



**Florida Department of Education
Division of Career and Adult Education
Farmworker Career Development Program (FCDP)
Quality Assurance and Compliance
Virtual Monitoring Review**

Indian River State College

April 6 – April 10, 2026

FINAL REPORT

TABLE OF CONTENTS

I.	Purpose of Monitoring	2
II.	Risk Based Monitoring.....	2
III.	Protocols	2
IV.	Monitoring Strategy	2
V.	Monitoring Resources.....	2
VI.	Authority	3
VII.	Pre-Monitoring Review and Preparation.....	3
VIII.	Fiscal Monitoring Activities.....	4
IX.	Program Monitoring Activities.....	6
X.	Results	8
XI.	Post-Monitoring Activities.....	9
	Appendix A: Balance Performance Report.....	10

Florida Department of Education
Division of Career and Adult Education
Indian River State College
Farmworker Career Development Program
Virtual Quality Assurance and Compliance Monitoring Review
Program Year 2025-2026

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 (FDOE) 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; additional documents addressing the individual processes have also been developed.

IV. MONITORING STRATEGY

The Indian River State College (IRSC) FCDP monitoring strategy was determined to be virtual for program and fiscal monitoring. Monitoring notification letter, schedule and a copy of the monitoring manual were sent to Adriene Jefferson, Title IX Coordinator and Dean of the Northwest Center Academic Affairs; Betty Guerrero, Coordinator of the FCDP; Bryce Coleman, Grant Accounts Analyst, Grants Administration and Cindy Bruin, Executive Director of Grants and Sponsored Programs. The FCDP representatives conducting the monitoring were Shirley Caban, Program Specialist IV and Jennie Amico, Program Specialist III, for program and Julie Furlong, Program Specialist IV for fiscal. Monthly and quarterly fiscal and program reviews will continue throughout the program year. A fiscal close-out review will be performed at the end of the budget period. The final participant data will be assessed as performance.

V. 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 [FCDP Monitoring Manual](#), [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's 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.

VII. 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 are listed below.

Documentation requested by email and virtual meetings via TEAMS on the dates below.

- 01/08/2026: Monitoring Notification and Schedule.
- 02/11/2026: Presentation via TEAMS
- 03/30/2026: Documentation and entrance meeting requested.
- 04/06/2026: Entrance meeting.
- 04/06 – 04/10/26: Monitoring performed.

Documents reviewed prior to monitoring include the following.

- National Farmworker Jobs Program Guide, June 2023 ([NFJP Program Guide](#)).
- Florida Department of Education , Request for Proposal (RFP Discretionary), 2025-2026 Farmworker Career Development Program. ([FCDP RFP](#)).
- Project Awards:
 - 562-4056C-6CFJ1 Program Year (PY) 2025-2026: Complete review.
 - 562-4055C-5CFJ1 PY 2024-2025: Partial review included final performance and monitoring
 - 562-4054C-4CFJ1 PY 2023-2024: Partial review included final performance and monitoring.

Monitoring Plan

- Risk assessment concluded fiscal and program monitoring.
- 2025-2026 Monitoring Method: Virtual.
- [NFJP-Core Monitoring Guide-Supplement](#) (CMG) indicator questions for review and discussion were included in [FCDP Monitoring Manual](#) and are noted in the activities for reference.

Entrance and Exit Conferences

The entrance conference for Indian River State College was conducted on April 6, 2026. The exit conference was conducted April 10, 2026. The participants are listed below.

Farmworker Career Development Program
Virtual Compliance Monitoring Visit PY 2025-2026
Monitoring Sign-in

Project: Indian River State College **Entrance Date:** 04/06/2026 **Exit Date:** 04/10/2026

	Name	Title	Location	Email	Entrance	Exit
1.	Adriene Jefferson	Title IX Coordinator and Dean of the Northwest Center Academic Affairs	Virtual	ajeffers@irsc.edu	x	x
2.	Betty Guerrero	Coordinator of Farmworker Career Development Program	Virtual	bguerrer@irsc.edu	x	x
3.	Bryce Coleman	Grant Accounts Analyst Grants Administration	Virtual	bcoleman@irsc.edu	x	x
4.	Cindy Bruin	Executive Director of Grants and Sponsored Programs	Virtual	cbruin@irsc.edu	-	x
5.	Shirley Caban	Program Specialist IV	Virtual	Shirley.Caban-Tellez@fldoe.org		x
6.	Julie Furlong	Program Specialist IV	Virtual	Julie.Furlong@fldoe.org	x	x
7.	Jennie Amico	Program Specialist III	Virtual	Jennifer.Amico@fldoe.org	x	x

