



# Executive Committee Meeting

## MEETING AGENDA

### *Meeting Details*

**Date:** Friday, September 13, 2024

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

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

### *MS Teams Virtual Meeting Access:*

**Access Code:** 930 162 230#

**Phone:** 772-800-5467

**URL:** [Join the meeting now](#)

### *Opening Remarks*

1. Welcome & Attendance
2. Conflict of Interest

### *Voting Items*

3. Review and Approve July Financial Reports - PY 2024-2025
4. Review and Approve Wagner Peyser (WP) - Job Seeker Registration Application and Services Policy Revisions
5. Review and Approve Wagner Peyser (WP) - Job Orders and Placement Policy Revisions
6. Review and Approve Welfare Transition (WT) Program - Supportive Services Policy Revisions
7. Review and Approve Workforce Innovation Opportunity Act (WIOA) - Adult/Dislocated Worker (DW) Supportive Services Policy Revisions
8. Review and Approve Workforce Innovation Opportunity Act (WIOA) - Eligible Training Provider List Policy Revisions
9. Review and Approve Workforce Innovation Opportunity Act (WIOA) - Adult/DW Program Eligibility Policy Revisions
10. Review and Approve Workforce Innovation Opportunity Act (WIOA) - Youth Services Subrecipient Contract Renewal - PY2024-2025
11. Review and Approve Local Targeted Occupations List (LTOL) - 2nd Quarter PY 2024-2025
12. Review and Approve Acceptance of the Florida Department of Commerce (FLORIDACOMMERCE) Grantee/Subgrantee Agreement - PY 2024-2027

### *Information/Discussion*

13. CareerSource Research Coast Final Budget - PY 2024-2025
14. Florida Department of Commerce (FLORIDACOMMERCE) Internal Control Questionnaire (ICQ) and Assessment - PY 2024-2025
15. Updates:
  - WIOA Four-Year Plan
  - Workforce Professional Development Summit - September 8-11, 2024
  - Board Member Orientation/Refresher
  - Regional Planning Area (RPA)
  - CareerSource Research Coast Reorganization - PY 2024-2025
16. Adjournment - Next Executive Meeting October 11, 2024

## 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>Background/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>Staff 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.

# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC

LAST NAME – FIRST NAME – MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
MAILING ADDRESS	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY    COUNTY	NAME OF POLITICAL SUBDIVISION:
DATE ON WHICH VOTE OCCURRED	MY POSITION IS <input type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

### WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

### INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venture, co-owner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

#### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

#### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)

**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>	Review and Approve Financial Reports
<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 July Financial Reports - PY 2024-2025
<b>Background</b>	The Board approved the budget for PY 2024-2025. The Executive Committee regularly reviews budgets, all amendments to the budget, and monthly expenditures.
<b>Staff Recommendations</b>	Review and Approve July Financial Reports
<b>Supporting Material</b>	Monthly Financial Report, Balance Sheet
<b>Board Staff</b>	Lisa Delligatti Chief Financial Officer <a href="mailto:ldelligatti@careersourcerc.com">ldelligatti@careersourcerc.com</a> (866) 482-4473 ext. 430

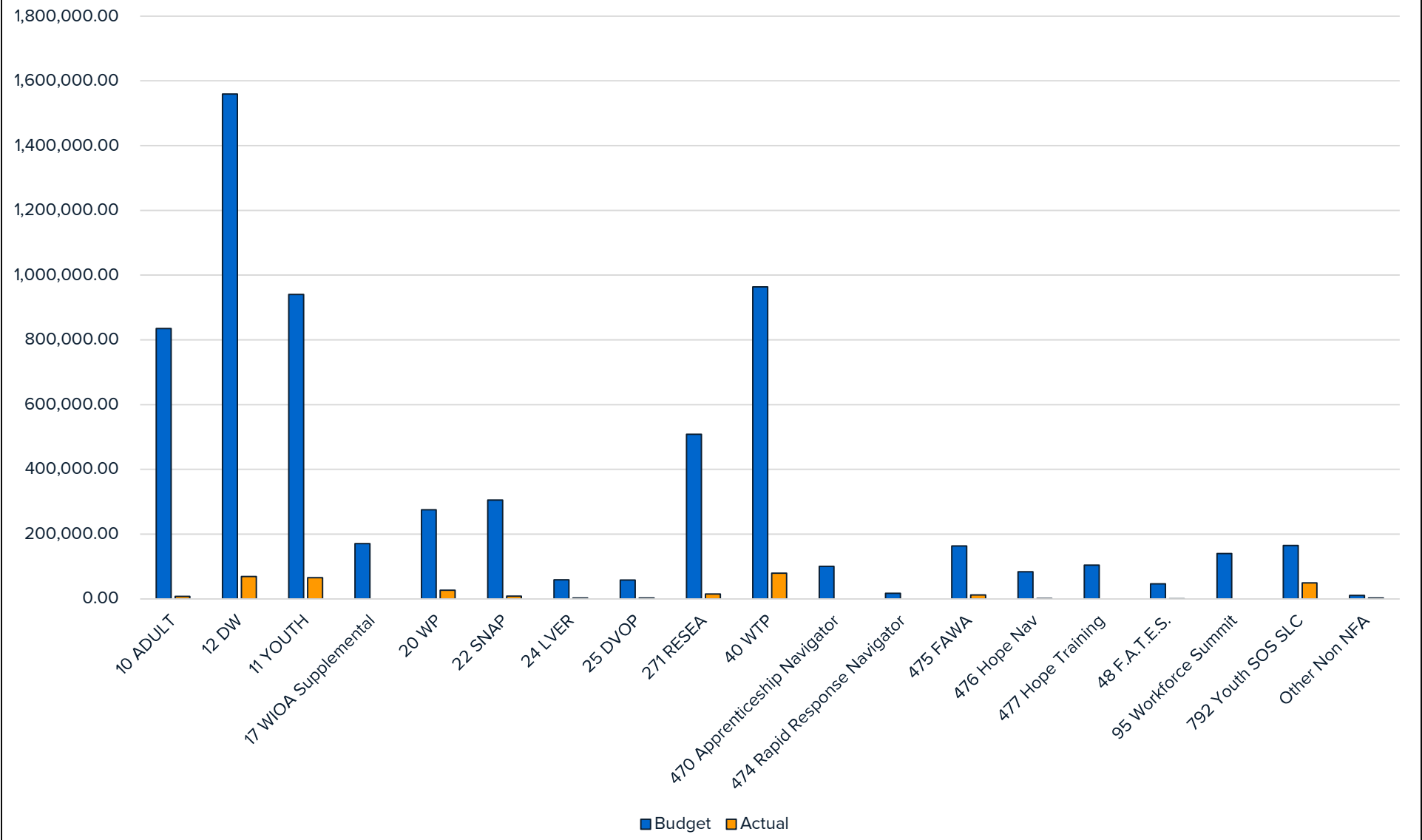
LWDB 20  
Summary of Funding and Expenditures  
as of July 31, 2024

PY 24-25 TOTAL AVAILABLE FUNDING	INDIRECT	10 ADULT	12 DW	11 YOUTH	17 WIOA Supplemental	20 WP	22 SNAP	24 LVER	25 DVOP	271 RESEA	40 WTP	470 Apprenticeship Navigator	474 Rapid Response Navigator
PY 24-25 Allocations		\$ 826,927	\$ 747,469	\$ 684,294	\$ 170,532	\$ 794,094	\$ 277,746	\$ 126,167	\$ 166,108	\$ 453,000	\$ 963,229	\$ 100,580	\$ 75,000
PY 24-25 Supplemental		\$ -	\$ 164,384	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional Funds/Incentives		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retained by DEO for Merit Salaries		\$ -	\$ -	\$ -	\$ -	\$ (341,143)	\$ -	\$ (78,699)	\$ (91,213)	\$ -	\$ -	\$ -	\$ -
Carryforward to PY 25-26		\$ -	\$ (152,781)	\$ (338,886)	\$ -	\$ (278,558)	\$ (49,075)	\$ (8,699)	\$ (41,090)	\$ (66,778)	\$ (265,088)	\$ -	\$ (57,789)
Carryforward from PY 23-24		\$ 8,026	\$ 800,000	\$ 595,000	\$ -	\$ 101,125	\$ 76,500	\$ 20,463	\$ 24,529	\$ 122,540	\$ 265,803	\$ -	\$ -
<b>Total DEO Grant Funding</b>		\$ 834,953	\$ 1,559,072	\$ 940,408	\$ 170,532	\$ 275,518	\$ 305,171	\$ 59,232	\$ 58,334	\$ 508,762	\$ 963,944	\$ 100,580	\$ 17,211
OTHER NON DEO REVENUES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	\$ -	\$ 834,953	\$ 1,559,072	\$ 940,408	\$ 170,532	\$ 275,518	\$ 305,171	\$ 59,232	\$ 58,334	\$ 508,762	\$ 963,944	\$ 100,580	\$ 17,211
<b>FUNDING DRAWN DOWN YTD</b>													
FUNDING DRAWN DOWN YTD	INDIRECT	10 ADULT	12 DW	11 YOUTH	17 WIOA Supplemental	20 WP	22 SNAP	24 LVER	25 DVOP	271 RESEA	40 WTP	470 Apprenticeship Navigator	474 Rapid Response Navigator
PY 24-25 Allocations		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PY 24-25 Supplemental		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional Funds/Incentives		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retained by DEO for Merit Salaries		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward to PY 25-26		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward from PY 23-24		\$ 8,026	\$ 159,106	\$ 93,317	\$ -	\$ 74,642	\$ 10,501	\$ 2,774	\$ 3,291	\$ 35,228	\$ 54,045	\$ -	\$ -
<b>Total DEO Grant Funding</b>		\$ 8,026	\$ 159,106	\$ 93,317	\$ -	\$ 74,642	\$ 10,501	\$ 2,774	\$ 3,291	\$ 35,228	\$ 54,045	\$ -	\$ -
OTHER NON DEO REVENUES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>		\$ 8,026	\$ 159,106	\$ 93,317	\$ -	\$ 74,642	\$ 10,501	\$ 2,774	\$ 3,291	\$ 35,228	\$ 54,045	\$ -	\$ -
<b>% of Total Budgeted Funding Received</b>		<b>0.96%</b>	<b>10.21%</b>	<b>9.92%</b>	<b>0.00%</b>	<b>27.09%</b>	<b>3.44%</b>	<b>4.68%</b>	<b>5.64%</b>	<b>6.92%</b>	<b>5.61%</b>	<b>0.00%</b>	<b>0.00%</b>
<b>EXPENDITURES</b>													
<b>Administrative</b>	\$ -	\$ -	\$ 3,866	\$ 3,517	\$ -	\$ 5,329	\$ 798	\$ 136	\$ 137	\$ 1,258	\$ 7,330	\$ -	\$ -
Salaries and Benefits	\$ 15,450	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General and Administrative	\$ 13,329	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Allocated Indirect Costs	\$ (28,779)	\$ 8,661	\$ 205	\$ 3,517	\$ -	\$ 329	\$ 798	\$ 136	\$ 137	\$ 1,258	\$ 7,330	\$ -	\$ -
Reclassification	\$ -	\$ (8,661)	\$ 3,661	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Program Training</b>	\$ 0	\$ 8,026	\$ 65,449	\$ 62,235	\$ -	\$ 21,425	\$ 7,911	\$ 2,333	\$ 2,902	\$ 13,652	\$ 71,955	\$ -	\$ -
WIOA Youth Contracts	\$ -	\$ -	\$ -	\$ 50,620	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salaries and Benefits	\$ 8,885	\$ 32,874	\$ 1,042	\$ 963	\$ -	\$ 710	\$ 2,687	\$ 89	\$ 133	\$ 7,843	\$ 18,481	\$ -	\$ -
Contract Labor	\$ -	\$ 3,433	\$ 113	\$ -	\$ -	\$ 13	\$ 414	\$ 5	\$ 8	\$ 979	\$ 7,909	\$ -	\$ -
Internship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Incentives/Stipends	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Support Services Non-ITA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200	\$ -	\$ -
Support Services ITA	\$ -	\$ 555	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-ITA/OST/TAA	\$ -	\$ 27,622	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-OJT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-Cust./Employed Worker	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WEX/ Internships/ Participant Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 314	\$ -	\$ -	\$ -	\$ -	\$ -
One Stop Shared Costs	\$ -	\$ 11,526	\$ 377	\$ -	\$ -	\$ 3,309	\$ 1,005	\$ 1,650	\$ 2,475	\$ 3,285	\$ 8,149	\$ -	\$ -
Other Operating Expenses	\$ 3,884	\$ 6,502	\$ 497	\$ 9,092	\$ -	\$ 2,248	\$ 3,450	\$ 215	\$ 225	\$ 987	\$ 33,963	\$ -	\$ -
Allocated Program Indirect	\$ (12,769)	\$ 3,843	\$ 91	\$ 1,560	\$ -	\$ 146	\$ 354	\$ 60	\$ 61	\$ 558	\$ 3,252	\$ -	\$ -
Reclassification	\$ -	\$ (78,329)	\$ 63,329	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	\$ 0	\$ 8,026	\$ 69,315	\$ 65,752	\$ -	\$ 26,754	\$ 8,708	\$ 2,469	\$ 3,038	\$ 14,909	\$ 79,285	\$ -	\$ -
<b>Funding Over/(under) expenditures</b>	\$ 0	\$ (0)	\$ 89,792	\$ 27,566	\$ -	\$ 47,888	\$ 1,793	\$ 305	\$ 253	\$ 20,319	\$ (25,240)	\$ -	\$ -
<b>YTD % of Budgeted Funds Expended</b>		<b>0.96%</b>	<b>4.45%</b>	<b>6.99%</b>	<b>0.00%</b>	<b>9.71%</b>	<b>2.85%</b>	<b>4.17%</b>	<b>5.21%</b>	<b>2.93%</b>	<b>8.23%</b>	<b>0.00%</b>	<b>0.00%</b>

LWDB 20  
Summary of Funding and Expenditures  
as of July 31, 2024

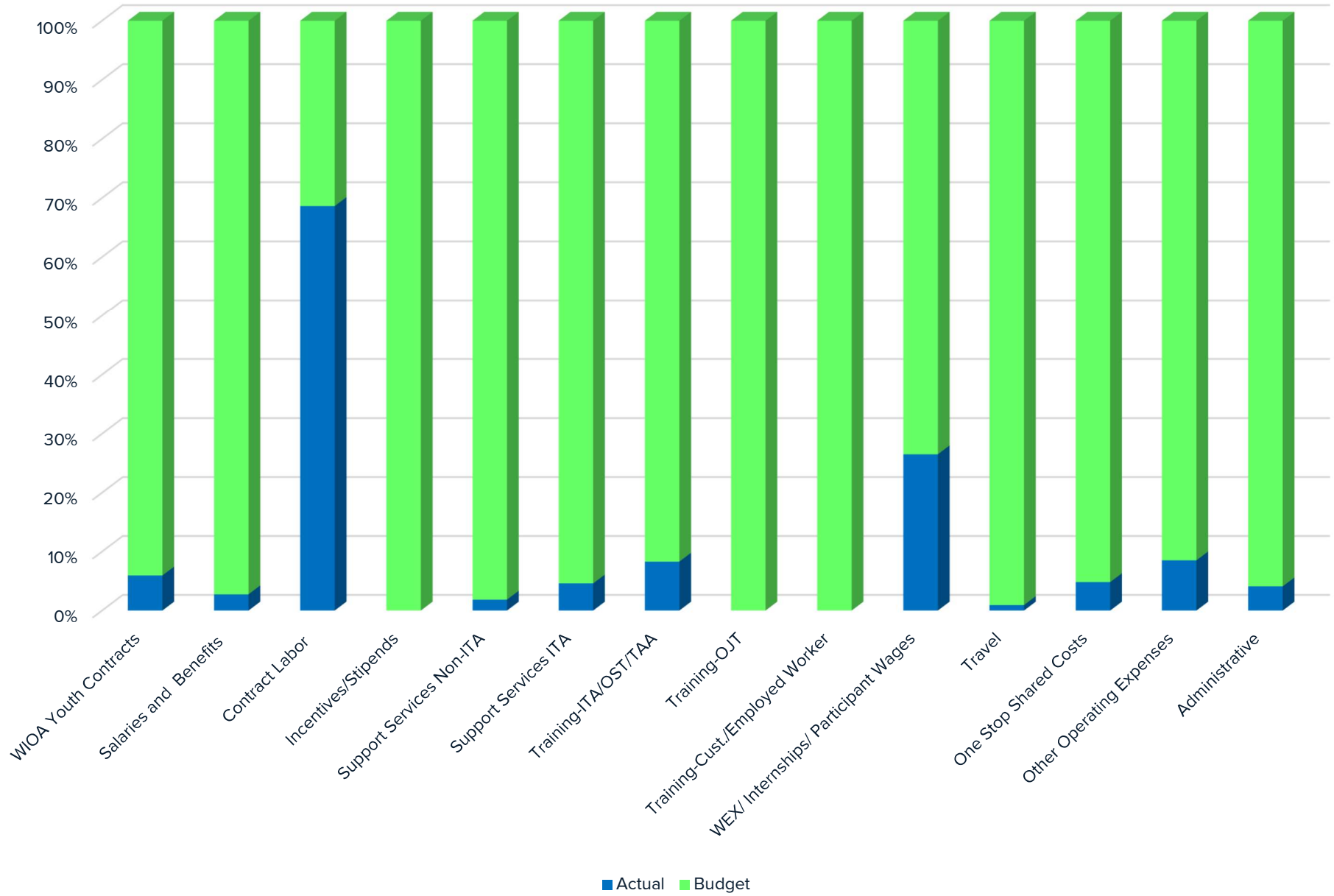
PY 24-25 TOTAL AVAILABLE FUNDING	475 FAWA	476 Hope Nav	477 Hope Training	48 F.A.T.E.S.	95 Workforce Summit	792 Youth SOS SLC	Other Non NFA	YEAR TO DATE TOTALS			
PY 24-25 Allocations	\$ -	\$ 54,062	\$ -	\$ -	\$ 140,000	\$ -	\$ -		\$ 5,579,208		
PY 24-25 Supplemental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 164,384		
Additional Funds/Incentives	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -		
Retained by DEO for Merit Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ (511,055)		
Carryforward to PY 25-26	\$ (815,816)	\$ -	\$ -	\$ (88,128)	\$ -	\$ -	\$ -		\$ (2,162,688)		
Carryforward from PY 23-24	\$ 979,600	\$ 30,000	\$ 104,000	\$ -	\$ -	\$ -	\$ -		\$ 3,127,585		
<b>Total DEO Grant Funding</b>	\$ 163,784	\$ 84,062	\$ 104,000	\$ (88,128)	\$ 140,000	\$ -	\$ -		\$ 6,197,434		
OTHER NON DEO REVENUES	\$ -	\$ -	\$ -	\$ 135,000	\$ -	\$ 165,000	\$ 10,539		\$ 310,539		
<b>TOTAL</b>	\$ 163,784	\$ 84,062	\$ 104,000	\$ 46,872	\$ 140,000	\$ 165,000	\$ 10,539	\$ -	\$ 6,507,973		
<b>FUNDING DRAWN DOWN YTD</b>											
	475 FAWA	476 Hope Nav	477 Hope Training	48 F.A.T.E.S.	95 Workforce Summit	792 Youth SOS SLC	Other Non NFA	PY 24-25 Actual	PY 24-25 Budget	VARIANCE	% Expended
PY 24-25 Allocations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,579,208	\$ 5,579,208	0.000%
PY 24-25 Supplemental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 164,384	\$ 164,384	0.000%
Additional Funds/Incentives	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Retained by DEO for Merit Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (511,055)	\$ (511,055)	
Carryforward to PY 25-26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,162,688)	\$ (2,162,688)	
Carryforward from PY 23-24	\$ 19,213	\$ 3,623	\$ 565	\$ -	\$ -	\$ -	\$ -	\$ 464,333	\$ 3,127,585		
<b>Total DEO Grant Funding</b>	\$ 19,213	\$ 3,623	\$ 565	\$ -	\$ -	\$ -	\$ -	\$ 464,333	\$ 6,197,434		
OTHER NON DEO REVENUES	\$ -	\$ -	\$ -	\$ 135,239	\$ -	\$ 91,409	\$ 3,484	\$ 230,132	\$ 310,539	\$ 80,407	74.107%
<b>TOTAL</b>	\$ 19,213	\$ 3,623	\$ 565	\$ 135,239	\$ -	\$ 91,409	\$ 3,484	\$ 694,465	\$ 6,507,973	\$ 5,813,508	10.671%
<b>% of Total Budgeted Funding Received</b>	<b>11.73%</b>	<b>4.31%</b>	<b>0.54%</b>	<b>288.53%</b>	<b>0.00%</b>	<b>55.40%</b>	<b>33.06%</b>	<b>10.67%</b>			
<b>EXPENDITURES</b>								<b>PY 24-25 Actual</b>	<b>PY 24-25 Budget</b>	<b>VARIANCE Under/(Over)</b>	<b>% Expended</b>
<b>Administrative</b>	\$ 1,097	\$ 82	\$ -	\$ 4	\$ -	\$ 4,940	\$ 287	\$ 28,779	\$ 671,966	\$ 643,187	4.28%
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,450	\$ 511,554	\$ 496,104	3.02%
General and Administrative	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,329	\$ 160,412	\$ 147,083	8.31%
Allocated Indirect Costs	\$ 1,097	\$ 82	\$ -	\$ 4	\$ -	\$ 4,940	\$ 287	\$ -	\$ -	\$ 0	
Reclassification	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ -	\$ 0	
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Program Training</b>	\$ 10,771	\$ 907	\$ -	\$ 38	\$ -	\$ 44,583	\$ 2,622	\$ 314,806	\$ 5,836,009	\$ 5,521,203	5.4%
WIOA Youth Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,620	\$ 800,000	\$ 749,380	6.3%
Salaries and Benefits	\$ 4,181	\$ 601	\$ -	\$ 0	\$ -	\$ 509	\$ 238	\$ 79,236	\$ 2,791,442	\$ 2,712,207	2.8%
Contract Labor	\$ 477	\$ -	\$ -	\$ -	\$ -	\$ 1,751	\$ -	\$ 15,100	\$ 6,903	\$ (8,197)	218.8%
Internship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Incentives/Stipends	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,126	\$ 12,126	0.0%
Support Services Non-ITA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200	\$ 10,600	\$ 10,400	1.9%
Support Services ITA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 555	\$ 11,500	\$ 10,945	4.8%
Training-ITA/OST/TAA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,622	\$ 304,957	\$ 277,335	9.1%
Training-OJT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 309,838	\$ 309,838	0.0%
Training-Cust./Employed Worker	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	0.0%
WEX/ Internships/ Participant Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38,944	\$ -	\$ 38,944	\$ 107,953	\$ 69,009	36.1%
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 314	\$ 33,500	\$ 33,186	0.9%
One Stop Shared Costs	\$ 1,601	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,378	\$ 658,174	\$ 624,796	5.1%
Other Operating Expenses	\$ 4,026	\$ 269	\$ -	\$ 36	\$ -	\$ 1,187	\$ 2,256	\$ 68,837	\$ 739,015	\$ 670,178	9.3%
Allocated Program Indirect	\$ 487	\$ 36	\$ -	\$ 2	\$ -	\$ 2,192	\$ 127	\$ (0)	\$ 0	\$ -	
Reclassification	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total Expenditures</b>	\$ 11,867	\$ 988	\$ -	\$ 42	\$ -	\$ 49,523	\$ 2,909	\$ 343,585	\$ 6,507,975	\$ 6,164,390	5.3%
<b>Funding Over/(under) expenditures</b>	\$ 7,346	\$ 2,635	\$ 565	\$ 135,197	\$ -	\$ 41,886	\$ 576	\$ 350,880			
<b>YTD % of Budgeted Funds Expended</b>	<b>7.25%</b>	<b>1.18%</b>	<b>0.00%</b>	<b>0.09%</b>	<b>0.00%</b>	<b>30.01%</b>	<b>27.60%</b>	<b>5.28%</b>			

