

Ryan Petty, *Chair*  
Esther Byrd, *Vice Chair*  
*Members*  
Grazie P. Christie  
Daniel P. Foganholi, Sr.  
Kelly Garcia  
MaryLynn Magar

## **MEMORANDUM**

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

**FROM:** Kevin O'Farrell, Ph.D.

**DATE:** August 23, 2025

**SUBJECT: FCDP Policy Update for Supportive Services**

This guidance aims to inform sub-recipients of the FCDP of the supportive services policy with financial assistance that allows enrolled participants to continue to pursue their training per their Individual Employment Plan (IEP). Supportive services are provided as needed to allow participants to achieve full participation and completion of their IEP. Case notes and participant files will identify applicable challenges and the support service that will be implemented to support full participation in the program.

Supportive services are a sub-recipient compliance item monitored by the FCDP state office. The state supportive services policy adheres to the Code of Federal Regulations, Title 20, Chapter V, Part 685 – National Farmworker Jobs Program Under Title I of the Workforce Innovation and Opportunity Act. The regulations are accessible on the following link: <https://www.ecfr.gov/current/title-20/chapter-V/part-685>. The applicable citations and links are listed below:

- Who is eligible to receive services under the National Farmworker Jobs Program? [685.320](#)
- How are services delivered to eligible farmworkers? [685.330](#)
- What career services may grantees provide to eligible farmworkers? [685.340](#)

The supportive services excel workbook containing the Supportive Services (SS) Chart, Biweekly Time Sheet and SS Tracker tabs have been updated and the discontinued logo removed. The TEGL's referenced in the previous policy have been replaced and are accessible on the following links: [tegl-10-16-change-3](#), Performance Accountability Guidance and [tegl-18-16-change-2](#), Program Eligibility and Guidance.

The supportive services excel workbook is available at the following link: <https://www.fldoe.org/academics/career-adult-edu/farmworker-jobs-edu-program/>. Guidelines and information regarding each tab are included below:

- SS Chart Tab: Includes supportive services categories, notes, documentation required and includes the maximum amounts listed below:
  - Funds issued directly to participants are limited to a maximum of \$5,000 per participant during entire participation.
  - Funds issued on behalf of participants for books, supplies, tuition, tools and/or uniforms are limited to a maximum of \$15,000 per participant during entire participation.

Kevin O'Farrell, Ph. D.  
Chancellor of Career and Adult Education

- Biweekly Time Sheet Tab: Time sheets are to be completed and signed by both the participants and instructors prior to participants' receipt of funds. Instructions can be viewed by clicking on the headers of each column.
- SS Tracker Tab: It is a requirement to complete the supportive services tracker for each participant for the purpose of keeping within the allowable funding levels. Instructions can be viewed by clicking on the headers of each column.
- Financial disbursements will be reported via the FCDP monthly disbursement reporting policy with the applicable coding requirements of each agency. Additional coding information is provided below:
  - Coding requirements for school districts are included in the Financial and Program Cost Accounting and Reporting for Florida Schools (Red Book) available at the following links: [2023 Red Book](#), [Chapter 4 - Fund Structure and Expenditure Accounts](#).
  - Coding requirements for colleges are included in the Accounting Manual for Florida's College System and is available at the following link: [Florida College System Accounting Manual](#).

If you have any questions or concerns, please do not hesitate to contact [Julie.Furlong@fldoe.org](mailto:Julie.Furlong@fldoe.org) or 850-245-1849.

**ATTACHMENTS:** FCDP Support Services Policy Update (This Excel file will become a link when this memo is posted online). It is included with this package for FDOE approval.

CC: Director Robert Doyle, Division of Blind Services  
Director Kelly Rogers, Division of Vocational Rehabilitation  
Senior Chancellor Kimberly Richey, Office of the Commissioner

KO/jf