

**Florida Department of Education
Career and Adult Education
Farmworker Career Development Program**

**Quality Assurance and Compliance
Program Virtual Monitoring Review
for
Farmworker Career Development Program
at
Collier County School District**

PY 2024 – 2025

April 7 – April 11, 2025

Final Report

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Florida Department of Education (FDOE)
Division of Career and Adult Education
Farmworker Career Development Program (FCDP)
Collier County School District
Quality Assurance and Compliance Monitoring Report

PROGRAM MONITORING EXECUTIVE SUMMARY

The Farmworker Career Development Program at the Collier County School District is not meeting standards and is underperforming in the area of adult and youth for enrollment and employment. The ten files reviewed during the monitoring provided the information and documentation stipulated in the Eligible Policy. As for the virtual monitoring visit, the program is not on track to meeting their goals as indicated in Objective 1.b.2 Participants recruitment Activities, 1.e.8: Placements and Objective, 2.e, Performance Management. The FCDP performance results at this moment do not meet the targets negotiated for the PY 2024-2025 (see Appendix B).

Program Monitoring Results/Findings:

- **Findings (Issue that violates federal regulation or state statues) - The FCDP Collier County is low in performance goals (Adult and youth enrollments) (adult and youth placements) at the time of monitoring, the program is in corrective action plan mode and will continue to be monitored in this area. (See page Appendix B).**
- **Concerns (Issue that could become a finding if it is not corrected) - The 14 Elements Services form (20 CFR 681.460) were missing from the youth files.**
- **Recommendations (For the process of improvement) - Review recruitment strategies to help enrollment areas.**
- **No Best practices (Items that are implemented well)**
- **No Concerns (Issue that could result in decrease of funding for 2025-2026)**

Results

Core Activity 1, Service Design and Delivery

Objective 1.a Planning and Program Design WIOA Section 121(b)(1)(B)

- Indicator 1.a.2: Service Design- RFA reviewed
- Indicator 1.a.1: Strategic Planning – Balance Performance reviewed
- Indicator 1.a.3: Coordination and Integration – Reviewed delivery process such as intake and assessment process. Balance Performance - Memorandum of Understanding - Policies

Objective 1.b Implementation

- Indicator 1.b.1: Designating Personnel, Staff, and Hiring
- Indicator 1.b.2: Participants Recruitment Activities – Low enrollment. Review recruitment strategies to help enrollment for adults and youth.
- Indicator 1.b.3: Partnerships – MOU and Partnership Agreements
- Indicator 1.b.4: Required One-Stop Partner MOU-Partnership agreements forms reviewed.

Objective 1.e: Participants Services

- All the ten files reviewed during monitoring provide information / documentation of: eligibility, assessment tests (TEABE or Casas) also, the program provide O*NET Inters profiler to participants., The file in EF included the Individual Employment Plan (IEP), Support Services (SS) (SS Tracking Forms were provided), Training Services were correctly identified in IEP and in the case notes. One participant's file was in 2nd quarter retention follow-up all documentation required was there in EF (staff document file) and case note regarding participant follow-up was there.
Youth files – the 14 Elements Services form were missing on the reviewed files.

- Indicator 1.e.1: Service Delivery – All the indicators below (1.e.2 to 1.e.9) were identified and validated using the Participant Program Services / Monitoring Data Validation Worksheets A, B and C. Before closing virtual program monitoring the ten files selected for monitoring were reviewed with FCDP Collier’s staff and any corrections needed in those files were done at that time.
- Indicator 1.e.2: Priority of Services – Services – Policies - Labor Market – Veterans – Outreach
- Indicator 1.e.3: Eligibility / Enrollment – Worksheet A and B
- Indicator 1.e.4: Assessment - Assessment Test - The assessment tests (TABE or CASAS) for adult and youth participants
- Indicator 1.e.5: Participant Service Plan: (Individual Employment Plan)
- Indicator 1.e.6: Support Services – Policy Support Services
- Indicator 1.e.7: Training Services – IEP – Activity Code 300
- Indicator 1.e.8: Placement - Placements are requirements as of the Monthly Balance Performance
- Indicator 1.e.9: Follow-up Services

Objective 2.e: Performance Management

- Indicator 2.e.2: Progress Monitoring - The FCDP Collier County has been identified as having low performance at the time of monitoring; the program is in corrective action plans and will continue to be monitored in this area.

