

## MEETING AGENDA

### Meeting Details

**Date:** Friday, October 15, 2021

**Time:** 8:00 a.m.

**Location:** Administrative Office  
584 NW University Blvd.  
Suite 100  
Port St. Lucie, FL 34986

### Microsoft TEAMS Virtual Meeting Access

**Access Code:** 422 721 916#

**Phone:** 1-772-800-5467

**URL:** [Click here to join the meeting](#)

### Opening Remarks

1. Welcome & Attendance
2. Declarations of Conflict of Interest

### Voting Items

3. Review and Approve Financial Statement - August 2021
4. Review and Approve Updated Board Member-Contract COI Exemption Requests PY21-22
5. Review and Approve WIOA - Needs - Related Payment Policy
6. Review and Approve WIOA - Disaster Recovery Dislocated Worker Grant Policy
7. Review and Approve WIOA Youth - Supportive Services Policy
8. Review and Approve WIOA Youth - Incentive Payment Policy
9. Review and Approve 2<sup>nd</sup> Quarter Local Targeted Occupations List for PY21-22

### Information/Discussion

10. THMP Monitoring Report - Fall 2021 Monitoring
11. Other Business
  - a. Career Center - Re-employment Assistance Updates
  - b. CareerSource Research Coast - Staff Reorganization
12. Set Agenda Items for next Executive Committee Meeting – November 12, 2021
13. Adjournment

## AGENDA ITEM SUMMARY

<b>Title</b>	Declarations of Conflict of Interest
<b>Strategic</b>	N/A
<b>Plans/Goals</b>	Public Law 105-220
<b>Policy/Plan/Law</b>	Information Only
<b>Action Requested</b>	In the event that a conflict of interest arises due to business or employment interests of associates or close family members, a Regional Workforce Development Board member would be required to reveal that conflict, to refrain from voting on the issue and to file a memorandum of voting conflict Commission Form 8B
<b>Background</b>	
<b>Staff</b>	
<b>Recommendations</b>	Conflict of Interest Statement Form
<b>Supporting Material</b>	8B Memorandum of Voting Conflict
<b>Board Staff</b>	Brian Bauer President/CEO <a href="mailto:bbauer@careersourcerc.com">bbauer@careersourcerc.com</a> (866) 482-4473 ext. 418

collaborate.

innovate.

lead.



**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
  - The form must be read publicly at the next meeting after the form is filed.
- IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:
- You must disclose orally the nature of your conflict in the measure before participating.
  - You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, \_\_\_\_\_, hereby disclose that on \_\_\_\_\_, 20: \_\_\_\_

A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \_\_\_\_\_;
- inured to the special gain or loss of my relative, \_\_\_\_\_;
- inured to the special gain or loss of \_\_\_\_\_, by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows

\_\_\_\_\_  
Date Filed

\_\_\_\_\_  
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

## AGENDA ITEM SUMMARY

<b>Title</b>	Financial Statement - August 31, 2021
<b>Strategic Plans/Goals</b>	Optimal Use of Resources
<b>Policy/Plan/Law</b>	Workforce Innovation and Opportunity Act (WIOA) - Role of LWDB's
<b>Action Requested</b>	Review and Approve August 2021 Financial Statement
<b>Background</b>	The Board approved the budget for PY 2021-2022. The Executive Committee regularly reviews budgets, all amendments to the budget, and monthly expenditures.
<b>Staff Recommendations</b>	Review and Approve August 2021 Financial Statement
<b>Supporting Material</b>	Financial Statement – August 31, 2021
<b>Board Staff</b>	Lisa Delligatti CFO <a href="mailto:ldelligatti@careersourcerc.com">ldelligatti@careersourcerc.com</a> (866) 482-4473 ext. 430

LWDB 20  
Summary of Funding and Expenditures  
As of August 31, 2021

PY 21-22 TOTAL AVAILABLE FUNDING	INDIRECT	10 ADULT	12 DW	11 YOUTH	102 WIOA PI	122 Florida Rebuild	20 WP	22 SNAP	24 LVER	25 DVOP	282 TAA
PY 21-22 Allocations		\$ 1,085,046	\$ 919,374	\$ 964,333	\$ -	\$ 32,721	\$ 743,943	\$ 171,957	\$ 252,197	\$ 173,093	\$ 102,011
PY 21-22 Supplemental		\$ -	\$ 140,749	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrestricted Funds Earned this year		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional Funds		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retained by DEO for Merit Salaries		\$ -	\$ -	\$ -	\$ -	\$ -	\$ (319,065)	\$ -	\$ (179,522)	\$ (116,207)	\$ (22,711)
Carryforward to PY 22-23		\$ -	\$ (509,645)	\$ (270,415)	\$ -	\$ -	\$ (199,949)	\$ (21,564)	\$ (7,895)	\$ (4,048)	\$ (103,218)
Carryforward from PY 20-21		\$ -	\$ 1,157,134	\$ 478,481	\$ 66,247	\$ -	\$ 106,915	\$ 22,535	\$ 17,232	\$ 11,328	\$ 75,268
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 1,085,046</b>	<b>\$ 1,707,612</b>	<b>\$ 1,172,399</b>	<b>\$ 66,247</b>	<b>\$ 32,721</b>	<b>\$ 331,844</b>	<b>\$ 172,928</b>	<b>\$ 82,012</b>	<b>\$ 64,166</b>	<b>\$ 51,350</b>
<b>FUNDING DRAWN DOWN YTD</b>											
FUNDING DRAWN DOWN YTD	INDIRECT	10 ADULT	12 DW	11 YOUTH	102 WIOA PI	122 Florida Rebuild	20 WP	22 SNAP	24 LVER	25 DVOP	282 TAA
PY 21-22 Allocations		\$ -	\$ -	\$ -	\$ 11,582	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PY 21-22 Supplemental		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrestricted Funds Earned this year		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional Funds		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retained by DEO for Merit Salaries		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward to PY 22-23		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward from PY 20-21		\$ -	\$ 417,884	\$ 101,235	\$ -	\$ -	\$ 84,380	\$ 22,535	\$ 10,016	\$ 7,014	\$ 15,658
<b>TOTAL</b>		<b>\$ -</b>	<b>\$ 417,884</b>	<b>\$ 101,235</b>	<b>\$ 11,582</b>	<b>\$ -</b>	<b>\$ 84,380</b>	<b>\$ 22,535</b>	<b>\$ 10,016</b>	<b>\$ 7,014</b>	<b>\$ 15,658</b>
<b>% of Total Budgeted Funding Received</b>		<b>0.00%</b>	<b>24.47%</b>	<b>8.63%</b>	<b>17.48%</b>	<b>0.00%</b>	<b>25.43%</b>	<b>13.03%</b>	<b>12.21%</b>	<b>10.93%</b>	<b>30.49%</b>
<b>EXPENDITURES</b>											
<b>Administrative</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 19,475</b>	<b>\$ 3,602</b>	<b>\$ 3,633</b>	<b>\$ -</b>	<b>\$ 1,897</b>	<b>\$ 3,600</b>	<b>\$ 699</b>	<b>\$ 497</b>	<b>\$ 49</b>
Salaries and Benefits	\$ 59,025	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General and Administrative	\$ 23,925	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Allocated Indirect Costs	\$ (82,950)	\$ 21,522	\$ 1,412	\$ 3,602	\$ 175	\$ -	\$ 1,897	\$ 3,600	\$ 699	\$ 497	\$ 49
Reclassification		\$ (21,522)	\$ 18,064	\$ -	\$ 3,458	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Program Training</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 260,092</b>	<b>\$ 140,583</b>	<b>\$ 7,949</b>	<b>\$ -</b>	<b>\$ 54,935</b>	<b>\$ 18,935</b>	<b>\$ 14,354</b>	<b>\$ 9,875</b>	<b>\$ 1,614</b>
WIOA Youth Contracts		\$ -	\$ -	\$ 121,586	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salaries and Benefits	\$ 30,805	\$ 162,839	\$ 10,874	\$ 3,669	\$ -	\$ -	\$ 8,996	\$ 27,186	\$ 2,761	\$ 1,841	\$ 250
Contract Labor	\$ -	\$ 1,910	\$ 126	\$ -	\$ -	\$ -	\$ 73	\$ 392	\$ 45	\$ 30	\$ 1
Internship		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Incentives/Stipends		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Support Services Non-ITA		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-TAA		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-ITA/OST/TAA		\$ 4,823	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-OJT		\$ 1,510	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-Cust./Employed Worker		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WEX/ Internships/ Participant Wages		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ 772	\$ 1,563	\$ 518	\$ 313	\$ -	\$ -	\$ 112	\$ 668	\$ 350	\$ 441	\$ 1
One Stop Shared Costs		\$ 34,239	\$ 1,562	\$ -	\$ -	\$ -	\$ 16,940	\$ 6,813	\$ 10,118	\$ 6,745	\$ 1,304
Other Operating Expenses	\$ 6,731	\$ 26,624	\$ 2,913	\$ 13,352	\$ 7,868	\$ -	\$ 5,167	\$ 4,985	\$ 758	\$ 589	\$ 35
Allocated Program Indirect	\$ (38,308)	\$ 9,939	\$ 652	\$ 1,664	\$ 81	\$ -	\$ 876	\$ 1,663	\$ 323	\$ 230	\$ 23
Reclassification		\$ (243,448)	\$ 243,448	\$ -	\$ -	\$ -	\$ 22,771	\$ (22,771)	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 0</b>	<b>\$ -</b>	<b>\$ 279,568</b>	<b>\$ 144,185</b>	<b>\$ 11,582</b>	<b>\$ -</b>	<b>\$ 56,832</b>	<b>\$ 22,535</b>	<b>\$ 15,053</b>	<b>\$ 10,373</b>	<b>\$ 1,663</b>
<b>Funding Over/(under) expenditures</b>	<b>\$ 0</b>	<b>\$ -</b>	<b>\$ 138,317</b>	<b>\$ (42,950)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 27,548</b>	<b>\$ -</b>	<b>\$ (5,037)</b>	<b>\$ (3,358)</b>	<b>\$ 13,995</b>
<b>YTD % of Budgeted Funds Expended</b>		<b>0.00%</b>	<b>16.37%</b>	<b>12.30%</b>	<b>17.48%</b>	<b>0.00%</b>	<b>17.13%</b>	<b>13.03%</b>	<b>18.35%</b>	<b>16.17%</b>	<b>3.24%</b>

LWDB 20  
Summary of Funding and Expenditures  
As of August 31, 2021

PY 21-22 TOTAL AVAILABLE FUNDING	32 CNC Apprent Closed	39 DWG COVID-19	40 WTP	47 Manf Apprent Closed	470 Apprent Navigator	471 Sector Strategy	472 Sector Strategy	473 Recovery Navigator	474 Rapid Response Navigator	48 F.A.T.E.S.	49 Roof Truss Apprent Closed	792 Youth SOS SLC	793 Youth SOS MC	Other Non NFA
PY 21-22 Allocations		\$ -	\$ 1,063,369		\$ -	\$ -	\$ -	\$ -	\$ 140,749	\$ -		\$ -	\$ -	\$ -
PY 21-22 Supplemental		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Unrestricted Funds Earned this year		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 75,702
Additional Funds		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000		\$ 300,000	\$ 45,000	\$ -
Retained by DEO for Merit Salaries		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Carryforward to PY 22-23		\$ -	\$ -		\$ -	\$ -	\$ -	\$ (137,926)	\$ (102,997)	\$ -		\$ -	\$ -	\$ -
Carryforward from PY 20-21		\$ 924,868	\$ -		\$ 42,820	\$ 74,192	\$ 183,356	\$ 260,870	\$ -	\$ -		\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 924,868</b>	<b>\$ 1,063,369</b>	<b>\$ -</b>	<b>\$ 42,820</b>	<b>\$ 74,192</b>	<b>\$ 183,356</b>	<b>\$ 122,944</b>	<b>\$ 37,752</b>	<b>\$ 125,000</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ 45,000</b>	<b>\$ 75,702</b>
<b>FUNDING DRAWN DOWN YTD</b>														
FUNDING DRAWN DOWN YTD	32 CNC Apprent Closed	39 DWG COVID-19	40 WTP	47 Manf Apprent Closed	470 Apprent Navigator	471 Sector Strategy	472 Sector Strategy	473 Recovery Navigator	474 Rapid Response Navigator	48 F.A.T.E.S.	49 Roof Truss Apprent Closed	792 Youth SOS SLC	793 Youth SOS MC	Other Non NFA
PY 21-22 Allocations	\$ -	\$ -	\$ 167,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -
PY 21-22 Supplemental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrestricted Funds Earned this year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,874
Additional Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,075	\$ 1	\$ -
Retained by DEO for Merit Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward to PY 22-23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward from PY 20-21	\$ -	\$ 237,868	\$ 17,111	\$ -	\$ 18,820	\$ 55,000	\$ 86,177	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 237,868</b>	<b>\$ 184,111</b>	<b>\$ -</b>	<b>\$ 18,820</b>	<b>\$ 55,000</b>	<b>\$ 86,177</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 80,075</b>	<b>\$ 1</b>	<b>\$ 29,874</b>
<b>% of Total Budgeted Funding Received</b>	<b>0.00%</b>	<b>25.72%</b>	<b>17.31%</b>	<b>0.00%</b>	<b>43.95%</b>	<b>74.13%</b>	<b>47.00%</b>	<b>4.07%</b>	<b>13.24%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>26.69%</b>	<b>0.00%</b>	<b>39.46%</b>
<b>EXPENDITURES</b>														
<b>Administrative</b>	<b>\$ -</b>	<b>\$ 21,317</b>	<b>\$ 10,149</b>	<b>\$ -</b>	<b>\$ 1,050</b>	<b>\$ 1,984</b>	<b>\$ 5,130</b>	<b>\$ 246</b>	<b>\$ 35</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,599</b>	<b>\$ 538</b>	<b>\$ 2,449</b>
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General and Administrative	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Allocated Indirect Costs	\$ 8	\$ 21,317	\$ 10,149	\$ 33	\$ 1,050	\$ 1,984	\$ 5,075	\$ 246	\$ 35	\$ -	\$ 14	\$ 6,599	\$ 538	\$ 2,449
Reclassification	\$ (8)	\$ -	\$ -	\$ (33)	\$ -	\$ -	\$ 55	\$ -	\$ -	\$ -	\$ (14)	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Program Training</b>	<b>\$ -</b>	<b>\$ 210,848</b>	<b>\$ 116,520</b>	<b>\$ -</b>	<b>\$ 12,217</b>	<b>\$ 22,046</b>	<b>\$ 53,895</b>	<b>\$ 2,407</b>	<b>\$ 340</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 65,340</b>	<b>\$ 5,460</b>	<b>\$ 32,992</b>
WIOA Youth Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salaries and Benefits	\$ 71	\$ 11,920	\$ 78,649	\$ 280	\$ 8,366	\$ 15,933	\$ 13,957	\$ -	\$ -	\$ -	\$ 119	\$ 2,678	\$ 681	\$ 8,916
Contract Labor	\$ -	\$ 1,334	\$ 1,050	\$ -	\$ -	\$ 412	\$ 229	\$ 2,250	\$ -	\$ -	\$ -	\$ 5,266	\$ 836	\$ 692
Internship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Incentives/Stipends	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Support Services Non-ITA	\$ -	\$ 416	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-TAA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-ITA/OST/TAA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,470	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-OJT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,853	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-Cust./Employed Worker	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WEX/ Internships/ Participant Wages	\$ -	\$ 183,350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 53,085	\$ 3,413	\$ -
Travel	\$ -	\$ 87	\$ 1,115	\$ -	\$ 298	\$ 181	\$ 100	\$ -	\$ 149	\$ -	\$ -	\$ 33	\$ -	\$ 190
One Stop Shared Costs	\$ 33	\$ 1,534	\$ 17,687	\$ 124	\$ 3,960	\$ -	\$ 4,228	\$ -	\$ -	\$ -	\$ 50	\$ -	\$ -	\$ 6,386
Other Operating Expenses	\$ 5	\$ 2,364	\$ 13,331	\$ 22	\$ 3,069	\$ 644	\$ 979	\$ 43	\$ 175	\$ -	\$ 8	\$ 1,229	\$ 281	\$ 15,677
Allocated Program Indirect	\$ 4	\$ 9,844	\$ 4,687	\$ 15	\$ 485	\$ 916	\$ 2,344	\$ 114	\$ 16	\$ -	\$ 6	\$ 3,048	\$ 248	\$ 1,131
Reclassification	\$ (112)	\$ -	\$ -	\$ (441)	\$ -	\$ -	\$ 736	\$ -	\$ -	\$ -	\$ (183)	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 232,165</b>	<b>\$ 126,669</b>	<b>\$ -</b>	<b>\$ 13,267</b>	<b>\$ 24,030</b>	<b>\$ 59,025</b>	<b>\$ 2,653</b>	<b>\$ 375</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 71,939</b>	<b>\$ 5,998</b>	<b>\$ 35,441</b>
<b>Funding Over/(under) expenditures</b>	<b>\$ -</b>	<b>\$ 5,703</b>	<b>\$ 57,442</b>	<b>\$ -</b>	<b>\$ 5,553</b>	<b>\$ 30,970</b>	<b>\$ 27,152</b>	<b>\$ 2,347</b>	<b>\$ 4,625</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,136</b>	<b>\$ (5,997)</b>	<b>\$ (5,567)</b>
<b>YTD % of Budgeted Funds Expended</b>	<b>0.00%</b>	<b>25.10%</b>	<b>11.91%</b>	<b>0.00%</b>	<b>30.98%</b>	<b>32.39%</b>	<b>32.19%</b>	<b>2.16%</b>	<b>0.99%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>23.98%</b>	<b>13.33%</b>	<b>46.82%</b>