VIII. FISCAL MONITORING ACTIVITIES

FISCAL INTERVIEWS

04/09/2026: Phone interview with Coordinator Betty Guerrero to discuss FCDP staffing challenges and participant supportive services processes. In PY 2025-026, IRSC went from four staff members to three to stay under the 80% cap of project funding to salaries and benefits. The increased costs for benefits in PY 2024-2025 became too high to continue a staff of four full time equivalents (FTE). Betty and her team are restructuring their internal processes as needed to carry out their FCDP goals. Timelines for participants to receive their stipends were discussed. Betty and her team encourage their participants to turn in their stipends documentation and allowance timesheets by advising participants that the IRSC, FCDP is performance-based and all services are tied together. Tuition, books and other services are available to participants whose grades are good standing, and allowances are paid for training hours provided their bi-weekly timesheets are received with signatures. The allowances documentation reviewed supported the information provided by Betty. No fiscal interviews were required as part of review. Bryce Coleman, Grants Account Analyst submitted thorough and qualitative documentation and records via email. Additional requests were received immediately.

FISCAL RECORDS REVIEW

Financial ledgers, records and supporting documentation for the month of February 2026 were reviewed for coding and reporting compliance, internal controls and processes. Participant supportive services reviewed for time sheet completion, signatures of receipt, and compliance with FCDP supportive services policy. Quarterly fiscal reviews used for personnel, salaries and benefits and spending targets. The 2024-2025 and 2023-2024 monitoring and project closeouts reviewed for past performance and spending patterns. Specific local policies for each indicator verified to be compliant with state and federal laws, regulations and/or policies and procedures. Documents for monitoring were provided by Bryce Coleman, Grants Account Analyst and Betty Guerrero, Coordinator of FCDP. IRSC policies and procedures were

reviewed on the following links: <https://go.boarddocs.com/fl/irsc/Board.nsf/vpublic?open>, [Human Resources - Indian River State College](#).

CMG Indicator 1.b.1: DESIGNATING PERSONNEL, STAFF AND HIRING refer to compliance with FCDP staffing patterns and required staff documentation for position descriptions and salary schedules.

- The FCDP staffing pattern is a minimum of 2.0 FTE with a cap of 80% allocation of project funding to salaries and benefits. IRSC was approved for 4 FTE and a 79% allocation for project 562-4056C-6CFJ1.
- IRSC had two case manager resignations, one in quarter one (Q1) and the other in Q3. Due to the increased costs of staff benefits, one position will not be filled and the salary and benefits funding were amended to cover the coordinator and case managers through the extension period of September 30, 2026. The other position was in the hiring process with an expected start date of 04/27/2026.

CMG Indicator 2.a.3: CLOSEOUT REQUIREMENTS refer to the timelines and FCDP process of submitting final Project Disbursement Reports (DOE 599) and final funding drawdowns through FLAGS (Florida Grant System).

- Project 562-4055C-5CFJ1 PY 2024-2025 closed in compliance with 99% of \$372,735 funding spent.
- Project 562-4054C-4CFJ1 PY 2023-2024 closed in compliance with 100% of \$372,643 funding spent.

CMG Indicator 2.c.3: EQUIPMENT refers to any property/inventory items purchased with FCDP funding over the threshold of \$1,000.00.

- IRSC has no FCDP-Inventory over the \$1,000.00 threshold but does maintain an internal list of equipment/property purchased with FCDP funds under the threshold that was last monitored in 08/21/2023 by our state office.

CMG Indicator 2.d.5: CONTRACT ADMINISTRATION refers to review of all FCDP contracts and/or Memorandums of Understanding.

- Memorandum of Understanding Comprehensive One-Stop Career Center for Local Workforce Development Area 20 Between the Workforce Consortium of the Treasure Coast CareerSource Research Coast and Required Partners (MOU) reviewed and is current through June 30, 2027.
- Memorandum of Understanding Between CareerSource Heartland and Indian River State College for the Delivery of Adult Education and Literacy Services Under the Workforce Innovation and Opportunity Act (MOU) reviewed and current through June 30, 2026.