### Budget to Actual by Program

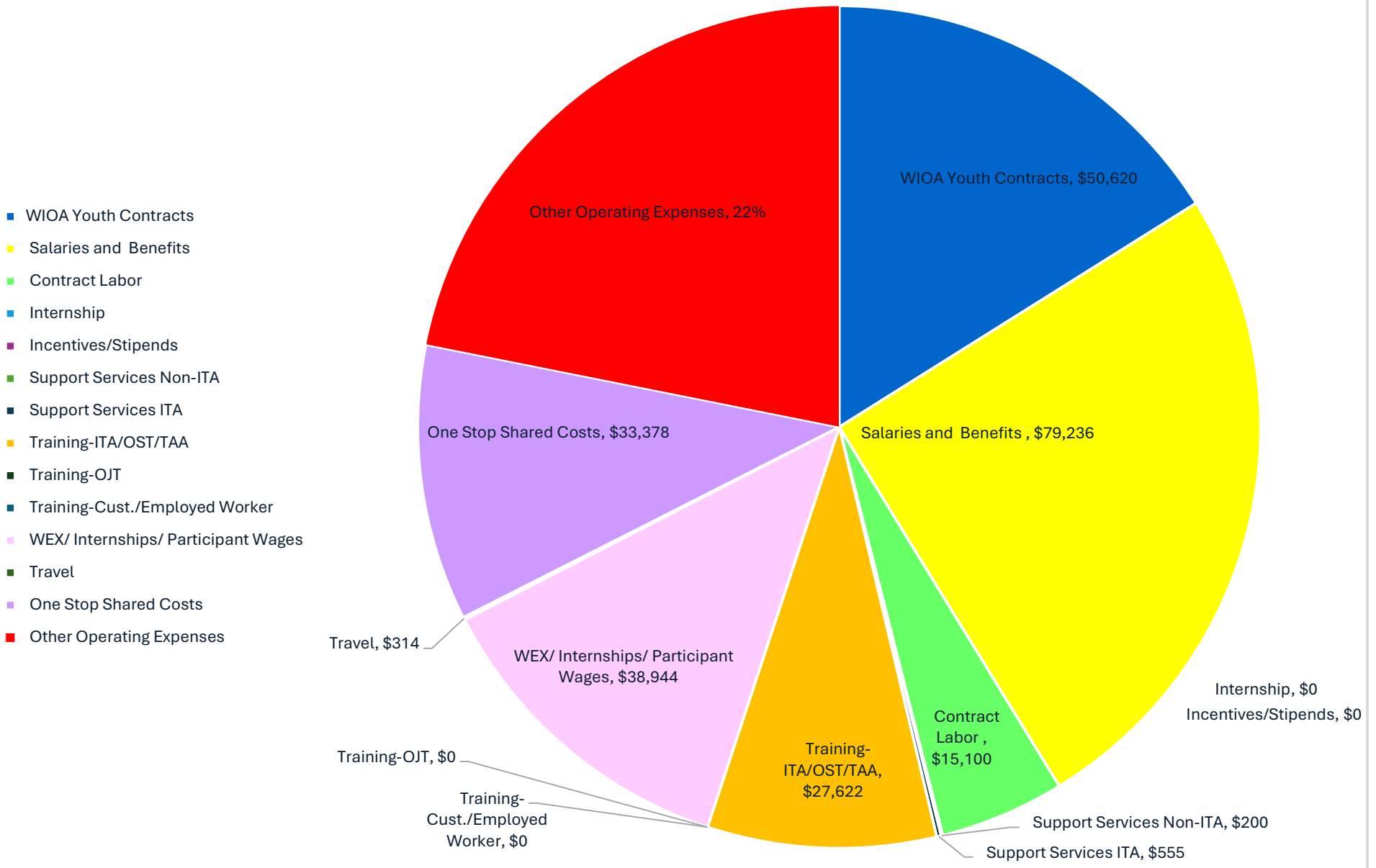




## Expenditures by Category



## Expenditure Categories



Workforce Development Board of the Treasure Coast, Inc.  
Statement of Financial Position  
As of 7/31/2024

07/31/24

Assets

Current assets

Cash - Accounts Payable	5,718.85
Cash - Payroll	124,448.43
Cash - Business Checking W/Int.	427,705.19
Accounts Receivable Customers	84,368.07
Accounts Receivable - Other	37.00
Grants Receivable	(91.58)
Prepaid Expenses	94,496.87
Deposits	10,035.12
Due TO/ Due FROM	<u>3,139.61</u>
<b>Total Current assets</b>	<b>749,857.56</b>

Non-current assets

Data Processing Equipment	119,215.39
Vehicles	447,386.10
Lease Assets - Building	3,719,789.00
Lease Assets - Equipment	306,758.00
Leasehold Improvements	217,855.62
Accumulated Depreciation	(697,654.63)
Accumulated Amortization	(1,184,467.00)
Other Assets	<u>24,240.00</u>
<b>Total Non-current assets</b>	<b><u>2,953,122.48</u></b>

**Total Assets** **3,702,980.04**

Liabilities & Net Assets

Current Liabilities

Accounts Payable	56,217.55
Payroll Accounts Payable	2,220.30
Accrued Expenses	54,918.54
Federal Withholding Tax	(0.01)
FICA Payable	0.60
SUTA Payable	34.44
Principal Insurance	(401.45)
Health Insurance Payable	(23,780.19)
AFLAC Payable	77.92
Legal Shield	4.37
Workers Comp Payable	5,931.55
Accrued Leave	101,681.04
Lease Interest Payable	5,966.00
Refundable Advances	<u>1,844.19</u>
<b>Total Current Liabilities</b>	<b>204,714.85</b>

Non-current liabilities

Short-term Lease Liability	357,347.00
Long-term Lease Liability	3,007,975.00
Lease Liability Offest	(357,347.00)
<b>Total Non-current liabilities</b>	<b>3,007,975.00</b>

Net Assets

Beginning of Year	1,032,468.20
Current Year	(542,178.01)

Current Year

**Total Net Assets** **490,290.19**

**Total Liabilities & Net Assets** **3,702,980.04**

# Agenda Item 4

## AGENDA ITEM SUMMARY

<b>Title</b>	Review and Approve Wagner Peyser (WP) - Job Seeker Registration, Application, and Services Policy Revisions
<b>Strategic Plans/Goals</b>	Operational Intelligence
<b>Policy/Plan/Law</b>	CareerSource Florida (CSFL) Administrative Policy 096, 20 CFR 652.207, 652.3, 677.150(a)(3), 1010
<b>Action Requested</b>	Review and Approve Wagner Peyser (WP) - Job Seeker Registration, Application, and Services Policy Revisions
<b>Background</b>	The purpose of the Employment Service system is to improve the functioning of the nation's labor markets by bringing together qualified job seekers and employers who are seeking workers. The policy was revised to provide more concise guidance regarding job seeker registration, application and services recorded within CSRC's Local Workforce Development Area (LWDA).
<b>Staff Recommendations</b>	Review and Approve the Wagner Peyser (WP) - Job Seeker Registration, Application, and Services Policy Revisions
<b>Supporting Material</b>	Wagner Peyser - Job Seeker Registration, Application, and Services
<b>Board Staff</b>	Brian Bauer President/CEO <a href="mailto:bbauer@careesourcerc.com">bbauer@careesourcerc.com</a> (866) 482-4473 ext. 418



**WAGNER-PEYSER JOB SEEKER REGISTRATION,  
APPLICATION, AND SERVICES POLICY  
ORIGINAL APPROVAL DATE: 6/29/2022  
REVISION DATE: 8/28/2024  
BOARD EFFECTIVE DATE: 9/25/2024**

## **PURPOSE**

The purpose of this policy is to establish CareerSource Research Coast's (CSRC's) minimum requirements for job seeker registration and services in Employ Florida.

## **REFERENCES**

CareerSource Administrative Policy 096 – Wagner-Peyser Job Seeker Registration, Application, and Services.

## **BACKGROUND**

The purpose of the Employment Service system is to improve the functioning of the nation's labor markets by bringing together qualified job seekers and employers who are seeking workers. Additionally, each state must administer a labor exchange system that can:

- Assist job seekers in finding employment.
- Assist employers in filling jobs.
- Facilitate the match between job seekers and employers.
- Participate in a system allowing for the movement of labor among the states, including the use of a standardized classification system.
- Meet the work test requirements of the Reemployment Assistance program.
- Provide labor exchange services as identified in Section 7(a) of the Wagner-Peyser Act.

The Wagner-Peyser Act, as amended by the Workforce Innovation and Opportunity Act of 2014 (WIOA), provides specific guidelines for job seeker registration. 20 CFR 652.207 requires labor exchange services be made available to all job seekers, including Reemployment Assistance claimants, veterans, migrant and seasonal farmworkers, and individuals with disabilities. As described in the Wagner-Peyser Act, the state must have the capacity to deliver statewide labor exchange services through self-service, facilitated self-help service, and staff-assisted service.

## **LOCAL POLICY**

### **I. Job Seeker Registration Requirements**

- A. Job seekers who use self-service may be registered in Employ Florida, but registration is not required. Job seekers receiving Wagner-Peyser funded, facilitated self-help, and staff-assisted services must complete either a partial or full registration in Employ Florida.
  1. A partial registration includes the elements necessary to establish a record and basic demographic data, but an Occupational Information Network (O\*NET) code, background wizard, or resume has not been completed.
  2. A full registration includes all elements of a partial registration have been completed and the job seeker has been assigned an O\*NET code, completed the background wizard, or entered a resume on their personal profile to include additional essential employment

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

WP Job Seeker Registration, Application, and Services Policy – September 2024



**WAGNER-PEYSER JOB SEEKER REGISTRATION,  
APPLICATION, AND SERVICES POLICY  
ORIGINAL APPROVAL DATE: 6/29/2022  
REVISION DATE: 8/28/2024  
BOARD EFFECTIVE DATE: 9/25/2024**

- related information such as licenses or certifications that will enhance the placement of the job seeker.
- B. Job seekers who receive staff-assisted services must have a Wagner-Peyser application in Employ Florida. Job seekers may self-register or career center staff may register a job seeker. If staff registers a job seeker, they must first receive the job seeker's verbal permission and document in a case note in the job seeker's account.
  - C. Staff are allowed to create pseudo social security numbers (SSNs) for the sole purpose of registration in Employ Florida.
    - 1. A pseudo-SSN may be created only when a job seeker requests not to use his/her SSN or when a duplicate registration exists.
    - 2. A pseudo-SSN may not be used to create a registration for a job seeker without his/her knowledge and consent due to staff not having the job seeker's SSN.
    - 3. Pseudo-SSNs cannot be created by a job seeker.
    - 4. Once the pseudo number is created, it is the responsibility of staff to enter the registration for the job seeker.
    - 5. Upon completing the registration, staff must enter a case note in the job seeker's Employ Florida account stating the job seeker granted staff permission to create the account with the pseudo-SSN and the reason a pseudo-SSN was used. Please refer to the CSRC Job Seeker Registration, Application, and Services Procedure for details to create a pseudo-SSN in Employ Florida.
  - D. When a job seeker tries to register in Employ Florida and reports that his/her SSN is already in use by another individual, or if staff identify a duplicate registration for a job seeker with a different social security number, staff must resolve the issue when identified with the assistance of the Regional Security Officer. Please refer to the CSRC Job Seeker Registration, Application, and Services Procedure for details.

## **II. Wagner-Peyser Application**

- A. A Wagner-Peyser (WP) application must be completed before any staff-assisted services are provided and recorded in Employ Florida. This includes job referrals and events/services (except for informational workshops) that are set up for tracking using the Events Calendar (e.g., PREP and RESEA-related services). The creation of a WP application is required for the following individuals:
  - 1. Job seekers who need staff-directed assistance in finding employment.
  - 2. Job seekers who are eligible for or receiving services through the following programs.
    - a. Jobs for Veterans State Grant (if being case managed).
    - b. Priority Reemployment Planning (PREP).
    - c. Reemployment Services and Eligibility Assessment (RESEA) and
    - d. Migrant and Seasonal Farmworkers.
  - 3. Claimants complying with state Reemployment Assistance laws or regulations that require registration with the public labor exchange system as a condition for continued receipt or eligibility for benefits.

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WP Job Seeker Registration, Application, and Services Policy – September 2024



**WAGNER-PEYSER JOB SEEKER REGISTRATION,  
APPLICATION, AND SERVICES POLICY  
ORIGINAL APPROVAL DATE: 6/29/2022  
REVISION DATE: 8/28/2024  
BOARD EFFECTIVE DATE: 9/25/2024**

- B. Depending on the level of participation (reportable individual or participant) the application may or may not be complete.
1. Reportable individuals will have a Wagner Peyser application that indicates “Registration only” and will not include a participation date.
  2. To initiate participation in the Wagner Peyser application, the participation form must be completed, a participation date must be entered, and a service that initiates participation must be recorded in the activities/enrollments/services sub-application. Please refer to the Wagner Peyser Chapter of the Virtual One-Stop User Guide, [Employ Florida Staff User Guide - Wagner Peyser](#).

**III. Recording Services Provided to Job Seekers**

- A. The job seeker’s activity history/service plan screen in Employ Florida is used to record all services received, including Wagner-Peyser funded basic career services and individualized career services. The purpose of providing services is to enhance the job seeker’s ability to become employed.
1. Staff must not record a service on a job seeker’s activity history/service plan unless the service was provided with the individual’s knowledge.
  2. Career center staff must record services provided to job seekers within 15 days of the date the service was provided.
  3. The Employ Florida Service Code Guide outlines the various service code titles and definitions as well as the documentation/case note requirements.
  4. Wagner-Peyser funded services must be recorded in Employ Florida in accordance with the Employ Florida Service Code Guide.

**Refer to:**

CareerSource Administrative Policy 096 – Wagner-Peyser Job Seeker Registration, Application, and Services  
CSRC Wagner-Peyser Job Seeker Registration, Application, and Services Procedure  
Employ Florida Service Code Guide



**WAGNER-PEYSER JOB SEEKER REGISTRATION,  
APPLICATION, AND SERVICES POLICY**  
~~ORIGINAL APPROVAL DATE: 6/29/2022~~  
~~BOARD EFFECTIVE DATE: 6/29/2022~~  
**REVISION DATE: 8/28/2024**  
**BOARD EFFECTIVE DATE: 9/25/2024**

**PURPOSE**

The purpose of this policy is to establish CareerSource Research Coast's (CSRC's) minimum requirements for job seeker registration and services in Employ Florida.

**REFERENCES**

CareerSource Administrative Policy 096 – Wagner-Peyser Job Seeker Registration, Application, and Services.

**BACKGROUND**

The purpose of the Employment Service system is to improve the functioning of the nation's labor markets by bringing together qualified job seekers and employers who are seeking workers. Additionally, each state must administer a labor exchange system that can:

- a) Assist job seekers in finding employment.
- b) Assist employers in filling jobs.
- c) Facilitate the match between job seekers and employers.
- d) Participate in a system allowing for the movement of labor among the states, including the use of a standardized classification system.
- e) Meet the work test requirements of the Reemployment Assistance program.
- f) Provide labor exchange services as identified in Section 7(a) of the Wagner-Peyser Act.

The Wagner-Peyser Act, as amended by the Workforce Innovation and Opportunity Act of 2014 (WIOA), provides specific guidelines for job seeker registration. 20 CFR 652.207 requires labor exchange services be made available to all job seekers, including Reemployment Assistance claimants, veterans, migrant and seasonal farmworkers, and individuals with disabilities. As described in the Wagner-Peyser Act, the state must have the capacity to deliver statewide labor exchange services through self-service, facilitated self-help service, and staff-assisted service.

