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**MEMORANDUM POLICY No. 20-02**

**TO:** Farmworker Career Development Program Sites

**FROM:** James Haugli, State Director, Farmworker Career Development Program (FCDP)

**DATE:** April 22, 2020

**SUBJECT:** Employ Florida Activity Codes for WIOA Section 167 National Farmworker Jobs Program (NFJP) Participants

**Reference:** Employ Florida Service Code Guide, Florida Department of Economic Opportunity (FDEO); WIOA Regulation, FCDP Policy

**Purpose:** To provide definitions and to clarify the requirements for NFJP/FCDP Activity Codes in Employ Florida (EF) for National Farmworker Jobs Program (NFJP) participants.

**Background:** This policy memo will clarify the purpose and the importance of using the correct activity codes in Employ Florida.

**Policy:** Effective April 27, 2020, in accordance with the guidelines stipulated in this policy all FCDP staff will use the NFJP/FCDP Employ Florida (EF) Activity Code Guide for all participants' activities entered in the NFJP module of Employ Florida. This includes NFJP participants who are eligible for "Related Assistance Only" or "Emergency Assistance Only" services.

The guide is designed to help all FCDP staff appropriately record services and activities available to program participants based on federal law, regulations and FCDP policies.

The types of services included in this guide are:

- Basic career services,
- Individualized career services,
- Training services

Service codes are documented in the NFJP module of Employ Florida, the state's management information system, and identified in this guide by the assignment of code numbers. All codes are outlined for each service code. Each service code

number is distinct and has its own title and corresponding definition. The documentation requirements must be documented in case notes in Employ Florida, authorizing references.