LWDB 20  
Summary of Funding and Expenditures  
As of August 31, 2021

PY 21-22 TOTAL AVAILABLE FUNDING	YEAR TO DATE TOTALS			
PY 21-22 Allocations		\$	5,648,793	
PY 21-22 Supplemental		\$	140,749	
Unrestricted Funds Earned this year		\$	75,702	
Additional Funds		\$	470,000	
Retained by DEO for Merit Salaries		\$	(637,506)	
Carryforward to PY 22-23		\$	(1,357,657)	
Carryforward from PY 20-21		\$	3,421,248	
<b>TOTAL</b>	\$ -	\$	7,761,330	
<b>FUNDING DRAWN DOWN YTD</b>				
	PY 21-22 Actual	PY 21-22 Budget	VARIANCE	% Expended
PY 21-22 Allocations	\$ 183,582	\$ 5,648,793	\$ 5,465,211	3.250%
PY 21-22 Supplemental	\$ -	\$ 140,749	\$ 140,749	0.000%
Unrestricted Funds Earned this year	\$ 29,874	\$ 75,702	\$ 45,828	39.462%
Additional Funds	\$ 80,076	\$ 470,000	\$ 389,924	17.038%
Retained by DEO for Merit Salaries	\$ -	\$ (637,506)	\$ (637,506)	
Carryforward to PY 22-23	\$ -	\$ (1,357,657)	\$ (1,357,657)	
Carryforward from PY 20-21	\$ 1,078,700	\$ 3,421,248	\$ 2,342,549	31.529%
<b>TOTAL</b>	\$ 1,372,232	\$ 7,761,330	\$ 6,389,098	17.680%
<b>% of Total Budgeted Funding Received</b>	<b>17.68%</b>			
<b>EXPENDITURES</b>				
	PY 19-20 Actual	PY 19-20 Budget	BUDGET VARIANCE	% Expended
<b>Administrative</b>	\$ 82,950	\$ 726,767	\$ 643,817	11.41%
Salaries and Benefits	\$ 59,025	\$ 403,973	\$ 344,948	14.61%
General and Administrative	\$ 23,925	\$ 322,794	\$ 298,869	7.41%
Allocated Indirect Costs	\$ (0)	\$ (0)	\$ (0)	
Reclassification	\$ 0	\$ -	\$ 0	
Travel	\$ -	\$ -	\$ -	
<b>Program Training</b>	\$ 1,030,405	\$ 7,034,594	\$ 6,004,189	14.6%
WIOA Youth Contracts	\$ 121,586	\$ 1,000,000	\$ 878,414	12.2%
Salaries and Benefits	\$ 390,790	\$ 2,960,815	\$ 2,570,025	13.2%
Contract Labor	\$ 14,646	\$ 185,884	\$ 171,237	7.9%
Internship	\$ -	\$ -	\$ -	
Incentives/Stipends	\$ -	\$ 19,975	\$ 19,975	0.0%
Support Services Non-ITA	\$ 416	\$ 15,228	\$ 14,812	2.7%
Training-TAA	\$ -	\$ 23,935	\$ 23,935	0.0%
Training-ITA/OST/TAA	\$ 19,293	\$ 258,548	\$ 239,256	7.5%
Training-OJT	\$ 18,363	\$ 434,763	\$ 416,400	4.2%
Training-Cust./Employed Worker	\$ -	\$ 101,000	\$ 101,000	0.0%
WEX/ Internships/ Participant Wages	\$ 239,848	\$ 815,951	\$ 576,103	29.4%
Travel	\$ 6,890	\$ 11,749	\$ 4,859	58.6%
One Stop Shared Costs	\$ 111,723	\$ 621,905	\$ 510,182	18.0%
Other Operating Expenses	\$ 106,849	\$ 584,840	\$ 477,991	18.3%
Allocated Program Indirect	\$ (0)	\$ (0)	\$ -	
Reclassification	\$ -	\$ -	\$ -	
<b>Total Expenditures</b>	\$ 1,113,354	\$ 7,761,360	\$ 6,648,006	14.3%
<b>Funding Over/(under) expenditures</b>	\$ 258,878			
<b>YTD % of Budgeted Funds Expended</b>	<b>14.34%</b>			

## AGENDA ITEM SUMMARY

**TITLE:** Review and Approve Updated Board Member - Contract COI Exemption Requests PY21-22

**STRATEGIC GOAL:** Optimal Use of Resources

**POLICY/PLAN/LAW:** CareerSource Florida Strategic Policy # 2012.05.24.A.2

**ACTION REQUIRED:** Review and Approve Updated Board Member - Contract COI Exemption Requests PY21-22

**BACKGROUND:** Under CSFL Strategic Policy # 2012.05.24.A.2, the policy establishes criteria and procedures used to address potential conflicts of interest and when appropriate “cure” such conflicts and ensure compliance with Public Law 113-128, Workforce Innovation and Opportunity Act (2014), section 445.007(1) and (11), Florida Statutes, and section 112.3143, Florida Statutes.

At a board’s discretion, the following may be exempt from the policy described above:

Contracts with a board member receiving a grant for workforce services. All contracts between a board and a board member or other person or entity who may benefit financially from a contract must be approved by a two-thirds vote of the board when a quorum has been established. Board members are required to complete a Contract Information Form and a Conflict of Interest Form.

**STAFF RECOMMENDATION:** Review and Approve Updated Board Member - Contract COI Exemption Requests PY21-22

**SUPPORTING MATERIALS:** Updated Board Member - Conflict of Interest Exemption Request Forms PY21-22

**BOARD STAFF:** Brian Bauer  
President/CEO  
[bbauer@careersourcerc.com](mailto:bbauer@careersourcerc.com)  
(866) 482-4473 ext. 418

## Board Member Contract-COI Exemption Form - 2021-2022

Date	Vendor	Party	Description	Purpose	Expense	State of Florida Approved Vendor	Low Bid	Comments
PY 21-22	Cleveland Clinic Indian River Hospital	Pamela Burchell	2012.05.24.A.2 State and Local Workforce Development Board Contracting Conflict of Interest Policy with exemption to the prohibition to allow the workforce boards to provide statutorily- mandated services.	On the Job Training	Not to exceed \$150,000	n/a	n/a	A contract with a board member receiving a grant for workforce services under federal, state or other governmental workforce programs.
PY 21-22	Indian River State College	Dr. Timothy Moore	2012.05.24.A.2 State and Local Workforce Development Board Contracting Conflict of Interest Policy with exemption to the prohibition to allow the workforce boards to provide statutorily- mandated services.	Approved training provider	Not to exceed \$150,000	n/a	n/a	A contract with a board member receiving a grant for workforce services under federal, state or other governmental workforce programs.
PY 21-22	Cleveland Clinic Martin Health	Debbie Perez	2012.05.24.A.2 State and Local Workforce Development Board Contracting Conflict of Interest Policy with exemption to the prohibition to allow the workforce boards to provide statutorily- mandated services.	On the Job Training	Not to exceed \$150,000	n/a	n/a	A contract with a board member receiving a grant for workforce services under federal, state or other governmental workforce programs.
PY 21-22	Airburners Inc.	Larry Hawes	2012.05.24.A.2 State and Local Workforce Development Board Contracting Conflict of Interest Policy with exemption to the prohibition to allow the workforce boards to provide statutorily- mandated services.	On the Job Training	Not to exceed \$20,000	n/a	n/a	A contract with a board member receiving a grant for workforce services under federal, state or other governmental workforce programs.
PY 21-22	Keiser University	Leslie Kristoff	2012.05.24.A.2 State and Local Workforce Development Board Contracting Conflict of Interest Policy with exemption to the prohibition to allow the workforce boards to provide statutorily- mandated services.	Approved training provider	Not to exceed \$150,000	n/a	n/a	A contract with a board member receiving a grant for workforce services under federal, state or other governmental workforce programs.
PY 21-22	Treasure Coast Technical College	Dr. David Moore	2012.05.24.A.2 State and Local Workforce Development Board Contracting Conflict of Interest Policy with exemption to the prohibition to allow the workforce boards to provide statutorily- mandated services.	Approved training provider	Not to exceed \$75,000	n/a	n/a	A contract with a board member receiving a grant for workforce services under federal, state or other governmental workforce programs.
PY 21-22	Staybridge Suites	Jill Hanson	2012.05.24.A.2 State and Local Workforce Development Board Contracting Conflict of Interest Policy with exemption to the prohibition to allow the workforce boards to provide statutorily - mandated services.	On the Job Training	Not to exceed \$30,000	n/a	n/a	A contract with a board member receiving a grant for workforce services under federal, state or other governmental workforce programs.
PY 21-22	The Porch Factory	Jim Brann	2012.05.24.A.2 State and Local Workforce Development Board Contracting Conflict of Interest Policy with exemption to the prohibition to allow the workforce boards to provide statutorily - mandated services.	On the Job Training	Not to exceed \$40,000	n/a	n/a	A contract with a board member receiving a grant for workforce services under federal, state or other governmental workforce programs.
PY 21-22	Treasure Coast Builders Association (TCBA)	Maddie Williams	2012.05.24.A.2 State and Local Workforce Development Board Contracting Conflict of Interest Policy with exemption to the prohibition to allow the workforce boards to provide statutorily - mandated services.	On the Job Training	Not to exceed \$10,000	n/a	n/a	A contract with a board member receiving a grant for workforce services under federal, state or other governmental workforce programs.
PY 21-22	St. Lucie Public Schools	Wyane Gent	2012.05.24.A.2 State and Local Workforce Development Board Contracting Conflict of Interest Policy with exemption to the prohibition to allow the workforce boards to provide statutorily - mandated services.	Facility Use Agreement of the Garden City Career Center	Not to exceed \$15,000	n/a	n/a	A contract with a board member's employer, St. Lucie Public Schools, to receive rent for facility usage at Garden City, Fort. Pierce Career Center.
PY 21-22	St. Lucie Public Schools	Aliesha Seitz	2012.05.24.A.2 State and Local Workforce Development Board Contracting Conflict of Interest Policy with exemption to the prohibition to allow the workforce boards to provide statutorily - mandated services.	Facility Use Agreement of the Garden City Career Center	Not to exceed \$15,000	n/a	n/a	A contract with a board member's employer, St. Lucie Public Schools, to receive rent for facility usage at Garden City, Fort. Pierce Career Center.



**DISCLOSURE AND CERTIFICATION OF CONFLICT OF INTEREST IN A CONTRACT**

I, Wayne Gent, a board member, hereby disclose that My employer

Or "Other"(describe): \_\_\_\_\_ could benefit financially from the contract described below:

Local Workforce Development Board: CareerSource Research Coast, LWDB20

Contractor Name & Address: 501 NW University Blvd., Port St. Lucie, FL 34986

Contractor Contact Phone Number: 772-429-3925

Description or Nature of Contract: Facility Use Agreement of the Garden City career center.

Description of Financial Benefit\*: Financial gain to parent organization.

For purposes of the above contract the following disclosures are made: The contractor's principals\*\*/owners\*\*\*: (check one)

have no relative who is a member of the board or an employee of the board; OR  
 have a relative who is a member of the board or an employee of the board, whose name is:

The contractor's principals\*\*/owners\*\*\*  is  is not (check one) a member of the board. If applicable, the principal's/owner's name is: \_\_\_\_\_

DocuSigned by:  
Wayne Gent  
6516D9F7CCF74C2...  
Signature of Board Member/Employee Print Name

Wayne Gent  
Print Name

10/5/2021 | 3:59 PM EDT  
Date

\*"Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.

