FLORIDA DEPARTMENT OF EDUCATION
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MEMORANDUM

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

FROM: Ashley Meros, Ph.D.

DATE: **November 12, 2025**

SUBJECT: **UPDATE:** Case Notes for WIOA Section 167 National Farmworker Jobs (NFJP) in the NFJP Grantee Performance Management System (GPMS) for all FCDP Participants

Reference: National Farmworker Jobs Program (NFJP) User Guide version 1.0; Case Notes Policy No. 22-01; 20 CFR Part 685; NFJP Supplement to the Core Monitoring Guide Objective 1.e Participants Services

The purpose of this is to replace Policy 22-01 and clarify the requirements for completing case notes in the new GPMS for FCDP participants.

Summary: FCDP sub-recipients staff members will complete case notes for each FCDP participant in accordance with the guidelines stipulated in this policy beginning with the intake process and culminating with the follow-up process after the participant exits the program. Any new case notes for currently active FCDP participants must be completed in accordance with this policy. This would include case note updates necessitated by pending exits or planned breaks in service (WIOA Section 167 NFJP). All staff should be sure to utilize the spell-checking feature in GPMS before saving a case note. Saved case notes cannot be deleted in this new system only edited. Each participant must have an updated case note, at least monthly. The information gathered during monthly meetings with participants should generate the information used in the case notes. All information related to the participant's training progress must be documented monthly in case notes. Other changes to participant employment goals must be annotated in the case notes and be specifically aligned with the Individual Employment Plan (IEP) goals.

The case notes should summarize the initial interview (see subject: Intake) and specify the continuous progression of the participant's progress through the steps identified in their IEP; clearly documenting program specific issues associated with the participant's goals in the IEP. During the initial interview, every effort should be made to sharpen the focus of the FCDP participant towards realistic, achievable and specific employment goals in high-demand, high-wage professions and to obtain the "all-in" commitment of the participant to reach these goals.

Along with the IEP, well-written and organized case notes, which reflect the efforts made towards the attainment of in-demand industry sector jobs are essential. In addition to addressing participant needs, the case notes describe participant activity and details how project funds are spent. Updating participant progress and documenting all program related progress shall be done in an organized fashion in the case notes (i.e., include intake, self-attestation, assessment results, IEP, etc.). The clarity in case notes facilitates the gauging of participant progress towards attainment of the IEP goals. It also enables any staff member to know any participant's immediate status.

The FCDP staff must use the **Category** tabs to identify the subject area to enter each participant's case note.

To Add a New Case Note

- Use the **Add Case Note Button:** Click on the button to open the form to add a new case note.

Case Note Categories: A drop-down options menu appears.

- **Intake:** Enroll new participant or Reportable Individuals
- **Assessments:** Test information (CASAs, TABE, or other)
- **Services:** Everything related to education/training services and Support Services (SS) (see SS Policy)
- **Outcome:** Exit information (Employment Information) and Global Exclusion
- **Individual Employment Plan:** (IEP-Goals & Purpose)
- **Follow Up:** (After exit contact to validate employment status)
- **Other:** Label-Monthly Case Notes (Fill in specific title: Training type and progress within that training pathway
    - Emergency Assistance or Reportable Individuals
    - Additional Relevant Information

Category Tab Examples:

Intake Body: All intake comments for participant services should be annotated in the case notes as soon as possible after the participant eligibility determination is made and the Enrollment Application is completed in GPMS. Intake enrollment also applies for Reportable Individuals for specific services provided. Intake/Enrollment case notes features must include the following information:

- Participant's eligibility requirements (see attached worksheets A and B)
- Self-Attestation or pertinent documentation collected.

Assessment Body: Case notes should provide sufficient details to inform anyone that reviews the summary of the assessment and provides appropriate follow-up. The types of

assessments can include TABE or CASAS (Pre Test and Post Test), professional aptitude assessments, Kuder or other assessments.

Services Body: This section informs and documents educational/training services provided to participants (see the **Five Adults Elements Services** and **Fourteen Elements for Youth**). It includes job preparation training and job specific skills development.