I. PURPOSE OF MONITORING

The purpose of monitoring is to identify the specific areas in which a provider is in compliance or non-compliance with federal law and regulations, state statutes and rules, and OMB Circulars. The timely identification of non-compliance provides a framework to make changes that are expected to result in programs becoming more efficient and effective. However, a comprehensive and multi-dimensional Quality Assurance System is a foundation for continuous improvement of services and systems both internally and externally. Our commitment to excellence supports accountability, collaboration, targeted technical assistance, continuous improvement and positive systemic change.

II. RISK BASED MONITORING

Risk assessment is a process used to evaluate variables associated with workforce education grants and assign a rating for the level of risk to the Florida Department of Education and the Division of Career and Adult Education associated with each provider. The risk assessment is conducted by the Quality Assurance Team to determine the monitoring strategy appropriate for each provider. A range of monitoring strategies includes conference calls, improvement plans, full or partial self-assessment, grant reviews, etc., with the more comprehensive strategy such as an onsite visit, designated for providers deemed to be at higher risk.

III. PROTOCOLS

Protocols have been developed for Farmworker Career Development Program and their fiscal components. The protocols include interview questions aligned with the regulatory requirements; forms and checklists to be used for the on-site visits and other monitoring strategies are included; additional documents addressing the individual processes have also been developed.

The Collier monitoring strategy was determined to be a virtual, desktop review of program monitoring only. Notification, Schedule, and a copy of the Monitoring Work File were sent to Ms. Julie Alfaro, FCDP Coordinator, Mr. Aaron Paquette, Director, Immokalee Technical College; Nadia Chavez, Intake Secretary; Elida Arreguin, Case Manager; Maribel Perez, Case Manager; Doraelia Agado, Intake Secretary. FCDP's representative conducting the monitoring was Shirley Caban, Program Specialist IV for program compliance.

IV. FCDP MONITORING RESOURCES

As deemed necessary by the United States Department of Labor/Employment and Training Administration, on-site monitoring of FCDP direct service providers is completed on an annual basis that addresses areas of compliance including special investigations of specific grant awards. Collaboration and cooperation with Grants Management, the Inspector General's office, the Comptroller's office and others, as appropriate, is fundamental to the success of the Quality Assurance System. The monitoring work file is accessible on the following link: [FCDP Monitoring Work File](#) (PDF). The Monitoring Guides are accessible on the following links: [Core Monitoring Guide & NFJP Supplement](#).

V. AUTHORITY

The FDOE receives federal funding from the United States Department of Labor (USDOL) for Workforce Innovation and Opportunity Act (WIOA) of 2014, Title I, Section 167 National Farmworker Jobs Program (NFJP), CFDA # 17.264 to strengthen the ability of eligible farmworkers and their families to achieve economic self-sufficiency. The program serves eligible farmworkers and their dependents that have socio-economic and educational barriers, as identified by the United States Department of Labor. The FDOE, FCDP awards sub-recipients to eligible providers to administer local programs. FCDP must monitor sub-

recipients to ensure compliance with the National Farmworker Jobs Program.

VI. PRE-MONITORING REVIEW AND PREPARATION

Pre-Monitoring review and preparation activities included a request for documentation, review of documents and the development of a monitoring plan. Activities for each completed as listed below:

Request for Documentation

- 02/06/2025: Monitoring Notification and Schedule emailed
- 02/19/2025: Presentation via TEAMS in FCDP Conference
- 03/19/2025: Documentation and entrance meeting requested by email
- 04/07/2025: Entrance meeting
- 04/07/2025 – 04/11/2025: Monitoring performed

Review of Documents

- National Farmworker Jobs Program Guide, June 2023
- Core Monitoring Guide, February 2025, United States Department of Labor, Employment and Training Administration
- The National Farmworker Jobs Program (NFJP) Supplemental to the Core Monitoring Guide 2021
- Project Awards:
 - 110-4055C-5CFJ1 PY 2024-2025: Complete review
 - 110-4054C-4CFJ1 PY 2023-20234: Partial review included monitoring report and letter

Monitoring Plan

- Risk Assessment included in Appendix A concluded program monitoring
- 2024-2025 Monitoring Method: Virtual
- Core Monitoring Guide indicator questions for review and discussion chosen for review in monitoring work file accessible on the following link: [FCDP Monitoring Work File](#).