CMG Indicator 2.g.1: RECORDS ACCESSIBILITY refers to the submission and thoroughness of records used for this monitoring review.

- Records were presented by way of submission of complete and organized documents and immediate responses to additional records requests.

CMG Indicator 3.a.1: EFFECTIVENESS AND EFFICIENCY OF OPERATIONS refers to adequate internal controls for effective and efficient project operations.

- IRSC received 15% of the state sub-recipient funding and new participant goals for the current and previous two awards due to their successful performance.

- Project 562-4055C-5CFJ1 PY 24-25 closed in compliance with 99% spending and new participant goals exceeded.
- Project 562-4054C-4CFJ1 PY 23-24 closed in compliance with 100% spending, new adult participant targets met and new youth participant targets exceeded.

Note: IRSC does require funding to be received prior to budget period end of September 30, 2026, to avoid disruption to the FCDP. A letter of intent from the FDOE may help avoid disruption if funding is delayed.

CMG Indicator 3.b.3: SUB-RECIPIENT'S FINANCIAL REPORTING refers to the review in which the internal ledgers are compared to the DOE 599 report. Supportive documentation for each purchase/service is reviewed for coding and reporting accuracy. Timeliness of submissions is also reviewed.

- Monthly 599 project disbursement reports received by monthly deadlines. The February 2026 project disbursement report (DOE 599) was verified to IRSC ledger amounts and coding.

CMG Indicator 3.c.1: CASH DISBURSEMENTS refers to a review of FLAGS drawdown.

- Funding drawdown in FLAGS was equal to the disbursement reported in January 2026.
- Previous two awards final drawdowns were equal to the final project disbursements.

CMG Indicator 3.f.2: FINANCIAL MANAGEMENT SYSTEMS refers to the indirect cost rate cap for FCDP.

- IRSC indirect cost rate is below the 5% FCDP cap.

CMG Indicator 3.g.1: COST ALLOCATION PRINCIPLES refers to the allowability of spending FCDP funding.

- Documentation for February 599 verified accurate coding and reporting. Supporting documentation reviewed for accuracy and multiple signatures verified internal controls and separation of duties. All disbursements reviewed were allowed for project 562-4055C-5CFJ1.

CMG Indicator 3.g.2: COST ALLOCATION PLAN refers to reviewing time and effort certifications and/or monthly personal activity reports.

- Time and effort certifications are up to date; all staff are compensated 100% by FCDP and work 100% for FCDP.

IX. PROGRAM MONITORING ACTIVITIES

PROGRAM INTERVIEWS

Interviews conducted with staff by email, telephone and TEAMS meeting during monitoring performed from April 6 to 10, 2026.

PROGRAM RECORDS REVIEW

Ten participant files were selected for complete data and compliance monitoring. Performance reports, collaboration agreements, partnership memorandum of understanding (MOU) with CareerSource and local IRSC FCDP policies and procedures were also reviewed for the below activities.

CMG Indicator 1.a.1: STRATEGIC PLANNING refers to the strategic approach developed to accomplish the goals specified in the project.

- FCDP IRSC collaborates with CareerSource Research Coast and CareerSource Heartland, the two regional workforce boards that serve the four-county area.
- **Recommendation:**
 - Contact the State Monitoring Advocate (SMA) to facilitate and collaborate with FCDP IRSC on recruitment/enrollments.

CMG Indicator 1.a.2: SERVICE DESIGN refers to the monthly balance performance and enrollment review.

- **Finding:**
 - Low performance in enrollment: Program goal 32% of 100% in adult and 67% of 100% in youth. By the third quarter the program should be 75% of their goal. Low performance in placements program goal 59% in adult and 26% in youth.

CMG Indicator 1.a.3: COORDINATION AND INTEGRATION refer to a review of intake and assessment process, Balance Performance Reports, MOU and local policies.

- FCDP IRSC is compliant.

CMG Indicator 1.b.2: PARTICIPANT RECRUITMENT ACTIVITIES refer to a review enrollment resulting from program outreach and participant recruitment.

- Low program enrollments for adults and youth, refer to Indicator 1.a.2.

CMG Indicator 1.b.3: PARTNERSHIPS refers to required collaboration agreements.

- Partnership agreements are current and on file in award.

CMG Objective 1.e: PARTICIPANT SERVICES refers to access to the full array of participant services stipulated in the award agreement and the documentation for each service recorded.

