

FLORIDA DEPARTMENT OF EDUCATION



FARMWORKER CAREER DEVELOPMENT PROGRAM

FCDP

NFJP_FCDP ACTIVITY CODE GUIDE



FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

Adult Codes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Triggers Participation
001	Hold, waiting for activities or health / medical	<p>Contact the State Office before using this code.</p> <p>Staff-generated – Code is recorded to indicate a planned gap in service no more than 90 days due to:</p> <ul style="list-style-type: none"> a. a delay before the beginning of training b. the participant has a health or medical condition, or is providing care for a family member with a health/medical condition c. the participant has made a temporary move from the area that prevents him/her from participating in services. 	<p>A gap in service may last 90 consecutive calendar days from the date of the most recent service to allow time to address any issue that prevents continued participation. A case note must be created explaining the reason for the gap in service and the date to re-engage in services. Recording this activity code will suspend the 90-day soft exit process.</p>	<p>Training and Employment Guidance Letter (TEGL) No. 17-05, page 22</p>	Yes	No
102	Initial Assessment (IA)	<p>Staff-generated – Code is recorded by staff to identify an evaluation of a participant’s skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive service needs.</p>	<p>A case note is required and must record results of the TABE TEST / CASAS and Career Assessment, to include the date of the Initial Assessment and everything listed in the definition. Case notes should provide sufficient detail so that other staff can review the summary of the assessment and provide appropriate follow-up. This must include an evaluation of the participant’s history, education, interests and skills and that result in the identification of employment goals, barriers to employment and services needed to obtain goals. It</p>	<p>20 CFR 678.425 - 430 20 CFR 685.340 Section 134(2) Policy No. 13-04</p>	Yes	Yes

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			<p>also includes completion and review of the application; TABE / CASAS; Career Assessment; and interviews.</p> <p>TABE / CASAS pre-test must also be recorded in the Educational Function Level area of Employ Florida.</p>			
115	Resume Preparation Assistance	Staff-generated – Code is recorded when staff provides instruction on the content and format, and provides assistance in the development and production of résumés and cover letters.	A case note is recommended. It is suggested that each participant leave with a résumé in hand.	20 CRF 685.346 20 CFR 678.430	Yes	Yes
125	Job Search / Placement Assistance Including Career Counseling	Staff-generated – Code is recorded when a participant is assisted by staff with a job search with career counseling. This activity is designed to assist participants identify and obtain tools to become employable. Career counseling is the process of helping a participant define a course of action or study to become more employable and ultimately get a job. Staff helps the participant get into a career that is suited to their aptitude, personality, interests, and skills. The focus is generally on issues such as career exploration, career change, personal career development, and other career-related issues.	A case note must be recorded and must include Staff provided career counseling to assist the participant in determining whether more intensive services were required to obtain employment. This could include the development of a plan (not necessarily a written plan) that includes the necessary steps and timetables to achieve employment in specific occupational, industry, or geographic area.	20 CFR 685.340 20 CFR 685.330 20 CFR 678.430	Yes	Yes
185	Supportive Service – -Family Care	Staff-generated – Code is recorded when customers who face barriers that hinder their employment or training opportunities are	A case note is required and must include the specific supportive service(s) beyond those specified in this guide provided to the individual.	20 CFR 680.900 FCDP Policy	Yes	Yes

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	-Transportation Assistance - Needs Related Payments - Training Allowance	provided supportive services beyond those specified in this guide	Timesheets must be completed and verified by instructor.	Memo No. 15-01		
205	Service Strategy (IEP/ISS/EDP)	Staff-generated – Code is recorded when a service strategy is developed jointly by a participant and case manager. The service strategy incorporates steps taken to identify career pathways that include education, training and employment goals, based in part on career planning and the results of the objective assessment. The document records the process a participant will take to achieve educational, training and/or occupational goals, and includes a summary of the participant’s strengths, barriers, services needed and/or provided, and educational and employment goals. It also includes short- and long-term goals and a planned series of action steps to achieve them.	A case note is required and must include a summary of the goals and steps to attain them, as well as a summary of the participant’s strengths, barriers, services needed. See IEP Policy for examples.	Policy No. 20-01 20 CFR 678.430	Yes	Yes
206	Referred to Apprenticeship	Staff-generated – Code is recorded when referring customers who are interested in	A case note is required and must include to which orientation or	20 CFR 685.350	Yes	No