**LOCAL POLICY**

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WP Job Seeker Registration, Application, and Services Policy – ~~June 2022~~September 2024

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**WAGNER-PEYSER JOB SEEKER REGISTRATION,  
APPLICATION, AND SERVICES POLICY**  
~~ORIGINAL APPROVAL DATE: 6/29/2022~~  
~~BOARD EFFECTIVE DATE: 6/29/2022~~  
**REVISION DATE: 8/28/2024**  
**BOARD EFFECTIVE DATE: 9/25/2024**

**A. Job Seeker Registration Requirements**

**1.** Job seekers who use self-service may be registered in Employ Florida, but registration is not required. Job seekers receiving Wagner-Peyser funded, facilitated self-help, and staff-assisted services must complete either a partial or full registration in Employ Florida.

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~~1. **Partial Registration**—A partial registration that includes the elements necessary to establish a record and basic demographic data, but an Occupational Information Network (O\*NET) code, background wizard, or resume has not been completed.~~

~~1. **A full registration** Full Registration—A registration where includes all elements of a partial registration have been completed and the job seeker has been assigned an O\*NET code, completed the background wizard, or entered a resume on their personal profile to include additional essential employment related information such as licenses or certifications that will enhance the placement of the job seeker.~~

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~~2. For job seekers who receive staff-assisted services must have, career center staff must create a Wagner-Peyser application in Employ Florida. Job seekers may self-register or career center staff may register a job seeker. If staff registers a job seeker, they must first receive the job seeker's verbal or written permission and document in a case note in the job seeker's account.~~

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~~Partial Registration—A registration that includes the elements necessary to establish a record and basic demographic data, but an Occupational Information Network (O\*NET) code, background wizard, or resume has not been completed.~~

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~~B. Full Registration—A registration where all elements of a partial registration have been completed and the job seeker has been assigned an O\*NET code, completed the background wizard, or entered a resume on their personal profile to include additional essential employment related information such as licenses or certifications that will enhance the placement of the job seeker.~~

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**C.** Staff are allowed to create pseudo social security numbers (SSNs) for the sole purpose of registration in Employ Florida.

1. ~~A The only reasons for which a~~ pseudo-SSN may be created ~~only are~~ when a job seeker requests not to use his/her SSN or when a duplicate registration exists.
2. A pseudo-SSN may not be used to create a registration for a job seeker without his/her knowledge and consent due to staff not having the job seeker's SSN.

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An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

WP Job Seeker Registration, Application, and Services Policy – ~~June 2022~~ September 2024



**WAGNER-PEYSER JOB SEEKER REGISTRATION,  
APPLICATION, AND SERVICES POLICY**  
~~ORIGINAL APPROVAL DATE:~~  
~~6/29/2022~~  
~~BOARD EFFECTIVE DATE: 6/29/2022~~  
**REVISION DATE: 8/28/2024**  
**BOARD EFFECTIVE DATE: 9/25/2024**

1. Pseudo-SSNs cannot be created by a job seeker.

3.

4. Once the pseudo number is created, it is the responsibility of staff to enter the registration for the job seeker.

— Upon completing the registration, staff must enter a case note in the job seeker's Employ Florida account stating the job seeker granted staff permission to create the account with the pseudo-SSN and the reason a pseudo-SSN was used. Please refer to the CSRC Job Seeker Registration, Application, and Services Procedure for details to create a pseudo-SSN in Employ Florida.

5.

D. When a job seeker tries to register in Employ Florida and reports that his/her SSN is already in use by another individual, or if staff identify a duplicate registration for a job seeker with a different social security number, staff must resolve the issue when identified with the assistance of the Regional Security Officer. Please refer to the CSRC Job Seeker Registration, Application, and Services Procedure for details.

**B. Wagner-Peyser Application**

II.

— A A Wagner-Peyser (WP) application must be completed before any staff-assisted services are provided and recorded in Employ Florida. This includes job referrals and events/services (except for informational workshops) that are set up for tracking using the Events Calendar (e.g., PREP and RESEA-related services). The creation of a WP application is required for the following individuals:

A.

1. Job seekers who need staff-directed assistance in finding employment.

1.

2. Job seekers who are eligible for or receiving services through the following programs:

2.

a) Jobs for Veterans State Grant (if being case managed).

a.

b. b) Priority Reemployment Planning (PREP).

c. c) Reemployment Services and Eligibility Assessment (RESEA) and

d. d) Migrant and Seasonal Farmworkers.

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An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.  
WP Job Seeker Registration, Application, and Services Policy – ~~June 2022~~September 2024



**WAGNER-PEYSER JOB SEEKER REGISTRATION,  
APPLICATION, AND SERVICES POLICY**  
~~ORIGINAL APPROVAL DATE: 6/29/2022~~  
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~~3. Claimants complying with state Reemployment Assistance laws or regulations that require registration with the public labor exchange system as a condition for continued receipt or eligibility for benefits.~~

~~3. Claimants complying with state Reemployment Assistance laws or regulations that require registration with the public labor exchange system as a condition for continued receipt or eligibility for benefits.~~

**B. Depending on the level of participation (reportable individual or participant) the application may or may not be complete.**

~~Reportable individuals will have a Wagner Peyser application that indicates "Registration only" and will not include a~~

~~1. A participation date.~~

~~To initiate participation in the Wagner Peyser application, the participation form must be completed, a participation date must be entered, and a service that initiates participation must be recorded in the~~

~~2. activities/enrollments/services sub-application. Please refer to the Wagner Peyser Chapter of the Virtual One-Stop User Guide, Employ Florida Staff User Guide - Wagner Peyser.~~

**C.III. Recording Services Provided to Job Seekers**

**A.** The job seeker's activity history/service plan screen in Employ Florida is used to record all services received, including Wagner-Peyser funded basic career services and individualized career services. The purpose of providing services is to enhance the job seeker's ability to become employed.

**1.** Staff must not record a service on a job seeker's activity history/service plan unless the service was provided with the individual's knowledge.

**2.** Career center staff must record services provided to job seekers within 15 days of the date the service was provided.

**3.** The Employ Florida Service Code Guide outlines the various service code titles and definitions as well as the documentation/case note requirements.

~~Wagner-Peyser funded services must be recorded in Employ Florida in accordance with the Employ Florida Service Code Guide.~~

**4.**

~~plan unless the service was provided with the individual's knowledge. The Employ Florida~~

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WP Job Seeker Registration, Application, and Services Policy – ~~June 2022~~September 2024

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**WAGNER-PEYSER JOB SEEKER REGISTRATION,  
APPLICATION, AND SERVICES POLICY**  
**~~ORIGINAL APPROVAL~~ ORIGINAL APPROVAL DATE:**  
**~~6/29/2022~~**  
**~~BOARD EFFECTIVE DATE:~~ 6/29/2022**  
**REVISION DATE: 8/28/2024**  
**BOARD EFFECTIVE DATE: 9/25/2024**

~~Service Code Guide outlines the various service code titles and definitions as well as the documentation/case note requirements. Wagner-Peyser funded services must be recorded in Employ Florida in accordance with the Employ Florida Service Code Guide.~~

**Refer to:**

CareerSource Administrative Policy 096 – Wagner-Peyser Job Seeker Registration, Application, and Services  
CSRC Wagner-Peyser Job Seeker Registration, Application, and Services Procedure  
Employ Florida Service Code Guide

# Agenda Item 5

## AGENDA ITEM SUMMARY

<b>Title</b>	Review and Approve Wagner Peyser (WP) - Job Orders and Placements Policy Revisions
<b>Strategic Plans/Goals</b>	Operational Intelligence
<b>Policy/Plan/Law</b>	CareerSource Florida (CSFL) Administrative Policy 099, 20 CFR 651.10, 652, 653.501, 29 CFR 1604, 1606, 1625, 42 U.S.C. 2000
<b>Action Requested</b>	Review and Approve Wagner Peyser (WP) - Job Orders and Placements Policy Revisions
<b>Background</b>	The purpose of the Employment Service system is to improve the functioning of the nation's labor markets by bringing together qualified job seekers and employers who are seeking workers. The policy was revised to provide more concise guidance regarding job orders and placements recorded within CSRC's Local Workforce Development Area (LWDA).
<b>Staff Recommendations</b>	Review and Approve the Wagner Peyser (WP) - Job Orders and Placements Policy Revisions
<b>Supporting Material</b>	Wagner Peyser (WP) - Job Orders and Placements Policy Revisions
<b>Board Staff</b>	Brian Bauer President/CEO <a href="mailto:bbauer@careesourcerc.com">bbauer@careesourcerc.com</a> (866) 482-4473 ext. 418

## **PURPOSE**

The purpose of this policy is to establish CareerSource Research Coast's (CSRC's) minimal requirements for documenting and recording job orders and placements in Employ Florida.

## **REFERENCES**

CareerSource Administrative Policy 099 Job Orders and Placements and CareerSource Administrative Policy 03-040 Wagner-Peyser Migrant and Seasonal Farmworker and Agricultural Employers Services Procedure.

## **BACKGROUND**

The purpose of the Employment Service system is to improve the functioning of the nation's labor markets by bringing together qualified job seekers and employers who are seeking workers.

## **LOCAL POLICY**

### **I. Job Orders**

Job orders are records of job openings containing the material terms and conditions of employment related to wages, hours, working conditions, worksite, and other benefits, submitted by an employer. A job order will be listed in Employ Florida when the following criteria is met.

- Will employ a worker who is legally authorized to work in the United States.
- An employer-employee relationship exists unless the job order is for an independent contractor or unpaid internship position.
- Is currently available and is a non-duplicative position.
- Includes a detailed description of the work to be performed.
- Contains specific hiring requirements a jobseeker must meet.
- Includes referral instructions.
- CSRC has authorization from the employing entity to post the open position.
- The posting party has authorization from the employing entity to post the open position when it is being posted by a third-party poster.
- Is verifiable through email, telephone, online, or as otherwise determined.
- The employing entity has not yet selected a candidate to hire, except in the case of job development.

### **A. Types of Job Orders**

1. Affirmative Action
2. Agricultural Recruitment System (ARS)
3. Foreign Labor Certification (FLC)
  - a. H2A – Agriculture work
  - b. H2B – Non-agriculture work
4. Permanent Employment Certification (PERM)
5. Apprenticeship
6. Federal Contractor
7. Independent Contractor
8. Internship
9. Job Development
10. Mass Recruitment
11. Private Agency/Staffing Agency

**B. Job Order Entry**

Job orders can be posted by an employer, CSRC staff, a third-party agent, or spidered into Employ Florida from external job posting websites. Open positions listed on other job boards, the employer's website, a classified advertisement, or other resources, cannot be posted in Employ Florida unless authorized by the employer. The following requirements apply to entering a job order in Employ Florida.

1. Authorization must be received from the employer prior to CSRC staff posting a job order in Employ Florida.
2. Authorization may be in the form of a completed job order submission form submitted by the employer or over the phone and then documented on a job order submission form by CSRC staff and case noted in Employ Florida.
3. Job orders received by staff must be entered within one business day of receipt from the employer or third-party agent.
4. Job orders posted by employers or third-party agents in Employ Florida must be reviewed and verified within two business days from the date and time of initial posting into Employ Florida.
5. The practice of withholding job orders from timely entry into Employ Florida, or otherwise preventing the sharing of job order information throughout the system, is prohibited.

**C. Job Order Compliance Review and Approval**

All job orders entered in Employ Florida must comply with Equal Employment Opportunity and Immigration and Nationality Act laws, regulations and guidance as well, as the Employ Florida Terms and Conditions of Use.

1. CSRC staff must conduct a compliance review, which must be documented with a case note including each step taken to verify the job order.
2. If the job order does not meet all compliance requirements, CSRC staff must place the job order "on hold" and contact the employer or third-party agent to review the concerns and request the information needed to bring the job order into compliance, as applicable: If the employer or third-party agent does not agree or cannot be contacted within two business days, the job order must be closed, and a detailed case note must be recorded.
3. Material changes to the terms and conditions of employment are not allowed on published job orders in Employ Florida. Changes to wages, hours, working conditions, worksite, and other benefits, are not allowed once the job order has been enabled in Employ Florida.
4. Once CSRC staff, the employer or third-party agent reaches a consensus on the required updates, staff must close the current job order and either create a new one on behalf of the employer or third-party agent or allow the employer or third-party agent to create a new job order containing the updates.
5. If the CSRC staff, employer, or third-party agent, cannot reach a consensus, staff must close the job order detailing the circumstances which caused the job order to be closed to ensure that anyone who may revisit the employer's job order is aware of prior actions.
6. If staff learns that duplicate positions are being posted to advertise a position for which a job order is about to expire, they must contact the employer or third-party agent to explain the process for extending existing job orders or close the duplicate job order. If CSRC staff are unable to contact the employer or third-party agent, or do not receive a response within two business days, the duplicate job order must be closed with a case note detailing the reason.

**D. Third-Party Agent Job Order Verification**

Third-party agents posting job orders on behalf of employers must obtain written consent from the employer and provide it to the CSRC staff via a letter on the employer's letterhead or an email originating from the employer.

1. The consent must be uploaded into Employ Florida in the employer's registration. The written consent must authorize the third-party agent to post open and available positions on the employer's behalf.

2. The written consent must be stored electronically in Employ Florida and properly documented in the case noted in Employ Florida.
3. CSRC staff are required to verify the position with the primary contact listed on the job order prior to approval.
4. If staff is not able to verify the job order through the job order's primary contact or other approved means within two business days, CSRC staff must close the affected job order and case note the reason.

#### **E. Using O\*NET Occupational Groups for Coding Job Orders**

Staff must ensure the O\*NET code used for a specific job opening matches the job description.

1. If no match can be found, staff must use the title the employer or third-party agent provided.
2. Only one O\*NET code may be used per job order.
3. Placement into job openings that do not match the description in the job order or O\*NET code is not permissible.

#### **F. Recording Wages on Job Orders**

It is prohibited to post job orders that pay less than the Florida minimum wage or pay commission only, unless the minimum wage is guaranteed in accordance with federal or state law, or the employer is exempt per the Fair Labor Standards Act and it is documented with a case note in Employ Florida.

1. Employers who choose not to enter actual wage information must enter a minimum value of (\$0.00) on the job order form, as the field cannot be left blank.
2. If it is determined that the job seeker was hired and went to work at a higher wage, the higher wage should be entered on a case note on either the hired jobseeker's placement information or the job order.
3. In the case of multiple positions being filled on one job order, staff should enter a case note for each hired customer stating their name and the wage at which they were hired.

#### **G. Labor Disputes in Progress**

CSRC is not allowed to make job referrals on job orders which will aid directly or indirectly in the filling of a job opening that is vacant because the former occupant is on strike or is being locked out in the course of a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving a work stoppage.

1. CSRC staff must verify the existence of the labor dispute and determine its significance with respect to each vacancy involved in the job order and notify all potentially affected staff concerning the labor dispute.
2. Written notice must be provided to all applicants referred to jobs not at issue in the labor dispute that a labor dispute exists in the employing establishment and the job order to which the applicant is being referred is not an issue in the dispute.
3. CSRC staff shall resume full job referral services after they have been notified of and have verified with the employer and worker's representative (s), that the labor dispute has ended.
4. The CSRC staff must document the information in a case note with the job order, including the name of the person with whom they spoke with, the date of contact, and any other pertinent information.

#### **H. Nondiscrimination Requirement**

Job orders discriminating against individuals based on race, color, religion, gender, pregnancy, national origin, age, handicap, or marital status cannot be accepted, except where the stated requirement is a bona fide occupational qualification.

1. If an employer claims a bona fide occupational qualification (BFOQ), CSRC staff should advise management prior to listing the job order and the BFOQ status must be documented in the job order's case notes.



**I. Availability to Migrant and Seasonal Farmworkers (MSFWs)**

CSRC must provide adequate staff assistance to MSFWs to easily access job order information in their native language whenever requested or necessary.

**J. Agricultural Recruitment System**

The Wagner Peyser Act requires the United States Employment Service maintain a system for the orderly movement of workers within and between states.

1. CSRC must refer employers to Florida Commerce for posting job orders to the Agricultural Recruitment System (ARS), which is monitored by Florida Commerce's Senior Monitor Advocate. The ARS provides protection to the workers who are not seeking permanent relocation, but rather temporary agricultural employment.

**K. Job Order Retention**

The record retention requirement for job orders, those either uploaded into the employer's Employ Florida account, or hard copy in a physical file, is three years.

**II. Job Referrals**

A staff-assisted job referral is the act of CSRC staff facilitating the match between qualified job seekers and employers with job openings, and the recording of such referral in Employ Florida. At no time should staff provide a job referral to a job seeker who has not completed a full registration and/or does not meet the minimum requirements of the job order. Staff must obtain and record the consent of the job seeker prior to making any job referral.

**A. Referrals Pending Review**

CSRC must screen and contact individuals who self-refer to suppressed job orders within seventy-two (72) business hours to either contact the individual for any missing information, inform them they are not qualified for the job or provide information as appropriate to refer the individual and complete the application process.

**III. Job Placements**

A placement means the hiring by a public or private employer of an individual referred by CSRC or self-referred for a job or an interview, and where CSRC staff completed each of the following steps.

- Prepare, review and approve a job order form entered in Employ Florida.
- Made prior arrangements with the employer for the referral of an individual (s).
- Obtained the individual's consent.
- Referred an individual not specifically designated by the employer, except for referrals on agricultural job orders for a specific crew leader or worker.
- Verified from a reliable source the individual was hired and started work. Verification information must be documented and must include a case note identifying the customer's name, the name of the employer, the source of verification, rate of pay, and the date the customer started working at the designated jobsite. Notification of an upcoming start or hire date is not acceptable as verification of a start date.

**A. Job Development Hires**

Job development means the process of securing a job interview with a public or private employer for a specific customer for whom the local office has no suitable opening on file. The job development attempt should be recorded on the job seeker's activity service plan in Employ Florida with a case note listing the employer's name, phone number, address, date of contact, and the position title of the job staff is seeking for the customer.

1. If staff learns that the customer was hired on the job to which a job development attempt was made, then the staff person should write a job order and take credit for the placement. The job order, at a minimum, must contain in the job description, the phrase “job development.”
2. Once the job order is written to reflect the hire, it must be matched against the job development referral (activity code 123) that was previously entered on the job seeker’s services screen with the required case notes on the job order and the individual’s service screen.

## **B. Obtained Employment**

Obtained employment refers to those individuals who secure employment within 180 calendar days of receiving one or more services that either trigger or extend program participation. More than one obtained employment credit per customer is possible in the same program year, provided it is not duplicating employment already recorded, and the customer has not already exited. Prior to manually recording an obtained employment, CSRC staff must confirm the following.

1. The jobseeker received a service that either triggers or extends program participation.
2. Employment began within 180 days of receiving the last service that either triggers or extends program participation.
3. There are no placements recorded for employment.
4. The obtained employment is unique and has not been previously recorded.
5. Verify from a reliable source that the job seeker has started working and the actual start date.
6. Document in a case note the employer’s name, source of verification, certification that the service is not a duplicate of a previously documented placement, actual start date, and CSRC/office information.

### **Refer to:**

CareerSource Administrative Policy 099 Job Orders and Placements

CareerSource Administrative Policy 03-040 Wagner-Peyser Migrant and Seasonal Farmworker and Agricultural Employers Services Procedure

WP Job Orders and Placements Procedure

WP Memorandum Changes to Open and Available Job Orders in Employ Florida – July 27, 2021



**WAGNER-PEYSER JOB ORDERS AND PLACEMENTS POLICY**  
**ORIGINAL APPROVAL DATE: 12/21/2022**  
**REVISION BOARD EFFECTIVE DATE:**  
**8/28/2024 12/21/2022**

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**PURPOSE**

The purpose of this policy is to establish CareerSource Research Coast's (CSRC's) minimal requirements for documenting and recording job orders and placements in Employ Florida.

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**REFERENCES**

CareerSource Administrative Policy 099 Job Orders and Placements and CareerSource Administrative Policy 03-040 Wagner-Peyser Migrant and Seasonal Farmworker and Agricultural Employers Services Procedure.

