



Farmworker Career Development Program

**Florida Department of Education
Division of Career and Adult Education
Farmworker Career Development Program
Closeout Virtual Quality Assurance and Compliance Fiscal Monitoring Review
for
Putnam County School District
Project Number 540-4055C-5CFJ1
Program Year (PY) 2024-2025 / TAPS 25B001**

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 (FCDP) 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.

IV. FISCAL MONITORING STRATEGY

The fiscal monitoring strategy is for all Florida Department of Education (FDOE), FCDP sub-recipients to have quarterly fiscal progress monitoring on items that require periodic assessments. Quarterly monitoring provides the state office with an opportunity to offer guidance, share updated information and

ensure the project remains in compliance with local, state and federal regulations, laws, policies and procedures. A close-out monitoring review is performed to confirm the project was closed out by deadlines and in compliance. The quarterly and close-out reviews are necessary to complete the next annual monitoring cycle.

V. FCDP MONITORING RESOURCES

As deemed necessary by the United States Department of Labor/Employment and Training Administration, 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 [FCDP Monitoring Work File, NFJP-Core Monitoring Guide-Supplement](#) and additional monitoring information is available on the FDOE, FCDP website on the following link: <https://www.fldoe.org/academics/career-adult-edu/farmworker-jobs-edu-program/>.

VI. 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 per the [NFJP Program Guide](#).

VII. CLOSE-OUT MONITORING ACTIVITIES

Close-out monitoring activities included a virtual desktop review of award records and reports from the first quarter period of July 1, 2025, through September 30, 2025. The final 599 report disbursements are verified to final local ledgers to ensure accurate coding and amounts for each line item. The comptroller's office audits the final 599 disbursement report once the final drawdown and closeout transactions are completed in Florida's Grant System (FLAGS). Quarterly and if applicable, annual monitoring reports are reviewed for any unresolved items.

DESIGNATING PERSONNEL, STAFF AND HIRING REVIEW refers to FCDP staffing patterns, staff documentation for position descriptions and salary schedules; semi-annual time and effort certifications and/or monthly personal activity reports.

- Project closed in compliance with personnel policies.
 - 63% of project funds were allocated to salaries and benefits.
 - Job description and salary schedules on file in award.
 - Semi-annual time and effort certifications complete for project year.
 - Monthly Personnel Activity Reports (PARs) are complete for project year.

REPORTING AND SPENDING REVIEW refers to the Florida Department of Education Project Disbursement Report (DOE 599) final cumulative disbursements from July 1 through September 30, 2025.

- Project closed in compliance with reporting policies.
 - 96% Project funds spent.
 - The final 599 report received by 11/20/2025 deadline and audited by Comptroller's office.
 - FLAGS closed out by 11/20/2025.
 - Report coding and final budget line-item amounts verified as accurate to local ledgers.

AMENDMENTS REVIEW refers to any changes to the awarded 101S budget and/or program changes that change the scope of the project.

- Project closed with two amendments processed in compliance with amendment policies.
 - Two amendments processed to realign budget line-items for full project spending.

INVENTORY REVIEW refers to any property/inventory items purchased with FCDP funding over the threshold of \$1,000.00.

- N/A Putnam FCDP has no FCDP-funded inventory over the \$1,000.00 threshold.

FISCAL TECHNICAL ASSISTANCE REVIEW refers to items requested by the state office, updated information shared by the state office and/or technical assistance provided by the state office upon request.

- Project closed with no outstanding issues.

VIII. RESULTS

- No Best Practices (Items that are implemented well).
- No Findings (Issue that violates federal or state statutes).
- No Concerns (Issue that could become a finding if not corrected).
- No Recommendations (For the process of improvements).

IX. SUMMARY

- Project 540-4055C-5CFJ1 closed in fiscal compliance with regulations, laws and policies.
 - Putnam FCDP spent 96% of \$205,569.00 project funding.

X. REFERENCES

PERSONNEL REVIEW

[NFJP-Core Monitoring Guide-Supplement](#) (CMG), Indicators 1.b.1: Designating Personnel, Staff, and Hiring, 2.h.1: Personnel Policy and Procedures, 2.h.2: Staff Positions, Indicator 2.h.3: Salaries, 3.g.2: Cost Allocation Plan.

Citations: [200.430](#)(a)(1)-(2), [200.113](#), [200.427](#), [200.416](#)(a) and (c).

FCDP Policies: Project Award / [FCDP RFP](#), Attachment H, Special Conditions for WIOA, Section 167 Project Awards Form, Personnel Requirements.

REPORTING AND SPENDING REVIEW

CMG, Indicators 2.a.1: Specific Award Conditions, 2.b.1: Budget Controls, 3.b.3: Sub-recipient's Financial Reporting, 3.c.1: Cash Disbursements, 3.f.2: Financial Management Systems, 3.g.1: Cost Allocation Principles.

Citations: [200.302](#), [200.308](#), [200.331](#)(a)(3), [200.412](#), [200.403](#), [200.405](#).

FCDP Policies: Project Award / [FCDP RFP](#), Attachment H, Special Conditions for WIOA, Section 167 Project Awards Form, Fiscal Management, [Green Book](#) , [Red Book](#),[FLAGS_AgencyUser.pdf](#).

AMENDMENTS REVIEW

CMG, Indicators: 2.a.2: Prior Approval of Project Modifications

Citations: [200.308](#), [200.407](#).

FCDP Policies: Project Award / [FCDP RFP](#), Attachment H, Special Conditions for WIOA, Section 167 Project Awards Form, Fiscal Management, Project Amendments: [Green Book](#), [Section B - Project Amendments](#).

INVENTORY REVIEW

CMG, Indicators: 1.b.6: Timely Equipment Purchases, 2.c.1: Insurance Coverage, 2.c.3: Equipment, 2.c.4: Rental or Leasing Costs for Property, 2.c.5: Supplies.

Citations: [200.310](#), [200.313](#), [200.465](#), [200.314](#).

FCDP Policies: Project Award / [FCDP RFP](#), Attachment H, Special Conditions for WIOA, Section 167 Project Awards Form, Fiscal Management, Property Standards , [REFERENCE GUIDE FOR STATE EXPENDITURES](#).

FISCAL TECHNICAL ASSISTANCE REVIEW

CMG, Indicator 2.e.2: Progress Monitoring, 2.f.4: Subrecipient Monitoring.

Citations: [200.329](#), [200.332](#)(f).

FCDP Policies: Project Award / [FCDP RFP](#), Attachment H, Special Conditions for WIOA, Section 167 Project Awards Form.

RESULTS REVIEW

CMG, Indicator 3.a.1: Effectiveness and Efficiency of Operations, Indicator 2.e.2.

Citations: [200.302](#), [200.303](#)(a), [200.400](#), [200.507](#), [200.514](#).

FCDP Policies: Project Award / [FCDP RFP](#), Attachment E, Special Conditions for WIOA, Section 167 Project Awards Form.

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