



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

Putnam County School District

March 16 – March 20, 2025

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 Putnam County School District 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 Randy Hedstrom, Director of Student Services; Diana Drew, Co-Director of Student Services; Leticia Torres, FCDP Coordinator; Caitlin Register, Staff Accountant; Kimberly Mann, Director of Finance; Luz Guerrero, FCDP Support and Tania Banessa Viramontes-Velasco, Data Entry Operator. 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 and Schedule.
- 02/11/2026: Presentation via TEAMS
- 03/09/2026: Documentation and entrance meeting requested.
- 03/16/2026: Entrance meeting.
- 03/16 – 03/20/2026: 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:
 - 540-4056C-6CFJ1 Program Year (PY) 2025-2026: Complete review.
 - 540-4055C-5CFJ1 PY 2024-2025: Partial review included final performance and monitoring.
 - 540-4054C-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. FISCAL MONITORING ACTIVITIES

Entrance and Exit Conferences

The entrance conference for Putnam County School District was conducted on March 16, 2026. The exit conference was conducted March 20, 2026. The participants are listed below.

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

Project: FCDP Putnam County School District Entrance Date: 03/16/2026 Exit Date: 03/20/2026

	Name	Title	Location	Email	Entrance	Exit
1.	Randy Hedstrom	Director of Student Services	Virtual	RHedstrom@my.putnamschools.org	-	-
2.	Diana Drew	Co-Director Student Services	Virtual	d2drew@my.putnamschools.org	-	-
3.	Leticia Torres	Coordinator	Virtual	LTorres@my.putnamschools.org	x	x
4.	Caitlin Register	Staff Accountant	Virtual	Cregister@my.putnamschools.org	x	x
5.	Luz Guerrero	FCDP Support	Virtual	LGuerrero@my.putnamschools.org	x	-
6.	Tania Benessa Viramontes-Velasco	Data Entry Operator	Virtual	TViramontesvelasco@my.putnamschools.org	x	x
7.	Julie Furlong	Program Specialist IV	Virtual	Julie.Furlong@fldoe.org	x	x
8.	Jennie Amico	Program Specialist III	Virtual	Jennifer.Amico@fldoe.org	x	x

FISCAL INTERVIEWS

03/18/2026: Telephone interview conducted with Leticia Torres, Coordinator, regarding procedures for participant supportive services. The process from participant reimbursement documentation and stipend timesheets through participant receipt of funding were explained and correlated with the documentation reviewed for January 2026. Documentation reviewed supported Putnam's outreach results with a successful working relationship with Daytona State College to identify and assist eligible FCDP participants in that area.

03/19/2026: Telephone interview conducted with Caitlin Register, Staff Accountant, to confirm all documentation requested had been received. All documents reviewed were compliant.

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 and compliance with FCDP supportive services policy. Quarterly fiscal reviews used for personnel, salaries and benefits and spending targets. The 2024-2025 monitoring and project closeout 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 Leticia Torres, FCDP Coordinator, and Caitlin Register, Staff Accountant. Putnam County Public Schools policies and procedures were accessed on the following links: <https://go.boarddocs.com/fl/putnam/Board.nsf/Public#tab-policies> Putnam County School District Human Resources <https://www.putnamschools.org/page/human-resources>.

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. Putnam FCDP meets the 2.0 FTE staffing requirement with a staff of 2.13 for 68% allocation to salaries and benefits for project 540-4056C-6CFJ1.

- A part-time position (0.5 FTE) was approved but had not yet been hired due to a hiring freeze in Putnam County.

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

- Putnam County FCDP (Putnam) 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 the Putnam County Farmworker Career Development Program was signed July 2024 and is ongoing with the provision that either party may terminate the agreement by giving a 60-day written notice to the other party.

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.

Quarter two (Q2) targets for spending and performance are at 50%. Putnam has 57% total new participants. Spending of 37% is under target due to the vacant position and the extension period in PY 2024-2025. Provided an amendment is processed in quarter four, Putnam should be able to achieve full project spending.

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

- Putnam is at the 5% indirect cost rate cap.

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

- Documentation for January 599 verified accurate coding and reporting. Supporting documentation reviewed for accuracy and multiple signatures verified internal controls and separation of duties. All disbursements were allowed for project 540-4056C-6CFJ1.

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 Recommendations (For the process of improvement)

FISCAL SUMMARY

The Putnam 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 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.

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 Putnam County School District. Special thanks offered to Leticia Torres and Caitlin Register for their participation and leadership during this process.