**BACKGROUND**

The purpose of the Employment Service system is to improve the functioning of the nation's labor markets by bringing together qualified job seekers and employers who are seeking workers.

**LOCAL POLICY**

**A. I. Job Orders**

Job orders are records of job openings containing the material terms and conditions of employment related to wages, hours, working conditions, worksite, and other benefits, submitted by an employer. A job order will may only be listed in Employ Florida when the following criteria is met when:

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- ~~Will~~ employ a worker who is legally authorized to work in the United States.
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- ~~Is There is a~~ currently available and is a non-duplicative position.
- ~~Includes There is~~ a detailed description of the work to be performed.
- ~~Contains s There are~~ specific hiring requirements a jobseeker must meet.
- ~~Includes r There are~~ referral instructions.
- CSRC has authorization from the employing entity to post the open position.
- The posting party has authorization from the employing entity to post the open position when it is being posted by a third-party poster.
- ~~Is The job order is~~ verifiable through email, telephone, online, or as otherwise determined.
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**A. Types of Job Orders**

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a. b. H2B – Non-agriculture work

- 4. Permanent Employment Certification (PERM)
- 4. Apprenticeship
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- 7. Internship
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**WAGNER-PEYSER JOB ORDERS AND PLACEMENTS POLICY**  
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**B. Job Order Entry**

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5. The practice of withholding job orders from timely entry into Employ Florida, or otherwise preventing the sharing of job order information throughout the system, is prohibited.

**C. Job Order Compliance Review and Approval**

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1. ~~CSRC staff must conduct~~ undergo a compliance review ~~by CSRC staff,~~ which must be documented with a case note including each step taken to verify the job order.
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The record retention requirement for job orders, those either uploaded into the employer's Employ Florida account, or hard copy in a physical file, is three years.

**B.II. Job Referrals**

A staff-assisted job referral is the act of CSRC staff facilitating the match between qualified job seekers and employers with job openings, and the recording of such referral in Employ Florida. At no time should staff provide a job referral to a job seeker who has not completed a full registration and/or does not meet the minimum requirements of the job order. Staff must obtain and record the consent of the job seeker prior to making any job referral.

~~At no time should staff provide a job referral to a job seeker who has not completed a full registration and/or does not meet the minimum requirements of the job order.  
 —Staff must obtain and record the consent of the job seeker prior to making any job referral.~~

**A1. Referrals Pending Review**

CSRC must screen and contact individuals who self-refer to suppressed job orders within seventy-two (72) business hours to either contact the individual for any missing information, inform them they are not qualified for the job or provide information as appropriate to refer the individual and complete the application process.

**C.III. Job Placements**

A placement means the hiring by a public or private employer of an individual referred by CSRC or self-referred for a job or an interview, and where CSRC staff completed each of the following steps.

- ~~Prepare, review and approve or Entered or reviewed a job order form entered in Employ Florida.~~
- Made prior arrangements with the employer for the referral of an individual (s) at the job order referral(s)
- Obtained the individual's consent.
- Referred an individual not specifically designated by the employer, except for referrals on agricultural job orders for a specific crew leader or worker.
- Verified from a reliable source the individual was hired and started work. Verification information must be documented and must include: a case note identifying the customer's name, the name of the employer, the source of verification, rate of pay, and the date the customer started working at the designated jobsite. Notification of an upcoming start or hire date is not acceptable as verification of a start date for.

**D.A. Job Development Hires**

Job development means the process of securing a job interview with a public or private employer for a specific customer for whom the local office has no suitable opening on file. At a minimum, the job

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**WAGNER-PEYSER JOB ORDERS AND PLACEMENTS POLICY**  
**ORIGINAL APPROVAL DATE: 12/21/2022**  
**REVISION BOARD EFFECTIVE DATE:**  
**8/28/2024 12/21/2022**

development job order must contain in the job description the phrase "job development."

1. The job development attempt should be recorded on the job seeker's activity service plan in Employ Florida with a case note listing the employer's name, phone number, address, date of contact, and the position title of the job staff is seeking for the customer.
2. If staff learns that the customer was hired on the job to which a job development attempt was made, then the staff person should write a job order and take credit for the placement, which, The job order, at a minimum, must contain in the job description, the phrase "job development," and take credit for the placement by recording their referral against the written job order, recording the placement on the job order, and entering the required case notes on the job order and the individual's service screen.
3. At a minimum, the job development job order must contain in the job description the phrase "job development." Once the job order is written to reflect the hire, it must be matched against the job development referral (activity code 123) that was previously entered on the job seeker's services screen with the required case notes on the job order and the individual's service screen.

**E.B. Obtained Employment**

Obtained employment refers to those individuals who secure employment within 180 calendar days of receiving one or more services that either trigger or extend program participation. More than one obtained employment credit per customer is possible in the same program year, provided it is not duplicating employment already recorded, and the customer has not already exited. Prior to manually recording an obtained employment, CSRC staff must confirm the following:

1. To confirm the jobseeker received a service that either triggers or extends program participation.
2. E.b. Confirm that employment began within 180 days of receiving the last service that either triggers or extends program participation.
3. T.c. Verify that there are no placements recorded for employment.
4. T.d. Confirm the obtained employment is unique and has not been previously recorded.
5. f. Verify from a reliable source that the job seeker has started working and the actual start date.
- g. Document in a case note the employer's name, source of verification, certification that the service is not a duplicate of a previously documented placement. ;
- h. Actual start date, and ;
6. i. CSRC/Office information.

**Refer to:**

- CareerSource Administrative Policy 099 Job Orders and Placements
- CareerSource Administrative Policy 03-040 Wagner-Peyser Migrant and Seasonal Farmworker and Agricultural Employers Services Procedure
- WP Job Orders and Placements Procedure ~~December 2022~~
- WP Memorandum Changes to Open and Available Job Orders in Employ Florida – July 27, 2021

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## AGENDA ITEM SUMMARY

<b>Title</b>	Welfare Transition (WT) Program - Supportive Services Policy Revisions
<b>Strategic Plans/Goals</b>	Optimal Use of Resources
<b>Policy/Plan/Law</b>	State Plan, Florida Administrative Code 65A-4.218, and Florida Statute 445.025,
<b>Action Requested</b>	Review and Approve Welfare Transition (WT) Program - Supportive Services Policy Revisions
<b>Background</b>	<p>Under the Temporary Assistance to Needy Families (TANF) State Plan, Florida Administrative Code 65A-4.218, and Florida Statute 445.025, supportive services enable families to remove barriers to participation in work or alternative requirement plan activities and employment, and to leave the program on the path to self-sufficiency. The Local Workforce Development Boards (LWDB) develop policy and local operating procedures that prioritize supportive services based on the needs of individuals.</p> <p>The local policy was updated to expand access to transitional services for eligible participants.</p>
<b>Staff Recommendations</b>	Review and Approve the Welfare Transition (WT) Program - Supportive Services Policy Revisions
<b>Supporting Material</b>	Welfare Transition (WT) Program - Supportive Services Policy Revisions
<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>

I. **PURPOSE**

The purpose of this policy is to establish a uniform standard for the delivery of supportive services to participants in the Welfare Transition (WT) Program. Supportive services are allowable if it is determined these services are necessary to enable an individual to participate in activities and the services are not available from other sources.

II. **BACKGROUND**

Under the Temporary Assistance to Needy Families (TANF) State Plan, Florida Administrative Code 65A-4.218, and Florida Statute 445.025, supportive services enable families to remove barriers to participation in work or alternative requirement plan activities and employment, and to leave the program on the path to self-sufficiency. The Local Workforce Development Boards (LWDB) develop policy and local operating procedures that prioritize supportive services based on the needs of individuals. Supportive services include the following.

- Childcare for the hours of work activity or employment. Each family contributes to the cost of childcare through a parent co-payment, using the fee schedule established by the local Early Learning Coalition. The children receiving care must be within the specified degree of relationship to the participant to be eligible to receive TANF-funded assistance and must be included in the assistance group.
- Transportation expenses for participants include bus tokens or passes, transit vouchers, car repairs, and gasoline. Participants are paid for transportation in advance. If funds are available, providers may pay for vehicle operation and repair work expenditures necessary to make a vehicle operable, vehicle registration, driver license fees, and liability insurance for up to six months.
- Ancillary Expenses. These may include books, tools, uniforms, education, or training fees; background checks, drug screening or other costs to comply with employers' hiring conditions; or other expenses necessary to complete work or alternative plan activities.

III. **LOCAL POLICY**

For CareerSource Research Coast (CSRC), supportive services are based on the availability of funds. The allowable cost for each type of supportive service provided is based on the local retail market value in Local Workforce Development Area (LWDA) 20. CSRC staff must perform cost comparisons to determine the most reasonable cost for each type of service. Limitations for supportive services per participant are listed in the guide below however, if extenuating circumstances require funding more than the allowable limits, or for services not specified, exceptions may be made upon request from the Director of Programs, and approval from the Vice President of Operations/COO or President/CEO. Payment for supportive services, excluding gas assistance, is issued directly to a vendor or provider on behalf of the WT Program participant

A. Supportive Services Requirements

1. The participant must demonstrate financial need.
2. The supportive service and associated cost must be documented on the participant's Individual Responsibility Plan.
3. The participant must complete and sign a Statement of Need detailing the financial need for support and the cost of the requested supportive service. A copy of the form must be

maintained in the participant's case file and provided to CSRC's finance department.

4. Staff must record the service in the State's Management Information System and enter a case note documenting the need for the supportive service.

## B. Supportive Services

### 1. Childcare Assistance

- a. Complies with the TANF State Plan as referenced in the Background section of this policy.
- b. When TANF funding permits, assistance with the cost of a childcare registration fees and/or the parent's co-payment may be provided to the WT Program participant if a need is demonstrated.
- c. When TANF funds allocated for this childcare subsidy are limited, priority for assistance will be given to participants who are employed or attending full-time classroom training.
- d. Payment for the parent's co-payment may be issued to the vendor monthly and will only be issued for participants in compliance with the requirements of the WT Program.
- e. May be provided as an ongoing supportive service to a mandatory participant.

### 2. Transportation support services

- a. Vehicle Repair as deemed necessary for the WT participant to obtain, retain employment and/or to complete work activities.
  - i. Repairs will be limited to the parts rendering the vehicle inoperable.
  - ii. A written diagnostic/inspection must indicate the repair necessary for the vehicle's operation.
  - iii. Repairs to the vehicle cannot be completed prior to issuance of payment to the vendor as CSRC will not reimburse costs previously incurred.
- b. Vehicle registration
- c. Vehicle insurance
  - i. Limited to six months of liability insurance
- d. Gas assistance
  - i. Based on distance and frequency of assigned activities.
  - ii. May be provided as an ongoing supportive service to a mandatory participant.

### 3. Ancillary Expenses

- a. Provided as required by the vocational/education provider or employer.
- b. Allowable cost for each type of ancillary expense provided will be based on the local retail market value in LWDA 20. These expenses will include the following.
  - i. Costs to comply with employer's hiring conditions.
  - ii. Uniforms, shoes, and boots for vocational training/education or employment.
  - iii. Tools for vocational training/education or employment.
  - iv. Necessary supplies for vocational training/education.
  - v. Physicals for vocational training/education or employment.
  - vi. Immunizations for vocational training/education or employment.
  - vii. Accident insurance for vocational training/education programs.
  - viii. Exam and licensure fees for vocational training/education or employment.
  - ix. Background checks.

- x. Drug screening.
- xi. Eyeglasses.
- xii. Emergency services by special request to enable a participant to fully participate in work activities and/or employment.

<b>SUPPORT SERVICE LIMITATIONS PER PARTICIPANT</b>			
<b>Support Service</b>	<b>Cost Limitation</b>	<b>Quantity Limitation</b>	<b>Frequency Limitation</b>
Childcare co-payment and/or registration fees	75% of invoiced	N/A	None
Vehicle repair	\$500.00	N/A	Once every five years
Vehicle registration	\$50.00	One-year renewal	Once per participant's mandatory period
Vehicle insurance	\$500.00	6-months liability	Once per participant's mandatory period
Accident insurance	\$500.00	6 months	Once per participant's mandatory period
Gas assistance	\$1,200.00	None	None
Uniforms	\$125.00	Two tops, two bottoms	Once per participant's mandatory period
Work Clothes	\$125.00	Three tops, three	Once per participant's mandatory period
Shoes	\$100.00	One pair	Once per participant's mandatory period
Employer's hiring cost	\$500.00	N/A	Once per participant's mandatory period
Tools	\$500.00	N/A	Once per participant's mandatory period
Books	\$500.00	N/A	Once per participant's mandatory period
Exams and licensure fees	\$500.00	N/A	Once per participant's mandatory period
Physicals, Immunizations, Drug Screenings	\$500.00	N/A	Once per participant's mandatory period
Background checks	\$100.00	One	Once per participant's mandatory period
Eyeglasses	\$100.00	One Pair	Once per participant's mandatory period

**Reference Documents:**

WTP - Supportive Services Procedure



**PURPOSE**

The purpose of this policy is to establish a uniform standard for the delivery of supportive services to participants in the Welfare Transition (WT) Program.

Supportive services are allowable if it is determined these services are necessary to enable an individual to participate in activities and the services are not available from other sources.

**BACKGROUND**

Under the Temporary Assistance to Needy Families (TANF) State Plan, Florida Administrative Code 65A-4.218, and Florida Statute 445.025, supportive services enable families to remove barriers to participation in work or

alternative requirement plan activities and employment, and to leave the program on the path to self-sufficiency.

The Local Workforce Development Boards (LWDB) develop policy and local operating procedures that prioritize supportive services based on the needs of individuals. Supportive services include the following:

1. Childcare for the hours of work activity or employment. Each family contributes to the cost of childcare through a parent co-payment, using the fee schedule established by the local Early Learning Coalition. The children receiving care must be within the specified degree of relationship to the participant to be eligible to receive TANF-funded assistance and must be included in the assistance group.

2. Transportation expenses for participants include bus tokens or passes, transit vouchers, car repairs, and gasoline. Participants are paid for transportation in advance or reimbursed against receipts or invoices. If funds are available, providers may pay for vehicle operation and repair work expenditures necessary to make a vehicle operable, vehicle registration, driver license fees, and liability insurance for up to six months.

3. Ancillary Expenses. These may include books, tools, uniforms, education, or training fees; background checks, drug screening or other costs to comply with employers' hiring conditions; or other expenses necessary to complete work or alternative plan activities.

**LOCAL POLICY**

For CareerSource Research Coast (CSRC), supportive services are based on the availability of funds. The allowable cost for each type of supportive service provided is based on the local retail market value in Local Workforce Development Area (LWDA) 20. CSRC staff must perform cost comparisons to determine the most reasonable cost for each type of support service. Limitations for supportive services per participant are listed in the guide below however, if extenuating circumstances require funding in excess of more than the allowable limits, or for services not specified, exceptions may be made upon request from the WT SNAP Program Manager, Director of Programs, and approval from the

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.  
WTP Policy - Supportive Services Policy - December 2020  
September 2024 August - June 2024

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WELFARE TRANSITION  
SUPPORTIVE SERVICES POLICY  
ORIGINAL APPROVAL DATE: 1/22/2006  
REVISION DATE: ~~11/4/2020~~~~8/2885/85/2024~~  
BOARD EFFECTIVE DATE: ~~9/25/2024~~~~12/16/2020~~~~6/30/2024~~

Vice President of Operations/COO or President/CEO, Payment for supportive services, excluding gas assistance, is issued directly to a vendor or provider on behalf of the WT Program participant.

A. Supportive Services. Requirements may be provided to WT Program participants once the following conditions are met and documented appropriately:

1. The participant must demonstrate financial need.
2. The supportive service and associated cost must be documented on the participant's Individual Responsibility Plan.
3. The participant must complete and sign a Statement of Need detailing the financial need for support and the cost of the requested supportive service. A copy of the form must be maintained in the participant's case file and provided to CSRC's finance department.
4. Staff must record the service in the State's Management Information System and enter a case note documenting the need for the supportive service.

CSRC provides the following supportive services to WT participants as determined necessary and allowable:

B.

1. Childcare Assistance
  - a. will follow Complies with the TANF State Plan as referenced in the Background section of this policy.
  - b. When TANF funding permits, assistance with the cost of a childcare registration fees and/or the parent's co-payment may be provided to the WT Program participant if a need is demonstrated.
  - c. When TANF funds allocated for this childcare subsidy are limited, priority for assistance will be given to participants who are employed or attending full-time classroom training.
  - d. Payment for the parent's co-payment may be issued to the vendor monthly and will only be issued for participants in compliance with the requirements of the WT Program.
  - e. May be provided as an ongoing supportive service to a mandatory participant.

With the exception of except for vehicle repair, gas assistance, and childcare assistance, the participant is only eligible for the supportive services and ancillary expenses listed in this policy once per mandatory period.

Vehicle repair is limited to once every five years.

1. Childcare assistance and gas assistance may be provided as an ongoing support service to a mandatory participant.

Payment for supportive services, excluding gas assistance, is issued directly to a vendor or provider on behalf of the WT Program participant.

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WTP Policy - Supportive Services Policy - December 2020  
September 2024 August June 2024



WELFARE TRANSITION  
SUPPORTIVE SERVICES POLICY  
ORIGINAL APPROVAL DATE: 1/22/2006  
REVISION DATE: ~~11/4/2020~~~~8/2885/85/2024~~  
BOARD EFFECTIVE DATE: ~~9/25/2024~~~~12/16/2020~~~~6/30/2024~~

~~2. D.~~ Transportation support services

~~will include:~~

~~1.0~~ Vehicle Repair as deemed necessary for the WT participant to obtain, retain employment and/or to complete work activities.

~~a.~~

~~i.~~ Repairs will be limited to the parts rendering the vehicle inoperable.

~~ii.~~ A written diagnostic/inspection must indicate the repair necessary for the vehicle's operation.

~~iii.~~ Repairs to the vehicle cannot be completed prior to issuance of payment to the vendor as CSRC will not reimburse costs previously incurred.

~~a.~~ Repairs will be limited to the parts rendering the vehicle inoperable.

~~b.~~ A written diagnostic/inspection must indicate the repair necessary for the vehicle's safe operation.

~~c.~~ Repairs to the vehicle cannot be completed prior to issuance of payment to the vendor as CSRC will not reimburse costs previously incurred.

~~2.0~~ Vehicle registration

~~3.0~~ Vehicle insurance

~~i.~~ Limited to six months of liability insurance

~~4.0~~ WT Program participants may earn receive \$75 in transportation (gas) assistance based on the distance and frequency of assigned activities every two weeks.

~~d.~~ Gas assistance

~~i.~~ Based on distance and frequency of assigned activities.

~~ii.~~ May be provided as an ongoing supportive service to a mandatory participant.

Participants are eligible for transportation assistance when two consecutive weeks of 35 hours of an approved work activity per week are completed.

~~3E.~~ Ancillary Expenses

~~a.~~ will be provided as required by the vocational/education provider or employer.

~~A.~~ The allowable cost for each type of ancillary expense provided will be based on the local retail market value in LWDA 20. These expenses will include the following:

~~b.~~

~~i.~~ Costs to comply with employer's hiring conditions.

~~ii.~~ Uniforms, shoes, and boots for vocational training/education or employment.

~~iii.~~ Tools for vocational training/education or employment.

~~iv.~~ Necessary supplies for vocational training/education.

~~v.~~ Physicals for vocational training/education or employment.

~~vi.~~ Immunizations for vocational training/education or employment.

~~vii.~~ Accident insurance for vocational training/education programs.

~~viii.~~ Exam and licensure fees for vocational training/education or employment.

~~ix.~~ Background checks.

~~a.~~ Drug screening.

~~x.~~

~~b.~~ Eyeglasses.

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xii.

Emergency services by special request to enable a participant to fully participate in work activities and/or employment.

xii.