\*\* "Principal" means an owner or high-level management employee with decision-making authority.

\*\*\* "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S DISCUSSION OR VOTING TO APPROVE THE CONTRACT. BOARD MEMBERS WHO BENEFIT FINANCIALLY OR BOARD MEMBERS OR EMPLOYEES OF THE BOARD WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM VOTING DURING THE PERIOD OF TIME THE VOTES ARE CAST, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERSEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLORIDA STATUTES, OR SECTION 101(f), WIOA.



CONTRACT INFORMATION FORM

This form is to disclose a conflict or potential conflict and to seek approval of a contract involving a conflict or potential conflict of interest of board members or employees. All requested information is required. Failure to provide complete information may result in disapproval of the contract.

I, Pamela Burchell, hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.007(11), Florida Statutes.

Identification of all parties to the contract: CareerSource Research Coast/LWDB 20

Contractor Name & Address: Wayne Gent, St. Lucie Public Schools, 501 NW University Blvd., Port St. Lucie, FL 34986

Contractor Contact Phone Number: 772-429-3925

Contract Number or Other Identifying Information, if any: n/a

Contract Term: PY 2021-22

Value of the Contract with no extensions or renewals exercised: \$15,000

Value of the Contract with all extensions and renewals exercised: n/a

Description of goods and/or services to be procured: Facility Use Agreement of the Garden City career center.

Method of procurement for the goods and/or services to be procured: n/a

Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Wayne Gent

The nature of the conflicting interest in the contract: Financial gain to parent organization

The board member or employee with the conflict of interest [checked] did [ ] did not (check one) attend the meeting(s), including subcommittee meetings, at which the board discussed or voted to approve the contract.

If the board member or employee with the conflict of interest attended the meeting(s), including subcommittee meetings, at which the board discussed or voted on the contract, the board member or employee abstained from voting.

I further attest that the following is being provided with this form:

- A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting(s), including subcommittee meetings, and for those in attendance, the affirmative and negative votes and abstentions for each member.
• Consistent with the procedures outlined in section 112.3143, Florida Statutes, the dated and executed conflict of interest form that was submitted at or before the board meeting(s) in which a vote related to the contract took place, for board member/employee who has any relationship with the contracting vendor.
• A draft copy of the related party contract and amendments, as applicable.
• Documentation supporting the method of procurement of the related party contract.
• A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract.

I certify that the above is true and correct.

Signature of Board Chair / Vice Chair\*

Pamela Burchell
Print Name

\*Must be certified and attested to by the Board Chair

Date



**DISCLOSURE AND CERTIFICATION OF CONFLICT OF INTEREST IN A CONTRACT**

I, Aliesha Seitz, a board member, hereby disclose that My employer

Or "Other"(describe): \_\_\_\_\_ could benefit financially from the contract described below:

Local Workforce Development Board: CareerSource Research Coast, LWDB20

Contractor Name & Address: 501 NW University Blvd., Port St. Lucie, FL 34986

Contractor Contact Phone Number: 772-429-5559

Description or Nature of Contract: Facility Use Agreement of the Garden City career center.

Description of Financial Benefit\*: Financial gain to parent organization.

For purposes of the above contract the following disclosures are made: The contractor's principals\*\*/owners\*\*\*: (check one)

have no relative who is a member of the board or an employee of the board; OR  
 have a relative who is a member of the board or an employee of the board, whose name is:

The contractor's principals\*\*/owners\*\*\*  is  is not (check one) a member of the board. If applicable, the principal's/owner's name is: \_\_\_\_\_

DocuSigned by:  
Aliesha Seitz  
AF472EDEZBB2403...  
Signature of Board Member/Employee Print Name

Aliesha Seitz  
Print Name

10/5/2021 | 3:50 PM EDT  
Date

\*"Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.

\*\* "Principal" means an owner or high-level management employee with decision-making authority.

\*\*\* "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S DISCUSSION OR VOTING TO APPROVE THE CONTRACT. BOARD MEMBERS WHO BENEFIT FINANCIALLY OR BOARD MEMBERS OR EMPLOYEES OF THE BOARD WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM VOTING DURING THE PERIOD OF TIME THE VOTES ARE CAST, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERSEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLORIDA STATUTES, OR SECTION 101(f), WIOA.



**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
  - The form must be read publicly at the next meeting after the form is filed.
- IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:
- You must disclose orally the nature of your conflict in the measure before participating.
  - You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, Aliesha Seitz, hereby disclose that on October 15, 20: 21

A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \_\_\_\_\_;
- inured to the special gain or loss of my relative, \_\_\_\_\_;
- inured to the special gain or loss of \_\_\_\_\_, by whom I am retained; or
- inured to the special gain or loss of St. Lucie Public Schools, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows

10/5/2021 | 3:50 PM EDT

Date Filed

DocuSigned by:  
  
 AF472EDE2BB2403...  
 Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.



CONTRACT INFORMATION FORM

This form is to disclose a conflict or potential conflict and to seek approval of a contract involving a conflict or potential conflict of interest of board members or employees. All requested information is required. Failure to provide complete information may result in disapproval of the contract.

I, Pamela Burchell, hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.007(11), Florida Statutes.

Identification of all parties to the contract: CareerSource Research Coast/LWDB 20

Contractor Name & Address: Aliessa Seitz, St. Lucie Public Schools, 501 NW University Blvd., Port St. Lucie, FL 34986

Contractor Contact Phone Number: 772-429-5559

Contract Number or Other Identifying Information, if any: n/a

Contract Term: PY 2021-22

Value of the Contract with no extensions or renewals exercised: \$15,000

Value of the Contract with all extensions and renewals exercised: n/a

Description of goods and/or services to be procured: Facility Use Agreement of the Garden City career center.

Method of procurement for the goods and/or services to be procured: n/a

Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Aliessa Seitz

The nature of the conflicting interest in the contract: Financial gain to parent organization

The board member or employee with the conflict of interest [checked] did [ ] did not (check one) attend the meeting(s), including subcommittee meetings, at which the board discussed or voted to approve the contract.

If the board member or employee with the conflict of interest attended the meeting(s), including subcommittee meetings, at which the board discussed or voted on the contract, the board member or employee abstained from voting.

I further attest that the following is being provided with this form:

- A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting(s), including subcommittee meetings, and for those in attendance, the affirmative and negative votes and abstentions for each member.
• Consistent with the procedures outlined in section 112.3143, Florida Statutes, the dated and executed conflict of interest form that was submitted at or before the board meeting(s) in which a vote related to the contract took place, for board member/employee who has any relationship with the contracting vendor.
• A draft copy of the related party contract and amendments, as applicable.
• Documentation supporting the method of procurement of the related party contract.
• A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract.

I certify that the above is true and correct.

Signature of Board Chair / Vice Chair\*

Pamela Burchell
Print Name

\*Must be certified and attested to by the Board Chair

Date

## AGENDA ITEM SUMMARY

<b>Title</b>	Review and Approve WIOA – Needs-Related Payments Policy
<b>Strategic Plans/Goals</b>	Optimal Use of Resources
<b>Policy/Plan/Law</b>	Workforce Innovation and Opportunity Act (WIOA), Training and Employment Guidance Letters (TEGLs) 19-16 and 21-16, CareerSource Florida Administrative Policy 109 – Supportive Services and Needs-Related Payments (NRP)
<b>Action Requested</b>	Review and Approve WIOA – Needs-Related Payments Policy
<b>Background</b>	<p>While participating in training services, a WIOA participant may need NRPs to complete their training activity. Like other supportive services, CSRC may provide NRPs to participants with a documented need who cannot obtain such supportive services through other programs or resources.</p> <p>This newly created policy establishes the eligibility criteria and allowable payment limits for Needs-Related Payments for WIOA participants.</p>
<b>Staff Recommendations</b>	Approve WIOA – Needs-Related Payments Policy
<b>Supporting Material</b>	WIOA – Needs-Related Payments Policy Draft
<b>Board Staff</b>	Brian Bauer President/CEO <a href="mailto:bbauer@careersourcerc.com">bbauer@careersourcerc.com</a> (866) 482-4473 ext. 418

## **PURPOSE**

To ensure the appropriate use of Needs-Related Payments (NRPs) as an allowable supportive service for eligible Workforce Innovation and Opportunity Act (WIOA) participants and establish limits on the amount and duration of NRPs. WIOA program staff shall coordinate by either connecting participants to other resources or when appropriate WIOA funding is available to avoid duplication. CSRC shall authorize supportive services when a participant demonstrates the financial need, when the participant will not be successful without the support, and when no alternative funding is available to pay for such supportive service.

## **REFERENCES**

Workforce Innovation and Opportunity Act, Public Law (WIOA) Sections 3(59); 106(c)(1)(F); 133(b)(2)(B); 133(b)(3); 134(c)(3); 134(d)(3); 134(d)(4); 134(c)(1)(A)(ii); 134(c)(1)(A)(iii), 20 Code of Federal Regulations (CFR) Subpart G; 681.570; 681.640  
Training and Employment Guidance Letters (TEGLs) 19-16 and 21-16  
CareerSource Florida Administrative Policy 109

## **BACKGROUND**

While participating in WIOA training services, the WIOA participant may need NRPs to complete their training activity. Like other supportive services, CSRC may provide NRPs to participants with a documented need who cannot obtain such supportive services through other programs or resources.

WIOA authorizes NRPs for Adult, Dislocated Worker, and Out-of-School Youth (OSY) participants enrolled in training or accepted into a training program that will begin in 30 calendar days to enable their participation in such training. NRPs must be administered fairly and equitably to all participants. They may be provided when it is determined that ongoing resources and income from all other sources are insufficient to support participants in WIOA-funded training.

## **LOCAL POLICY:**

As supportive services and needs-related payments are not entitlements, staff must first determine a participant has a financial need and has exhausted all other means of financial support before an NRP is requested. NRPs must be used to address the participant's barriers identified during the initial or objective assessment process. The plan for addressing those barriers, including CSRC's provision of NRPs, must be documented in the participant's Individual Employment Plan (IEP) or Individual Service Strategy (ISS).

NRPs are based on the availability of funds. CSRC will only consider NRPs for eligible WIOA participants enrolled in a full-time training program attending no less than **20** days of class/labs per month or those accepted into a full-time training program beginning within 30 calendar days. For consideration of approval, staff must complete a Needs-Related Payment Support Analysis Form to document the participant's monthly income and expenses. The NRP request cannot exceed the deficit between the participant's monthly income and expenses, as documented in the NRP Support Analysis Form.

The participant must also submit a signed "Statement of Need" form clearly stating the need for NRP. Approved NRPs will be issued directly to the participant and cannot be issued to a third party on behalf of the participant.

NRP levels will be reassessed monthly during the participant's training activity to confirm that a financial deficit still exists.

## **Adults and OSY:**

To be eligible to receive NRPs, Adults, and OSY (ages 18-24) must:

- ✓ Be unemployed;
- ✓ Not qualify for, or have ceased qualifying for, Reemployment Assistance (RA) benefits
- ✓ Be enrolled full-time in a training service authorized under WIOA

NRPs for Adults and OSY will be based upon the individual poverty level on the current "Lower Living Standard Income Level (LLSIL) with Poverty Line" guide. The maximum allowable monthly NRP will be calculated by taking the poverty level for one individual divided by 12 months, not to exceed the participant's monthly financial deficit.

### Examples

1. Participant A receives **\$2200** in monthly income and has **\$2500** in expenses, leaving a deficit of **\$300** per month. The annual poverty level for one individual is **\$12,880** divided by 12 months is **\$1073**, the maximum allowable NRP. Based on the individual's financial situation, the actual monthly NRP level is **\$300**.
2. Participant B receives **\$600** in monthly income and has **\$2500** in expenses, leaving a deficit of **\$1900** per month. The annual poverty level for one individual is **\$12,880** divided by 12 months is **\$1073**, the maximum allowable NRP. Based on the participant's financial situation, the actual monthly NRP level is **\$1073**.

Note: The LLSIL guide is updated annually; thus, needs-related payment levels for Adults and OSY must be updated accordingly.

### **Dislocated Workers (DWs):**

To be eligible to receive NRPs, dislocated workers must:

- ✓ Be unemployed, deemed ineligible, or have ceased to qualify for RA benefits or Trade Readjustment Allowance (TRA) under the Trade Adjustment Assistance (TAA) program;
- ✓ Be enrolled in training services authorized under WIOA Section 134(c)(3) by the end of the 13th week after the most recent layoff that resulted in a determination of the worker's eligibility as a dislocated worker, or, if later, by the end of the eighth week after the worker is informed that a short-term layoff will exceed six months

For DWs, the payment level of NRPs must not exceed the greater of:

- ✓ The applicable weekly level of RA benefits for participants who were eligible for RA benefits as a result of the qualifying dislocation; or
- ✓ The individual poverty level for an equivalent period for participants who did not qualify for RA because of the qualifying layoff.
  - NRPs will be based upon the individual poverty level on the current "Lower Living Standard Income Level (LLSIL) with Poverty Line" guide. The maximum allowable monthly NRP will be calculated by taking the poverty level for one individual divided by 12 months, not to exceed the participant's monthly financial deficit

The authorization of NRPs will be reassessed each month while participants are enrolled in training to determine if the need still exists. NRPs must be adjusted to reflect changes in total family income and expenses.

NRPs requests and all required documentation must be presented to the Vice President of Operations/COO or designee, with final approval granted by the President/CEO or designee. All available options of income or support must be investigated, exhausted, and documented in the request when presented for approval.

### **Refer to –**

WIOA Needs Related Payment Procedure  
Lower Living Standard Income Level  
Needs-Related Payment Support Analysis Form  
Needs-Related Payment Statement of Need Form

## AGENDA ITEM SUMMARY

<b>Title</b>	Review and Approve WIOA – Disaster Recovery Dislocated Worker Grants (DWG) Policy
<b>Strategic Plans/Goals</b>	Optimal Use of Resources
<b>Policy/Plan/Law</b>	Workforce Innovation and Opportunity Act (WIOA), 20 Code of Federal Regulations (CFR) 687; Training and Employment Guidance Letters (TEGLs) 12-19, Change 1, and 19-16; CareerSource Florida Administrative Policy 113 – Disaster Recovery Dislocated Worker Grants
<b>Action Requested</b>	Review and Approve WIOA – Disaster Recovery Dislocated Worker Grants Policy
<b>Background</b>	<p>Disaster Recovery DWGs temporarily expand the service capacity of training and employment programs to respond to large, unexpected economic events which cause significant job losses. DWGs provide states and local areas funding and resources to quickly reemploy laid-off workers by offering training and career services to help laid-off workers regain employment.</p> <p>The purpose of this newly created policy is to establish CSRC's requirements for administering DWGs.</p>
<b>Staff Recommendations</b>	Approve WIOA – Disaster Recovery Dislocated Worker Grants Policy
<b>Supporting Material</b>	WIOA – Disaster Recovery Dislocated Worker Grants Policy Draft
<b>Board Staff</b>	Brian Bauer President/CEO <a href="mailto:bbauer@careersourcerc.com">bbauer@careersourcerc.com</a> (866) 482-4473 ext. 418

## **PURPOSE**

To provide guidance to CareerSource Research Coast (CSRC) staff for administering Disaster Recovery Dislocated Worker Grants (DWGs).

