

Memorandum Policy No. 20-03

To: All Farmworker Career Development Program (FCDP) Sub Grantees

From: James Haugli, State Director; Farmworker Career Development Program

Date: July 8, 2020

Subject: Scanned Documents in Employ Florida

Reference: Worksheet A, B, and C; TEGL No. 18-16; TEGL No. 35-14; TEGL No. 22-15; TEGL No. 23-19

Purpose: To provide guidance on all documents that need to be scanned and kept up-to-date regarding participants' eligibility, validation, and program participation in the Employ Florida (EF) database.

Policy: Effective July 8, 2020, in accordance with the guidelines stipulated in this policy all Farmworker Career Development Program (FCDP) offices will use the *Scanned Documents in Employ Florida* Form to keep all documents needed for monitoring and data validation for the program. All documentation mentioned in the form should be scanned into EF and verified that it is clear and legible. All documents need to be scanned with a subject title to identify the document.

For example:

I. ELIGIBILITY / DATA VALIDATION - The staff will scan all documents listed in this section WORKSHEET A & B - signed

1. Application Enrollment documentation signed
2. Applicant's Citizenship Documentation
3. Work History Documentation
4. Family Size Log / Dependents
5. Release of Information Form (for all family members 18 years old & over)
6. Birth Date / Age Documentation
7. Selective Service Information (if applicable)
8. Public Assistance Verification (if applicable)
9. Long-term agricultural employment (Documented if participant is a farmworker)
10. Participant Complaint Procedures (includes non-discrimination policy)

All documents should be scanned in EF no later than 30 days from the start of the activity.