SUPPORT SERVICE LIMITATIONS PER PARTICIPANT			
Support Service	Cost Limitation	Quantity Limitation	Frequency Limitation
Childcare co-payment and/or registration fees	75% of invoiced	N/A	None
Vehicle repair	\$500.00	N/A	Once every five years
Vehicle registration	\$50.00	One-year renewal	Once per participant's mandatory period
Vehicle insurance	\$500.00	6-months liability	Once per participant's mandatory period
Accident insurance	\$500.00	6 months	Once per participant's mandatory period
Gas assistance	\$1,200.00	None	None
Uniforms	\$125.00	Two tops, two bottoms	Once per participant's mandatory period
Work Clothes	\$125.00	Three tops, three	Once per participant's mandatory period
Shoes	\$100.00	One pair	Once per participant's mandatory period
Employer's hiring cost	\$500.00	N/A	Once per participant's mandatory period
Tools	\$500.00	N/A	Once per participant's mandatory period
Books	\$500.00	N/A	Once per participant's mandatory period
Exams and licensure fees	\$500.00	N/A	Once per participant's mandatory period
Physicals, Immunizations, Drug Screenings	\$500.00	N/A	Once per participant's mandatory period
Background checks	\$1050.00	One	Once per participant's mandatory period
Eyeglasses	\$100.00	One Pair	Once per participant's mandatory period

Refer to the following documents: [encc Documents](#)  
WTP - Supportive Services Procedure

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WTP Policy - Supportive Services Policy - December 2020  
September 2024 August-June 2024

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WELFARE TRANSITION  
 SUPPORTIVE SERVICES POLICY  
 ORIGINAL APPROVAL DATE: 1/22/2006  
 REVISION DATE: ~~11/4/2020~~ ~~8/28/2021~~ ~~8/5/2024~~  
 BOARD EFFECTIVE DATE: ~~9/25/2024~~ ~~12/16/2020~~ ~~6/30/2024~~

~~WTP – Issuance of Transportation Assistance and Incentive Payments Policy~~  
~~WTP – Issuance of Transportation Assistance and Incentive Payments Procedure~~

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An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.  
~~WTP Policy – Supportive Services Policy – December 2020~~  
~~September 2024 August June 2024~~

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## AGENDA ITEM SUMMARY

Title	Review and Approve Workforce Innovation & Opportunity Act (WIOA) - Adult and Dislocated Workers Supportive Services Policy Revisions
Strategic Plans/Goals	Operational Intelligence
Policy/Plan/Law	Workforce Innovation & Opportunity Act (WIOA)/CareerSource Florida Administrative Policy Number 109
Action Requested	Review and Approve Workforce Innovation & Opportunity Act (WIOA) - Adult and Dislocated Workers Supportive Services Policy Revisions
Background	<p>WIOA requires access to supportive services that participants may need to overcome barriers that affect their abilities to successfully participate in and/or to complete training activities. CSRC shall authorize payment for supportive services when a participant demonstrates financial need, when the participant will not be successful without the support, and when no alternative funding is available to pay for the supportive service(s). WIOA-funded supportive services are requested at the Career Planner’s discretion and are reviewed for approval on a case-by-case basis by the Center Manager and Program Coordinator.</p> <p>To align with the revised <i>CareerSource Florida Administrative Policy Number 074 - Individual Training Account Expenditure Requirements and Waiver Request Process</i>, staff revised CSRC’s WIOA A/DW Supportive Services Policy as follows:</p> <ul style="list-style-type: none"> <li>• Books and Education Fees (which were previously paid via ITA funding) were added as available types of supportive services based on current WIOA guidelines.</li> <li>• Specified quantity limitations per program year for the payment of Books and Education Fees using supportive services funding. Review and Approve Workforce Innovation &amp; Opportunity Act (WIOA) -Adult and Dislocated Workers Supportive Services Policy Revisions</li> </ul>
Staff Recommendations	Review and Approve the WIOA - Supportive Services Policy Revisions
Supporting Material	WIOA - Supportive Services Policy Revisions
Board Staff	<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 supportive services to Workforce Innovation & Opportunity Act (WIOA) Adult and Dislocated Worker (A/DW) program participants of CareerSource Research Coast (CSRC). To avoid duplication, CSRC shall coordinate/provide cost-effective support services by connecting participants to other resources, or via the use of WIOA funds as available.

## **REFERENCES**

Workforce Innovation and Opportunity Act, Public Law (WIOA) Sections 3(59); 134(c)(2). 134(c)(3) Employment and Training Administration, United States Department of Labor. TEGL 19-16. 20 Code of Federal Regulations (CFR) Subpart G; 680.970; 680.900. CareerSource Florida Administrative Policy 109.

## **BACKGROUND**

While participating in WIOA career or training services, the WIOA participant may need supportive services to overcome barriers that affect their ability to successfully participate in and/or complete training activities. CSRC shall authorize payment for supportive services when a participant demonstrates financial need, when the participant will not be successful without the support, and when no alternative funding is available to pay for the supportive service(s). Supportive services include but are not limited to the following.

- WIOA-funded supportive services
  - Tools/Uniforms/Shoes
  - Books
  - Educational and Testing Fees/Licensing and Credentialing Fees/Background Screening
  - Childcare/Dependent Care Assistance
  - Needs-Related Payments
  - Healthcare
  - Transportation Supportive Services
    - Gas/Prepaid Cards/Bus Passes
    - Uber Gift Cards
    - Driver's License, Permit, State ID
    - Vehicle Insurance
    - Vehicle Registration
    - Vehicle Repair
  
- Non-WIOA funded supportive services
  - Linkages to Community Services
  - Referrals to Assistance with Housing
  - Referrals to Legal Aid Services
  - Referrals to Reasonable Accommodations for Individuals with Disabilities

## **LOCAL POLICY**

WIOA funded supportive services are requested at the Career Planner's discretion, with approval from the Center Manager and Program Coordinator. The participant's barrier for which the supportive service intends to overcome must be documented in the Individual Employment Plan (IEP). The participant must complete and sign a [Statement of Need Form](#) detailing their financial need for support and the cost of the requested supportive service. A copy of the form must be maintained in the participant's case file. Staff must record the appropriate code in Employ Florida (EF), along with a supporting case note documenting the need for the supportive service,



as reflected in the IEP. If the supportive service is available through other sources, staff must also document how/why referrals to other agencies would create a hardship for the participant.

A specific monetary cap will not limit WIOA supportive services. Instead, limits will be based on the participant's documented need, suitability, and funding availability. The table below reflects the supportive services regularly needed by WIOA A/DW participants. Requests for support services not listed may be submitted to the Program Coordinator, or designee, for review with the Director of Programs/COO/Vice-President of Operations. The CEO/President will have the final say on approval of supportive services not listed, as well as for any requests that exceed the "Quantity Limitation," or maximum amount listed below.

<b>SUPPORT SERVICE LIMITATIONS PER PROGRAM YEAR</b>	
<b>Support Service</b>	<b>Quantity Limitation</b>
Background Screening	Once Per Program Year
Tools	Once Per Program Year
Bus Passes	Once Per Month Maximum
Childcare/Dependent Care	\$1,000 Maximum Per Program Year
Driver's License, Permit, State ID	Once Per Program Year
Books	Once Per Semester
Testing, Licensing, and Credentialing Fees	Once Per Program Year
Educational Fees	Once Per Semester
Gas/Prepaid Cards	Bi-weekly
Health Care (medical or counseling), Physicals/Drug Screening, etc.	\$500 Maximum Per Program Year
Shoes	One Pair Per Program Year
Uber Gift Cards	Bi-weekly
Uniforms	2 Tops and 2 Bottoms Per Program Year (**unless participant provides documentation from the training program/potential employer with the # of uniform items required)
Vehicle Insurance	Once Per Program Year
Vehicle Registration	Once Per Program Year
Vehicle Repair	Once Per Lifetime

**REFER TO THE FOLLOWING DOCUMENTS**

WIOA - Support Services Procedures

WIOA - Needs Related Payment Procedures



**PURPOSE**

To establish a uniform standard for providing supportive services to Workforce Innovation & Opportunity Act (WIOA) Adult and Dislocated Worker (A/DW) program participants of CareerSource Research Coast (CSRC). To avoid duplication, CSRC shall coordinate/provide cost-effective support services by connecting participants to other resources, or via the use of WIOA funds as available.

**REFERENCES**

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**BACKGROUND**

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    - Gas/Prepaid Cards/Bus Passes
    - Uber Gift Cards
    - Driver's License, Permit, State ID
    - Vehicle Insurance
    - Vehicle Registration
    - Vehicle Repair
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WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)  
 ADULT AND DISLOCATED WORKERS (A/DW)  
 SUPPORTIVE SERVICES POLICY  
 ORIGINAL APPROVAL DATE: 3/28/2018  
 REVISION DATE: ~~8/288/06/2024~~  
 BOARD EFFECTIVE DATE: ~~-9/-/25-~~

as reflected in the IEP. If the supportive service is available through other sources, staff must also document how/why referrals to other agencies would create a hardship for the participant.

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Driver's License, Permit, State ID	Once Per Program Year
Books	Once Per Semester
Educational Testing, Licensing, and Credentialing Fees; Licensing Fees	Once Per Semester
Educational Fees	Once Per Semester
Gas/Prepaid Cards	Bi-weekly
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Vehicle Registration	Once Per Program Year
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**REFER TO THE FOLLOWING DOCUMENTS**

WIOA - Support Services Procedures

WIOA - Needs Related Payment Procedures

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WIOA - Supportive Services Policy – ~~September~~August 2024

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## AGENDA ITEM SUMMARY

<b>Title</b>	Workforce Innovation & Opportunity Act (WIOA) - Eligible Training Provider List Policy Revisions
<b>Strategic Plans/Goals</b>	Operational Intelligence
<b>Policy/Plan/Law</b>	WIOA, Sections 122, 133; WIOA Regulations, 20 CFR 680.400et seq., Subpart D, Florida Statutes, Chapter 445
<b>Action Requested</b>	Review and Approve Workforce Innovation & Opportunity Act (WIOA) - Eligible Training Provider List Policy Revisions
<b>Background</b>	Local Boards are required to revise their policies for the selection and retention of Eligible Training Providers (ETPs) and their programs to be consistent with WIOA. A local Board, through local policy may establish criteria and required information for training program eligibility within its local area. This policy also includes the requirements for Eligible Training Providers in accordance with Administrative Policy from CareerSource Florida.
<b>Staff Recommendations</b>	Approve the WIOA - Eligible Training Provider List Policy Revisions
<b>Supporting Material</b>	WIOA - Eligible Training Provider List Revisions
<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 identify the role of CareerSource Research Coast (CSRC) in the approval process of Eligible Training Providers (ETPs) and their respective programs to be included on the Eligible Training Provider List (ETPL). The policy will also provide guidance on the related federal and state requirements, performance standards, and data reporting for determining initial and continued eligibility of training providers and programs of study.

## **BACKGROUND**

Workforce Innovation and Opportunity Act (WIOA) Title I training can be provided through a variety of contract mechanisms, or it may be funded through an Individual Training Account (ITA) that is used to purchase training from an ETP. ETPs are postsecondary providers of training services that are eligible to receive funds from LWDBs as prescribed in Section 133(b) of WIOA. The ETPL is mandated by Section 122 of WIOA, which requires the Governor, through the state workforce development board, CareerSource Florida, Inc., to establish criteria, information requirements, and procedures on the eligibility of training providers of training services in the state. Additionally, Florida's 2021 Reimagining Education and Career Help (REACH) Act charges the Florida Department of Commerce (FloridaCommerce) with establishing ETP criteria focused on participant outcomes.

The workforce development system established under WIOA emphasizes informed consumer choices, job-driven training, provider performance, and continuous improvement. The quality and selection of training providers and programs of study are vital to achieving these core principles.

## **AUTHORITY**

Workforce Innovation and Opportunity Act of 2014, Public Law 113-128, 20 Code of Federal Regulations (CFR) 680.400 Subpart D – Eligible Training Providers, Training and Employment Guidance Letter (TEGL) 8-19 and TEGL 8-19 Change 1, TEGL 13-16, TEGL 3-18, TEGL 21-22, Section 445.003(7)(b) Florida Statutes (FS), Section 445.004(4)(h) FS, Section 1005.21 FS, and Section 1008.39 FS.

## **POLICY**

An ITA may be used to pay for any allowable type of training if the program of training services (also referred to as a "program of study") is on the ETPL. ETPs are entities that are eligible to receive WIOA Title I-B funds for adult and dislocated worker participants who enroll in training programs, through ITAs. ITAs may also be used for WIOA Title I Youth funds to provide training to older, out-of-school youth, ages 18-24, and in-school youth, ages 16-21. WIOA requires that each state ensure qualified providers offering a variety of job-driven training programs are available. A training provider must provide a program of study to be included on the ETPL.

### **I. State and Local ETPL**

FloridaCommerce and the LWDBs must work together to identify ETPs to be included on the state ETPL. LWDBs must select approved training providers from the state ETPL. In addition to the criteria outlined in this policy, LWDBs may add additional requirements for training providers, except registered apprenticeship programs (RAPs), that supplement the criteria and information requirements for an ETP or program of study. CSRC will not add additional requirements for training providers, thus utilizing the state ETPL as the local ETPL. The ETPL will be maintained in the state's online labor exchange and case management system, Employ Florida. CSRC will also make the state ETPL publicly available through their local website.

### **II. Provider and Program Eligibility Requirements**

To be eligible to apply for inclusion on the ETPL and to receive training funds under WIOA Section 133(b), the training provider must be one of the following types of entities detailed in 20 CFR 680.410(d).

- Institutions of higher education such as universities, colleges, or other public or private institutions of higher education that provide programs that lead to a recognized postsecondary credential.
- RAPs.



- Other public or private training providers, which may include community-based organizations and joint labor-management organizations.
- Eligible providers of adult education and literacy activities under WIOA Title II, if these activities are provided in combination with training services as described in 20 CFR 680.350.

Additionally, CSRC may be included on the ETPL if they meet the conditions of WIOA Section 107(g)(1), which states that authority may be permitted to LWDBs to provide training services pursuant to a request from the LWDB if the local board complies with the following.

- A. Submits a request or an application to FloridaCommerce for approval by the CareerSource Florida Board of Directors, which must include:
  1. Satisfactory evidence that there is an insufficient number of eligible providers of such a program of training services to meet local demand in the local area.
  2. Information demonstrating that the LWDB meets the requirements for an eligible provider of training services under WIOA Section 122.
  3. Information demonstrating that the program of training services prepares participants for an in-demand industry sector or occupation in the local area; and
- B. Makes the proposed request or application available to eligible providers of training services and other interested members of the public for a public comment period of not less than 30 days.

### III. Program of Study

A program of study is a course, class, or structured regimen that provides training leading to:

- An industry-recognized postsecondary credential, a secondary school diploma, or equivalent;
- Employment; or
- Measurable skills gains leading to one of the above.

Training services may be delivered in person, online, or using a blended method or approach. Online training providers may apply and be considered for inclusion on the state and local ETPLs but are required to meet the same eligibility and performance criteria established for classroom-based instruction providers. Training programs must also be made physically and programmatically accessible for individuals who are employed and individuals with barriers to employment, such as persons with disabilities.

ETPs may offer programs of study that include:

- Occupational skills training including training for non-traditional employment;
- On-the-Job Training (OJT);
- Incumbent Worker Training (IWT);
- Programs that combine workplace training with related instruction, which may include cooperative education programs;
- Private-sector training programs;
- Skill upgrading and retraining;
- Entrepreneurial training;
- Job readiness training provided in combination with training services or transitional jobs;
- Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with services provided in the programs listed in numbers 1 through 7, above; and
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.



#### IV. Initial Eligibility (Training Providers)

Initial eligibility for the ETPL applies to all training providers except RAPs registered with the Florida Department of Education (DOE). The training provider must supply verifiable, program-specific performance information pursuant to the criteria established by federal regulations and state statutes under which the provider applies to become an ETP. The information provided must support the training provider's ability to serve participants.

To meet initial eligibility to be included on the ETPL, a training provider must provide the following.

- A description of the training or educational institution including the provider's address, email, Federal Employer Identification Number (FEIN), and the name of the contact person.
- Verification the provider is licensed, certified and/or otherwise authorized under Florida law to provide training services (this applies to in-state and out-of-state providers).
- A detailed description of each program of training services being submitted for initial eligibility determination.
- Data supporting the cost of attendance (including, but not limited to, tuition and fees).
- Whether the program leads to a credential on the Master Credentials List (MCL) or any other industry-recognized credential(s) which can be used as part of a sequence in an individual's career lattice.
- Whether the provider has developed the training in partnership or collaboration with a business or industry (identifying the business or industry).
- Identification of the in-demand industry sectors and occupations that best fit with the training program.
- A description of prerequisites, skills, and knowledge required prior to the commencement of the training.
- Information related to WIOA performance indicators (employment, median earnings, credentials) other than measurable skills gains.

All eligibility determinations are made based on the review of required information, which must be submitted through the ETPL portal in Employ Florida.

Training providers seeking initial eligibility determination must contact the State ETPL Coordinator via email at [ETPL@commerce.fl.gov](mailto:ETPL@commerce.fl.gov). The State ETPL Coordinator will approve or deny the application and notify the training provider of the determination through Employ Florida or the training provider's preferred mode of communication as indicated in the application. If approved, the ETP will be added to the state ETPL.

Training providers and the programs of study that are approved will receive initial eligibility for one year and will be subject to the continued eligibility requirements after their initial eligibility period.

#### V. Initial Eligibility (Programs of Study)

A training provider's request for an initial eligibility determination must be accompanied by a request for initial eligibility determination for at least one program of study. A training provider may request initial eligibility determinations for multiple programs of study, but each program of study is reviewed independently. When an ETP with continued eligibility for one or more programs of study requests that a new program of study be added to the ETPL, the new program of study will undergo an initial eligibility determination and may be approved or denied.

Training providers seeking initial eligibility for a program of study must submit all required documentation through the ETPL portal in Employ Florida. They must contact the State ETPL Coordinator via email at [ETPL@commerce.fl.gov](mailto:ETPL@commerce.fl.gov). The State ETPL Coordinator will approve or deny the application and notify the training provider of the determination through Employ Florida or the training provider's preferred mode of communication as indicated in the application.

#### VI. Continued Eligibility



WORKFORCE INNOVATION & OPPORTUNITY ACT  
ELIGIBLE TRAINING PROVIDER LIST POLICY  
ORIGINAL APPROVAL DATE: 2/12/2014  
REVISION DATE: 8/28/2024  
BOARD EFFECTIVE DATE: 9/25/2024

After a training provider has completed the one-year initial eligibility period, the training provider is required to apply for continued eligibility and recertify their program(s) of study every two years to maintain their eligibility for the ETPL. This process requires submission of performance and cost information for each program of study listed on the state ETPL.

Applications for continued eligibility must be submitted three months prior to the end of their current eligibility period. Training providers applying for continued eligibility of programs of study must log in to the ETPL portal to review and update all required fields and forms for each program of study for which continued eligibility is being sought.

Each training provider seeking continued eligibility must supply the following information as required by 20 CFR 680.410.