VII. PROGRAM MONITORING REVIEW

Entrance and Exit Conferences

The entrance conference for Collier County School District was conducted on April 7, 2025. Monitoring The exit conference was conducted April 11, 2025. Attendees are the sign-in sheet below:

Farmworker Career Development Program
Virtual Compliance Monitoring Visit PY 2024-2025
Monitoring Sign-in

Project: FCDP Collier County School District **Entrance Date:** 04/07/2025 **Exit Date:** 04/11/2025

| | Name <i>Please Print</i> | Title <i>Please Print</i> | Location | Email | Entrance | Exit |
|----|-----------------------------|--------------------------------------|----------|--|----------|------|
| 1. | Aaron Paquette | Director, Immokalee Technical Center | Virtual | PacquetAa@collierschools.com | x | x |
| 2. | Julie Alfaro | FCDP Coordinator | Virtual | AlfaroJ@collierschools.com | x | x |
| 3. | Julie Furlong | FCDP Program Specialist III | Virtual | Julie.Furlong@fldoe.org | x | x |

| | | | | | | |
|-----|--------------------------|----------------------------|---------|--|---|---|
| 4. | Edgardo Gonzalez Morales | Senior Accountant | Virtual | Gonzalae19@collierschools.com | x | x |
| 5. | Rebeca Rodriguez | FCDP State Director | Virtual | Rebeca.Rodriguez@fldoe.org | x | x |
| 6. | Shirley Caban | FCDP Program Specialist IV | Virtual | Shirley.Caban-Tellez@fldoe.org | x | x |
| 7. | Maribel Perez | Facilitator | Virtual | PerezM@collierschools.com | x | x |
| 8. | Nadia Chavez | Intake Secretary | Virtual | Chaven1@collierschools.com | x | x |
| 9. | Jacqueline Fisher | Accountant | Virtual | fisherj@collierschools.com | x | x |
| 10. | Elida Arreguin | Specialist I | Virtual | Arreguel@collierschools.com | x | x |

Interviews

Interviews conducted with staff by email, telephone and team meeting during monitoring performed from April 7 to 11, 2025.

VIII. POST-MONITORING ACTIVITIES

Once the review is completed, including receipt of additional requested information when applicable, a preliminary report is forwarded to the provider for review. Comments are accepted and will be considered at the discretion of the FCDP State Director. Once the final report is approved, it will be forwarded to the program supervisor and designated contacts.

Finally, the division issues a closure letter to the program supervisor and designated contacts. This letter indicates that all outstanding resolution items have been completed, when applicable, and that no further action is required. This letter will officially end your monitoring process.

On behalf of the department, the monitoring team extends its appreciation to all participants in the FCDP District School Board of Collier County. Special thanks are offered to Ms. Julie Alfaro, Mr. Aaron Paquette, and the staff for their participation and leadership during this process.

