



Farmworker Career Development Program

**Florida Department of Education
Division of Career and Adult Education
Farmworker Career Development Program
Quarter One Virtual Quality Assurance and Compliance Fiscal Monitoring Review
for
Putnam County School District
Project Number 540-4056C-6CFJ1
Program Year (PY) 2025-2026/TAPS 26B001**

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 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 are included; additional documents addressing the individual processes have also been developed.

IV. FISCAL MONITORING STRATEGY

The fiscal monitoring strategy is for all Florida Department of Education (FDOE), FCDP sub-recipients to have quarterly fiscal progress monitoring on items that require periodic assessments. Quarterly monitoring provides the state office with an opportunity to offer guidance, share updated information and

ensure the project remains in compliance with local, state and federal regulations, laws, policies and procedures.

V. FCDP MONITORING RESOURCES

As deemed necessary by the United States Department of Labor/Employment and Training Administration, 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 Work File](#), [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, 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 per the [NFJP Program Guide](#).

VII. QUARTERLY MONITORING ACTIVITIES

Quarterly monitoring activities included a virtual desktop review of award records and reports for the first quarter period of July 1, 2025, through September 30, 2025.

DESIGNATING PERSONNEL, STAFF AND HIRING REVIEW refers to FCDP staffing patterns, staff documentation for position descriptions and salary schedules; semi-annual time and effort certifications and/or monthly personal activity reports.

- Job descriptions and salary schedules submitted with application, meet FCDP staffing requirements and approved upon award.
- FCDP Staffing pattern is minimum of 2.0 full time equivalent (FTE).
 - Putnam staffing breakout form approved for 2.63 FTE.
 - Teacher/Office Support position works for FCDP and is compensated by FCDP at .13 FTE.
 - Approved part-time (0.50) office clerk position remains vacant due to hiring freeze.
- FCDP maximum allocation is 80% of project funding allowed for salaries and benefits.
 - Putnam staffing breakout form approved for 66% salary/benefits allocation.
- Personnel Activity Reports (PARs) correlate with FTEs on staffing form and are up to date for staff who work for FCDP and/or partially compensated by FCDP (Teacher/FCDP Office Support).
- Semi-Annual Time and Effort Certifications are up to date for staff who work 100% for FCDP and are compensated 100% by FCDP (Coordinator and Case Manager).

REPORTING AND SPENDING REVIEW refers to the Florida Department of Education Project Disbursement Report (DOE 599) cumulative quarter one (Q1) disbursements (from July 1 through September 30, 2025).

- FDOE 599 function and object coding verified to the Red Book reporting manual upon award.
- DOE 599's received prior to the 20th day of the following month deadlines.
- FCDP Putnam Q1 target of \$51,392.25 is 25% of \$205,569 project funding.
 - Putnam Q1 spending of \$0 is 25% below target, which is reasonable due to an extension period through September 2025 of PY 2024-2025.

AMENDMENTS REVIEW refers to any changes to the awarded 101S budget and/or program changes that change the scope of the project.

- 09/24/2025: Program amendment 1 submitted to reduce participant target goals.
- No budget amendments were submitted in Q1.

INVENTORY REVIEW refers to any property/inventory items purchased with FCDP funding over the threshold of \$1,000.00.

- N/A: Putnam has no FCDP funded inventory over the \$1,000.00 threshold.

FISCAL TECHNICAL ASSISTANCE REVIEW refers to items requested by the state office, updated information shared by the state office and/or technical assistance provided by the state office upon request from Putnam FCDP.

- 08/27/2025: Notification of PY 2025-2026 award 540-4056C-6CFJ1.
- 09/02/2025: 599 Workbook for PY 2025-2026 submitted to finance and coordinator.
- 09/03/2025: Amendment assistance for object and function coding changes.
- 09/11/2025: Program notification of decreased participant performance.

VIII. RESULTS

Putnam County is FCDP compliant for Q1.