- Verification the provider is licensed, certified, or otherwise authorized under Florida law (if applicable) to be a provider of training services. This requirement applies to in-state and out-of-state providers.
- Information reported to state agencies on federal and state training programs other than WIOA Title I-B programs as listed below: a. The total number of persons enrolled in the program.
- The total number of WIOA participants enrolled in the program.
- The total number of persons completing the program.
- The total number of WIOA participants completing the program.
- Quality of the program of study including a program that leads to a recognized postsecondary credential.
- Provider's ability to offer industry-recognized certificates and credentials.
- The total number of persons awarded a Recognized Postsecondary Credential (or other credential, if applicable)
- The total number of WIOA participants awarded a Recognized Postsecondary Credential (or other credential, if applicable).
- The total number of persons employed after completing the program.
- The total number of WIOA participants employed after completing the program.
- Data identifying the cost of attendance and costs of tuition and fees for WIOA participants completing the program.
- Information on recognized postsecondary credentials (or other credential, if applicable) received by WIOA participants.
- Whether the credential can be used in conjunction with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder.
- Description of how the provider will ensure access to programs of study throughout the state, including in rural areas, and using technology (as applicable).
- Description of provider's ability to provide trainings that are physically and programmatically accessible for individuals who are employed and individuals with barriers to employment, including individuals with disabilities.
- Information reported to state agencies with respect to federal and state programs of study (other than the program carried out under WIOA), including one-stop partner programs.
- Performance on WIOA performance indicators.
- The degree to which programs of study relate to in-demand industry sectors and occupations in the state.
- Timeliness and accuracy of ETP's performance reports.
- Any additional factors that are determined appropriate within the parameters of WIOA and statutes.



## VII. Registered Apprenticeship Programs

In accordance with the National Apprenticeship Act (NAA) (50 Stat. 664, chapter 663; 29 U.S.C. 50 et seq.), entities that carry out RAPs are exempt from the initial and continued eligibility requirements described in this policy. RAPs must be included and maintained on the ETPL until the following occurs.

- The RAP notifies FloridaCommerce it no longer wants to be included on the list.
- The program becomes deregistered under the National Apprenticeship Act.
- The program is determined to have intentionally supplied inaccurate information.
- A determination is made by FloridaCommerce that the RAP substantially violated any provision of Title I of WIOA or the WIOA regulations, including 29 CFR part 38.

Because RAPs are exempt from all initial and continued eligibility requirements, CSRC may not impose additional criteria or information requirements for RAP sponsors except as outlined in Training and Employment Guidance Letter Nos. 08-19 and 08-19, Change 1, and TEGL No. 13-16, Change 1.

A RAP is an ETP if it is registered with DOE, Office of Apprenticeship (OA), or any other state's State Apprenticeship Agency (SAA). Although they are automatically eligible for ETPL inclusion, RAP sponsors seeking to have their apprenticeship programs listed on the ETPL must still "opt-in" by informing the State ETPL Coordinator at [ETPL@commerce.fl.gov](mailto:ETPL@commerce.fl.gov). RAPs opting-in may be referred to the State ETPL Coordinator by CareerSource Florida, LWDBs, or DOE. If a RAP expresses interest in being on the state ETPL, the ETPL Coordinator must request the RAPs provide the following information.

- Occupations included in the RAP.
- The name and address of the RAP sponsor.
- The name and address of the Related Technical Instruction provider and the location of instruction if different from the program sponsor's address.
- The method and length of instruction.
- The number of active apprentices.

RAPs on the state ETPL must be included on all local ETPLs in the state and shall remain on the ETPLs until removed or upon written request for removal by the RAP sponsor to the ETPL Coordinator at [ETPL@commerce.fl.gov](mailto:ETPL@commerce.fl.gov).

FloridaCommerce will regularly coordinate with USDOL, CareerSource Florida and DOE to ensure that necessary updates are made to any information previously provided by RAP sponsors or training providers. FloridaCommerce will also coordinate with DOE to ensure that RAPs registered with the DOE are made aware that they are eligible for placement on the ETPL, and that DOE is informed when a RAP that is registered with USDOL's OA or another state's SAA contacts FloridaCommerce to opt-in to inclusion on the ETPL.

Apprenticeship programs that are not registered with DOE, OA, or another state's SAA are not considered RAPs and must complete the initial eligibility and continued eligibility procedures. Pre-apprenticeships, including quality registered pre-apprenticeships leading to RAPs, are not automatically approved for inclusion on the ETPL and are not exempt from requirements outlined in this policy. Other programs of training services offered by a RAP sponsor or a RAP's provider of related instruction are likewise not automatically eligible.

## VIII. Out of Local Area and Out of State Providers

State policies and procedures may provide for reciprocal or other agreements established with another state to permit the use of ITAs for ETPs in another state. As such, participants may choose ETPs and programs of study



located outside of the state or local area if the program is on the state's ETPL and in accordance with state and local area policies.

Out-of-state postsecondary training institutions that are not operating in Florida are not required to be licensed by the Florida Commission for Independent Education (CIE). However, out-of-state providers must provide the following information.

- Information needed for initial eligibility or continuing eligibility determination.
- Evidence that the institution (and applicable programs) is accredited by an accreditation agency approved by the U.S. Department of Education.
- Evidence that the institution meets the licensing requirements of its home state.
- Evidence that the institution is identified as active on the ETPL in its state of origin or native state. To provide performance information for its programs, out-of-state providers are required to report their student completion data to FloridaCommerce under established reporting mechanisms.

Out-of-local area and out-of-state training providers must request an initial eligibility determination for each program of study to be included on the state ETPL. Out-of-state providers must also provide documentation, uploaded to the ETPL portal, which validates the above-referenced criteria. These training providers must contact the state ETPL Coordinator directly to request their initial eligibility and the initial eligibility of their programs of study.

#### **IX. ETPL Portal**

The state ETPL is managed by FloridaCommerce and maintained in Employ Florida, the state's online labor exchange and case management system. Employ Florida connects employers and job seekers and provides information about training opportunities available in the state, including training program services eligible for funding under WIOA Section 133(b).

The ETPL portal is the platform used to maintain ETPLs and record consumer information, including, but not limited to, cost and performance information for each approved program of study. The ETPL portal is the mechanism used by FloridaCommerce to manage the ETPL process, and by LWDBs and training providers to apply for initial eligibility and re-apply for continued eligibility.

The ETPL portal supports WIOA participants in making informed choices about ETPLs and programs of study and allows FloridaCommerce to disseminate state and local ETPLs to employers, training providers, workforce staff, One-Stop career center partners, and the public, including individuals with disabilities and individuals with limited English proficiency. Consumer choice is ensured by making the state and local ETPLs, accompanied by performance and cost information, widely available and easily accessible. ETPLs must be disseminated in a format that facilitates comparison between programs of study and is searchable, user-friendly, and easily understood by individuals seeking information on training outcomes.

#### **X. Performance Criteria**

As required by Section 445.003(7)(b), F.S., FloridaCommerce must establish the minimum criteria a training provider must achieve for completion, earnings, and employment rates of eligible participants. Once criteria are established, training providers will be required to meet at least two of the minimum criteria for subsequent eligibility.

Like the RAP exemption from the eligibility requirements, RAPs also are exempt from ETP performance reporting requirements in WIOA Sections 116(d)(4) and 122, including any additional ETP reporting requirements that have been added by the state or local area.

#### **XI. Annual Reporting**



No later than August 31 of each year, training providers must upload information into the ETPL portal on all enrolled and completer individuals for each program of study being considered for continued eligibility. This student data must be submitted each year for each program of study and must include the social security numbers for each enrolled and completer individual to allow for the calculation of minimum performance levels as required in 20 CFR 680.460(g).

The ETPL portal provides a secure solution for the transmission of Personally Identifiable Information (PII). ETPs, excluding RAP sponsors, must upload student data including the social security numbers and completed training of all individuals enrolled during a specific timeframe as determined by policy. Any transmission of PII shall occur in accordance with FloridaCommerce security policies and any disclosure of PII from an education record must be carried out in accordance with the Family Education Rights and Privacy Act (FERPA), including provisions related to prior written consent. As allowed pursuant to 34 CFR 99.31, DOE has designated FloridaCommerce as an authorized representative to enforce or comply with federal legal requirements relating to WIOA.

## **XII. Denial, Deactivation, Removal, or Loss of Provider or Program Eligibility**

There are circumstances under which training providers may be denied, deactivated, removed, or lose their eligibility for inclusion on the state ETPL, as outlined below. Prior to approving an ITA for a WIOA-eligible individual, CSRC must ensure that training providers and the program of study are, or continue to be, included on the ETPL at the time the participant is enrolled in the program of study.

### **A. Denial**

A program of study that FloridaCommerce determines does not meet the eligibility requirements shall be issued a denial notice within 30 calendar days of FloridaCommerce's receipt of the application. A separate denial notice will be issued for each program of study being denied and will include the reason(s) for denial and provide appeal rights, as applicable.

### **B. Deactivation**

Once an ETP or program of study is approved, it will remain on the state's ETPL through the continued eligibility period of two years unless removed by FloridaCommerce for documented training provider and/or program of study violations. Training providers or programs of study are subject to deactivation and removal from the ETPL if one of the following occurs.

1. FloridaCommerce determines the training provider intentionally supplied inaccurate information or substantially violated any provision of Title I of WIOA regulations, including 29 CFR Part 38.
2. The program of study fails to meet the states' minimum performance levels as required in 20 CFR 680.460(g).
3. The training provider loses its license or accreditation from its accrediting body.

### **C. Loss of Eligibility and Removal**

A program of study may be removed from the state ETPL if one of the following occurs.

1. The training provider fails to supply participant data required for the performance review by the annual due date of August 31.
2. It is determined that the training provider intentionally supplied inaccurate information or substantially violated any provisions of Title I of WIOA or the WIOA regulations, including 29 CFR part 38.
3. It is determined that the provider is engaging in fraud or other criminal acts, incapacity, unfitness, neglect of duty, official incompetence, irresponsibility, misfeasance, malfeasance, gross mismanagement, waste, nonfeasance, or lack of performance.

FloridaCommerce will electronically send a notice of removal from the ETPL to CSRC and to the training provider. CSRC must not issue a participant an ITA for a training provider/program of study that is determined to



have lost eligibility for inclusion on the ETPL. If WIOA participants are already enrolled and have received an ITA for a training provider/program of study that subsequently becomes deactivated or removed from the ETPL, CSRC will allow enrolled participants to complete the training program; however, no new enrollments will occur. Upon receipt of the removal notification from FloridaCommerce, CSRC Director of Programs, or designee, will immediately share via email the information with the appropriate staff to avoid enrollment of new participants. Any existing participants will continue to be case managed by staff until completion of the training program.

D. Re-application

Training providers may reapply under the initial eligibility criteria provided in this policy.

**XIII. Appeals**

For an appeal of any decision made at the state level, the appellant shall follow the appeals procedure established by FloridaCommerce. For an appeal of any decision made by CSRC, the appellant shall contact the Director of Programs, or designee. If the Director of Programs, or designee, is unable to resolve the issue, it will be elevated to the Chief Operating Officer (COO)/Vice-President of Operations for resolution. If the issue persists, it will be elevated to the Chief Executive Officer (CEO)/President and/or the Programs and Services Committee.

**XIV. ETPL and Non-ITA Training Services**

There are exceptions to the required use of the ETPL for ITA-funded training by LWDBs. In the following situations covered by these exceptions, a contract for services between CSRC and the training provider may be attained and implemented to ensure services are provided instead of selecting a training provider from the state ETPL.

A. Work-Based Training

WIOA supports training and work experience for job seekers through work-based training, which is coordinated by CSRC through collaboration with local employers. These activities, like OJT, Customized Training (CT), and Incumbent Worker Training (IWT) do not require inclusion on the ETPL, in accordance with 20 CFR 680.530. Please see local OJT, CT, and IWT policies for more information.

B. Training Contracts

A program of study may be provided through training contracts instead of ITAs when there is not sufficient availability of eligible training providers in the local area to accomplish the purpose of an ITA. The Director of Programs, or designee, will review the ETPL to determine if an ETP offers the training being considered. If it is determined there are none or an insufficient number of ETPs to offer the training, a training contract can be utilized. These contracts may be used for cohort training, per TEGL 21-22, Attachment 1, or in one of the other situations prescribed in 20 CFR 680.320. Because training contracts do not use ITAs, the training provider is not required to be included on the state or local ETPL. CSRC will make every effort to include the provider on the ETPL providing they meet all eligible training provider requirements. CSRC may utilize training contracts if at least one of the circumstances listed below applies.

1. On-the-job training, which may include placing participants in a Registered Apprenticeship program, customized training, incumbent worker training or transitional jobs.
2. If CSRC determines that an institution of higher education or other provider of training services could provide the most appropriate training to facilitate the training of a cohort of multiple individuals for jobs in in-demand sectors or occupations, provided that the contract does not limit consumer choice.

If it has been determined to utilize a training contract, the Director of Programs, or designee, will initiate the contract with the provider's designated official authorized to approve the training. The contract will be approved by the CSRC CEO/President. Training is not allowed to commence until both parties have signed the training contract.





C. Non-WIOA

The ETPL is a requirement of WIOA and only applies to programs that are supported by WIOA funding. Providers of training services that do not intend to seek WIOA funding do not need to request or pursue ETPL inclusion.

**XV. Complaints**

Complaints from participants regarding the performance of a training provider and/or their program of study are addressed initially by the Director of Programs, or designee. The Director of Programs, or designee, will contact the training providers, via a telephone or on-site visit, to verify facts. In consultation with the COO/Vice-President of Operations, the Director of Programs, or designee, may request a corrective action plan if the complaint is validated. If the complaint is unable to be resolved with the training provider and the participant, the complaint is elevated to the CEO/President or Programs & Services Committee for resolution.

Reference Documents:

CareerSource Florida Administrative Policy 090 – Eligible Training Providers List Requirements  
CSRC WIOA OJT Program Policy  
CSRC WIOA Customized Training Policy  
CSRC WIOA Incumbent Training Policy  
TEGL 21-22, Attachment 1  
20 CFR 680.320



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**PURPOSE**

This policy provides to identify the role of CareerSource Research Coast (CSRC) in the approval process of Eligible Training Providers (ETPs) and their respective programs to be included on the Eligible Training Provider List (ETPL). The policy will also provide guidance for the initial and subsequent determination of training providers, the performance requirements and the removal provisions based on federal and state requirements under Workforce Innovation and Opportunity Act (WIOA) legislation. Pursuant to WIOA, a Local Board, through local policy, may establish additional criteria and required information for training program eligibility within its Local Workforce Development Area (LWDA). This policy also establishes the criteria for Training Provider Eligibility for CareerSource Research Coast (CSRC); LWDA 20 on the related federal and state requirements, performance standards, and data reporting for determining initial and continued eligibility of training providers and programs of study.

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**BACKGROUND**

Under WIOA, the Governor, through CareerSource Florida, has developed Administrative policy establishing criteria, information requirements and procedures regarding the eligibility of providers of training services to receive funds provided under section 133(b), WIOA, for the provision of training services/programs of study in local areas in the State. This policy describes the process for determining eligible training providers for WIOA Title I-B adult and dislocated worker and out-of-school training participants, for continued eligibility of those providers, their programs of study and for publicly disseminating the list of these providers with relevant information about their programs of study. WIOA emphasizes informed customer choice, job-driven training, provider performance and continuous improvement. Workforce Innovation and Opportunity Act (WIOA) Title I training can be provided through a variety of contract mechanisms, or it may be funded through an Individual Training Account (ITA) that is used to purchase training from an ETP. ETPs are postsecondary providers of training services that are eligible to receive funds from LWDBs as prescribed in Section 133(b) of WIOA. The ETPL is mandated by Section 122 of WIOA, which requires the Governor, through the state workforce development board, CareerSource Florida, Inc., to establish criteria, information requirements, and procedures on the eligibility of training providers of training services in the state. Additionally, Florida's 2021 Reimagining Education and Career Help (REACH) Act charges the Florida Department of Commerce (FloridaCommerce) with establishing ETP criteria focused on participant outcomes.

The workforce development system established under WIOA emphasizes informed consumer choices, job-driven training, provider performance, and continuous improvement. The quality and selection of training providers and programs of study are vital to achieving these core principles.

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**AUTHORITY:**

WIOA Sections 122, 133 WIOA Regulations, 20 CFR 680.400 et seq., Subpart D – Eligible Training Providers Florida Statutes, Chapter 445 – Workforce Innovation FS Chapter 1005 Florida Statutes, Chapter 1008 – Florida Education and Training Placement Information Program Nonpublic Postsecondary Education FAC6E – Commission for Independent Education FS Chapter 1008, Training and Employment Guidance Letter (TEGL) No.3-18, TEGL No. 41-14 Workforce Innovation and Opportunity Act of 2014, Public Law 113-128, 20 Code of Federal Regulations (CFR) 680.400 Subpart D – Eligible Training Providers, Training and Employment Guidance Letter (TEGL) 8-19 and TEGL 8-19 Change 1, TEGL 13-16, TEGL 3-18, TEGL 21-22, Section 445.003(7)(b) Florida Statutes (FS), Section 445.004(4)(h) FS, Section 1005.21 FS, and Section 1008.39 FS.

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**POLICY:**

An ITA may be used to pay for any allowable type of training if the program of training services (also referred to as a "program of study") is on the ETPL. ETPs are entities that are eligible to receive WIOA Title I-B funds for adult and dislocated worker participants who enroll in training programs, through ITAs. ITAs may also be used for WIOA Title I Youth funds to provide training to older, out-of-school youth, ages 18-24, and in-school youth, ages 16-21. WIOA requires that

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An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TTY equipment via the Florida Relay Service at 711.  
 WIOA Universal - Eligible Training Provider List Policy - September 2024 December 2018  
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UNIVERSAL WORKFORCE INNOVATION & OPPORTUNITY ACT

ELIGIBLE TRAINING PROVIDER LIST POLICY

ORIGINAL APPROVAL DATE: 2/12/2014

REVISION DATE: 8/28/2024

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each state ensure qualified providers offering a variety of job-driven training programs are available. A training provider must provide a program of study to be included on the ETPL.

I. State and Local ETPL

FloridaCommerce and the LWDBs must work together to identify ETPs to be included on the state ETPL. LWDBs must select approved training providers from the state ETPL. In addition to the criteria outlined in this policy, LWDBs may add additional requirements for training providers, except registered apprenticeship programs (RAPs), that supplement the criteria and information requirements for an ETP or program of study. CSRC will not add additional requirements for training providers, thus utilizing the state ETPL as the local ETPL. The ETPL will be maintained in the state's online labor exchange and case management system, Employ Florida. CSRC will also make the state ETPL publicly available through their local website.

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A. Provider and Program Eligibility Requirements

ETPs are entities eligible to receive WIOA funds for adult and dislocated worker participants, and out-of-school youth ages 18-24 who enroll in training services through Individual Training Accounts (ITAs). ETPs shall be:

- 1. Institutions of higher education providing training programs leading to a recognized postsecondary credential, or;
2. Registered Apprenticeship Programs\*, or;
3. Other public/private providers such as joint labor-management organizations, pre-apprenticeship programs and occupational/technical training, or;
4. Adult education and literacy activities when such training is combined with occupational skills training

\*With the exception of Registered Apprenticeship Programs, all other training programs must be for training for occupations on the CSRC Local Targeted Occupations List (LTOL), current at the time of training.

To be eligible to apply for inclusion on the ETPL and to receive training funds under WIOA Section 133(b), the training provider must be one of the following types of entities detailed in 20 CFR 680.410(d).

- Institutions of higher education such as universities, colleges, or other public or private institutions of higher education that provide programs that lead to a recognized postsecondary credential.
• RAPs.
• Other public or private training providers, which may include community-based organizations and joint labor-management organizations.
• Eligible providers of adult education and literacy activities under WIOA Title II, if these activities are provided in combination with training services as described in 20 CFR 680.350.

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Additionally, CSRC may be included on the ETPL if they meet the conditions of WIOA Section 107(g)(1), which states that authority may be permitted to LWDBs to provide training services pursuant to a request from the LWDB if the local board complies with the following.

A. Submits a request or an application to FloridaCommerce for approval by the CareerSource Florida Board of Directors, which must include:

- 1. Satisfactory evidence that there is an insufficient number of eligible providers of such a program of training services to meet local demand in the local area.
2. Information demonstrating that the LWDB meets the requirements for an eligible provider of training services under WIOA Section 122.

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.



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3. Information demonstrating that the program of training services prepares participants for an in-demand industry sector or occupation in the local area; and
- B. Makes the proposed request or application available to eligible providers of training services and other interested members of the public for a public comment period of not less than 30 days.

