



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

South Florida State College

April 20 – April 24, 2026

FINAL REPORT

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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 South Florida State College (SFSC) FCDP monitoring strategy was determined to be virtual for program monitoring only. Monitoring notification letter, schedule and a copy of the monitoring manual were sent to Michelle Leidel, M.Acc., Dean of Applied Sciences and Technologies; Daniel (Mike) Davis, Coordinator and Case Managers Sarah Alfaro and Isaac Maldonado. The FCDP representatives conducting the monitoring were Shirley Caban, Program Specialist IV and Jennie Amico, Program Specialist III. 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.
- 04/10/2026: Documentation and entrance meeting requested.
- 04/20/2026: Entrance meeting.
- 04/20 – 04/24 2026: 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:
 - 282-4056C-6CFJ1 Program Year (PY) 2025-2026: Complete review.
 - 282-4055C-5CFJ1 PY 2024-2025: Partial review included final performance and monitoring.
 - 282-4054C-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.

VIII. PROGRAM MONITORING ACTIVITIES

Entrance and Exit Conferences

The entrance conference for SFSC was conducted on April 20, 2026. The exit conference was conducted April 24, 2026. The participants are listed below.

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

Project: South Florida State College

Entrance Date: 04/20/2026

Exit Date: 04/24/2026

	Name	Title	Location	Email	Entrance	Exit
1.	Michelle Leidel, M.Acc.	Dean of Applied Sciences and Technologies	Virtual	Michelle.Leidel@southflorida.edu	-	X
2.	Daniel (Mike) Davis	Coordinator	Virtual	Daniel.Davis@southflorida.edu	X	X
3.	Sarah Alfaro	Case Manager	Virtual	Sarah.Alfaro@southflorida.edu	-	-
4.	Isaac Maldonado	Case Manager	Virtual	Isaac.Maldonado@southflorida.edu	-	-
5.	Shirley Caban	Program Specialist IV	Virtual	Shirley.Caban-Tellez@fldoe.org	X	X
6.	Jennie Amico	Program Specialist III	Virtual	Jennifer.Amico@fldoe.org	X	-

PROGRAM INTERVIEWS

Interviews conducted with staff by email, telephone and through TEAMS during monitoring performed from April 20 to April 24, 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 SFSC FCDP policies and procedures were reviewed for the below activities.

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

- Third quarter performance targets are at 75%.
 - SFSC FCDP New Participant performance for adults is at 83%, youth is 80%.
- **Concern:**
 - FCDP SFSC Entered Employment is below target. 67% for adults and 28% for 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 SFSC is compliant.

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

- FCDP SFSC is compliant.

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

- Partnership agreements are current and on file in award.

CMG Indicator 1.b.4: REQUIRED ONE-STOP PARTNER refers to the required MOU with CareerSource.

- Memorandum of Understanding Between CareerSource Heartland and South Florida State College for Farmworker Career Development Program, Delivery Services to Farmworkers Under the Workforce Innovation and Opportunity Act is current through June 30, 2026.

CMG Objective 1.e: PARTICIPANT SERVICES

During the monitoring process, ten files were reviewed. All required documentation for services and support services was present in the Employ Florida system, staff document file and a case note regarding participant services and follow-up was well documented in the file.

All youth files have the 14 Elements Services Form.

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 the [FCDP Monitoring Work 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 SFSC'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.

- Local policies are FCDP compliant.

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

- FCDP SFSC is compliant.

CMG Indicator 1.e.4: ASSESSMENT refers to participant testing using approved methods.

- FCDP SFSC is compliant.

CMG Indicator 1.e.5: PARTICIPANT SERVICE PLAN refers to a review of participants Individual Employment Plans (IEPs).

FCDP SFSC is compliant.

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

- FCDP SFSC is compliant.

CMG Indicator 1.e.7: TRAINING SERVICES refers to compliance with training services and documentation.

- IEP – Activity Code 300 for training is accurate.

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

- Low performance in entered employment: Program goal under 75% at the time of monitoring, refer to Indicator 1.a.2.

CMG Indicator 1.e.9: FOLLOW UP SERVICES refers to compliance with follow-up policies and documentation.

- FCDP SFSC is compliant.

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

- FCDP SFSC is compliant, and monitoring of Entered Employment is required in the fourth quarter.

IX. RESULTS

PROGRAM MONITORING RESULTS

- No Findings (Issue that violates federal regulation or state statutes)
- Concerns (Issues that could result in a finding if it is not corrected)
 - FCDP SFSC is low in performance targets (adult, youth and placement) at the time of monitoring. SFSC is in corrective action plan mode and will continue to be monitored in this area. (refer to Appendix A).
- Recommendations (For the process of improvement)
 - Utilize the last four social security numbers when the program requires documents that are in program forms. Information and process on how to safeguard and protect personal information was provided during staff exit conference meeting

PROGRAM SUMMARY

The Farmworker Career Development Program at South Florida State Colleges is meeting standards in the program's enrollment goals. At the time of virtual monitoring, the program is not on track to meet their entered employment performance goals (adult 68%, youth 28%). SFSC is compliant with regulations and memorandums. Consider inviting employers to join the local advisory board to provide guidance and explore employment opportunities.

X. 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 FCDP South Florida State College. Special thanks offered to Dean Leidel and Mike Davis for their participation and leadership during this process.

Appendix A
South Florida State College
Farmworker Career Development Plan
Balance Performance Report

Adult		PY 25-26		
	FCDP SFSC	Plan	Actual	%
A1	New Participants	12	10	83%
B1	Entered Employment	27	18	67%
B3	Number Participants Exiting	27	15	56%
B4	Attained a Credential	8	8	100%
B5	Measurable Skill Gains	8	11	138%
C2	Training Services	11	11	100%
	Reportable Individual	8	1	13%

Youth		PY 25-26		
	FCDP SFSC	Plan	Actual	%
A1	New Participants	10	8	80%
B1	Entered Employment	25	7	28%
B3	Number Participants Exiting	25	8	32%
B4	Attained a Credential	7	4	57%
B5	Measurable Skill Gains	7	14	200%
C2	Training Services	9	12	133%
	Reportable Individual	4	1	25%