IX. SUMMARY

Putnam FCDP is in fiscal compliance with regulations, laws and policies in Q1.

- Project 540-4056C-6CFJ1 funding of \$205,569.00 is 8% of FCDP subrecipient funding.
- Award budget period is 07/01/2025 through 09/30/2026.
- Award program period is 07/01/2025 through 06/30/2026.
- PARs and Time and Effort Certifications are up to date.
- Q1 spending below 25% target due to extension period of PY 2024-2025 award.
- Participant goals reduced by state office in Program Amendment 1.
- Putnam has no FCDP funded inventory over the \$1,000.00 threshold.
- There are no outstanding technical assistance items in Q1.

X. REFERENCES

PERSONNEL REVIEW

NFJP-Core Monitoring Guide-Supplement (CMG), Indicators 1.b.1: Designating Personnel, Staff, and Hiring, 2.h.1: Personnel Policy and Procedures, 2.h.2: Staff Positions, Indicator 2.h.3: Salaries, 3.g.2: Cost Allocation Plan.

Citations: [200.430](#)(a)(1)-(2),b, [200.113](#), [200.427](#), [200.416](#)(a) and (c).

FCDP Policies: Project Award / [FCDP RFP](#), Attachment H, Special Conditions for WIOA, Section 167 Project Awards Form, Personnel Requirements.

REPORTING AND SPENDING REVIEW

CMG, Indicators 2.a.1: Specific Award Conditions, 2.b.1: Budget Controls, 3.b.3: Sub-recipient's Financial Reporting, 3.c.1: Cash Disbursements, 3.f.2: Financial Management Systems, 3.g.1: Cost Allocation Principles.

Citations: [200.302](#), [200.308](#), [200.331](#)(a)(3), [200.412](#), [200.403](#), [200.405](#).

FCDP Policies: Project Award / [FCDP RFP](#), Attachment H, Special Conditions for WIOA, Section 167 Project Awards Form, Fiscal Management, [Green Book](#) , [Red Book](#),[FLAGS_AgencyUser.pdf](#).

AMENDMENTS REVIEW

CMG, Indicators: 2.a.2: Prior Approval of Project Modifications

Citations: [200.308](#), [200.407](#).

FCDP Policies: Project Award / [FCDP RFP](#), Attachment H, Special Conditions for WIOA, Section 167 Project Awards Form, Fiscal Management, Project Amendments: [Green Book](#), [Section B - Project Amendments](#).

INVENTORY REVIEW

CMG, Indicators: 1.b.6: Timely Equipment Purchases, 2.c.1: Insurance Coverage, 2.c.3: Equipment, 2.c.4: Rental or Leasing Costs for Property, 2.c.5: Supplies.

Citations: [200.310](#), [200.313](#), [200.465](#), [200.314](#).

FCDP Policies: Project Award / [FCDP RFP](#), Attachment H, Special Conditions for WIOA, Section 167 Project Awards Form, Fiscal Management, Property Standards , [REFERENCE GUIDE FOR STATE EXPENDITURES](#).

FISCAL TECHNICAL ASSISTANCE REVIEW

CMG, Indicator 2.e.2: Progress Monitoring, 2.f.4: Subrecipient Monitoring.

Citations: [200.329](#), [200.332](#)(f).

FCDP Policies: Project Award / [FCDP RFP](#), Attachment H, Special Conditions for WIOA, Section 167 Project Awards Form.

RESULTS REVIEW

CMG, Indicator 3.a.1: Effectiveness and Efficiency of Operations, Indicator 2.e.2.

Citations: [200.302](#), [200.303](#)(a), [200.400](#), [200.507](#), [200.514](#).

FCDP Policies: Project Award / [FCDP RFP](#), Attachment E, Special Conditions for WIOA, Section 167 Project Awards Form.

Monitored by: Julie Furlong, Program Specialist IV

Date: 10/30/2025