## **REFERENCES**

WIOA Sections 3(15); 170(a) and (d); 134; 181; 184; 185; 188; 189; 20 Code of Federal Regulations (CFR) 687; Training and Employment Guidance Letter (TEGL) 12-19, Change 1 and 19-16; CareerSource Florida Administrative Policy 113 – Disaster Recovery Dislocated Worker Grants

## **BACKGROUND**

Disaster Recovery DWGs, authorized by the Workforce Innovation and Opportunity Act (WIOA), temporarily expand the service capacity of training and employment programs to respond to large, unexpected economic events which cause significant job losses. DWGs provide states and local areas funding and resources to quickly reemploy laid-off workers by offering training and career services to help laid-off workers regain employment.

Disaster Recovery DWGs may be issued to the state after a federal agency makes a major emergency or natural disaster declaration. These grants can be used to provide disaster recovery assistance to areas included in the declaration. Such assistance may include temporary disaster-relief jobs in addition to training and career services. Disaster Recovery DWGs are meant to address situations beyond those that are the focus of WIOA formula funds, and enable areas impacted by a disaster to employ workers in jobs assisting in recovery and humanitarian efforts, as well as to provide training opportunities that support customers in accessing employment.

When an emergency or disaster has met the criteria for disaster grant funding, the Florida Department of Economic Opportunity (DEO) will coordinate with the impacted local area(s) to assess the need for clean-up and humanitarian efforts and ascertain the availability of eligible individuals to perform the disaster relief work and provide technical assistance as needed. If a need for disaster grant funding is identified, DEO will work with impacted local areas interested in participating to submit an application for DWG funding to the United States Department of Labor (DOL).

## **LOCAL POLICY**

### **A. Participant Eligibility**

CSRC staff must ensure that individuals receiving services funded by a Disaster Recovery DWG meet at least one of the following eligibility requirements:

- a) Temporarily or permanently laid off because of the disaster OR
  - b) A dislocated worker as defined in WIOA section 3(15) OR
  - c) A long-term unemployed individual OR
  - d) A self-employed individual who became unemployed or significantly underemployed because of the disaster.
- Note: A long-term unemployed individual for Disaster Recovery DWGs is defined as an individual who has been unemployed for six (6) out of the last 13 weeks. An individual is considered unemployed if they were not employed during the weeks in question and were available for work.*

CSRC staff must document eligibility in the participant's Employ Florida program application, including, but not limited to the participant's:

- a) Citizenship or right to work – A copy of the completed I-9 must be maintained in the file of a participant placed into a temporary disaster-relief position AND
- b) Compliance with the Selective Service Act AND
- c) One of the four grant-specific eligibility requirements listed above

Examples of documentation demonstrating dislocated worker status include:

- a) Letter of separation from employer
- b) Verification of Reemployment Assistance (RA) or other forms of unemployment assistance
- c) Paystubs or other payroll records showing the last day of employment
- d) Self-Attestation may be accepted as an exception and must not be used as a standard method of determining eligibility. When self-attestation is accepted due to its being the only verification method, CSRC must case note efforts made to obtain other, independent documentation.

**Self-employed** individuals must submit documentation to establish their self-employment prior to the disaster and unemployment/underemployment due to the declared disaster through the following:

- a) Self-Attestation describing the impact of the disaster, supported by one of more of the following:
  - i. Federal tax return and/or evidence of payment of estimated taxes to the Internal Revenue Service (IRS)
  - ii. Evidence of business closure
  - iii. Business ledger
  - iv. Business license
  - v. Customer/client verification

Circumstances surrounding the disaster may make documentation of eligibility difficult to obtain during the early stages. Self-Attestation alone may be used initially if the disaster's circumstances make it prohibitive for the client to present other documentation demonstrating their dislocated worker status. However, CSRC must obtain complete eligibility verification within six (6) months of the participant's enrollment or the grant closeout date, whichever occurs first. Acceptable documents to verify dislocated worker status may include those items listed above as well as wage records from the Florida Department of Revenue (SunTax) verifying no wages during the eligibility period. If a potential participant does not possess acceptable documentation of their Dislocated Worker status due to the circumstances surrounding the disaster, CSRC will work directly with client at the time of application to access their RA records or SunTax wage records to document DW status. If these records are not available for the appropriate time frame, attestation may be used initially and CSRC will review records again during the next fiscal quarter when updated wage records may be available. All files where Self-Attestation is used for initial eligibility must be reviewed and eligibility reverified within a maximum of 6 months from initial enrollment date.

If, during the reverification review of participants enrolled through self-attestation, CSRC discovers that it served an ineligible participant, the participant must be terminated from the program and a case note must be recorded in Employ Florida comprising the review process and subsequent determination of ineligibility. This situation will not result in a disallowed cost.

## **B. Veteran and Eligible Spouse Priority of Service**

Covered persons (veterans and eligible spouses) determined eligible for services under a Disaster Recovery DWG must receive priority over non-covered persons in accordance with CSFL Administrative Policy 111: Priority of Service for Veterans and Eligible Spouses.

## **C. Disaster Recovery DWG Allowable Activities**

In most cases, Disaster Recovery DWG projects must include a temporary disaster relief employment component. Participants may be enrolled into temporary disaster relief employment, as well as career and training services, concurrently, sequentially, or as standalone services. Prioritization of types of services will be determined in coordination with local emergency planning and recovery agencies.

1. **Temporary disaster relief jobs:** Disaster-relief employment is temporary employment of eligible individuals for clean-up and recovery efforts including demolition, repair, renovation and reconstruction of damaged and destroyed structures, facilities and lands located within the disaster area and in offshore areas related to the emergency or disaster; or employment related to the delivery of appropriate humanitarian assistance in the immediate aftermath of the disaster or emergency. CSRC must demonstrate that disaster-relief employment created under a Disaster Recovery DWG aligns with the categories of humanitarian assistance or cleanup activities. Post-disaster response and recovery activities address needs associated with mass care/sheltering, public health and health care, (re)housing, debris/infrastructure removal and repair, support to business owners, emotional/psychological support, public health and health care, and mitigation activities.

Humanitarian assistance provided by temporary disaster-relief workers generally includes actions designed to alleviate suffering and maintain human dignity in the immediate aftermath of disasters. The humanitarian assistance provided by disaster relief workers must relate directly to needs created by the disaster and economic consequences due to the disaster. Disaster-relief positions that deliver humanitarian assistance to address humanitarian needs cannot be used to fund the actual humanitarian aid. For example, funding could be used to support food delivery workers at food shelters but not the food itself.

Eligible participants may be enrolled into temporary disaster-relief jobs under a Disaster Recovery DWG for up to 12 months or 2,080 hours, unless DOL approves an extension for up to an additional 12 months through a grant modification. Participants must be paid the higher of the comparable rate of pay for individuals employed in similar occupations by the same employer, and no less than the federal or state minimum wage. Generally, participants must be compensated at the same rates, including periodic increases, as employees who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills.

2. **Training and career services:** Training and career services may be offered to eligible participants to help them obtain (re)employment that leads to self-sufficiency when they are unlikely to return to their prior employment. These services may include, for example, job search/job readiness activities, literacy instruction including English as a second language, occupational skills training and/or work-based training for career pathways that lead to high-demand jobs in high-growth industries. Participants must meet eligibility requirements and/or prerequisites as detailed above. An Individual Employability Plan must detail the need for training services if they are provided.
3. **Supportive services:** Supportive services are allowable to enable a participant's involvement in grant activities. Supportive services for a Disaster Recovery DWG must align with the CSRC's supportive service policy and be consistent with WIOA and state requirements. Transportation, childcare, and dependent care are examples of allowable supportive services, as are tools, protective clothing, etc. To be ready to respond to natural disasters/major emergencies, CSRC's policies related to supportive services allow flexibility for approval of supportive services that may be unique to potential disaster/emergency situations.

Needs-Related Payments (NRPs) may be made to those individuals enrolled in training services who do not qualify for or have exhausted benefits under RA or Disaster Unemployment Assistance (DUA). WIOA section 134(d)(3)(B) limits the availability of NRP for dislocated workers as follows: "a dislocated worker who has ceased to qualify for unemployment compensation may be eligible to receive needs-related payments under this paragraph only if such worker was enrolled in training services— (i) by the end of the 13th week after the most recent layoff that resulted in a determination of the worker's eligibility for employment and training activities for dislocated workers under this subtitle; or (ii) if later, by the end of the 8th week after the worker is informed that a short-term layoff will exceed 6 months." DWG participants enrolled in training services who meet these criteria may be considered for NRPs as long as they do not receive wages from disaster-relief temporary jobs, as this would make them ineligible.

4. **Program outputs and performance outcomes:** CSRC must provide must DEO measurable goals with milestones and timelines in the following areas:
  - a) Number of participants to be served in temporary disaster-relief employment
  - b) Worksite employers with description of worksites, tasks, length of time needed, and number of workers needed (and, for modifications, percentage of work completed)
  - c) Number of participants to be enrolled in training, including on-the-job training, targeted industries and occupations, anticipated length of training
  - d) Number of participants to be enrolled in work experiences, types of work experience sites, anticipated length of activity
  - e) Number of participants to receive supportive services, types of supportive services
  - f) Number of participants to be placed in employment upon completion of grant activities
  - g) Other outcomes, such as continuation in training/other WIOA services after the grant ends, credential attainment

CSRC must provide information to DEO monthly to describe the planned levels of service and planned expenditures, tracked monthly through a review of participant data in Employ Florida and financial information entered in DEO's financial management systems.

#### **D. Disaster-Relief Worksites**

Disaster-relief worksites must be in the geographic area covered by the qualifying event and within CSRC's jurisdiction (St. Lucie, Martin, and Indian River Counties). WIOA requires that cleanup activities align directly with the impacts of the disaster. CSRC will give the highest priority to clean-up of the disaster area's most severely damaged public facilities and to the cleanup and the provision of humanitarian assistance to economically disadvantaged portions of the disaster area. The administration of grant funds must be in coordination with projects administered by emergency management and disaster recovery agencies. Note: The provision of disaster-relief activities that focus on prevention and planning for future disasters is not an allowable activity for a temporary disaster-relief worker.

##### **1. There is no limitation on what type of entity may be a worksite employer:**

Typically, disaster-recovery worksites are governmental agencies and community/faith-based organizations (CBO). Private, for-profit worksites may also be approved to host eligible temporary disaster-relief workers under the following conditions:

- a) CSRC, in coordination with the county's disaster-recovery team, identifies the need for and use of private for-profit worksites AND
- b) The delivery of temporary disaster-relief activities through a private for-profit worksite is coordinated through a governmental entity or CBO AND
- c) The funding of temporary disaster-relief positions shall not duplicate or supplant other funding.

##### **2. Work on private properties is authorized under the following circumstances:**

- a) The specific work on private properties has been approved by DOL AND
- b) The work is necessary to remove health and safety hazards to the larger community located on private lands or around homes or other structures and only to return them to a safe and habitable level and not to improve them AND
- c) The work is intended to address or alleviate specific economic or employment-related impacts of the disaster, such as clean-up work needed for disaster-affected employers to resume operations AND
- d) Priority is to be given to older individuals and individuals with disabilities AND
- e) Funds may not be used to cover the cost of materials to do repairs.

In LWDA 20, priority for work on private properties will be given to homes of individuals over age 70, those with a documented disability, or recipients of public assistance. Documentation of these priority groups must be presented along with the request for the specific work needed. If potential private properties in need of work are identified, CSRC will submit requests for approval to DEO who will, in turn, seek DOL approval. Approval from DOL must be secured prior to placement of any individuals at the worksite.

##### **3. Coordination with FEMA and non-duplication of funds**

Disaster-relief activities must be coordinated with the appropriate local emergency management agencies to avoid duplication of benefits and ensure that grant activities appropriately respond to the affected community's needs after a disaster. CSRC must also coordinate with federal agencies responding to the disaster either through direct contact or through state or local agencies working with the federal agencies.

As FEMA and Disaster Recovery DWG funds can pay for similar services, CSRC must ensure funding is not duplicated by obtaining a written statement from the county, city and/or non-profit as to what services and/or funding FEMA is or will be supplying to the entity and what disaster-recovery services will be provided by disaster-relief temporary workers. This will provide documentation to show that Disaster Recovery DWG funds are not duplicated with FEMA funded services/activities. The written statement must include a brief description of what staff, equipment, supplies, etc., are being paid through FEMA vs. Disaster Recovery DWG sources. When a Disaster Recovery DWG funded disaster-relief temporary job participant works at a site which is later approved for FEMA reimbursement, and it is time for FEMA to reimburse the costs of the project, the wages of the temporary job participants must be deducted from the cost of the project before FEMA reimburses 75% of the cost of the project to the local government. Worksite employers must agree, in writing, to reimburse DWG grant funds should other funds become available for the same activities.

#### 4. Prioritizing Disaster-Relief Worksites

CSRC will prioritize clean-up of the disaster area's most severely damaged public facilities and the cleanup and provision of humanitarian assistance to economically disadvantaged areas within the disaster area. Deployment of the most appropriate temporary disaster-relief jobs will be made through consultation with local government, community and faith-based organizations, economic development and industry stakeholders, etc. Priorities for the types of disaster-relief jobs will be based on an assessment of the following factors:

- a) Physical impact on public properties
- b) Human impact on the elderly, people with disabilities, low-income and other special needs populations
- c) Impact on organizations that are needed to respond to the disaster or emergency (governmental, community and faith-based)
- d) Impact on local businesses, industry sectors, and the overall economic health of the area

#### 3. Approval and Tracking of Worksites

CSRC must approve all temporary disaster-recovery worksites and job duties for temporary disaster-relief workers. Worksite and job description information must be maintained and reported to DEO according to a schedule and in a format provided by DEO for each Disaster Recovery DWG. Worksite files must include:

- a) The worksite agreement between CSRC and the employer including nonduplication requirements. As CSRC uses a staffing agency as the Employer of Record (EOR), the agreement must also describe how the staffing agency will be engaged with the worksite employer and the temporary disaster-relief employees. The agreement must clearly identify the roles and responsibilities of each party, including who is responsible for day-to-day supervision, safety instruction, providing documentation of hours worked and wages paid, and compliance with labor standards.
  - a) Approved job descriptions
  - b) Evidence of appropriate OSHA/safety training
  - c) Evidence that supervisor orientation has taken place, including allowable activities, timekeeping and discipline of DWG participants
  - d) Description of supplies and equipment needed and responsibility for providing such
  - e) Copies of payroll records.

