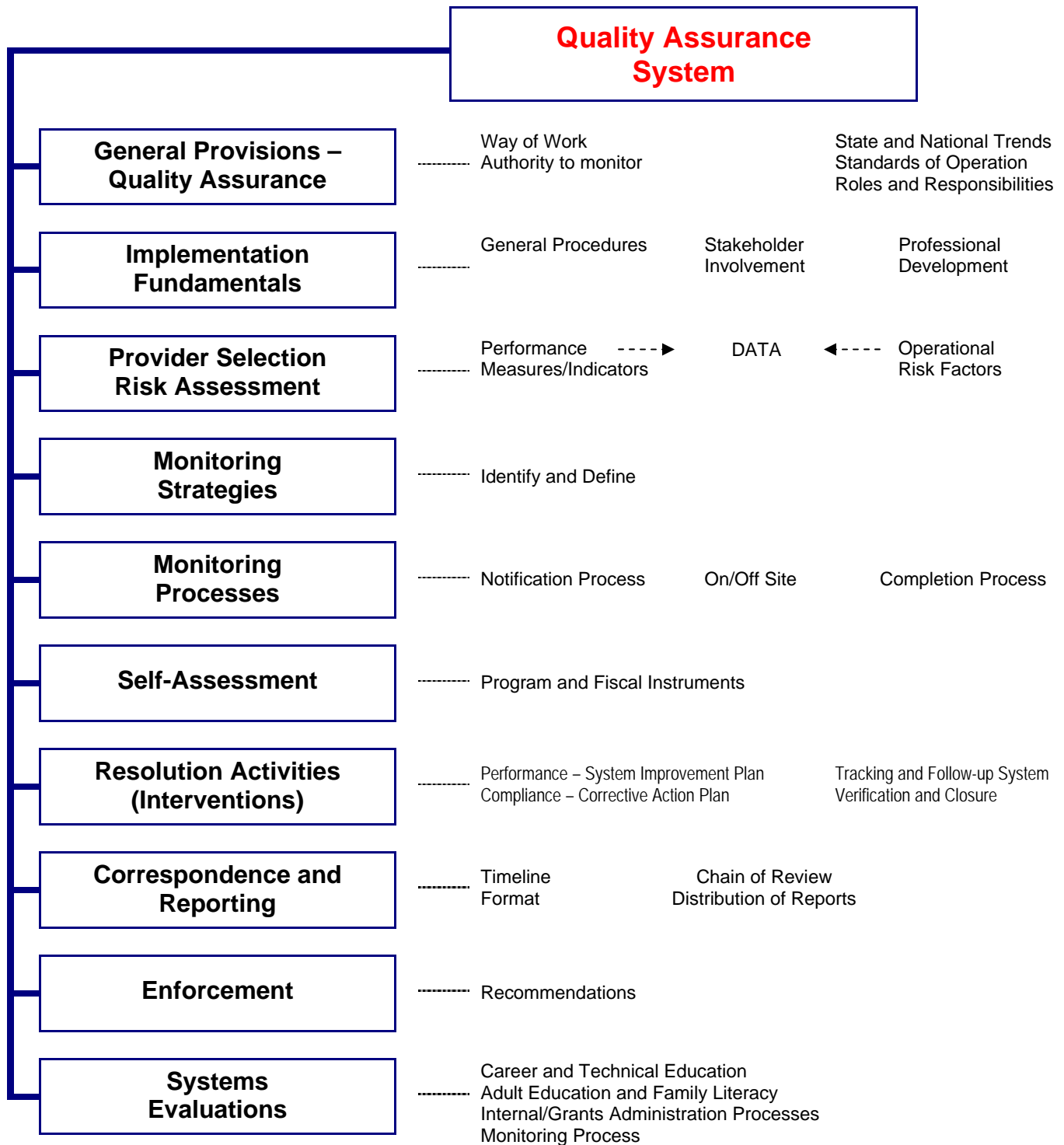
Sincerely,

A handwritten signature in blue ink that reads "Lucy D. Hadi".

Lucy D. Hadi

LDH/yh

Design



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Division of Workforce Education
Lucy D. Hadi, Chancellor

Bureau of Grants Administration and Compliance
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