APPENDIX A
Risk Matrix
The School District of Collier County

| Program Year 2024-2025 | | | | | | | | | | | | | |
|---|--|-------|--------------------|-------|---|-----------------------------|--------------------------------|-------|--------------------|-------|-------------------|---|--|
| Risk Assessment Calculation Based on PY 2023-2024 | | | | | | | | | | | | | |
| Project Name: FCDP Collier School District | | | | | | Date: 12/17/24 | | | | | | | |
| Risk Factor | Criteria Scale | Value | Risk Factor Weight | Score | Total Points | Risk Factor | Criteria Scale | Value | Risk Factor Weight | Score | Total Points | | |
| Previous Monitoring | Program Monitoring PY 2023-2024 | | | | | Monitoring | Fiscal Monitoring PY 2023-2024 | | | | | | |
| | Finding | 4 | 4 | 4 | 16 | | Finding | 4 | 5 | 1 | 5 | | |
| | Concerns | 3 | | | | | Concerns | 3 | | | | | |
| | Observation | 2 | | | | | Observation | 2 | | | | | |
| | Recommendation | 1 | | | | | Recommendation | 1 | | | | | |
| | No Issues | 0 | | | | | No Issues | 0 | | | | | |
| Performance as of PY 2023-2024 | Adult New Participants - % of goal met | | | | | Total Amount Agency Funding | >\$ 350,000 | 5 | 5 | 5 | 25 | | |
| | < 69% | 4 | 4 | 0 | 0 | | \$300,001 - \$350,000 | 4 | | | | | |
| | 70% - 79% | 3 | | | | | \$200,001 - \$300,001 | 3 | | | | | |
| | 80% - 89% | 2 | | | | | \$100,001 - \$200,000 | 2 | | | | | |
| | 90% - 99% | 1 | | | | | < \$100,000 | 1 | | | | | |
| | > 100% | 0 | | | Spending Patterns as PY 2023-2024 (From 599) | 100% | 0 | 4 | 0 | 0 | | | |
| | Youth Total Participants % of goal met | | | | | 95% - 99% | 1 | | | | | | |
| | < 69% | 4 | 4 | 4 | | 16 | | | | | 90% - 94% | 2 | |
| | 70% - 79% | 3 | | | | | | | | | 85% - 89% | 3 | |
| | 80% - 89% | 2 | | | | | | | | | < 84% | 4 | |
| | 90% - 99% | 1 | | | Cost Per Participant PY 2022-2023 | > \$3,500 | 5 | 2 | 0 | 0 | | | |
| | > 100% | 0 | | | | \$3,000 - \$3,499 | 4 | | | | | | |
| | Adult Entered Employment % of goal met | | | | | \$2,500 - \$2,999 | 0 | | | | | | |
| | < 69% | 4 | 4 | 4 | | 16 | | | | | \$2,000 - \$2,499 | 0 | |
| | 70% - 79% | 3 | | | Director Change | < \$1,999 | 0 | | | | | | |
| | 80% - 89% | 2 | | | | < 1 year | 3 | 1 | 3 | 3 | | | |
| | 90% - 99% | 1 | | | | 1 - 2 years | 2 | | | | | | |
| | > 100% | 0 | | | | N/A | 0 | | | | | | |
| | Youth Entered Employment % of goal met | | | | | Coordinator Change | < 1 year | 3 | 1 | 0 | 0 | | |
| | < 69% | 4 | 4 | 4 | 16 | | 1 - 2 years | 2 | | | | | |
| | 70% - 79% | 3 | | | | | N/A | 0 | | | | | |
| | 80% - 89% | 2 | | | Total Score Program | | 64 | | | | | | |
| | 90% - 99% | 1 | | | Total Score Finance | | 33 | | | | | | |
| | > 100% | 0 | | | Total Score | | 97 | | | | | | |

| Weight Scale | |
|---|----------------|
| Low Risk | Score 0 - 60 |
| Medium Risk | Score 61 - 85 |
| High Risk | Score 86 - 100 |
| When program and finance score is 80 or above it can trigger full grant review. | |

APPENDIX B
Balance Performance PY 2024-2025

| Adult | | PY 24-25 | | |
|-------|-----------------------------|----------|--------|------|
| 59 | Carry-over from PY 23-24 | Plan | Actual | % |
| A1 | New Participants | 16 | 12 | 75% |
| B1 | Entered Employment | 30 | 17 | 57% |
| B3 | Number Participants Exiting | 30 | 36 | 120% |
| B4 | Attained a Credential | 22 | 9 | 41% |
| B5 | Measurable Skill Gains | 23 | 13 | 57% |
| C2 | Training Services | 13 | 10 | 77% |
| | Reportable Individual | 8 | 7 | 88% |
| | Total Participants | 75 | | |

| Youth | | PY 24-25 | | |
|-------|-----------------------------|----------|--------|-----|
| 37 | Carry-over from PY 23-24 | Plan | Actual | % |
| A1 | New Participants | 19 | 11 | 58% |
| B1 | Entered Employment | 22 | 6 | 27% |
| B3 | Number Participants Exiting | 22 | 18 | 82% |
| B4 | Attained a Credential | 17 | 9 | 53% |
| B5 | Measurable Skill Gains | 17 | 8 | 47% |
| C2 | Training Services | 15 | 14 | 93% |
| | Reportable Individual | 4 | 2 | 67% |
| | Total Participants | 56 | | |