#### 4. Employer of Record

Each temporary disaster-relief worker must have an employer of record. The employer of record is responsible for maintaining all personnel and payroll records related to the employment of temporary disaster-relief workers, including employer and employee withholdings, and other benefits, if applicable. The employer of record may be responsible for unemployment claims filed by temporary disaster-relief workers when their assignment ends and is required to secure workers' compensation for temporary disaster-relief workers and ensure that the participants receive adequate OSHA/security training.

CSRC utilizes a staffing agency as the Employer of Record for all DWG participants. The staffing agency is procured through a Request for Proposal process and selected by internal committee. The selected staffing agency is awarded the contract on an annual basis which may be renewed by the CSRC Board of Directors for up to four years, contingent upon satisfaction of performance expectations.

#### 5. Monitoring

Each worksite must be monitored by CSRC as part of its formal programmatic & fiscal monitoring plan. The formal monitoring must be conducted by an independent person or entity not engaged in worksite development/management or case management. The worksite monitor must engage with worksite supervisors and temporary disaster-relief workers on-site or via Microsoft Teams or Zoom if on-site visits are not safe. Monitoring visits must be documented in a written report and address corrective actions, as needed. If at any time, CSRC becomes aware of temporary disaster-relief workers being employed in activities that are not disaster-relief activities, immediate action must be taken to remedy the finding and/or terminate the agreement.

#### Refer to –

Disaster Recovery Dislocated Worker Grants Procedure  
CSRC Internal Monitoring Plan

## AGENDA ITEM SUMMARY

<b>Title</b>	Review and Approve Revisions to WIOA Youth - Supportive Services Policy
<b>Strategic Plans/Goals</b>	Optimal Use of Resources
<b>Policy/Plan/Law</b>	Workforce Innovation & Opportunity Act
<b>Action Requested</b>	Review and Approve Revisions to the WIOA Supportive Services Policy
<b>Background</b>	<p>The Workforce Innovation and Opportunity Act (WIOA) requires that WIOA participants have access to limited funds designated through program design to help them overcome barriers to employment. Supportive service payments are issued on a case-by-case basis and determined by the individual participant's needs under WIOA regulations.</p> <p>The policy was updated to reflect an increase in the allowable cost for background screenings due to a change in local pricing.</p>
<b>Staff Recommendations</b>	Approve revisions to the WIOA Youth - Supportive Services Policy
<b>Supporting Material</b>	WIOA Youth - Supportive Services Policy Draft
<b>Board Staff</b>	Brian Bauer President/CEO <a href="mailto:bbauer@careersourcerc.com">bbauer@careersourcerc.com</a> 1-866-482-4473 ext. 418



## **PURPOSE**

To establish a uniform standard for providing supportive services to Workforce Innovation & Opportunity Act (WIOA) Youth program participants of CareerSource Research Coast (CSRC). To avoid duplication, WIOA Youth Program staff shall coordinate and provide cost-effective support services to participants by either connecting participants to other resources or when appropriate WIOA funding is available. CSRC shall authorize supportive services when a participant demonstrates the financial need, when the participant will not be successful without the support, and when no alternative funding is available to pay for such supportive service.

## **REFERENCES**

Section 129 of the Workforce Innovation & Opportunity Act. WIOA Desk Reference; Supportive Services, June 2017 Edition, Employment and Training Administration, United States Department of Labor, U.S. Department of Labor Training and Employment Guidance Letter No. TEGL 21-16, and CareerSource Florida Administrative Policy No. 109.

## **BACKGROUND**

Supportive services, one of the fourteen program elements for the WIOA youth program, are services that enable an individual to participate in WIOA activities. These supportive services include but are not limited to assistance with transportation, child care, housing, health care, educational testing, work-related attire, and work-related tools.

## **LOCAL POLICY**

To help WIOA Youth program participants overcome barriers to employment and training services, supportive services may be provided to youth actively enrolled and participating in a training activity. Staff must assess the youth's financial need for supportive services during the initial objective assessment and throughout the youth's enrollment in career and training services. WIOA-funded supportive services may be provided to youth only after staff has determined and appropriately documented the following:

- Supportive services are necessary for the youth to complete the WIOA career or training services.
- The identified supportive service is not available through other agencies, programs, or services.
  - If available through other sources, staff must document how/why referrals to other agencies for the supportive service would create a hardship for the participant.
- Staff has documented the need for the supportive service in the participant's Individual Service Strategy (ISS) OR Individual Employment Plan (IEP).
- WIOA Youth participant has completed and signed a Statement of Need documenting the financial need for support and the cost of the requested supportive services. A copy of the form must be maintained in the participant's case file.
- Staff has recorded the appropriate code in the State's Management Information System, Employ Florida, along with a supporting case note documenting the need for the supportive service, as reflected in the IEP.

Staff must ensure supportive services provided are used for their intended purpose and must not be issued to a third party on behalf of the WIOA Youth participant. Supportive services are purchased directly from the appropriate vendor; CSRC does not reimburse youth for costs incurred. The availability of supportive services may vary with each program year and is based on WIOA Youth Program funding.



Due to limited WIOA Youth program funding, CSRC does not regularly authorize supportive service payments for housing expenses, childcare/dependent care, legal fees, fines, late fees, court costs, or any item not listed in the chart below. However, requests for support services not listed may be approved by the WIOA Youth Program Manager.

SUPPORT SERVICE LIMITATIONS PER YOUTH PER PROGRAM YEAR		
Support Service	Cost Limitation	Quantity Limitation
Uniforms	\$75.00	2 Tops, 2 Bottoms
Shoes	\$50.00	One Pair
Safety Steel Toe Boots	\$75.00	One Pair
Interview Attire	\$75.00	2 Tops, 2 Bottoms, and Shoes
Tools	\$100.00	No Quantity Limitation
Background Screening	<del>\$55.00</del> 100.00	No Quantity Limitation
Physicals/Drug Screening	\$100.00	No Quantity Limitation
Bus Passes	\$35.00	One Book Per Month Maximum
Gas Cards	Based on Mileage, Not to Exceed \$25.00	One Per Month Maximum
Educational Testing, Licensing Fees, Required Textbooks	\$300.00	No Quantity Limitation
Required Accommodations for Youth with Disabilities	No Predetermined Limit-Based on Documentation of Need and Manager approval	No Quantity Limitation
Driver's License, Permit, State ID	\$65.00	No Quantity Limitation

**Reference Documents:**

WIOA Youth - Supportive Services Procedure

## **PURPOSE**

To establish a uniform standard for providing supportive services to Workforce Innovation & Opportunity Act (WIOA) Youth program participants of CareerSource Research Coast (CSRC). To avoid duplication, WIOA Youth Program staff shall coordinate and provide cost-effective support services to participants by either connecting participants to other resources or when appropriate WIOA funding is available. CSRC shall authorize supportive services when a participant demonstrates the financial need, when the participant will not be successful without the support, and when no alternative funding is available to pay for such supportive service.

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  - If available through other sources, staff must document how/why referrals to other agencies for the supportive service would create a hardship for the participant.
- Staff has documented the need for the supportive service in the participant's Individual Service Strategy (ISS) OR Individual Employment Plan (IEP).
- WIOA Youth participant has completed and signed a Statement of Need documenting the financial need for support and the cost of the requested supportive services. A copy of the form must be maintained in the participant's case file.
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Staff must ensure supportive services provided are used for their intended purpose and must not be issued to a third party on behalf of the WIOA Youth participant. Supportive services are purchased directly from the appropriate vendor; CSRC does not reimburse youth for costs incurred. The availability of supportive services may vary with each program year and is based on WIOA Youth Program funding.



Due to limited WIOA Youth program funding, CSRC does not regularly authorize supportive service payments for housing expenses, childcare/dependent care, legal fees, fines, late fees, court costs, or any item not listed in the chart below. However, requests for support services not listed may be approved by the WIOA Youth Program Manager.

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Background Screening	\$100.00	No Quantity Limitation
Physicals/Drug Screening	\$100.00	No Quantity Limitation
Bus Passes	\$35.00	One Book Per Month Maximum
Gas Cards	Based on Mileage, Not to Exceed \$25.00	One Per Month Maximum
Educational Testing, Licensing Fees, Required Textbooks	\$300.00	No Quantity Limitation
Required Accommodations for Youth with Disabilities	No Predetermined Limit-Based on Documentation of Need and Manager approval	No Quantity Limitation
Driver's License, Permit, State ID	\$65.00	No Quantity Limitation

**Reference Documents:**

WIOA Youth - Supportive Services Procedure

## AGENDA ITEM SUMMARY

<b>Title</b>	Review and Approve Revisions to the WIOA Youth Incentive Payments Policy
<b>Strategic Plans/Goals</b>	Optimal Use of Resources
<b>Policy/Plan/Law</b>	Workforce Innovation & Opportunity Act
<b>Action Requested</b>	Review and Approve Revisions to the WIOA Youth Incentive Payments Policy
<b>Background</b>	<p>WIOA regulations authorize the use of incentive payments for youth participants. Incentive payments are allowable for recognition and achievements directly tied to training activities, education, and work experience. Local Workforce Development Boards are tasked with determining the value of the incentive payments and to create policies governing their use.</p> <p>The local policy was updated to clarify eligibility requirements for incentives available to WIOA Youth participants and to amend the monetary value for the job shadow incentive.</p>
<b>Staff Recommendations</b>	Review and Approve the WIOA Youth Incentive Payments Policy
<b>Supporting Material</b>	WIOA Youth Incentive Payments Policy
<b>Board Staff</b>	<p>Brian Bauer            President/CEO  <a href="mailto:bbauer@careersourcerc.com">bbauer@careersourcerc.com</a>            (866) 482-4473 ext. 418</p>



**PURPOSE**

To establish a uniform standard for providing incentive payments to Workforce Innovation and Opportunity Act (WIOA) Youth Program participants of CareerSource Research Coast (CSRC).

**REFERENCE**

20 CFR 681.640. U.S. Department of Labor Training and Employment Guidance Letter No. 21-16.

**BACKGROUND**

WIOA regulations authorize the use of incentive payments for youth participants. Unlike supportive services, incentives are permitted for recognition and achievements directly tied to training activities, education, and work experience. In addition, Local Workforce Development Boards may determine the value of the incentive payments and create policies related to their use. Achievements completed prior to WIOA Youth enrollment do not qualify for incentives.

Opportunities for WIOA Youth to earn incentives must be outlined in writing and reviewed with the participant to ensure a thorough understanding of program requirements. Supporting documentation of the activities completed or milestones achieved must be documented in the participant’s file as verification of achievement.

**LOCAL POLICY**

For CSRC, In-School Youth (ISY) participants are limited to a maximum incentive earnings of \$600 and Out-of-School Youth (OSY) participants are limited to maximum incentive earnings of \$650 per program year. If extenuating circumstances require funding in excess of the allowable limits, exceptions may be made upon request by the WIOA Youth Program Manager to the CSRC staff overseeing the WIOA Youth Workforce Service Contract and approved by CSRC’s Chief Financial Officer.

Incentive payments are based on the availability of funding and may be declined, adjusted, and/or discontinued due to changes in funding, budgets, and contracts, without notice. A participant’s lack of satisfactory performance/progress or disciplinary issues may delay receipt of any/all incentives until resolved.

CSRC offers the incentives listed below to WIOA Youth participants as determined allowable and upon meeting the requirements listed for each. Complete details regarding specific requirements for each may be found on the OSY Youth Connections Incentive Plan and ISY Youth Connections Incentive Plan.

Type	Description	Value	Limit Per Program Year	ISY, OSY, or Both
Successful Grade Report	Submission of end of term grade report reflecting satisfactory progress in a current education program.	\$25	Two	ISY
Success in Education	Attainment of Dean’s List, Honor Roll, or Perfect Attendance reports in conjunction with a successful grade report.	\$50	One	ISY



Type	Description	Value	Limit Per Program Year	ISY, OSY, or Both
YESS Class Completion	Completion of eight core modules of the YESS Work Readiness curriculum.	\$100	One	Both
Job Shadowing	Completion of a minimum of <del>ten</del> - twelve documented hours "shadowing" a professional in the industry or field identified in the participant's career plan.	<del>\$75</del> - OSY \$50 - ISY	<del>One</del> - OSY Two - ISY	Both
Internship Completion	Completion an internship for <del>nine-six</del> - eight consecutive weeks working 140 hours minimum/ 192 hours maximum.	\$150	One	Both
Basic Skills Upgrade	Increase of at least one Educational Functioning Level. Must be basic skills deficient at the time of enrollment.	\$50 - OSY \$25 - ISY	Two	Both
Credentialing – Long term Occupational Skills Credential	Attainment of a state or nationally recognized certification requiring long-term academic or occupational skills upgrades/training.	\$100	One	Both
Credentialing – GED/High School Diploma	Attainment of a state or nationally recognized high school diploma or GED.	\$200 - OSY \$150 - ISY	One	Both
Financial Literacy	Completion of an assigned Financial Literacy course.	\$25	One	Both
Leadership/ Entrepreneurial Project	Planning and execution of an approved leadership/entrepreneurial project.	\$25	One	Both
Education Exploration	Completion of at least one higher education institution visit.	\$25	One	Both
Youth Positive Outcome- Entered Employment/Job Retention	Obtained employment, earned an occupational credential, and gained a basic skills upgrade (if youth is basic-skills-deficient at enrollment).	\$150	One	Both



Type	Description	Value	Limit Per Program Year	ISY, OSY, or Both
Youth Positive Outcome- Enrolled in Post-Secondary Education or Occupational Skills Training	Earned an occupational credential and enrollment/ attendance in post-secondary education <u>and gained a basic skills upgrade (if youth is basic-skills-deficient at enrollment):-</u>	\$150	One	Both
Youth Positive Outcome- Enlisted in the Military	Earned an occupational credential and enlisted in the military <u>and gained a basic skills upgrade (if youth is basic-skills-deficient at enrollment):-</u>	\$150	One	Both
Youth Positive Outcome- Enrolled in a State Approved Apprenticeship Program	Earned an occupational credential and entered a state-approved apprenticeship <u>and gained a basic skills upgrade (if youth is basic-skills-deficient at enrollment):-</u>	\$150	One	Both
2nd Quarter Employment Retention	Verification of employment or school attendance during the second quarter after program exit.	\$75	One	Both
4th Quarter Employment Retention	Verification of employment or school attendance during the fourth quarter after program exit.	\$75	One	Both

**Referenced Documents:**

OSY Youth Connections Incentive Plan

ISY Youth Connections Incentive Plan

WIOA Youth Incentive Payments Procedure



**PURPOSE**

To establish a uniform standard for providing incentive payments to Workforce Innovation and Opportunity Act (WIOA) Youth Program participants of CareerSource Research Coast (CSRC).

