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## **MEMORANDUM**

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

**FROM:** Kevin O’Farrell, Ph.D.

**DATE:** November 12, 2024

**SUBJECT:** **Allocation of Performance-based Incentive Funds for Industry Certification Attainment from Specific Appropriation 117 from the 2024 General Appropriations Act (GAA)**

The Florida Department of Education has completed the allocation of the postsecondary performance-based incentive funds for industry certification attainment that are provided in Specific Appropriation 117 from the 2024 General Appropriations Act ([Chapter 2024-231, Laws of Florida](#)). The following statutory guidelines are specified for the distribution of these funds for performance-based incentives:

*Funds in Specific Appropriation 117 shall be provided by the Department of Education to district workforce education programs for students who earned industry certifications during the 2023-2024 academic year. Funding shall be based on students who earned industry certifications with a school district postsecondary funding designation on the CAPE Industry Certification Funding List. These performance funds shall not be awarded for certifications earned through continuing workforce education programs. School districts shall maintain documentation for student attainment of industry certifications that are eligible for performance funding. The Auditor General shall verify compliance with this requirement during scheduled operational audits of the school districts. If a district is unable to comply, the district shall refund the performance funding to the state. The Department of Education may prorate the award if the funds appropriated are insufficient to provide a full award for all eligible earned industry certifications. Priority in the distribution of funds must be given to certifications earned in the highest tier, based upon the anticipated average wages of all occupations to which each certification is linked on the Master Credentials List, as reported annually to the Legislature pursuant to section 1011.80, Florida Statutes.*

The performance funding allocation is disbursed in two payments to the districts. The first payment was November 12, 2024, and the second payment is scheduled for April 2025. Section 1011.80 (6)(b), Florida Statutes, provides that “Each school district shall be provided \$1,000 for each industry certification earned by a workforce education student.” However, the total number of fundable certifications exceeded the appropriation amount. As a result, Tier 2 and 3 awards were funded at \$1,000 per certification, and Tier 1 awards were pro-rated to an approximate value of \$686 per certification.

Kevin O’Farrell, Ph. D.  
Chancellor of Career and Adult Education

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The attached document provides a summary of the performance-based incentive funds that will be disbursed to districts during the 2024-25 fiscal year. The report summarizes the total funded industry certifications and the allocation provided for each school district. Note the payment amounts for November and April in columns 6 and 7 of the table.

Districts have access to student-level reports that provide information on the students and certifications that generated the incentive funds. To access the file, log into TIBCO and access the file in the PERA/Out folder. The files are available in your District PERA TIBCO folder with the following file name: DISTx or DISTxx\_FUNDED\_CERTS\_2324.XLS where the x or xx indicates your actual district number. The file format is as follows:

- Fundable\_Year
- DistrictInstruction
- District\_Name
- FleID
- IndustryCertificationID
- Cert\_Title
- First\_Name
- Last\_Name
- Birthdate

**The student-level file will be placed in the TIBCO folder on Tuesday, November 12, 2024. The placement in this location is temporary. Your assigned district staff must retrieve this file within 7 business days after placement of the file. Upon receipt of this communication, please immediately take action to download this file.**

If you are not familiar with the TIBCO process, please contact your local staff. To contact your institutional personnel who

have access to TIBCO, please go to <https://portal.fldoesso.org/PORTAL/Sign-On/Resources/Support.aspx>. The support page will provide your institution's support information. You may search by your district name.

Please review these student level reports to ensure that your district has correctly reported industry certifications that were eligible for funding. Summary reports are also available to districts. The Division of Career and Adult Education will provide a report to each district with information on the funded certifications by certification code and category upon request of the district. For questions about these reports or concerns about certification funding, please contact Dr. Claudia Campagnola at [Claudia.Campagnola@fldoe.org](mailto:Claudia.Campagnola@fldoe.org).

If you have questions about the disbursement of these funds to your district workforce education program, please contact your district finance office. The documentation in the electronic funds transfer will have a revenue account of 3317. You may reference this account number when consulting with their staff.

KO/cc

Attachment

cc: Suzanne Pridgeon, Deputy Commissioner, Division of Finance and Operations