- During the monitoring process, ten files were reviewed, and the program is currently addressing complaints. Two of these files were part of the first quarter retention follow-up. All necessary documentation for these files was in the Employ Florida (EF) system, staff document file and a case note regarding participant follow-up was completed on time.

CMG Indicator 1.e.1: SERVICE DELIVERY refers to a review of FCDP participant services.

- All the indicators below (1.e.2 to 1.e.9) were identified and validated using File, Participant Program Services/Monitoring Data Validation Worksheets A, B and C. Before closing virtual program monitoring, the ten files selected for review were discussed with FCDP IRSC's staff. Any necessary corrections in those files were addressed and corrected before monitoring was completed.

CMG Indicator 1.e.2: PRIORITY OF SERVICES refers to a review of services, policies, labor market, veterans and outreach.

- FCDP policies provided by staff were reviewed and found to be compliant.

CMG Indicator 1.e.3: ELIGIBILITY/ENROLLMENT refers to performance review and documentation compliance for participant eligibility and enrollment.

- FCDP IRSC has low enrollment, refer to Indicator 1.a.2: SERVICE DESIGN

CMG Indicator 1.e.6: SUPPORT SERVICES refers to a review of the services received by participants.

- FCDP IRSC is in compliant.

CMG Indicator 1.e.8: PLACEMENT refers to a review of performance in participants securing employment.

- FCDP IRSC has low performance in employment; refer to Indicator 1.a.2: SERVICE DESIGN

CMG Indicator 2.e.2: PROGRESS MONITORING refers to monthly, quarterly and annual performance and compliance reviews.

- The FCDP IRSC has been identified as having low performance at the time of monitoring; the program is in corrective action plan mode and will continue to be monitored in this area.

X. RESULTS

FISCAL MONITORING RESULTS

- No Findings (Issue that violates federal regulation or state statutes)
- No Best Practices (Items that are implemented well)
- No Concerns (Issue that could result in a finding if it is not corrected)
- No Recommendations (For the process of improvement)

FISCAL SUMMARY

The Indian River State College FCDP was found to be fiscally compliant with applicable local, state and federal laws, regulations and/or policies and procedures. All documentation reviewed was complete, accurate and submitted in a timely manner. Quarterly desk-top reviews will continue for quarters three and four. A closeout review will be performed by desktop that will include the comptroller's office audit of final 599 report.

PROGRAM MONITORING RESULTS

- Finding (Issue that violates federal regulation or state statutes)
 - The FCDP IRSC is low in program performance goals at the time of monitoring. IRSC is in corrective action plan mode and will continue to be monitored in this area. (Appendix A).
- Recommendations (For the process of improvement)
 - Coordinate outreach and collaboration recruitment with CareerSource IRSC (see MOU)
- No Best Practices (Items that are implemented well)
- No Concerns (Issue that could result in a finding if it is not corrected)

PROGRAM SUMMARY

The Farmworker Career Development Program at Indian River State Colleges is not meeting Indicator 1.a.2:

SERVICE DESIGN. At the time of monitoring, IRSC is under performance for enrollment and placements goals.

The FCDP IRSC has been identified as having low performance at the time of monitoring; (refer to program monitoring results) the program is in corrective action plans and will continue to be monitored in this area.

XI. 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 Director. Once the final report is approved, it will be forwarded to the forwarded to the program supervisor and designated contacts.

Finally, the division issues a closure letter to forward 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 Indian River State College FCDP. Special thanks offered to Dean Jefferson, Betty Guerrero and Bryce Coleman for their participation and leadership during this process.

Appendix A
Indian River State College
Farmworker Career Development Plan
Balance Performance Report

Adult		PY 25-26		
	FCDP IRSC	Plan	Actual	%
A1	New Participants	22	7	32%
B1	Entered Employment	27	16	59%
B3	Number Participants Exiting	27	16	59%
B4	Attained a Credential	15	8	53%
B5	Measurable Skill Gains	15	14	93%
C2	Training Services	20	7	35%
	Reportable Individual	8	12	150%

Youth		PY 25-26		
	FCDP IRSC	Plan	Actual	%
A1	New Participants	9	6	67%
B1	Entered Employment	38	10	26%
B3	Number Participants Exiting	38	12	32%
B4	Attained a Credential	6	4	67%
B5	Measurable Skill Gains	6	13	217%
C2	Training Services	8	7	88%
	Reportable Individual	4	4	100%