**III. Program of Study**

A program of study is a course, class, or structured regimen that provides training leading to:

- An industry-recognized postsecondary credential, a secondary school diploma, or equivalent;
- Employment; or
- Measurable skills gains leading to one of the above.

Training services may be delivered in person, online, or using a blended method or approach. Online training providers may apply and be considered for inclusion on the state and local ETPLs but are required to meet the same eligibility and performance criteria established for classroom-based instruction providers. Training programs must also be made physically and programmatically accessible for individuals who are employed and individuals with barriers to employment, such as persons with disabilities.

ETPs may offer programs of study that include:

- Occupational skills training including training for non-traditional employment;
- On-the-Job Training (OJT);
- Incumbent Worker Training (IWT);
- Programs that combine workplace training with related instruction, which may include cooperative education programs;
- Private-sector training programs;
- Skill upgrading and retraining;
- Entrepreneurial training;
- Job readiness training provided in combination with training services or transitional jobs;
- Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with services provided in the programs listed in numbers 1 through 7, above; and
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

**Establishing Eligibility**

**IV. Initial Eligibility (Training Providers)**

Initial eligibility for the ETPL applies to all training providers except RAPs registered with the Florida Department of Education (DOE). The training provider must supply verifiable, program-specific performance information pursuant to the criteria established by federal regulations and state statutes under which the provider applies to become an ETP. The information provided must support the training provider's ability to serve participants.

To meet initial eligibility to be included on the ETPL, a training provider must provide the following.

- A description of the training or educational institution including the provider's address, email, Federal Employer Identification Number (FEIN), and the name of the contact person.

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- Verification the provider is licensed, certified and/or otherwise authorized under Florida law to provide training services (this applies to in-state and out-of-state providers).
- A detailed description of each program of training services being submitted for initial eligibility determination.
- Data supporting the cost of attendance (including, but not limited to, tuition and fees).
- Whether the program leads to a credential on the Master Credentials List (MCL) or any other industry-recognized credential(s) which can be used as part of a sequence in an individual's career lattice.
- Whether the provider has developed the training in partnership or collaboration with a business or industry (identifying the business or industry).
- Identification of the in-demand industry sectors and occupations that best fit with the training program.
- A description of prerequisites, skills, and knowledge required prior to the commencement of the training.
- Information related to WIOA performance indicators (employment, median earnings, credentials) other than measurable skills gains.

All eligibility determinations are made based on the review of required information, which must be submitted through the ETPL portal in Employ Florida.

Training providers seeking initial eligibility determination must contact the State ETPL Coordinator via email at ETPL@commerce.fl.gov. The State ETPL Coordinator will approve or deny the application and notify the training provider of the determination through Employ Florida or the training provider's preferred mode of communication as indicated in the application. If approved, the ETP will be added to the state ETPL.

Training providers and the programs of study that are approved will receive initial eligibility for one year and will be subject to the continued eligibility requirements after their initial eligibility period.

**V. Initial Eligibility (Programs of Study)**

A training provider's request for an initial eligibility determination must be accompanied by a request for initial eligibility determination for at least one program of study. A training provider may request initial eligibility determinations for multiple programs of study, but each program of study is reviewed independently. When an ETP with continued eligibility for one or more programs of study requests that a new program of study be added to the ETPL, the new program of study will undergo an initial eligibility determination and may be approved or denied.

Training providers seeking initial eligibility for a program of study must submit all required documentation through the ETPL portal in Employ Florida. They must contact the State ETPL Coordinator via email at ETPL@commerce.fl.gov. The State ETPL Coordinator will approve or deny the application and notify the training provider of the determination through Employ Florida or the training provider's preferred mode of communication as indicated in the application.

**VI. Continued Eligibility**

After a training provider has completed the one-year initial eligibility period, the training provider is required to apply for continued eligibility and recertify their program(s) of study every two years to maintain their eligibility for the ETPL. This process requires submission of performance and cost information for each program of study listed on the state ETPL.

Applications for continued eligibility must be submitted three months prior to the end of their current eligibility period. Training providers applying for continued eligibility of programs of study must log in to the ETPL portal to review and update all required fields and forms for each program of study for which continued eligibility is being sought.

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Each training provider seeking continued eligibility must supply the following information as required by 20 CFR 680.410.

- Verification the provider is licensed, certified, or otherwise authorized under Florida law (if applicable) to be a provider of training services. This requirement applies to in-state and out-of-state providers.
- Information reported to state agencies on federal and state training programs other than WIOA Title I-B programs as listed below: a. The total number of persons enrolled in the program.
- The total number of WIOA participants enrolled in the program.
- The total number of persons completing the program.
- The total number of WIOA participants completing the program.
- Quality of the program of study including a program that leads to a recognized postsecondary credential.
- Provider's ability to offer industry-recognized certificates and credentials.
- The total number of persons awarded a Recognized Postsecondary Credential (or other credential, if applicable)
- The total number of WIOA participants awarded a Recognized Postsecondary Credential (or other credential, if applicable).
- The total number of persons employed after completing the program.
- The total number of WIOA participants employed after completing the program.
- Data identifying the cost of attendance and costs of tuition and fees for WIOA participants completing the program.
- Information on recognized postsecondary credentials (or other credential, if applicable) received by WIOA participants.
- Whether the credential can be used in conjunction with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder.
- Description of how the provider will ensure access to programs of study throughout the state, including in rural areas, and using technology (as applicable).
- Description of provider's ability to provide trainings that are physically and programmatically accessible for individuals who are employed and individuals with barriers to employment, including individuals with disabilities.
- Information reported to state agencies with respect to federal and state programs of study (other than the program carried out under WIOA), including one-stop partner programs.
- Performance on WIOA performance indicators.
- The degree to which programs of study relate to in-demand industry sectors and occupations in the state.
- Timeliness and accuracy of ETP's performance reports.
- Any additional factors that are determined appropriate within the parameters of WIOA and statutes.

Of those ETPs listed above, training providers fall into three categories: 1) those continuing eligibility under WIOA; 2) those that are exempt and; 3) non-exempt providers not previously eligible under WIOA.

**VII. Registered Apprenticeship Programs**

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

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**UNIVERSAL WORKFORCE INNOVATION & OPPORTUNITY ACT**  
**ELIGIBLE TRAINING PROVIDER LIST POLICY**  
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~~9/25/2024~~ 12/19/2018

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In accordance with the National Apprenticeship Act (NAA) (50 Stat. 664, chapter 663; 29 U.S.C. 50 et seq.), entities that carry out RAPs are exempt from the initial and continued eligibility requirements described in this policy. RAPs must be included and maintained on the ETPL until the following occurs.

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- The RAP notifies FloridaCommerce it no longer wants to be included on the list.
- The program becomes deregistered under the National Apprenticeship Act.
- The program is determined to have intentionally supplied inaccurate information.
- A determination is made by FloridaCommerce that the RAP substantially violated any provision of Title I of WIOA or the WIOA regulations, including 29 CFR part 38.

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Because RAPs are exempt from all initial and continued eligibility requirements, CSRC may not impose additional criteria or information requirements for RAP sponsors except as outlined in Training and Employment Guidance Letter Nos. 08-19 and 08-19, Change 1, and TEGL No. 13-16, Change 1.

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A RAP is an ETP if it is registered with DOE, Office of Apprenticeship (OA), or any other state's State Apprenticeship Agency (SAA). Although they are automatically eligible for ETPL inclusion, RAP sponsors seeking to have their apprenticeship programs listed on the ETPL must still "opt-in" by informing the State ETPL Coordinator at ETPL@commerce.fl.gov. RAPs opting-in may be referred to the State ETPL Coordinator by CareerSource Florida, LWDBs, or DOE. If a RAP expresses interest in being on the state ETPL, the ETPL Coordinator must request the RAPs provide the following information.

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- Occupations included in the RAP.
- The name and address of the RAP sponsor.
- The name and address of the Related Technical Instruction provider and the location of instruction if different from the program sponsor's address.
- The method and length of instruction.
- The number of active apprentices.

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RAPs on the state ETPL must be included on all local ETPLs in the state and shall remain on the ETPLs until removed or upon written request for removal by the RAP sponsor to the ETPL Coordinator at ETPL@commerce.fl.gov.

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FloridaCommerce will regularly coordinate with USDOL, CareerSource Florida and DOE to ensure that necessary updates are made to any information previously provided by RAP sponsors or training providers. FloridaCommerce will also coordinate with DOE to ensure that RAPs registered with the DOE are made aware that they are eligible for placement on the ETPL, and that DOE is informed when a RAP that is registered with USDOL's OA or another state's SAA contacts FloridaCommerce to opt-in to inclusion on the ETPL.

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Apprenticeship programs that are not registered with DOE, OA, or another state's SAA are not considered RAPs and must complete the initial eligibility and continued eligibility procedures. Pre-apprenticeships, including quality registered pre-apprenticeships leading to RAPs, are not automatically approved for inclusion on the ETPL and are not exempt from requirements outlined in this policy. Other programs of training services offered by a RAP sponsor or a RAP's provider of related instruction are likewise not automatically eligible.

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**VIII. Out of Local Area and Out of State Providers**

State policies and procedures may provide for reciprocal or other agreements established with another state to permit the use of ITAs for ETPs in another state. As such, participants may choose ETPs and programs of study located outside of the state or local area if the program is on the state's ETPL and in accordance with state and local area policies.

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Out-of-state postsecondary training institutions that are not operating in Florida are not required to be licensed by the Florida Commission for Independent Education (CIE). However, out-of-state providers must provide the following information.

- Information needed for initial eligibility or continuing eligibility determination.
- Evidence that the institution (and applicable programs) is accredited by an accreditation agency approved by the U.S. Department of Education.
- Evidence that the institution meets the licensing requirements of its home state.
- Evidence that the institution is identified as active on the ETPL in its state of origin or native state. To provide performance information for its programs, out-of-state providers are required to report their student completer data to FloridaCommerce under established reporting mechanisms.

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Out-of-local area and out-of-state training providers must request an initial eligibility determination for each program of study to be included on the state ETPL. Out-of-state providers must also provide documentation, uploaded to the ETPL portal, which validates the above-referenced criteria. These training providers must contact the state ETPL Coordinator directly to request their initial eligibility and the initial eligibility of their programs of study.

**IX. ETPL Portal**

The state ETPL is managed by FloridaCommerce and maintained in Employ Florida, the state's online labor exchange and case management system. Employ Florida connects employers and job seekers and provides information about training opportunities available in the state, including training program services eligible for funding under WIOA Section 133(b).

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The ETPL portal is the platform used to maintain ETPLs and record consumer information, including, but not limited to, cost and performance information for each approved program of study. The ETPL portal is the mechanism used by FloridaCommerce to manage the ETPL process, and by LWDBs and training providers to apply for initial eligibility and re-apply for continued eligibility.

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The ETPL portal supports WIOA participants in making informed choices about ETPs and programs of study and allows FloridaCommerce to disseminate state and local ETPLs to employers, training providers, workforce staff, One-Stop career center partners, and the public, including individuals with disabilities and individuals with limited English proficiency. Consumer choice is ensured by making the state and local ETPLs, accompanied by performance and cost information, widely available and easily accessible. ETPLs must be disseminated in a format that facilitates comparison between programs of study and is searchable, user-friendly, and easily understood by individuals seeking information on training outcomes.

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**X. Performance Criteria**

As required by Section 445.003(7)(b), F.S., FloridaCommerce must establish the minimum criteria a training provider must achieve for completion, earnings, and employment rates of eligible participants. Once criteria are established, training providers will be required to meet at least two of the minimum criteria for subsequent eligibility.

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Like the RAP exemption from the eligibility requirements, RAPs also are exempt from ETP performance reporting requirements in WIOA Sections 116(d)(4) and 122, including any additional ETP reporting requirements that have been added by the state or local area. Existing WIOA training providers must submit an application for "continued eligibility". If approved, the provider will be eligible for two (2) years. Providers must re-apply for "continued eligibility" three months before eligibility expires. Applicants must provide verification of license to provide training services programs in Florida and all other program required information as specified in the Continued Eligibility application.

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**XI. Annual Reporting**

No later than August 31 of each year, training providers must upload information into the ETPL portal on all enrolled and completer individuals for each program of study being considered for continued eligibility. This student data must be submitted each year for each program of study and must include the social security numbers for each enrolled and completer individual to allow for the calculation of minimum performance levels as required in 20 CFR 680.460(g).

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The ETPL portal provides a secure solution for the transmission of Personally Identifiable Information (PII). ETPs, excluding RAP sponsors, must upload student data including the social security numbers and completed training of all individuals enrolled during a specific timeframe as determined by policy. Any transmission of PII shall occur in accordance with FloridaCommerce security policies and any disclosure of PII from an education record must be carried out in accordance with the Family Education Rights and Privacy Act (FERPA), including provisions related to prior written consent. As allowed pursuant to 34 CFR 99.31, DOE has designated FloridaCommerce as an authorized representative to enforce or comply with federal legal requirements relating to WIOA.

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**XII. Denial, Deactivation, Removal, or Loss of Provider or Program Eligibility**

There are circumstances under which training providers may be denied, deactivated, removed, or lose their eligibility for inclusion on the state ETPL, as outlined below. Prior to approving an ITA for a WIOA-eligible individual, CSRC must ensure that training providers and the program of study are, or continue to be, included on the ETPL at the time the participant is enrolled in the program of study. Training Providers that carry out apprenticeship programs registered under the National Apprenticeship Act are exempt from Initial and Continued Eligibility application procedures. Registered Apprenticeship programs are to be included and maintained on the local Eligible Training Provider List (ETPL) as long as the corresponding program remains registered and will remain on the ETPL until it is deregistered or until the registered apprenticeship notifies the Department of Economic Opportunity in writing that it no longer wants to be included on the ETPL.

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**A. Denial**

A program of study that FloridaCommerce determines does not meet the eligibility requirements shall be issued a denial notice within 30 calendar days of FloridaCommerce's receipt of the application. A separate denial notice will be issued for each program of study being denied and will include the reason(s) for denial and provide appeal rights, as applicable.

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**B. Deactivation**

Once an ETP or program of study is approved, it will remain on the state's ETPL through the continued eligibility period of two years unless removed by FloridaCommerce for documented training provider and/or program of study violations. Training providers or programs of study are subject to deactivation and removal from the ETPL if one of the following occurs.

1. FloridaCommerce determines the training provider intentionally supplied inaccurate information or substantially violated any provision of Title I of WIOA regulations, including 29 CFR Part 38.
2. The program of study fails to meet the states' minimum performance levels as required in 20 CFR 680.460(g).
3. The training provider loses its license or accreditation from its accrediting body.

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**C. Loss of Eligibility and Removal**

A program of study may be removed from the state ETPL if one of the following occurs.

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1. The training provider fails to supply participant data required for the performance review by the annual due date of August 31.
2. It is determined that the training provider intentionally supplied inaccurate information or substantially violated any provisions of Title I of WIOA or the WIOA regulations, including 29 CFR part 38.
3. It is determined that the provider is engaging in fraud or other criminal acts, incapacity, unfitness, neglect of duty, official incompetence, irresponsibility, misfeasance, malfeasance, gross mismanagement, waste, nonfeasance, or lack of performance.

FloridaCommerce will electronically send a notice of removal from the ETPL to CSRC and to the training provider. CSRC must not issue a participant an ITA for a training provider/program of study that is determined to have lost eligibility for inclusion on the ETPL. If WIOA participants are already enrolled and have received an ITA for a training provider/program of study that subsequently becomes deactivated or removed from the ETPL, CSRC will allow enrolled participants to complete the training program; however, no new enrollments will occur. Upon receipt of the removal notification from FloridaCommerce, CSRC Director of Programs, or designee, will immediately share via email the information with the appropriate staff to avoid enrollment of new participants. Any existing participants will continue to be case managed by staff until completion of the training program.

**D. Re-application**

Training providers may reapply under the initial eligibility criteria provided in this policy.

1. Appeals. Other providers of training services may apply for "initial eligibility". Training providers must complete a CSRC application for the initial inclusion of the training provider and programs of study on the local list of eligible training providers (ETPL). The training provider must specifically identify the program(s) of study it intends to provide. If approved, the provider will be on the ETPL for one (1) full year, and must perform successfully to be considered for "continued eligibility". See section "E" for local minimum performance levels.

The policy and applications for initial and continued eligibility will be available on CSRC's website ([www.careersourcere.com](http://www.careersourcere.com)). Incomplete applications will not be considered. Questions regarding the completion of the applications must be submitted to [ccobe@careersourcere.com](mailto:ccobe@careersourcere.com).

- B. CSRC has an established application, review and approval process for potential training providers. Applications from potential training providers are accepted throughout the year. The process is as follows:

1. The application has a Responsiveness Checklist for Application for Training Provider Approval to outline the qualifications the provider must meet for approval. This checklist also includes a question specific to whether or not the training provider agrees to participate in Florida Education Training Placement Information Program (FETPIP) or is participating in FETPIP.
2. When the application is received, it is date stamped and two staff members review the application with the checklist to see if all areas have been addressed (within 10 business days). If the review team agrees that the application is responsive and the provider has addressed all areas on the checklist, the application moves to the next step. If the review team determines that the provider has not addressed all areas on the checklist, the missing areas are described and a denial letter is

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~~sent to the provider (within three weeks of the clock in date of the application) outlining the deficiencies. The provider has the opportunity to re-submit the application in the future.~~

- ~~3. If the review team determines the provider has addressed all areas in the checklist, a rating team (Board and staff members) is established to review the provider's application utilizing the LWDA Rating Sheet for Application for Training Provider Approval. The rating sheet has one hundred (100) points available and each member of the team completes the form.~~
- ~~4. Once the team has completed the rating sheets for the training provider, the forms are assembled and the scoring is calculated. The average rating score must be at least seventy-five (75) points in order to be considered for addition to the CSRC ETPL. If the training provider meets this threshold, the rating team makes a recommendation to present to the Programs & Services (P&S) Committee.~~
  - ~~a) If the training provider application does not meet the required rating score, the training provider is notified in writing as to the reasons. If the training provider applicant contends the review was flawed, they may protest the decision to the Senior Vice President of Operations. The Senior Vice President of Operations will attempt to resolve all such disputes in a reasonable manner. If the dispute cannot be resolved, the protesting applicant can appeal to the President/CEO. If the matter remains unresolved, an appeal to the Executive Committee of CSRC can be made and finally the applicant may file a grievance pursuant to Chapter 120, Florida's Administrative Procedures Act, and the state's grievance policy WDP 99-104.~~
- ~~5. After initial approval, an ETP applicant is placed on the agenda for the next P&S Committee meeting for review. The committee reviews the rating team's recommendations and votes to approve or deny the training provider application. The P&S Committee forwards their recommendation to the Executive Committee who takes their recommendation to the full Board under a Consent Agenda.~~
- ~~C. CSRC has developed an Occupational Skills Training Provider Agreement for eligible, approved providers. The agreement requires that all training providers submit performance information on an annual basis as well as cost information on an annual basis or as costs change.~~
- ~~D. CSRC has included minimum performance levels in the Occupational Skills Training Provider Agreement and those levels must be maintained in order to remain on the local ETPL. These levels are as follows:~~
  - ~~a) % of WIOA participants who completed the program of study — 75%~~
  - ~~b) % of WIOA participants who completed the program of study and obtained employment — 85%~~
  - ~~c) % of WIOA participants who complete the program of study, obtain unsubsidized employment and who are retained fourth quarter after exit — 85%~~
  - ~~d) % of WIOA participants who complete the program of study and obtain an industry recognized credential or a degree — 75%~~

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**XIII.**

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For an appeal of any decision made at the state level, the appellant shall follow the appeals procedure established by FloridaCommerce. For an appeal of any decision made by CSRC, the appellant shall contact the Director of Programs, or designee. If the Director of Programs, or designee, is unable to resolve the issue, it will be elevated to the Chief Operating Officer (COO)/Vice-President of Operations for resolution. If the issue persists, it will be elevated to the Chief Executive Officer (CEO)/President and/or the Programs and Services Committee. Approved ETPs and their programs of study will be placed on the CSRC ETPL and posted on the website at [www.careersourcerc.com](http://www.careersourcerc.com). The ETPL will be accompanied by performance and cost information and presented in a method to maximize informed customer choice and serve all significant populations.

