



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

Miami-Dade County, Department of Human Services

March 2 – March 6, 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 Miami-Dade County, Department of Human Services (Miami-Dade) FCDP monitoring strategy was determined to be virtual for fiscal monitoring only. Monitoring notification letter, schedule and a copy of the monitoring manual were sent to Horst Bellingrodt, Program Coordinator; Ali Echevarria, Team Manager; Letah Parish, Division Director, Community Services Department; Alba Liz Roman, Accountant 3; Latawun Bess, Assistant Director, Community Services Department; Tiffany Crapp, Assistant Director; Glorimar Abreu, Fiscal Division Director; Michelle Oyetunji, Social Services Administrator and Ana Maria Olalde Job Developer on January 8, 2025. The FCDP representative conducting the monitoring was Julie Furlong, Program Specialist IV. 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 letter and schedule.
- 02/11/2026: Monitoring presentation via TEAMS.
- 02/18/2026: Documentation request and entrance meeting scheduled.
- 03/02/2026: Entrance meeting and monitoring begins.

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:
 - 761-4056C-6CFJ1 Program Year (PY) 2025-2026: Complete review.
 - 761-4055C-5CFJ1 PY 2024-2025: Partial review included final performance and monitoring.
 - 761-4054C-4CFJ1 PY 2023-2024: Partial review included final performance and monitoring.

Monitoring Plan

- Risk Assessment concluded with a minimal risk; however, finance was not performed in 2024-2025.
- 2024-2025 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. FISCAL MONITORING ACTIVITIES

Entrance and Exit Conferences

The entrance conference for Miami-Dade was conducted on March 2, 2026. The exit conference was conducted March 6, 2026. The participants are listed below.

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

Project: Miami-Dade County Entrance Date: 03/02/2026 Exit Date: 03/06/2026

	Name	Title	Location	Email	Entrance	Exit
1.	Horst Bellingrodt	Program Coordinator	Virtual	Horst.Bellingrodt@miamidade.gov	x	x
2.	Ali Echevarria	Team Manager	Virtual	Ali.Echevarria@miamidade.gov	x	x
3.	Leta Parish	Division Director, Community Services Department	Virtual	Leta.Parish@miamidade.gov	x	x
4.	Alba Liz Roman	Accountant 3	Virtual	Alba.Roman@miamidade.gov	x	x
5.	Latawun Bess	Assistant Director, Community Services Department	Virtual	Latawun.Bess@miamidade.gov	-	x
6.	Tiffany Crapp		Virtual	Tiffany.Crapp@miamidade.gov		x
7.	Glorimar Abreu		Virtual	GlorimarAbreu@miamidade.gov	x	x
8.	Ana Maria Olalde	Job Developer	Virtual	Ana.Olalde@miamidade.gov	x	x
9.	Shemeka Martin	Accountant 3		ShemekaMartin@fldoe.org		x
10.	Julie Furlong	Program Specialist IV	Virtual	Julie.Furlong@fldoe.org	x	x
11.	Jennifer Amico	Program Specialist III	Virtual	Jennifer.Amico@fldoe.org	x	x

FISCAL INTERVIEWS

No interviews were required as part of review. Miami-Dade FCDP submitted thorough and qualitative documentation and records via email. Responses to monitoring questions were answered immediately through emails.

FISCAL RECORDS REVIEW

Financial ledgers, records and supporting documentation for the month of January 2026 were reviewed for coding and reporting compliance, internal controls and processes. Participant supportive services forms 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 were 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 Alba (Liz) Roman, Accountant 2; Ali Echevarria, Team Leader and Horst Bellingrodt, Coordinator via email. Miami-Dade County policies and procedures were accessed on the following links: [County Government Procedures](#), [Board of County Commissioners](#).

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.

- FCDP Staffing pattern is minimum of 2.0 full time equivalent (FTE). Miami-Dade meets staffing pattern with 4.75 FTE.
- FCDP maximum allocation is 80% of project funding allowed for salaries and benefits. Miami-Dade meets the 2.0 FTE staffing requirement with 4.75 FTE for 77% allocation to salaries and benefits for project 761-4056C-CFJF1.
- The FCDP Coordinator, Job Developer and one Community Family Service Worker (CFSW), work 100% for FCDP and are compensated 100% by FCDP.
- The Team Leader works for FCDP and is compensated by FCDP at .25 FTE.
- One full-time and one part-time CFSW work 100% for FCDP but are compensated by Miami-Dade.

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

- Miami-Dade FCDP (Miami) has no FCDP-funded property or equipment over the \$1,000.00 threshold.

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

- Memorandum of Understanding (MOU) between Miami-Dade County and the South Florida Workforce Investment Board (SFWIB) in process at time of application. MOU submitted during monitoring contains the essential contract elements and is current through June 30, 2027.

CMG Indicator 2.g.2: 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 2.h.3: SALARIES Refers to sufficient documentation to support the salaries and fringe benefits charged to this project and the compensation is comparable to those paid for similar positions in the same labor market.

- FDOE appreciates Miami-Dade County funding one full-time and one part-time CFSW in support of the FCDP.

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

- Miami-Dade has exceeded the FCDP expected level of effectiveness and operations for new participant performance for the third program year in a row! Miami-Dade FCDP received increased award funding of \$90,160.00 for Project 761-4054C-4CFJ1, PY 2023-2024 and a \$110,000.00 increase for Project 761-4055C-5CFJ1, PY 2024-2025. Both projects required additional funding for the additional participants when the participant performance goals were exceeded. 99% of the funding over the two years was expended, exhibiting FCDP in Miami-Dade County has an effective and efficient program.
- Current project 761-4056C-6CFJ1, PY 2025-2026, quarter two (Q2) participant performance goals have been exceeded and a funding increase of \$70,000.00 is under FDOE review.

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. Final 599 reports and Florida Grants System (FLAGS) were closed in reporting compliance for projects 761-4055C-5CFJ1, PY 24-25 and 761-4054C-4CFJ1, PY 23-24. Final reports and the January 2026 project disbursement report (DOE 599) were verified to Miami-County ledger amounts and coding.
- Technical assistance regarding internal form language discussed with the Miami-Dade FCDP team to replace internal language of 'employment kits' to the FCDP Supportive Services policy language for participant stipends for future monitoring. No follow up is required.

IX. 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 Recommendation (For the process of improvement)

FISCAL SUMMARY

The Miami-Dade County Department of Human Services, 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. Technical assistance regarding internal form language discussed with the Miami-Dade FCDP team to replace internal language of 'employment kits' to the FCDP Supportive Services policy language for participant stipends for future monitoring. No follow up required. 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.

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 Miami-Dade County Department of Human Services. Special thanks offered to Liz Alba, Ali Echevarria and Horst Bellingrodt for their participation and leadership during this process.