



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

Collier County School District

March 23 – March 27, 2025

FINAL REPORT

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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 Collier County School District 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 Aaron Paquette, Director, Immokalee Technical Center; Julie Alfaro, Coordinator, Workforce Education Programs; Wendy Seitzinger, Senior Director, Financial Services; Edgardo Gonzalez Morales, Senior Accountant, Financial Services and Elena Zaprudski, Accountant I, Financial Services. The FCDP representatives conducting the monitoring were Shirley Caban, Program Specialist IV 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.
- 03/16/2026: Documentation and entrance meeting requested.
- 03/23/2026: Entrance meeting.
- 03/23 – 03/27/2026: 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:
 - 110-4056C-6CFJ1 program year (PY) 2025-2026: Complete review.
 - 110-4055C-5CFJ1 PY 2024-2025: Partial review included final performance and monitoring.
 - 110-4054C-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 Collier County School District (Collier) was conducted on March 23, 2026. The exit conference was conducted March 27, 2026. The participants are listed below.

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

Project: FCDP Collier County School District **Entrance Date:** 03/23/2026 **Exit Date:** 03/27/2026

	Name	Title	Location	Email	Entrance	Exit
1.	Aaron Paquette	Director Immokalee Technical Center	Virtual	paquetaa@collierschools.com	x	x
2.	Julie Alfaro	Coordinator Workforce Education Programs	Virtual	alfaroju@collierschools.com	x	x
3.	Wendy Seitzinger	Senior Director Financial Services	Virtual	seitzwiwe@collierschools.com	x	x
4.	Edgardo Gonzalez Morales	Senior Accountant Financial Services	Virtual	Gonzae19@collierschools.com	x	x
5.	Elena Zaprudski	Accountant I Financial Services	Virtual	zapruwe@collierschools.com	x	x
6.	Shirley Caban	FCDP Program Specialist IV	Virtual	Shirley.Caban-Tellez@fldoe.org	x	x
7.	Julie Furlong	FCDP Program Specialist IV	Virtual	Julie.Furlong@fldoe.org	x	x
8.	Jennifer Amico	FCDP Program Specialist III	Virtual	Jennifer.Amico@fldoe.org	x	-

VIII. FISCAL MONITORING ACTIVITIES

FISCAL INTERVIEWS

03/26/2026: A thank you phone call was made to Elena Zaprudski, Accountant I, for submitting over 400 pages of documents in ledger order for an organized audit. Demonstrating effectiveness and efficiency, the documents were emailed the week prior to monitoring.

03/25/2026: FCDP Secretary Nadia Chavez responded to an email regarding timelines for participants to receive their allowances. To limit time gaps, Collier staff will remind participants of bi-weekly timesheets and in some cases call participants from class for timesheet submission for their allowance payments.

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 financial documents completion 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. The documents requested for monitoring were provided by Coordinator Julie Alfaro via shared link and from Elena Zaprudski, Accountant I, by email. Collier County Public Schools policies and procedures were accessed on the following links: [Welcome - Collier County Public Schools BoardDocs® PL](#) and [Careers - Collier County Public Schools](#).

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 full-time equivalent (FTE) with a cap of 80% allocation of project funding to salaries and benefits. Collier County FCDP (Collier) meets the staffing requirement with a staff of 3.50 FTE and 80% allocation to salaries and benefits for project 110-4056C-6CFJ1. The Collier FCDP Coordinator works and is compensated at 50% for FCDP. FDOE appreciates Collier County funding of 70% of the FCDP secretary salaries and benefits to stay at the 80% cap.

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 the Florida Grant System (FLAGS).

- Project 110-4055C-5CFJ1 PY 2024-2025 was closed in compliance with 100% of \$352,850.00 funding spent.
- Project 110-4054C-4CFJ1 PY 23-24 was closed in compliance with 100% of \$361,351.00 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.

- Collier has no FCDP-funded property or equipment over the \$1,000.00 threshold.

CMG Indicator 2.d.1: PROCUREMENT STANDARDS refers to review of local policies and procedures used for procurement that conform to applicable federal laws and the procurement standards identified in the Uniform Guidance.

- In addition to local policy 6325 for purchasing – federal grants/funds, the School District of Collier County, Florida, Purchase Order Terms and Conditions are included on the purchase order document, an excellent example of documentation of terms and specifications.

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

- Memorandum of Understanding between CareerSource Southwest Florida and Farmworker Career Development Program is 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 email and documents link. Submissions included complete and organized documents. Responses to questions and additional information were immediate.

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

- As of 03/24/2026, Collier is in the process of receiving additional \$10,000.00 funding for exceeding quarter two (Q2) new adult participant targets. At the end of Q2, Collier is at 69%, exceeding the 50% goal by 19%. An amendment will be processed to increase participant line items where needed.