**REFERENCE**

20 CFR 681.640. U.S. Department of Labor Training and Employment Guidance Letter No. 21-16.

**BACKGROUND**

WIOA regulations authorize the use of incentive payments for youth participants. Unlike supportive services, incentives are permitted for recognition and achievements directly tied to training activities, education, and work experience. In addition, Local Workforce Development Boards may determine the value of the incentive payments and create policies related to their use. Achievements completed prior to WIOA Youth enrollment do not qualify for incentives.

Opportunities for WIOA Youth to earn incentives must be outlined in writing and reviewed with the participant to ensure a thorough understanding of program requirements. Supporting documentation of the activities completed or milestones achieved must be documented in the participant’s file as verification of achievement.

**LOCAL POLICY**

For CSRC, In-School Youth (ISY) participants are limited to a maximum incentive earnings of \$600 and Out-of-School Youth (OSY) participants are limited to maximum incentive earnings of \$650 per program year. If extenuating circumstances require funding in excess of the allowable limits, exceptions may be made upon request by the WIOA Youth Program Manager to the CSRC staff overseeing the WIOA Youth Workforce Service Contract and approved by CSRC’s Chief Financial Officer.

Incentive payments are based on the availability of funding and may be declined, adjusted, and/or discontinued due to changes in funding, budgets, and contracts, without notice. A participant’s lack of satisfactory performance/progress or disciplinary issues may delay receipt of any/all incentives until resolved.

CSRC offers the incentives listed below to WIOA Youth participants as determined allowable and upon meeting the requirements listed for each. Complete details regarding specific requirements for each may be found on the OSY Youth Connections Incentive Plan and ISY Youth Connections Incentive Plan.

<b>Type</b>	<b>Description</b>	<b>Value</b>	<b>Limit Per Program Year</b>	<b>ISY, OSY, or Both</b>
Successful Grade Report	Submission of end of term grade report reflecting satisfactory progress in a current education program.	\$25	Two	ISY
Success in Education	Attainment of Dean’s List, Honor Roll, or Perfect Attendance reports in conjunction with a successful grade report	\$50	One	ISY



Type	Description	Value	Limit Per Program Year	ISY, OSY, or Both
YESS Class Completion	Completion of eight core modules of the YESS Work Readiness curriculum.	\$100	One	Both
Job Shadowing	Completion of a minimum of ten- twelve documented hours “shadowing” a professional in the industry or field identified in the participant’s career plan.	\$75 - OSY \$50- ISY	One - OSY Two - ISY	Both
Internship Completion	Completion an internship for six- eight consecutive weeks working 140 hours minimum/ 192 hours maximum.	\$150	One	Both
Basic Skills Upgrade	Increase of at least one Educational Functioning Level. Must be basic skills deficient at the time of enrollment.	\$50 - OSY \$25 - ISY	Two	Both
Credentialing – Long term Occupational Skills Credential	Attainment of a state or nationally recognized certification requiring long-term academic or occupational skills upgrades/training.	\$100	One	Both
Credentialing – GED/High School Diploma	Attainment of a state or nationally recognized high school diploma or GED.	\$200 -OSY \$150 - ISY	One	Both
Financial Literacy	Completion of an assigned Financial Literacy course.	\$25	One	Both
Leadership/ Entrepreneurial Project	Planning and execution of an approved leadership/entrepreneurial project.	\$25	One	Both
Education Exploration	Completion of at least one higher education institution visit.	\$25	One	Both
Youth Positive Outcome- Entered Employment/Job Retention	Obtained employment, earned an occupational credential, and gained a basic skills upgrade (if youth is basic-skills-deficient at enrollment).	\$150	One	Both



Type	Description	Value	Limit Per Program Year	ISY, OSY, or Both
Youth Positive Outcome- Enrolled in Post-Secondary Education or Occupational Skills Training	Earned an occupational credential and enrollment/ attendance in post-secondary education and gained a basic skills upgrade (if youth is basic-skills-deficient at enrollment).	\$150	One	Both
Youth Positive Outcome- Enlisted in the Military	Earned an occupational credential and enlisted in the military and gained a basic skills upgrade (if youth is basic-skills-deficient at enrollment).	\$150	One	Both
Youth Positive Outcome- Enrolled in a State Approved Apprenticeship Program	Earned an occupational credential and entered a state-approved apprenticeship and gained a basic skills upgrade (if youth is basic-skills-deficient at enrollment).	\$150	One	Both
2nd Quarter Employment Retention	Verification of employment or school attendance during the second quarter after program exit.	\$75	One	Both
4th Quarter Employment Retention	Verification of employment or school attendance during the fourth quarter after program exit.	\$75	One	Both

**Referenced Documents:**

- OSY Youth Connections Incentive Plan
- ISY Youth Connections Incentive Plan
- WIOA Youth Incentive Payments Procedure

## AGENDA ITEM SUMMARY

<b>Title</b>	Review and Approve the Local Targeted Occupations List (LTOL) 2 <sup>nd</sup> Quarter PY 2021-2022
<b>Strategic Plans/Goals</b>	Strong Advancement of Existing and Emerging Local Targeted Industry Clusters
<b>Policy/Plan/Law</b>	Workforce Innovation & Opportunity Act; CareerSource Florida Administrative Policy 82 – Local Targeted Occupations List Requirements
<b>Action Requested</b>	Review and Approve the LTOL for the 2 <sup>nd</sup> Quarter PY 2021-2022
<b>Background</b>	Pursuant to CareerSource Florida policy, LWDBs are to develop their LTOLs, in consultation with local business and industry representatives, using the LMS-generated Demand Occupations Lists, as well as other resources, such as Help Wanted Online Lists and Supply/Demand lists. As part of CSRC’s local policy, the LTOL is to be reviewed and approved on a quarterly basis to add occupations in demand or delete occupations which are declining.
<b>Staff Recommendations</b>	Staff reviewed local labor market information and resources regarding the LTOL. There are no recommended additions or deletions of occupations to the 1st Quarter of PY 2021 – 2022 list that was approved at the June 30, 2021 Board of Directors meeting. Staff recommends approval of this LTOL for the 2nd Quarter of PY 2021-2022.
<b>Supporting Material</b>	CareerSource Research Coast Local Targeted Occupations List
<b>Board Staff</b>	Brian Bauer President/CEO <a href="mailto:bbauer@careersourcerc.com">bbauer@careersourcerc.com</a> (866) 482-4473 ext. 418

# 2021-22 Local Targeted Occupations List

Workforce Development Area 20 - Indian River, Martin, and Saint Lucie Counties

Sorted by Occupational Title

## Selection Criteria:

- 1 FLDOE Training Code 3 (PSAV Certificate), 4 (Community College Credit/Degree), or 5 (Bachelor's Degree)
- 2 30 annual openings and positive growth
- 3 Mean Wage of \$15.24/hour and Entry Wage of \$12.40/hour
- 4 High Skill/High Wage (HSHW) Occupations: Mean Wage of \$23.89/hour and Entry Wage of \$15.24/hour

## Legend

- † SOC Code and Occupational Title refer to Standard Occupational Classification codes and titles.
- †† HSHW = High Skill/High Wage.
- ††† Data Source:
- R = Meets regional wage and openings criteria based on state Labor Market Statistics employer survey data. Regional data are shown.
- S = Meets statewide wage and openings criteria based on state Labor Market Statistics employer survey data. Statewide data are shown.
- NR = Not releasable.
- EFI - Enterprise Florida, Inc.

SOC Code†	HSHW††	Occupational Title†	Annual Percent Growth	Annual Openings	2018 Hourly Wage		FLDOE Training Code	In EFI Targeted Industry?	Data Source†††
					Mean	Entry			
132011	HSHW	Accountants and Auditors	0.02	169	\$37.77	\$21.95	5	Yes	R
113011	HSHW	Administrative Services Managers	0.02	30	\$43.29	\$24.46	4	Yes	R
493011	HSHW	Aircraft Mechanics and Service Technicians	0.01	36	\$29.38	\$16.00	3	Yes	R
532011	HSHW	Airline Pilots, Copilots, and Flight Engineers	0.01	610	\$113.51	\$69.15	4	Yes	S
274011		Audio and Video Equipment Technicians	0.03	869	\$23.38	\$14.44	4	Yes	S
493021		Automotive Body and Related Repairers	0.01	33	\$18.60	\$13.36	3	Yes	R
493023		Automotive Service Technicians and Mechanics	0.01	157	\$21.50	\$13.51	3	Yes	R
433031		Bookkeeping, Accounting, and Auditing Clerks	0.00	13212	\$20.99	\$14.03	4	Yes	S
472021		Brickmasons and Blockmasons	0.02	882	\$18.61	\$12.70	3	No	S
493031	HSHW	Bus and Truck Mechanics and Diesel Engine Specialists	0.02	30	\$25.03	\$19.52	3	Yes	R
533022		Bus Drivers, School or Special Client	0.01	89	\$16.72	\$12.58	3	Yes	R
533021		Bus Drivers, Transit and Intercity	0.05	31	\$17.84	\$14.45	3	No	R
131199		Business Operations Specialists, All Other	0.02	216	\$25.89	\$13.48	4	Yes	R
535021	HSHW	Captains, Mates, and Pilots of Water Vessels	0.02	742	\$29.34	\$18.11	3	Yes	S
472031		Carpenters	0.02	233	\$19.78	\$15.02	3	Yes	R
472051		Cement Masons and Concrete Finishers	0.01	1755	\$19.31	\$14.49	3	Yes	S
351011	HSHW	Chefs and Head Cooks	0.04	57	\$29.71	\$17.73	3	Yes	R
111011	HSHW	Chief Executives	0.01	37	\$63.90	\$25.09	5	Yes	R
131031	HSHW	Claims Adjusters, Examiners, and Investigators	0.00	2070	\$30.92	\$20.07	3	Yes	S
212011		Clergy	0.01	55	\$27.68	\$14.98	5	Yes	R
532012	HSHW	Commercial Pilots	0.02	31	\$33.97	\$15.21	3	Yes	R
211099		Community and Social Service Specialists, All Other	0.01	52	\$17.62	\$13.47	5	Yes	R
131141	HSHW	Compensation, Benefits, and Job Analysis Specialists	0.02	756	\$26.93	\$17.88	4	Yes	S
131041	HSHW	Compliance Officers	0.01	32	\$31.60	\$17.73	3	Yes	R
151143	HSHW	Computer Network Architects	0.02	979	\$51.96	\$34.03	3	Yes	S
151152	HSHW	Computer Network Support Specialists	0.02	1028	\$29.34	\$17.96	3	Yes	S
151199	HSHW	Computer Occupations, All Other	0.01	1118	\$37.67	\$17.86	3	Yes	S
151131	HSHW	Computer Programmers	0.02	1169	\$41.69	\$23.31	3	Yes	S
151121	HSHW	Computer Systems Analysts	0.02	2652	\$43.26	\$24.53	4	Yes	S
151151		Computer User Support Specialists	0.02	102	\$21.87	\$14.32	3	Yes	R
474011	HSHW	Construction and Building Inspectors	0.01	34	\$27.09	\$19.55	3	Yes	R
119021	HSHW	Construction Managers	0.01	77	\$54.56	\$26.66	4	Yes	R
131051	HSHW	Cost Estimators	0.01	47	\$29.17	\$18.53	4	Yes	R
151141	HSHW	Database Administrators	0.02	669	\$45.51	\$27.69	4	Yes	S
319091		Dental Assistants	0.02	74	\$19.09	\$16.06	3	Yes	R
292021	HSHW	Dental Hygienists	0.01	31	\$33.19	\$29.28	4	Yes	R
292032	HSHW	Diagnostic Medical Sonographers	0.03	522	\$30.43	\$22.17	3	Yes	S
472081		Drywall and Ceiling Tile Installers	0.02	44	\$20.97	\$15.69	3	No	R
472111		Electricians	0.01	170	\$19.76	\$14.84	3	Yes	R
252021	HSHW	Elementary School Teachers, Except Special Education	0.01	167	\$29.29	\$22.28	5	No	R
512091		Fiberglass Laminators and Fabricators	0.02	37	\$16.98	\$13.85	3	Yes	R
113031	HSHW	Financial Managers	0.03	64	\$57.96	\$25.56	5	Yes	R
332011	HSHW	Firefighters	0.00	1827	\$32.55	\$23.33	3	Yes	S
371012	HSHW	First-Line Superv. Landscaping & Groundskeeping Workers	0.02	113	\$27.38	\$18.14	3	Yes	R
471011	HSHW	First-Line Superv. of Construction and Extraction Workers	0.01	160	\$32.54	\$19.89	4	Yes	R
371011		First-Line Superv. of Housekeeping & Janitorial Workers	0.02	49	\$23.32	\$15.29	3	Yes	R
491011	HSHW	First-Line Superv. of Mechanics, Installers, and Repairers	0.02	69	\$29.15	\$19.84	3	Yes	R
431011	HSHW	First-Line Superv. of Office and Admin. Support Workers	0.01	12867	\$28.38	\$17.53	4	Yes	S

**Selection Criteria:**

- 1 FLDOE Training Code  
3 (PSAV Certificate), 4 (Community College Credit/Degree), or 5 (Bachelor's Degree)
- 2 30 annual openings and positive growth
- 3 Mean Wage of \$15.24/hour and Entry Wage of \$12.40/hour
- 4 High Skill/High Wage (HSHW) Occupations:  
Mean Wage of \$23.89/hour and Entry Wage of \$15.24/hour

**Legend**

- † SOC Code and Occupational Title refer to Standard Occupational Classification codes and titles.
- †† HSHW = High Skill/High Wage.
- ††† Data Source:
- R = Meets regional wage and openings criteria based on state Labor Market Statistics employer survey data. Regional data are shown.
- S = Meets statewide wage and openings criteria based on state Labor Market Statistics employer survey data. Statewide data are shown.
- NR = Not releasable.
- EFI - Enterprise Florida, Inc.