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		apprenticeship training for information and/or register.	training institution the individual was referred.	TEGL No. 35-14 Change 1 NFJP Section 3(10)		
211	Referred To WIOA	Staff-generated – Code is recorded when referring customers who are interested in obtaining additional occupational skill training to the WIOA program for information and/or register. This definition does not include referrals to registered apprenticeship programs (206).	A case note is required.	20 CFR 685.430	Yes	No
212	Other Career Services Not Otherwise Classified	Staff-generated – Code is recorded when staff time is used to provide a career service that cannot be captured using any other Employ Florida service code. Can be used for the time period after training is complete and participant is waiting on state licensure testing.	A case note is required. The case note or other documentation for this code will vary depending on the type of service offered. However, staff must detail the career service that was provided and the results of that action. Note: This code should not be used to record an activity for which there is an existing code.	20 CFR 685.430	Yes	Yes
215	Pre-Vocational-Adult	Staff-generated – Code is recorded to identify short-term pre-vocational services that include development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services provided to	A case note is required and must include to which specific pre-vocational services the individual was referred.	20 CFR 685.430	Yes	Yes

Adult Codes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Triggers Participation
		prepare individuals for unsubsidized employment or training.				
219	Work Experience	Staff-generated – Code is recorded when work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate and consistent with other laws, such as the Fair Labor Standards Act. Work experience may be arranged within the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience setting where an employee/employer relationship exists.	A case note is required and must include to which internship and/or agency the individual was referred. Work Experience Agreement is required and uploaded in Employ Florida. Work Experience Time Sheet, Contract, and assessment are required.	20 CFR 680.180	Yes	Yes
222	English as a Second Language (ESL)	Staff-generated – Code is recorded when an individual is enrolled in a program of instruction designed to help eligible individuals who are English language learners achieve competence in reading, writing, speaking, and comprehension of the English language; and that <i>leads</i> to attainment of the secondary school diploma or its recognized equivalent; and transition to postsecondary education and training; or employment.	A case note is required and must include in which program the individual was enrolled.	TEGL 35-14 Change -1 20 CFR 685.330	Yes	Yes
300	Occupational Skills Training - Approved Provider (ITA)	Code is recorded when an Individual Training Account (ITA) is established on behalf of a participant. ITA is recorded to indicate that occupational skills training paid for by NFJP provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain	A case note is required and must include the specific details related to the activities of the training assignment, the training topic, the name of the organization providing training to the participant, a point of	20 CFR 685.350 20 CFR 680.200	Yes	Yes

Adult Codes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Triggers Participation
		occupational fields at entry, intermediate, or advanced levels. Local areas must give priority consideration to training programs that lead to recognized postsecondary credentials that align with in-demand industry sectors or occupations in the local area. NFJP purchases training services from eligible providers based on the Targeted Occupation List.	<p>contact, the address and a phone number and the length of training.</p> <p>Payments from ITA's may be made in a variety of ways, including the electronic transfer of funds through financial institutions, vouchers, or other appropriate methods. Payments may also be made incrementally, through payment of a portion of the costs at different points in the training course. ITAs are key tools used in the delivery of many training services.</p>			
301	On-The-Job Training (OJT)	<p>Staff-generated – Code is recorded to identify on-the-job training by an employer that is provided to a paid participant while engaged in productive work in a job that:</p> <ul style="list-style-type: none"> a. provides knowledge or skills essential to the full and adequate performance of the job; b. is made available through a program that provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, except as provided in section 134(c)(3)(H), for the extraordinary costs of providing the training and additional supervision related to the training; and c. is limited in duration as appropriate to the occupation 	<p>A case note is required and must include the specifics related to the activities of the training assignment, the name of the organization providing training to the participant, the job title, wage, length of OJT, a point of contact, the address and a phone number.</p> <p>OJT contract, timesheets, and site assessment is required.</p>	20 CFR 685.350	Yes	Yes

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Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Triggers Participation
315	Adult Literacy, Basic Skills, GED Prep	<p>Staff-generated – Code is recorded to indicate that adult education and “literacy” is a measure of an individual’s ability to participate and successfully function both in the workplace and in society.</p> <p>Basic skills deficient - means, with respect to an individual:</p> <ul style="list-style-type: none"> a. who is a youth, that the individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or b. who is a youth or adult, which the individual is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function 	A case note is required and must include the specific details related to the activities of the assignment.	20 CFR 685.340 NFJP Secs.167 (d) and 134 (c)(2)	Yes	Yes
324	Adult Education w/ Occupational Skills Training -Approved Provider Individual Training Account (ITA)	<p>Staff-generated – Code is recorded when a participant is enrolled in <u>adult education and Occupational skills training with an ITA</u>. An Individual Training Account (ITA) is established on behalf of a participant. ITA is recorded to indicate that occupational skills training paid for by NFJP provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Local areas must give priority consideration to training programs that lead to recognized postsecondary credentials that align with in-demand industry sectors or</p>	<p>A case note is required and must include the specific details related to the activities of the training assignment, the training topic, the name of the organization providing training to the participant, a point of contact, the address and a phone number and the length of training.</p> <p>Payments from ITA's may be made in a variety of ways, including the electronic transfer of funds through financial institutions, vouchers, or other appropriate methods. Payments may also be made incrementally,</p>	20 CFR 685.350	Yes	Yes