CMG Indicator 3.b.3: SUBRECIPIENT'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 funding drawdowns.

- Funding drawdown in FLAGS was equal to the disbursement reported in January 2026.
- Previous two award 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.

- Collier's indirect cost rate of 3.47% is under 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 amounts. Supporting documentation reviewed for accuracy and multiple signatures verified internal controls and separation of duties. All disbursements reviewed were allowed for project 110-4055C-5CFJ1.

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

- Personnel Activity Reports (PARs) correlate with full time equivalent (FTE) percentages on staffing form and are up to date for staff who work for FCDP and/or partially compensated by FCDP (Coordinator and Secretary).
- Semi-Annual Time and Effort Certifications are up to date for staff who work 100% for FCDP and are compensated 100% by FCDP (Facilitator and Specialist I).

IX. PROGRAM-MONITORING ACTIVITIES

PROGRAM INTERVIEWS

Interviews conducted with staff by email, telephone and TEAMS meeting during monitoring performed from March 23 to March 27, 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 FCDP Collier policies and procedures were also reviewed for the below activities.

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

- **Recommendation:**
 - Increase performance for youth employment. During the second quarter of monitoring review, the program goal in this area is at 33% of the 50% target.

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

- FCDP Collier 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 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 monitoring process ten files were reviewed as part of the monitoring process. One participant's file was in the second quarter retention follow-up. All documentation required for that file was in the Employ Florida (EF) system, staff document file and a case note regarding participant follow-up included.

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 Participant Program Services/Monitoring Data Validation Check List before closing virtual program monitoring. The ten files selected for review were discussed with FCDP Collier's staff prior to the virtual program monitoring's closure. Any necessary corrections in those files were addressed at that time. After the corrections were made, the case manager informed the state office of the completion via email, and a second review was done.

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 Collier is low in the youth enrollment area.

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

- FCDP Collier provides assessments as part of the intake process.

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

- The support services were provided to participants as part of the individual employment plan (IEP) process.

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.

- **Concern:**
 - Low performance in enrollment and employment– Youth participation is under 35%.

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

- Documentation of employment and payments is in EF.

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

- The FCDP Collier County has been identified as having low performance in youth services at the time of monitoring; the program is in a corrective action plan 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 Concerns (Issue that could result in a finding if it is not corrected)
- No Recommendations (For the process of improvement)
- No Best Practices (Items that are implemented well)

FISCAL SUMMARY

The Collier County School District 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 the week prior. 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

- No Findings (Issue that violates federal regulation or state statutes)
- No Best Practices (Items that are implemented well)
- Concern (Issue that could result in a finding if it is not corrected)
 - Low performance in enrollment and employment – Youth participants under 35%.
- Recommendations (For the process of improvement)
 - Increase performance for youth employment.
- No Findings (Issue that violates federal regulation or state statutes)
- No Best Practices (Items that are implemented well)

PROGRAM SUMMARY

The Farmworker Career Development Program at Collier County School District was found to be compliant. and all documentation required was provided. The program performance goals for adult services exceed 50% for the second quarter. The program performance goals for youth services are over 50%, except for employment, which is at 33%. The performance will be evaluated at the end of the program year to decide if the program will need a corrective action plan. (See appendix A).

All ten files reviewed during monitoring included information and documentation regarding eligibility and assessment tests, specifically TABE or CASAS. The program also offers participants the O*NET Interest Profiler test during the intake process. The file in EF included the Individual Employment Plan (IEP) and Support Services (SS). The SS Tracking Forms were provided during monitoring; all information was documented according to the SS Policy Memorandum. Training services were correctly identified in the IEP and the case notes for adult and youth services. One participant's file underwent first quarter retention follow-up. All required documentation was present in EF, staff document file, and a case note regarding the participant follow-up was included.

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 FCDP Collier County School District. Special thanks offered to Arran Paquette, Julie Alfaro and Wendy Seitzinger for their participation and leadership during this process.

Appendix A
Collier County School District
Farmworker Career Development Plan
Balance Performance Report

Adult		PY25-26		
	FCDP Collier	Plan	Actual	%
A1	New Participants	16	12	75%
B1	Entered Employment	25	14	56%
B3	Number Participants Exiting	25	14	56%
B4	Attained a Credential	11	9	82%
B5	Measurable Skill Gains	11	20	182%
C2	Training Services	14	15	107%
	Reportable Individual	8	11	138%

Youth		PY25-26		
	FCDP Collier	Plan	Actual	%
A1	New Participants	13	7	54%
B1	Entered Employment	21	7	33%
B3	Number Participants Exiting	21	7	33%
B4	Attained a Credential	8	12	150%
B5	Measurable Skill Gains	7	17	243%
C2	Training Services	12	11	92%
	Reportable Individual	4	5	125%