SOC Code†	HSHW††	Occupational Title†	Annual Percent Growth	Annual Openings	2018 Hourly Wage		FLDOE Training Code	In EFI Targeted Industry?	Data Source†††
					Mean	Entry			
511011	HSHW	First-Line Superv. of Production and Operating Workers	0.01	76	\$27.85	\$16.47	3	Yes	R
331099		First-Line Superv., Protective Service Workers, All Other	0.02	662	\$22.72	\$13.88	3	Yes	S
531031	HSHW	First-Line Supervisors of Material Moving Vehicle Operators	0.01	1311	\$28.32	\$17.81	3	Yes	S
411012	HSHW	First-Line Supervisors of Non-Retail Sales Workers	0.01	61	\$34.70	\$19.41	4	Yes	R
391021		First-Line Supervisors of Personal Service Workers	0.03	2046	\$21.96	\$14.13	3	Yes	S
411011		First-Line Supervisors of Retail Sales Workers	0.01	396	\$22.15	\$14.38	3	Yes	R
119051		Food Service Managers	0.03	161	\$24.42	\$13.10	4	Yes	R
111021	HSHW	General and Operations Managers	0.02	295	\$44.86	\$21.29	4	Yes	R
472121		Glaziers	0.02	721	\$20.30	\$15.19	3	Yes	S
271024		Graphic Designers	0.02	31	\$19.75	\$13.91	4	Yes	R
292099		Health Technologists and Technicians, All Other	0.02	941	\$21.43	\$13.45	3	Yes	S
499021		Heating, A.C., and Refrigeration Mechanics and Installers	0.01	91	\$18.75	\$13.36	3	Yes	R
533032		Heavy and Tractor-Trailer Truck Drivers	0.01	204	\$18.97	\$13.81	3	Yes	R
131071	HSHW	Human Resources Specialists	0.02	100	\$26.72	\$17.76	5	Yes	R
499041		Industrial Machinery Mechanics	0.02	1698	\$21.93	\$14.95	3	Yes	S
537051		Industrial Truck and Tractor Operators	0.01	3811	\$18.34	\$12.37	3	Yes	S
151122	HSHW	Information Security Analysts	0.02	565	\$43.26	\$26.49	3	Yes	S
413021	HSHW	Insurance Sales Agents	0.01	100	\$30.88	\$17.65	3	Yes	R
252012	HSHW	Kindergarten Teachers, Except Special Education	0.02	71	\$29.59	\$21.99	5	No	R
292061		Licensed Practical and Licensed Vocational Nurses	0.02	145	\$22.87	\$18.36	3	Yes	R
434131		Loan Interviewers and Clerks	0.01	1629	\$22.10	\$15.46	3	Yes	S
132072	HSHW	Loan Officers	0.01	1690	\$34.72	\$18.08	4	Yes	S
514041		Machinists	0.01	34	\$22.65	\$16.13	3	Yes	R
499071		Maintenance and Repair Workers, General	0.02	11523	\$18.01	\$12.39	3	Yes	S
131111	HSHW	Management Analysts	0.03	117	\$43.51	\$20.99	5	Yes	R
119199	HSHW	Managers, All Other	0.02	70	\$43.87	\$22.77	4	Yes	R
131161		Market Research Analysts and Marketing Specialists	0.03	77	\$24.63	\$13.66	5	Yes	R
319011	HSHW	Massage Therapists	0.04	58	\$30.70	\$15.21	3	Yes	R
292010	HSHW	Medical and Clinical Laboratory Technologists and Technicians	0.02	1713	\$25.99	\$15.73	4	Yes	S
119111	HSHW	Medical and Health Services Managers	0.02	61	\$49.73	\$30.58	5	Yes	R
319092		Medical Assistants	0.03	228	\$15.90	\$12.86	3	Yes	R
292071		Medical Records and Health Information Technicians	0.02	925	\$19.87	\$12.82	4	Yes	S
436013		Medical Secretaries	0.02	98	\$16.72	\$12.60	3	Yes	R
131121	HSHW	Meeting, Convention, and Event Planners	0.03	1194	\$24.67	\$15.51	4	Yes	S
252022	HSHW	Middle School Teachers, Exc. Special & Voc. Education	0.01	87	\$30.68	\$23.95	5	No	R
493051		Motorboat Mechanics and Service Technicians	0.01	30	\$21.04	\$13.78	3	Yes	R
151142	HSHW	Network and Computer Systems Administrators	0.02	30	\$33.67	\$25.06	4	Yes	R
311014		Nursing Assistant	0.02	400	\$12.47	\$12.07	3	No	R
472073		Operating Engineers/Construction Equipment Operators	0.01	93	\$19.10	\$15.37	3	Yes	R
472141		Painters, Construction and Maintenance	0.01	3534	\$17.12	\$13.30	3	Yes	S
232011	HSHW	Paralegals and Legal Assistants	0.01	87	\$23.92	\$17.64	3	Yes	R
292041		Paramedics	0.00	10	\$15.99	\$12.87	4	Yes	R
132052	HSHW	Personal Financial Advisors	0.02	44	\$55.56	\$17.70	5	Yes	R
372021		Pest Control Workers	0.01	44	\$17.77	\$13.08	3	No	R
292052		Pharmacy Technicians	0.02	53	\$16.03	\$12.51	3	Yes	R
319097		Phlebotomists	0.03	1346	\$16.45	\$12.85	3	Yes	S
312021	HSHW	Physical Therapist Assistants	0.03	30	\$29.63	\$23.01	4	Yes	R
472151		Pipelayers	0.01	559	\$19.38	\$16.19	3	Yes	S
472152		Plumbers, Pipefitters, and Steamfitters	0.01	92	\$22.92	\$16.14	3	Yes	R
333051	HSHW	Police and Sheriff's Patrol Officers	0.01	68	\$24.88	\$18.25	3	No	R
251199	HSHW	Postsecondary Teachers, All Other	0.02	2041	\$33.61	\$17.29	4	No	S
119141	HSHW	Property, Real Estate & Community Association Managers	0.01	48	\$26.46	\$16.26	4	Yes	R

**Selection Criteria:**

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 EFI - Enterprise Florida, Inc.

SOC Code†	HSHW††	Occupational Title†	Annual Percent Growth	Annual Openings	2018 Hourly Wage		FLDOE Training Code	In EFI Targeted Industry?	Data Source†††
					Mean	Entry			
292053		Psychiatric Technicians	0.02	47	\$15.86	\$12.60	3	Yes	R
292034	HSHW	Radiologic Technologists	0.02	1112	\$27.45	\$19.60	3	Yes	S
419021		Real Estate Brokers	0.02	874	\$29.34	\$13.81	3	No	S
291141	HSHW	Registered Nurses	0.02	432	\$31.29	\$22.08	4	Yes	R
291126	HSHW	Respiratory Therapists	0.03	776	\$28.22	\$23.54	4	Yes	S
472181		Roofers	0.03	183	\$20.14	\$14.64	3	No	R
535011		Sailors and Marine Oilers	0.02	555	\$15.40	\$13.35	3	No	S
112022	HSHW	Sales Managers	0.01	42	\$56.41	\$29.58	5	Yes	R
414011	HSHW	Sales Representatives, Wholesale & Mfg, Tech. & Sci. Prod.	0.01	37	\$33.98	\$15.98	3	Yes	R
414012		Sales Representatives, Wholesale and Manufacturing, Other	0.01	11411	\$29.65	\$13.49	3	Yes	S
252031	HSHW	Secondary School Teachers, Exc. Special and Voc. Ed.	0.01	86	\$30.82	\$22.42	5	No	R
413031	HSHW	Securities and Financial Services Sales Agents	0.01	55	\$25.34	\$16.85	5	Yes	R
492098		Security and Fire Alarm Systems Installers	0.02	1094	\$22.13	\$15.43	3	No	S
472211		Sheet Metal Workers	0.01	31	\$19.48	\$15.31	3	Yes	R
435071		Shipping, Receiving, and Traffic Clerks	0.01	56	\$16.78	\$12.49	3	Yes	R
211093		Social and Human Service Assistants	0.02	59	\$19.19	\$12.68	3	Yes	R
151132	HSHW	Software Developers, Applications	0.04	68	\$43.48	\$25.50	4	Yes	R
252054	HSHW	Special Education Teachers, Secondary School	0.01	33	\$32.06	\$27.66	5	No	R
472221		Structural Iron and Steel Workers	0.02	506	\$21.16	\$16.08	3	Yes	S
292055		Surgical Technologists	0.01	809	\$22.19	\$16.10	3	Yes	S
492022	HSHW	Telecommunications Equipment Installers and Repairers	0.01	2258	\$28.37	\$19.41	3	Yes	S
499052		Telecommunications Line Installers and Repairers	0.01	32	\$19.97	\$13.53	3	Yes	R
472044		Tile and Marble Setters	0.02	827	\$19.90	\$15.51	3	Yes	S
131151	HSHW	Training and Development Specialists	0.01	50	\$25.93	\$15.34	5	Yes	R
113071	HSHW	Transportation, Storage, and Distribution Managers	0.01	513	\$46.32	\$26.13	4	Yes	S
319096		Veterinary Assistants and Laboratory Animal Caretakers	0.05	56	\$19.49	\$14.88	3	Yes	R
292056		Veterinary Technologists and Technicians	0.03	998	\$18.31	\$13.04	4	Yes	S
251194	HSHW	Vocational Education Teachers, Postsecondary	0.02	658	\$29.91	\$20.20	4	Yes	S
151134	HSHW	Web Developers	0.02	868	\$34.50	\$20.68	3	Yes	S
514121		Welders, Cutters, Solderers, and Brazers	0.01	52	\$19.88	\$15.93	3	Yes	R

## AGENDA ITEM SUMMARY

<b>Title</b>	Taylor, Hall, Miller and Parker (THMP) Monitoring Report - Fall 2021 Monitoring
<b>Strategic Plans/Goals</b>	Effective Utilization of Current and Timely Operational Intelligence for all Stakeholders
<b>Policy/Plan/Law</b>	DEO Grantee/Sub-Grantee Agreement, CSRC Administrative Plan
<b>Action Requested</b>	None. Information only
<b>Background</b>	<p>CSRC monitors all administration and program operations to ensure maximum effectiveness and efficiency of all management, programmatic and fiscal systems. Monitoring should ensure that abuses in program operations are identified promptly, resulting in the prevention and/or elimination of any misuse of funds.</p> <p>Per State requirements, CSRC conducts internal monitoring on a scheduled basis. Various staff members with programmatic experience are utilized to ensure that programs comply with federal/state/local regulations and policies. Internal monitoring is also completed to track performance, reach goals and provide for continuous improvement. CSRC also contracts with an independent monitoring firm through a competitive procurement process to review any potential programmatic or fiscal issues.</p> <p>Staff will provide and review the results of the monitoring completed by CSRC's independent monitoring firm, Taylor, Hall, Miller, and Parker (THMP), on August 30, 2021 - September 3, 2021.</p>
<b>Staff Recommendations</b>	None. Information Only.
<b>Supporting Material</b>	THMP Monitoring Report - September 13, 2021
<b>Board Staff</b>	Brian Bauer President/CEO <a href="mailto:bbauer@careersource.com">bbauer@careersource.com</a> (866) 482-4473 ext. 418

CAREERSOURCE RESEARCH COAST  
PROGRAM YEAR 2021-2022  
FINANCIAL & PROGRAMMATIC MONITORING  
AS OF SEPTEMBER 2, 2021

REPORT #1



Taylor | Hall | Miller | Parker | P.A.



Independent Accountants' Report  
On Applying Agreed-Upon Procedures

To the Board of Directors and Management of CareerSource Research Coast:

We have performed the procedures enumerated below in the attached sections on the fiscal and programmatic records of CareerSource Research Coast (CareerSource) as of September 2, 2021, for the program year ending June 30, 2022. CareerSource's management is responsible for the fiscal and programmatic records.

CareerSource has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of conducting fiscal and programmatic monitoring. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

For reporting purposes, findings and observations are as follows:

Findings—These items reflect non-compliance with governing regulations, internal policies, or contractual requirements and may illustrate questionable costs and/or problematic deficiencies in internal controls. These items can also indicate ineffective or improper procedures, systems, and/or records maintenance.

Observations—These items may be proactive in nature and highlight specific situations where particular changes may enhance customer service and program outcomes, strengthen internal controls or improve financial information and documentation.

The procedures and associated findings and observations are detailed in the following sections:

- I. CareerSource
- II. WIOA Adult/DW and NDWG
- III. WIOA Youth
- IV. Wagner-Peyser
- V. Welfare Transition Program (WTP)
- VI. Supplemental Nutrition Assistance Program (SNAP)

We were engaged by CareerSource to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the fiscal and programmatic records of CareerSource. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of CareerSource and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

*Taylor Hall Miller Parker, P.A.*

September 13, 2021

I. CareerSource

*Subrecipient Audit Review*

1. We inspected the following audit report submitted by CareerSource's subrecipient:

- Eckerd Youth Alternatives, Inc. – Eckerd Connects – June 30, 2020

There were no findings or observations identified as a result of applying the procedures above to the sample selected.

*One-Stop Operator*

1. We inquired of CareerSource staff and randomly selected the latest quarterly report prepared by CareerSource for the quarter ended June 30, 2021, to substantiate and report the status of the following primary One-Stop Operator responsibility roles:

- Coordinate the service delivery of participating One-Stop Partners
- MOUs/IFAs
- Disclose conflicts of interest
- Establish firewalls
- Provide recommendations to improve coordination of services among Partners and continuous improvement strategies

There were no findings or observations identified as a result of applying the procedures above to the reports selected.

*Memorandum of Understandings (MOUs) and Infrastructure Funding Agreements (IFAs)*

1. We randomly selected the PY21-22 MOU/IFA agreements for the One-Stop partners AARP Foundation and Indian River State College and inspected the agreements to determine if the following key elements as required by TEGLs 16-16 and 17-16 were included in the applicable document:

- Description of services
- One-Stop Operating/Infrastructure budget
- Access
- Referral
- Duration
- Modification process
- Signatories of Chief Elected Official, Local Board Director, and Partner
- Identification of all One-Stop Partners participating in the IFA
- A description of the periodic modification and review process for the IFA

There were no findings identified as a result of applying the procedures listed to the sample selected.

Observations:

1. Although the required partners are billed based on the current program year Operating/IFA budget, the detailed Operating/IFA budget prepared each program year is not distributed to the required partners. Additionally, the budget contained in the MOU/IFA document is for illustrative purposes only, to explain how the partner contributions are calculated. Language explaining this disclaimer was erroneously omitted from the document.

Recommendation:

The detailed PY21-22 IFA One-Stop Operating Budget and Partner IFA contributions should be sent to the required partners. Additionally, the next time the MOU/IFA is updated, language should be added to the budget section explaining that the budget listed is for illustrative purposes only.

