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## **MEMORANDUM**

**TO:** Farmworker Career Development Program (FCDP) Sub-Recipients

**FROM:** Ashley Meros, Ph.D.

**DATE:** December 31, 2025

**SUBJECT:** Florida Department of Education (FDOE), FCDP Policy for Personnel Cost – Time Distribution (Time and Effort Certifications and Personal Activity Reports)

The purpose of this guidance is to share the FDOE Personnel Cost – Time Distribution policy with our FCDP sub-recipients for the semi-annual time and effort certifications and/or the monthly personal activity reports. This FCDP policy is as stated in The Project Application and Amendment Procedures for Federal and State Program (Green Book), available on the following links: [Green Book Section C - Fiscal and Program Accountability](#).

**Summary:** This guidance aims to inform sub-recipients of the purpose and the process for submitting semi-annual time and effort certifications for FCDP employees who work 100% for the program and whose salaries are paid 100% by FCDP. The monthly Personal Activity Reports (PARs) are required for staff who work partially for the program and/or whose salary is not 100% funded by FCDP,

**Background for service providers:** FCDP project recipients are sub-recipients of the FDOE, National Farmworker Jobs Program (NFJP) federal grant from the United States Department of Labor (USDOL). As such, FCDP sub-recipients are required to comply with local, state and federal laws, regulations, policies and procedures. If differences occur, the strictest option must be adhered to.

**Background for time personnel costs and time distribution:** The [Staffing Breakout Form](#) submitted with applications are approved upon the FCDP sub-recipients' awards. The staff names, positions, full time equivalents (time allocated to FCDP) and salary and benefits charged to FCDP are all listed on the staffing breakout form. These forms are our records to determine if semi-annual time and efforts or PAR's are required for each staff member. The times recorded on the PARs and certifications must correlate to the full time equivalent time (FTE) listed on the staffing forms. Any changes to staff will require updated staffing breakout forms to be submitted to the state office to ensure the time and effort certifications and PARs remain accurate.

**Conditions:** This Personnel Cost – Time Distribution policy satisfies the Federal Code of Regulations, Title 2, Subtitle A, Chapter II, Part 200, Subpart E, General Provisions for Selected Items of Cost, Compensation-personal services §[200.430\(g\)](#) and the Federal Code of Regulations, Title 2, Subtitle A, Chapter II, Part 200, Subpart E, Basic Consideration, Factors affecting allowability of costs §[200.403\(g\)](#).

Ashley Meros, Ph.D.  
Chancellor of Career and Adult Education

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Both regulations are monitoring items included in the [\*\*NFJP-Core Monitoring Guide-Supplement\*\*](#), Objectives 2.h: Personnel and 3.g. Cost Allocation/Indirect Costs respectively. Time and Effort Certifications and PARs are reviewed on a quarterly basis by the state office program specialist.

The semi-annual time and effort certification forms are created by the assigned FCDP Program Specialist in the state office and sent by email to the sub-recipient coordinators for signatures of certification 30 days prior to the due dates. The semi-annual period from April through September is due October 31, and the semi-annual period from October through March is due April 30.

The personal activity report workbooks are created annually with a tab for each month by the assigned FCDP Program Specialist in the state office and sent by email to the sub-recipient coordinators for applicable staff to complete and return by the 6<sup>th</sup> day of the following month.

Please use the available link to access additional information and resources for FCDP:  
<https://www.fldoe.org/academics/career-adult-edu/farmworker-jobs-edu-program/>

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