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Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Triggers Participation
		occupations in the local area. NFJP purchases training services from eligible providers based on the Targeted Occupation List.	through payment of a portion of the costs at different points in the training course. ITAs are key tools used in the delivery of many training services.			
328	Occupational Skills Training - Non Approved Provider (No ITA)	Staff-generated – Code is recorded to indicate that occupational skills training provides the technical skills necessary to perform a specific job or group of jobs. Occupational skills training is an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels. Postsecondary classroom-based training teaches the skills necessary for a specific occupation.	A case note is required and must include the specific details related to the activities of the training assignment, the training topic, the name of the organization providing training to the participant, a point of contact, the address and a phone number and the length of training.	20 CFR 680.200	Yes	Yes
329	Registered Apprenticeship	Staff-generated – Code is recorded to indicate that participant has enrolled in a registered apprenticeship. RA is a unique, flexible training system that combine job related technical instruction with structured on-the-job learning experiences.	A case note is required and must include the specifics related to the registered apprenticeships: Name of apprenticeship program and provider, dates of apprenticeship, hourly wage, educational levels and work-based learning skills.	20 CFR 685.350 TEGL No. 35-14	Yes	Yes

Adult Codes

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Triggers Participation
429	Enrolled in Secondary School (H.S.)	Staff-generated – Code is recorded when a participant enrolls in a secondary school, nonprofit institutional day or residential school, including a public secondary charter school, that provides secondary education, as determined under State law, except that the term does not include any education beyond grade 12. This includes enrollment as a student at a secondary school, post-secondary school, or any other organized program of study that offers general, technical, vocational, or college-preparatory courses.	A case note is required and must include the specifics related to the activities of a secondary school, post-secondary school, or any other organized program of study that offers general, technical, vocational, or college-preparatory courses.	20 CFR 685.350 USDOE Section 9101 (38)	Yes	Yes

*The subject of the case note should be the service code number. Any update to an activity should be listed in the case note subject as: (code) Updated. Any projected end date extension case notes should be listed as: (code) PED extended. Etc.

Example: 300, 300 PED Extended, 300 Started, 300 Closure

Related Assistance

Service Code Number	Service Code Title	Definition	Documentation Requirements	Authority	Reportable Service	Triggers Participation
N00	Emergency Assistance (EA) Only Gas Card	Emergency Assistance / Staff-generated – Code is recorded when a participant receives direct service from EA grant.	<p>A case note is required by EA staff and must include the specifics related to the activities. The activity code must be open and closed on the service date.</p> <p>FCDP Site staff are required to upload EA documentation once signed by participant to Employ Florida.</p>	20 CFR 685.110	Yes	No
N01	Emergency Assistance Only Food Card	Emergency Assistance / Staff-generated – Code is recorded when a participant receives direct service from EA grant.	<p>A case note is required by EA staff and must include the specifics related to the activities. The activity code must be open and closed on the service date.</p> <p>FCDP Site staff are required to upload EA documentation once signed by participant to Employ Florida.</p>	20 CFR 685.110	Yes	No
N02	Emergency Assistance Only Rental Assistance	Emergency Assistance / Staff-generated – Code is recorded when a participant receives direct service from EA grant.	<p>A case note is required by EA staff and must include the specifics related to the activities. The activity code must be open and closed on the service date.</p> <p>FCDP Site staff are required to upload EA documentation once signed by participant to Employ Florida.</p>	20 CFR 685.110	Yes	No

N03	Emergency Assistance Only Light Assistance	Emergency Assistance / Staff-generated – Code is recorded when a participant receives direct service from EA grant.	A case note is required by EA staff and must include the specifics related to the activities. The activity code must be open and closed on the service date. FCDP Site staff are required to upload EA documentation once signed by participant to Employ Florida.	20 CFR 685.110	Yes	No
N25	Emergency Assistance Only - Other	Emergency Assistance Staff-generated – Code is recorded when a participant receives direct service from EA grant.	A case note is required by EA staff and must include the specifics related to the activities. The activity code must be open and closed on the service date. FCDP Site staff are required to upload EA documentation once signed by participant to Employ Florida.	20 CFR 685.110	Yes	No

Related assistance

Related assistance means short-term forms of direct assistance designed to assist eligible MSFWs retain or stabilize their agricultural employment. Examples of related assistance may include, but are not limited to, services such as transportation assistance or providing work clothing.