*Financial Review*

1. We selected a random sample of 20 small purchases (less than \$100,000 per local policy), expense reimbursements and credit card charges (American Express, closing date 7/29/2021) from the period ended August 20, 2021, inspected current policies and procedures, and determined whether:
  - a. check data agreed to invoice(s);
  - b. the ACH payment traced to the transaction on the bank statement or the check contained an authorized signature and endorsement agreed to payee, or bank guaranteed lack of endorsement;
  - c. the disbursement was supported by proper documentation and approval;
  - d. purchasing and travel procedures were followed, and a cost or price analysis was performed, if applicable;
  - e. the cost was allowable, reasonable, and necessary;
  - f. the cost was properly allocated and classified;
  - g. payment traced to general ledger posting;
  - h. prior approval procedures were followed in accordance with DEO guidance; and
  - i. the cost was properly capitalized, if applicable.

Findings:

1. As a result of applying the procedures to the sample selected, we confirmed that small purchases and expense reimbursements were performed in compliance with policies and procedures, except for:
  - For the payment to vendor DML Products Inc (ck# 81118), proper procurement documentation was not maintained to substantiate use of the vendor. The procurement method was specified as sole source on CareerSource's posted two-party contract list.

Recommendation:

CareerSource should ensure that documentation is compiled/prepared to substantiate proper procurement of this vendor in accordance with local procurement procedures.

Observations:

1. As a result of applying the procedures to the sample selected, we observed the following that should be addressed to improve financial information and documentation:
  - Open Text, Inc. (ck# 81135) – A Purchase Authorization and Justification Form was not completed at the beginning of the fiscal year to document the decision, including use of micro-purchase procedures; however, a Purchase Authorization and Justification Form was completed during fieldwork.

Recommendation:

CareerSource should ensure that, for ongoing services that do not exceed the micro-purchase threshold, a Purchase Authorization and Justification Form is completed at the beginning of the fiscal year to document the decision, including use of micro-purchase procedures.

2. We randomly selected the 2020 WIOA Dislocated Worker (NFA ID# 39231), 2020 WIOA Youth (NFA ID# 39074), 2018 WIOA State Level – Apprenticeship Navigator (NFA ID# 39518), 2020 and 2021 Welfare Transition (NFA ID# 39411 and 40130), 2020 SNAP (NFA ID# 39482), and 2020 Wagner-Peyser (NFA ID# 39207) grants, obtained the Financial Report Summary (FRS) and supporting documentation for each NFA for the most recent month reported to DEO (July 2021), and performed the following:
  - a. Confirmed the mathematical accuracy.
  - b. Traced monthly and year-to-date expenditures to supporting schedules and the general ledger.
  - c. Determined whether costs were properly reported among the SERA cost categories.
  - d. Determined whether administrative costs were limited to the appropriate guidelines.

There were no findings or observations identified as a result of applying the procedures above to the sample selected.

### *Customer-Related Expenditures*

1. We selected a random sample of four WIOA On-the-Job Training (OJT) reimbursement requests from PY21-22, and performed the following:
  - a. Confirmed the mathematical accuracy.
  - b. Determined whether the amount invoiced/reimbursed agreed with the OJT agreement/training plan.
  - c. Determined whether appropriate documentation as required by the contract/agreement was submitted to support payment.
  - d. For the customers included on the invoice, we determined whether:
    1. the customer was properly registered in Employ Florida (EF);
    2. an OJT activity was recorded; and
    3. the employment wage rate at case closure agreed with the information provided by the employer, if applicable.
  - e. Traced the payment to the general ledger.
  - f. Traced the payment to the cancelled check.

*A1 Roof Trusses, LTD Company (ck# 81088, \$1,008.89)*

*Derecktor Ship Yard (ck# 81092, \$1,368.00)*

*Cleveland Clinic Martin Health (ck# 81100, \$1,861.29)*

*Two Way Radio Gear (ck# 81145, \$1,510.00)*

There were no findings or observations identified as a result of applying the procedures above to the sample selected.

2. We randomly selected a payment to Manpower (ck# 81165) and the NDWG COVID-19 temporary labor payroll invoice (#308254910) for the week ended August 8, 2021, and performed the following:
  - a. Confirmed the mathematical accuracy.
  - b. For a random sample of eight NDWG-COVID19 Public Emergency customers listed:
    1. Traced hours paid to the supporting timecard report for the pay period invoiced.
    2. Determined whether the timecard report indicated approval of the customer's timecard.

3. Determined whether the billing rate recalculated based on the Manpower contract rates.
4. Determined whether a signed worksite agreement existed for the worksite listed on the timesheet and the customer's pay rate agreed with the DWG Temporary Job Order Form for the position.
5. Verified that the customer was enrolled in EF with an appropriate activity open.
6. Verified that the cost was properly classified.
7. Determined whether the cost traced to the general ledger.

There were no findings identified as a result of applying the procedures above to the sample selected.

Observations:

As a result of applying the procedures to the sample selected, we observed the following that should be addressed:

1. For the worksite Mustard Seed Ministries, the signed amendment to the worksite agreement is missing the end date for the agreement period, and the existing agreement ended 12/31/2020. The corresponding DWG Temporary Job Order Forms indicate a projected end date of 3/31/2022.

Recommendation:

CareerSource should ensure that the amendment to the worksite agreement includes acknowledgment by both parties of the agreed end date.

## II. WIOA Adult/DW and NDWG

### *File/System Review*

1. We selected a random sample of 14 WIOA Adult, Dislocated Worker, and Special Project customers from enrollments in Employ Florida (EF) during PY20-21 and PY21-22 and inspected customer files and EF for evidence of eligibility and program documentation, using information on DEO's 2020-2021 WIOA Adult/DW Programmatic Review Tool.

There were no findings identified as a result of applying the procedures above to the sample selected.

#### Observations:

As a result of applying the procedures to the sample selected, we observed the following that should be addressed to improve case management, case file documentation and system information:

1. For M.B. (EF ID# 15997662), the customer completed an OJT activity during June 2021, but staff closed the activity with an end date matching the day the final timesheet was received (8/2/2021). Additionally, although the customer remained employed, a case closure with the employment details was not entered into EF.

#### Recommendation:

During fieldwork, staff updated EF to reflect the correct end date of the OJT activity and recorded the case closure with employment. In the future, staff should ensure that training activities are closed in a timely manner, particularly at the end of a program year when untimely closure can have a negative impact on the WIOA Measurable Skills Gains Primary Indicator of Performance.

2. We selected a random sample of four NDWG COVID-19 customers from new enrollments in Employ Florida (EF) during PY20-21 and PY21-22 and inspected customer files and EF for evidence of eligibility and program documentation, using information on DEO's 2020-2021 NDWG Programmatic Review Tool.

There were no findings or observations identified as a result of applying the procedures above to the sample selected.

III. WIOA Youth

*File/System Review*

1. We selected a random sample of eight WIOA Youth customers served by Eckerd Connects from enrollments in Employ Florida (EF) during PY20-21 and PY21-22 and inspected customer files and EF for evidence of eligibility and program documentation, using information on DEO's 2020-2021 WIOA Youth Programmatic Review Tool.

There were no findings or observations identified as a result of applying the procedures above to the sample selected.

IV. Wagner-Peyser

*Services Review*

1. We selected a random sample of 20 Wagner-Peyser customers from Employ Florida (EF) and inspected documentation in EF for the period July 1, 2021, through August 30, 2021, to determine whether proper procedures were followed and the services provided were properly documented, using DEO's 2020-2021 Wagner-Peyser Programmatic Review Tool.

Findings:

There were no findings identified as a result of applying the procedures above to the sample selected, except for:

1. For the following customer, the customer's permission to make the staff-assisted job referral was not documented as required by CSF Policy #099:

Customer	EF ID#
K.G.	15943237

Recommendation:

Staff should be reminded of the requirements of CSF Policy #099, which requires the customer's permission for staff-assisted job referrals.

2. For the following customer whose Wagner-Peyser participation was initiated, a complete registration was not documented in EF:

Customer	EF ID#
E.M.	16057436

Recommendation:

Staff should ensure they follow the requirements of CSF Policy #096, which requires full registrations for customers in EF prior to receiving services initiating participation.

3. For the following newly created, staff-assisted customer registrations, there was no case note documenting the customers' permission to create the account in EF as required by CSF Policy #096:

Customer	EF ID#
N.M.	16056829
A.B.	16055630

Recommendation:

Staff should ensure they follow the requirements of CSF Policy #096, which requires the customer's permission to create the EF account for staff-assisted registrations.

Observations:

As a result of applying the procedures to the sample selected, we observed the following that should be addressed to improve case management, case file documentation and system information:

1. A staff job referral was made for the following customer; however, documentation in EF did not adequately support that the customer met the minimum job order requirements:

Customer	EF ID#	Job Order
D.T.	7554510	11423229

Recommendation:

In the future, staff should ensure that the customer meets the minimum job order requirements based on the information documented in EF (e.g., résumé, background data) prior to the staff referral.

*Job Order Review*

1. We selected a random sample of 10 Wagner-Peyser job orders with open dates of July 1, 2021, or subsequent and inspected the job orders documented in EF, using information on DEO's 2020-2021 Wagner-Peyser Programmatic Review Tool to determine whether proper procedures were followed.

There were no findings identified as a result of applying the procedures above to the sample selected.

Observations:

As a result of applying the procedures to the sample selected, we observed the following that should be addressed to improve system information:

1. For the following private employment agency job order, "position offered by a no-fee agency" was not listed on the job order:

Job Order #
11464974

Recommendation:

For private employment agency job orders, the phrase "position offered by a no-fee agency" should be listed on the job order as required by DEO.

V. Welfare Transition Program (WTP)

*File/System Review*

1. We selected a random sample of 15 cases that were active in the Welfare Transition Program (WTP) during the period June 1, 2021, through September 2, 2021, and utilized information on the 2020-2021 WTP Monitoring Tool developed by DEO to inspect the State system (OSST) and case files for evidence of compliance.

There were no findings identified as a result of applying the procedures above to the sample selected.

Observations:

1. As a result of applying the procedures to the sample selected, we observed the following issues that should be addressed to improve case management, case file documentation and system information:

*IRPs*

- Signed IRPs in the case file for participant K.S. (OSST ID# 884781) contained non-specific Employment Goals.

*Employment*

- An employment follow-up (30-day) was missing from the OSST Employment Details screen for participant L.K. (OSST ID# 4666497).
- The employment verification date entered in OSST was prior to the date that participant K.T. (OSST ID# 4741418) actually started working.
- Employment hours were not projected and entered in the JPR screen for the last month that the case for participant K.T. (OSST ID# 4741418) was open and counting towards participation rates, even though proper documentation was retained in the case file to substantiate projecting hours.

*Deferred Cases*

- A MVF submitted by participant J.L. (OSST ID# 2151862) was accepted without the licensed physician's office address recorded on the form.

*Case Management*

- Case notes did not provide a clear picture of what was happening with the cases:

Participant	OSST ID#
C.C.	4163583
S.A.	4371179
K.T.	4741418

- The case for participant K.T. (OSST ID# 4741418) was not closed timely.

- Closing the case for participant S.A. (OSST ID# 4371179) early without attempting to collect participation for the assigned Employment activity may have negatively affected the Region's July participation rate.

*Pre-penalties and Sanctions*

- Sanctions were not requested in a timely manner for participants:

Participant	OSST ID#
C.C.	4163583
D.B.	3504144

Recommendation:

Specific details related to the observations are noted by case on the THMP monitoring work papers provided to CareerSource. In an effort to promote continuous improvement, case managers, supervisors and management should review the above comments, as well as work papers provided to CareerSource, and take action to improve WTP case management, file documentation, and system information.

2. For the two Domestic Violence cases included in the random sample of mandatory cases selected, we utilized information on the 2020-2021 Welfare Transition Monitoring Tool developed by DEO to inspect the case files and determine whether the cases were properly processed.

Findings:

1. As a result of applying the procedures to the sample selected, we confirmed that, for participant S.A. (OSST ID# 4371179), a safety plan was not created and retained in the case file. As a result, the signed IRP in the case file did not include any elements from a safety plan.

Recommendation:

Specific details related to the finding are noted by case on the THMP monitoring work papers provided to CareerSource. In an effort to ensure that Domestic Violence (DV) cases are being handled appropriately, with safety being the first priority, any participant who reports that they are a victim of DV must have a safety plan created in addition to their OSST IRP/ARP. The IRP/ARP created in OSST must include elements from the safety plan.

VI. Supplemental Nutrition Assistance Program (SNAP)

*File/System Review*

1. We inspected a random sample of five cases that were active in the Supplemental Nutrition Assistance Program (SNAP) during the period June 1, 2021, through September 1, 2021, and utilized the SNAP local operating procedures, the SNAP Florida State Plan for Federal Fiscal Year 2020, and the 2020-2021 SNAP Monitoring Tool developed by DEO to inspect the State system (OSST) and case files for evidence of compliance.

There were no findings identified as a result of applying the procedures indicated to the sample selected.

Observations

1. As a result of applying the procedures to the sample selected, we observed the following that should be addressed to improve case management, case file documentation and system information:

*Case Management*

- Case notes did not provide a clear picture of what was happening with the case for participant M.R. (OSST ID# 4408550) subsequent to the penalty request for failure to attend a scheduled appointment.
- There was lack of proper case management observed in the case of participant C.S. (OSST ID# 4733065), which included conflicting information regarding the activity assignment, lack of timely follow-up, and the most recent case note not detailing what is happening next with the case.

*Conciliations and sanctions*

- The penalty requests for participants M.R. (OSST ID# 4408550) and E.H. (OSST ID# 3382361) listed the reason as failure to complete the assigned 20 hours for the last week of the month; however, the penalty reason should have been for failure to complete the requisite 80 hours for the month. Furthermore, although participant E.H. was required to complete 80 hours of participation in the subsequent month to comply for penalty lift, participant M.R. was only required to complete 20 hours of participation in the subsequent week to comply for the penalty lift.
- The conciliation was not ended in a timely manner (within two business days) upon compliance:

Participant	OSST ID#
M.R.	4408550
J.M.	4076499

Recommendation:

Specific details related to the observations are noted by case on the THMP monitoring work papers provided to CareerSource. In an effort to promote continuous improvement, case managers, supervisors and management should review the above comments, as well as work papers provided to CareerSource, and take action to improve SNAP case management, file documentation, and system information. SNAP case managers should ensure information is timely and correctly recorded into OSST, proper follow-up is conducted/documented, and penalties are properly processed.