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## **MEMORANDUM**

**TO:** District Career and Technical Education Directors

**FROM:** Henry Mack, Chancellor, Division of Career and Adult Education  
Jacob Oliva, Chancellor, Division of Public Schools

**DATE:** August 27, 2021

**SUBJECT:** **Guidance on the Budgeting and Expenditure of Funding Received through the Florida Career and Professional Education Act**

The Florida Education Finance Program provides for the allocation of additional full-time FTE membership for student attainment of industry certifications. These funds are provided for the support and operation of programs authorized under the Florida Career and Professional Education (CAPE) Act. Under the provision of the law, districts are required to:

- Operate career and professional academies and career-themed courses in accordance with the local three-year strategic plan as specified in section 1003.491(2), Florida Statutes, which includes strategies for how the district will redirect appropriated career funding in secondary and postsecondary institutions to support career academies and career-themed courses that lead to industry certification, and
- Allocate at least 80 percent of the funds provided for industry certification to the program that generated the funds, and
- Use all funding received for the direct and indirect costs associated with the implementation of programs authorized under the CAPE Act.

All funding accrued in the Florida Education Finance Program for industry certifications and certificates earned must be used to supplement other funds provided for the support of career education and CAPE programs.

Appropriate expenditures are those that supplement CAPE programs and contribute to the earning of industry certifications and certificates. Examples of appropriate expenditures for the 80 percent allocation include industry certification exams, instructional materials needed to prepare or take the industry certification exam and equipment used to prepare or take the industry certification exam.

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The remaining 20 percent allocation may be spent on other CAPE program expenses such as administrative costs and new industry certification programs. Districts may elect to allocate more than 80 percent of the funds to the CAPE programs that generated the funds.

CAPE funding may not be used to supplant expenses, whether for CAPE or for other programs. Examples of supplanting include paying the salary of a classroom teacher and paying for general classroom supplies like desks, cabinets or basic construction supplies.

Districts are encouraged to work with their district finance office to ensure adherence to all applicable state laws for the expenditure of these state funds.

Questions may be directed to Kathryn Wheeler at [industrycertification@fldoe.org](mailto:industrycertification@fldoe.org) or 850-245-9030.

HM/JO/kw

cc: School District Superintendents  
School District Finance Officers