Support Services: This must be linked with the Education/Training. Support Services are necessary to enable an individual to participate in the activities under NFJP/FCDP. The Support Service – sufficiency case notes must include the following information: What kind of Support Services? Why provided? How does the service support the training or employment goal? When?

- Assistance with Transportation;
- Allowance payments; (20 CFR§685.330)
- Needs-Related Payments (available only to individuals enrolled in training service; TEGL No. 19-16)
- Assistance with books, fees, school supplies and other necessary items for students enrolled in post-secondary educational classes. (WIOA TITLE I Supportive services: TECHNICAL ASSISTANCE GUIDE)
- Payments and fees for employment and training-related applications, tests and certifications.

Outcome Body: Adult and Youth outcome with employment – This section includes information of participants who exit with employment. Case notes shall include at least date of employment, salary, contact information and employment information.

Youth – Training outcomes; this section includes information on participants who exit to continue education Case notes shall include at least date of exit and education information (i.e., college or university the participant is enrolled) must be provided.

Closure without employment – Provide complete detailed information on why the participant is closed without employment. Approval from the State Director is also required before you make the closure. **Note**: Closure without employment may affect sub-recipient performance outcomes.

Global Exclusion Body – Must first receive approval from the State Director

All information supporting global exclusion must be documented in the case notes. Once the global exclusion is approved a case note may entered with ***all the information*** applicable to the exclusion. Also, the counselor/case manager must scan ***all documentation regarding global exclusion*** in EmployFlorida, as applicable. Remember that when using global exclusion, you need to close all activities and remove the participant from the system TEGL No. 14-18.

- Institutionalized – The participant exits the program because he or she has become incarcerated in a correctional institution or has become a resident of an institution or facility providing 24-hour support such as a hospital or treatment center while receiving services as a participant.
- Health/Medical – The participant exits the program because of medical treatment and that treatment is expected to last longer than 90-days.
- Deceased – The participant is deceased.
- Military Service/Active Duty – The participant exits the program because the participant is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90-days.

IEP Body: The IEP should be annotated in case notes as soon as you discuss career options with participants and create an IEP. The IEP must be linked to the industries selected in FCDP or participant selected occupation. This differentiated plan is an ongoing strategy to achieve their employment goals.

The IEP case notes must include the following information:
- Career options (agricultural, service or other industry of choice)
- Training needs (complete Occupational Training Agreement information)
- Goal specific objectives to reach and timelines for goals attainment

In all cases, any revisions/updates made to the IEP should be fully documented using this category in the GPMS case notes tab.

Follow-ups: Employment status information of the FCDP sub-recipients are required to report on program completion training outcomes for all participants, as well as follow-up and tracking activities for all participants during the period of performance indicators TEGL 14-18 (Appendix III-Table C and attachment 7).

Follow-up Body during 1st, 2nd, 3rd, and 4th quarter after exit: (see worksheet C) Document and validate employment status and credential attainment during these quarters after exit.

Follow-up Body for youth during 1st, 2nd, 3rd, and 4th quarter after exit: (see worksheet C) Document and validate education or employment status and credential attainment during these quarters after exit.

Other Body: Monthly summary participant training services must include participant progress information: For example;

Training Services: **(Adult)** Monthly update on training activities. Training services might include the following (this is not an exhaustive list) [WIOA sec. 134(C)(3)(D) and 167(D) and 20 CFR §680.200]. Also, any Co-enrollment (Adults and Youth) Workforce services/CareerSource (see your MOU).

Training Services: **(Youth)** Monthly updates on training activities. Training services might include the following: https://www.ecfr.gov/current/title-20/chapter-V/part-685/subpart-C/section-685.370.

Emergency Assistance (EA) Body: Service FCDP Participants – A case note is required by FCDP staff and must include specifics related to the EA service. The activity must be open during service and closed when service is concluded. FCDP site staff are required to upload EA documentation once signed by participant to GPMS.

Reportable Individuals (RI) Body: Service Non-Participants – A case note is a required by FCDP staff and must include specifics related to the RI service. The activity must be open during service and closed when service is concluded. FCDP site staff are required to upload RI documentation once signed by participant to GPMS.

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