



WORKFORCE INVESTMENT ACT (WIA)
SECTION 167
FARMWORKER JOBS AND EDUCATION PROGRAM
FLORIDA DEPARTMENT OF EDUCATION



DATE: March 1, 2013	FJEP Policy Memo No. 13-02
TO: Farmworker Jobs and Education Program (FJEP) Projects	
SUBJECT: Eligibility Applications for WIA Section 167 (NFJP) Participants	

REFERENCE: FJEP Case Management System Manual, 2010-2011, pg. 11

Purpose: To clarify the necessity to complete multiple eligibility applications for NFJP participants.

Background: Currently, FJEP offices are required to complete both the paper-based *FJEP Application for Services* form and the computer-based *Customer Records Database (CRD) Enrollment Application* for eligible participants to enroll in the NFJP program. A question has been raised as to whether or not it is necessary to complete both the paper-based and computer-based FJEP eligibility applications.

Policy: Effective March 1, 2013, all Florida Farmworker Jobs and Education Program Projects will, at the discretion of the local project coordinator, complete the paper-based *FJEP Application for Services* form only when immediate entry of the participant's NFJP eligibility information into the CRD system cannot be completed. When it is found necessary to complete the paper-based form, all information on the form, including the applicant's signature, is required for eligible individuals. The completed and signed form should be filed in the applicant's master record.

In all cases, the eligibility information for all eligible applicants must be entered into the CRD system. When a paper-based application form has not been completed, the CRD application should be printed, signed by the applicant, and filed in the applicant's master record along with all necessary supporting documentation of the eligibility determination. In sum, the completed and signed computer-based eligibility form can serve as the application of record in the applicant's master record when the paper-based form has not been completed.

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