

**FLORIDA DEPARTMENT OF EDUCATION
FARMWORKER CAREER DEVELOPMENT PROGRAM**

600W. College Dr.
Avon Park, FL 33825
863-784-7166

REPORTABLE INDIVIDUAL REQUEST FORM

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| 1. TO: FCDP Reportable Individual – Agricultural Labor Program Inc. | 2. FROM (PROJECT): |
| 3. CUSTOMER NAME & STATE ID NO.: | 4. DATE: |
| 5. REASON FOR REFERRAL: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Gas Cards (Race Trac) <input type="checkbox"/> Cooking Gas Bill <input type="checkbox"/> Rent </div> <div style="width: 45%;"> <input type="checkbox"/> Food Card (Publix) <input type="checkbox"/> Utilities (Light Bill) <input type="checkbox"/> Water Bill <input type="checkbox"/> Other _____ </div> </div> | |
| 6. I am aware of and request the above services. I authorize the release of the information from item #7 to the <u>FCDP</u> . <i>Estoy consciente de estar solicitando los servicios indicados arriba. Yo autorizo en proveer a FCDP la información indicada en el #7.</i> <div style="border-top: 1px solid black; width: 100%;"></div> <small>Participant's Signature & date / Firma del participante y Fecha</small> | 7. Documentation verified in Employ Florida ~Reportable Individual Request Form ____ ~Employ Florida Application signed ____ ~Work History (all back-up documentation) ____ ~Family Size Log (all back-up documentation) ____ ~Complaint Procedures signed ____ ~Release of Information Form signed by all family members 18 or older. ____ ~ Public Assistance if applicable ____ ~ Landlord Verification Form (service in rent) ____ ~W-9 (service in rent) ____ |
| 8. STAFF SIGNATURE: | 9. Date received by ALPI |
| THIS SECTION TO BE COMPLETED BY ALPI- EA | |
| ACTION TAKEN: 10. <input type="checkbox"/> ACCEPTED (completed) <input type="checkbox"/> NOT ACCEPTED (Incomplete information in EF) | |
| AGENCY / SIGNATURE: _____ | |
| DATE SENT TO THE SITE: | |
| 11. COMMENTS: (WHY) 12. This form will be emailed back to the site by EA in 4 working days after the date of receipt. | |
| IMPORTANT: FCDPs' staff will enter the activity codes and case notes into Employ Florida for each service received. Rev 1/2023 | |