**XIV. ETPL and Non-ITA Training Services**

**E.** The State's ETPL will also be listed on CSRC's website. If there is an insufficient number of ETPs in LWDA 20 offering programs of study for occupations listed on the LTOL, CSRC may grandfather approval to ETPs and their programs of study approved elsewhere in the State when the performance of the ETP and the program of study meets the criteria set by CSRC as detailed in part "E" of this policy.

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There are exceptions to the required use of the ETPL for ITA-funded training by LWDBs. In the following situations covered by these exceptions, a contract for services between CSRC and the training provider may be attained and implemented to ensure services are provided instead of selecting a training provider from the state ETPL.

**A. Work-Based Training**

WIOA supports training and work experience for job seekers through work-based training, which is coordinated by CSRC through collaboration with local employers. These activities, like OJT, Customized Training (CT), and Incumbent Worker Training (IWT) do not require inclusion on the ETPL, in accordance with 20 CFR 680.530. Please see local OJT, CT, and IWT policies for more information.

**B. Training Contracts**

A program of study may be provided through training contracts instead of ITAs when there is not sufficient availability of eligible training providers in the local area to accomplish the purpose of an ITA. The Director of Programs, or designee, will review the ETPL to determine if an ETP offers the training being considered. If it is determined there are none or an insufficient number of ETPs to offer the training, a training contract can be utilized. These contracts may be used for cohort training, per TEGL 21-22, Attachment 1, or in one of the other situations prescribed in 20 CFR 680.320. Because training contracts do not use ITAs, the training provider is not required to be included on the state or local ETPL. CSRC will make every effort to include the provider on the ETPL providing they meet all eligible training provider requirements. CSRC may utilize training contracts if at least one of the circumstances listed below applies.

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1. On-the-job training, which may include placing participants in a Registered Apprenticeship program, customized training, incumbent worker training or transitional jobs.
2. If CSRC determines that an institution of higher education or other provider of training services could provide the most appropriate training to facilitate the training of a cohort of multiple individuals for jobs in in-demand sectors or occupations, provided that the contract does not limit consumer choice.

If it has been determined to utilize a training contract, the Director of Programs, or designee, will initiate the contract with the provider's designated official authorized to approve the training. The contract will be approved by the CSRC CEO/President. Training is not allowed to commence until both parties have signed the training contract.



UNIVERSAL WORKFORCE INNOVATION & OPPORTUNITY ACT

ELIGIBLE TRAINING PROVIDER LIST POLICY

ORIGINAL APPROVAL DATE: 2/12/2014

REVISION DATE: 8/28/2024 07/2018

BOARD EFFECTIVE DATE:

9/25/2024 12/19/2018

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C. Non-WIOA

The ETPL is a requirement of WIOA and only applies to programs that are supported by WIOA funding. Providers of training services that do not intend to seek WIOA funding do not need to request or pursue ETPL inclusion.

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XV. Complaints

F. Complaints from participants regarding the performance of a training provider and/or their program of study are addressed initially by the Director of Programs administrative staff, or designee. The Director of Programs, or designee, will contact the training providers, via a telephone or on-site visit, to verify facts. In consultation with the COO/Vice-President of Operations, the Director of Programs, or designee, staff may request a corrective action plan, if the complaint is validated. If staff is unable to resolve the complaint is unable to be resolved with the training provider and the participant, the complaint is elevated to the CEO/President or Programs & Services Committee for resolution.

G. At any time during the year, administrative staff can make recommendations to the P&S Committee to cease training for occupations that have resulted in over-training and/or when there is a decline in job openings. Administrative staff, after review of ETP's programs of study performance data, can make recommendations to the P&S Committee to remove the program of study from the ETPL. The actions of the Committee are regularly reviewed and approved by the full Board.

Reference Documents refer to:

CareerSource Florida Administrative Policy 090 – Eligible Training Providers List Requirements WIOA – Local Targeted Occupation List Policy – December 2018

CSRC WIOA OJT Program Policy

CSRC WIOA Customized Training Policy

CSRC WIOA Incumbent Training Policy

TEGL 21-22, Attachment 1

20 CFR 680.320

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An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

## AGENDA ITEM SUMMARY

<b>Title</b>	Review and Approve Workforce Innovation & Opportunity Act (WIOA) - Adult and Dislocated Worker Program Eligibility Policy Revisions
<b>Strategic Plans/Goals</b>	Operational Intelligence
<b>Policy/Plan/Law</b>	Workforce Innovation & Opportunity Act (WIOA)/CareerSource Florida Administrative Policy Number 122
<b>Action Requested</b>	Review and Approve Workforce Innovation & Opportunity Act (WIOA) - Adult and Dislocated Worker Program Eligibility Policy Revisions
<b>Background</b>	<p>The WIOA Adult and Dislocated Worker programs provide career and training services to eligible and suitable participants to assist them in obtaining quality, self-sufficient employment in in-demand industries within this region. To participate in WIOA programs, adult and dislocated worker candidates must meet general eligibility requirements and provide acceptable documentation.</p> <p>To better align with CareerSource Florida’s Administrative Policy Number 122, staff revised CSRC’s WIOA A &amp; DW Program Eligibility Policy as follows:</p> <ul style="list-style-type: none"> <li>• Relevant information previously outlined in CSRC’s <i>Definition of 'Unlikely to Return' for DW Eligibility Policy</i> and CSRC’s <i>Substantial Layoff Policy</i> was added to the A &amp; DW Eligibility Policy for clarity, effectively converging 3 policies into 1 comprehensive policy.</li> <li>• Updated Selective Service registration requirements based on current WIOA guidelines.</li> <li>• Added definitions of Family Size and defined associated criteria, such as dependent child versus independent child for WIOA Adult income eligibility purposes.</li> <li>• Revised the “Calculating Family Income for the Adult Program” section for clarity.</li> </ul>
<b>Staff Recommendations</b>	Review and Approve the WIOA - Adult & DW Program Eligibility Policy Revisions
<b>Supporting Material</b>	WIOA Adult & DW Program Eligibility Policy Revisions
<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 outline the Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker (DW) program eligibility requirements for Local Workforce Development Board (LWDB) 20, CareerSource Research Coast (CSRC).

**REFERENCES**

CareerSource Florida (CSFL) Administrative Policy 122; CSFL Administrative Policy 096; Workforce Innovation and Opportunity Act of 2014, Public Law 113-128; Title 20 Code of Federal Regulations (CFR) Part 680; Title 20 CFR Section 663.640; Title 29 CFR Part 38; Title 29 CFR Part 31; Training and Employment Guidance Letter (TEGL) No. 11-11, Change 2; TEGL No. 02-14; TEGL No. 19-16; TEGL No. 24-18; TEGL No. 23-19, Change 2, Attachment II.

**BACKGROUND**

The WIOA Adult and Dislocated Worker programs provide career and training services to eligible and suitable participants to assist them to obtain quality, self-sufficient employment in in-demand industries within this region.

**LOCAL POLICY**

- I. General Eligibility Criteria for WIOA Adult or Dislocated Worker
  - A. To participate in WIOA programs, adult and dislocated worker candidates must meet general eligibility requirements and provide acceptable documentation.
  - B. Refer to *Documentation Requirements for WIOA Adult & DW Eligibility* for acceptable supporting documentation for each criteria listed below.
    - 1. Must be at least 18 years old at the time of participation.
    - 2. United States (U.S.) citizen or have the right to work in the U.S.
    - 3. Males 18 years of age or older must comply with Selective Service registration requirements.
      - a. Selective Service registration can be verified at <https://www.sss.gov/verify/>.
        - 1) If verification cannot be obtained via this website, refer to *Selective Service - Who Must Register Chart*.
        - a) If the candidate meets one of the exemption criteria listed, he must provide documentation to verify.
          - i. Acceptable forms of verification are listed on the *Documentation Requirements for WIOA Adult & DW Eligibility* checklist.
      - b. Additional Selective Service System information may be found at [www.sss.gov](http://www.sss.gov).
- II. WIOA Adult Eligibility Criteria
  - A. Adult eligibility is determined at the time of WIOA intake/application, and individuals remain eligible even if there are changes in the original circumstances that were used as the basis to establish eligibility.
  - B. Statutory Priority for Adult Funds
    - 1. When using WIOA Adult funds to provide individualized career services and training services, CSRC must give priority to:
      - a. Recipients of public assistance
      - b. Low-income individuals
        - 1) A low-income individual is defined as an individual who:
          - a) Receives, or has received in the past 6 months, or is a member of a family that is receiving or in the past 6 months has received, assistance through the Supplemental Nutrition Assistance Program (SNAP), or the Supplemental Security Income (SSI) Program, or state or local income-based public assistance.



- b) The annualized gross income is equal to or less than 70% of the current Lower Living Standard Income Level (LLSIL) for family size.
  - c) The annualized gross income is equal to or less than the current Poverty Level for family size listed on the LLSIL chart.
  - d) Is a homeless individual.
  - e) Receives or is eligible to receive free or reduced-price lunch.
  - f) Is a foster child on behalf of whom State or local government payments are made.
  - g) Is an individual with a disability whose own income meets the low-income level for eligibility purposes but who is a member of a family whose income does not meet this requirement.
- c. Individuals who are basic skills deficient (including English language learners)
- d. Veterans and eligible spouses (covered persons) must receive priority of service over non-covered persons (i.e., non-veteran and non-eligible spouses) for all U.S. Department of Labor (USDOL) funded job training programs, including WIOA programs.
- 1) This means that veterans and eligible spouses either receive access to a service earlier in time than a non-covered person, or if the resource is limited, the veteran or eligible spouse receives access to the service instead of the non-covered person.
  - 2) Veterans and eligible spouses who receive priority of service must meet all WIOA Adult program eligibility requirements.
  - 3) Please see *CSRC WIOA Priority for Adult Funds aka Priority of Services Policy* for more information.

### C. Family Size

- 1. Family size is determined at the date of application.
- 2. Members in the household who do not meet one of the categories identified in the definition of family below are not included in family size.
  - a. Income of a prior family member(s) who may have comprised part of the family during the past six months but who is no longer a member(s) of the household at time of WIOA application (i.e., divorced or separated spouse, deceased spouse/family member, etc.) should not be included for income determination purposes.
    - 1) Only the income sources of current family members of the household should be included.
- 3. The WIOA Definition of Family
  - a. A married couple;
  - b. A married couple and dependent children; or
  - c. A parent or guardian and dependent children.
    - 1) For CSRC, a **dependent** child includes a child(ren) living in a single residence with parent(s) or guardian(s) who answer “No” to all questions listed below (under **independent** child).
    - 2) For CSRC, an **independent** child includes a child(ren) living in a single residence with parent(s) or guardian(s) who answer “Yes” to one or more of the following questions (adapted from “Personal Circumstance Questions To Determine Dependency Status on the FAFSA® Form” via <https://studentaid.gov/apply-for-aid/fafsa/filling-out/dependency>):
      - a) Will you be 24 years of age or older by December 31 of the current calendar year?
      - b) As of date of WIOA intake/application, are you married? (Answer “No” if you are separated but not divorced.)
      - c) Are you a graduate of, or student in, college beyond a bachelor’s degree?
      - d) Are you currently serving on active duty in the U.S. armed forces for purposes other than training? (If you are a National Guard or Reserves enlistee, are you on active duty for other than state or training purposes?)
      - e) Are you a veteran of the U.S. armed forces?





- i. Answer “Yes” (you are a veteran) if you:
    - (a) Have engaged in active duty (including basic training) in the U.S. armed forces (army, marine, naval, air, or space service) and were released under a condition other than dishonorable;
    - (b) Served full-time as a Reservist or member of the National Guard (other than training purposes); or
    - (c) Were called to federal active duty.
    - (d) Also answer “Yes” if you are not a veteran now but will be one by June 30<sup>th</sup> of the current program year.
  - ii. Answer “No” (you are not a veteran) if you:
    - (a) Have never engaged in active duty in the U.S. armed forces;
    - (b) Are currently a Reserve Officers’ Training Corps (ROTC) student or a cadet or midshipman at a service academy;
    - (c) Are a National Guard or Reserves enlistee activated only for state or training purposes; or
    - (d) Were engaged in active duty in the U.S. armed forces but released under dishonorable conditions.
    - (e) Also answer “No” if you are currently serving in the U.S. armed forces and will continue to serve through June 30<sup>th</sup> of the current program year.
  - f) Do you have children or other people (excluding your spouse) who live with you and who currently receive more than half of their financial support from you?
  - g) At any time since you turned age 13, were you an orphan (no living biological or adoptive parent)?
  - h) At any time since you turned age 13, were you a ward of the court?
  - i) At any time since you turned age 13, were you in foster care?
  - j) Are you or were you a legally emancipated minor, as determined by a court in your state of residence?
  - k) At any time on or after July 1<sup>st</sup> of the previous program year were you unaccompanied and either (1) homeless or (2) self-supporting and at risk of being homeless?
- d. Disability – Family of One
- 1) Even if the family of an individual with a disability does not meet the income eligibility criteria, that individual may be considered a low-income individual and a family size of one if:
    - a) Their own income meets the income eligibility criteria for the WIOA program at CSRC; and
    - b) One of the following must be provided:
      - i. Medical documentation/a written statement from a physician;
      - ii. A letter from Vocational Rehabilitation; or
      - iii. The Social Security Administration’s benefits letter for SSDI.

D. Calculating Family Income for the Adult Program

- 1. All Adult Career Seekers Applying to CSRC for Classroom Training and Unemployed Adult Career Seekers Applying to CSRC for Work-Based Training
  - a. For all Adult career seekers applying for WIOA classroom training services, as well as for unemployed Adult career seekers applying for WIOA work-based training services, self-sufficiency is determined by comparing the annualized gross income for family size (based on the last 6 months of includable income) to 200% of the current *Lower Living Standard Income Level (LLSIL) & Poverty Line* for family size.
    - 1) For CSRC, the “Family Unit Size” of 1 and the “Family Unit Size” of 2 are set at the same income level on the *Lower Living Standard Income Level (LLSIL) & Poverty Line* chart.



- b. Refer to the *Family Size, Income Eligibility, & LLSIL % Desk Aid* for more information.
- 2. Employed Adult Career Seekers Applying to CSRC for Work-Based Training
  - a. For Adult career seekers who are employed at time of application for WIOA work-based training services (i.e., OJTs, Registered Apprenticeships, etc.), self-sufficiency may be determined based on the *Living Wage Calculator for the Port St. Lucie, FL Metropolitan Statistical Area* via the following website: <https://livingwage.mit.edu/metros/38940>.
  - b. Hourly wages considered “Living Wage,” are displayed in real time on this website.
  - c. The living wage shown is the hourly rate that an individual in a household must earn to support themselves and/or their family, working full-time (2080 hours per year).
  - d. Refer to the *Family Size, Income Eligibility, & LLSIL % Desk Aid* for more information.

### III. WIOA Dislocated Worker Eligibility Criteria

- A. Dislocated Worker eligibility is determined at the time of WIOA intake/application appointment, and individuals remain eligible even if there are changes in the original circumstances that were used as the basis to establish eligibility (e.g., the anticipated layoff or termination does not take place).
- B. To be eligible to receive individualized career services and training services as a Dislocated Worker, an individual must meet the definition of “Dislocated Worker” by meeting the requirements in one of the categories outlined below.
  - 1. Category 1 – Terminated or Laid Off
    - a. An individual who:
      - 1) Has been terminated or laid off, or who has received a notice of termination or layoff, from employment (**referred to as Category 1 in Employ Florida**).
    - OR
    - 2) Is eligible for or has exhausted entitlement to unemployment compensation (referred to as Reemployment Assistance in Florida) or has been employed for a duration sufficient to demonstrate attachment to the workforce but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a state unemployment compensation law (**Referred to as Category 2 in Employ Florida**).
      - a) For CSRC, “employed for a duration sufficient to demonstrate attachment to the workforce” is demonstrated if an individual has been employed at least 26 of the last 52 weeks.
        - i. Attachment may be documented using a “Determination of Reemployment Assistance” benefits letter, pay stubs from previous employment, telephone verification with previous employer with a signed telephone verification form, or Suntax records.

#### AND

- 3) Is unlikely to return to a previous industry or occupation.
  - a) For CSRC, an individual may be determined “unlikely to return” to their previous industry or occupation when one or more of the following criteria is met and documented:
    - i. The individual was dislocated from a declining industry or occupation as evidenced by labor market information showing a zero or negative growth rate.
    - ii. There are limited employment opportunities in the occupation or industry within the individual’s county of residence as evidenced by 5 or fewer active job orders in Employ Florida at the time of DW eligibility determination.
    - iii. The individual has been actively seeking but has been unable to find employment in the previous industry or occupation for a period of 60 days from dislocation as documented by reemployment assistance (RA) job search records, rejection letters from employers in the area, or other documentation of unsuccessful efforts to obtain employment in the prior industry or occupation.

- iv. The individual has out-of-date, obsolete, or inadequate skills relative to the occupation of dislocation.
- v. The individual lacks a credential now required by employers within the occupation.
- vi. The individual has exhausted RA benefits and has been unable to obtain employment in their previous industry or occupation.
- vii. The individual is unlikely to return to his/her previous industry or occupation due to circumstances that cause significant barriers to employment, including:
  - (a) Ex-Offender
  - (b) Homelessness
  - (c) Older worker (Age 55+)
  - (d) Documented disability or medical condition
- a. Separating members or separated members honorably discharged under circumstances from the military fall within the scope of the termination component for the WIOA definition of Dislocated Worker (Category 1), and under the priority of service provisions of the Jobs for Veterans Act, separating service members who, upon discharge, meet the eligibility criteria for dislocated workers must be afforded priority over non-veterans.
  - 1) A separating service member from the Armed Forces with a discharge that is anything other than dishonorable qualifies for Dislocated Worker activities based on the following criteria:
    - a) The separating service member has received a notice of separation, a DD-214 from the Department of Defense, or other documentation showing a separation or imminent separation from the Armed Forces to satisfy the termination or layoff part of the Dislocated Worker eligibility criteria;

AND

  - b) The separating service member qualifies for the Dislocated Worker eligibility criteria on eligibility for or exhaustion of unemployment compensation;

AND

  - c) As a separating service member, the individual meets the Dislocated Worker eligibility criteria that the individual is unlikely to return to a previous industry or occupation (refer to *Section III.,B.,1.,a.,3),a)*.
- 2. Category 2 – Permanent Closure or Substantial Layoff
  - a. An individual who:
    - 1) Has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise (**Referred to as Category 3 in Employ Florida**).

OR

  - 2) Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days (**Referred to as Category 4 in Employ Florida**).
    - a) For CSRC, a “general announcement” by an employer is a communication by an employer stating intent to close a business.
      - i. It may be documented through direct employer notice in writing to the individual, a WARN notice, a news/media announcement, or contact by CSRC staff with the separating employer with a telephone verification form signed by the verifier.

OR

  - 3) Is employed at a facility at which the employer has made a general announcement (refer to *Section III.,B.,2.,a.,2),a)* that such facility will close (**Referred to as Category 4 in Employ Florida**).
- 3. Category 3 – Self-employed (**Referred to as Category 5 in Employ Florida**)



- a. An individual who was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed because of general economic conditions in the community in which the individual resides or because of natural disasters.
  - 1) For CSRC, unemployed because of “general economic conditions” refers to individuals who were previously self-employed but are now unemployed due to factors that had a direct adverse effect on the self-employed individual and were beyond the individual’s control, such as:
    - a) The closure or substantial layoff of a primary supplier or customer affecting the self-employed applicant’s products or services.
      - i. The individual must provide written documentation of the closure or layoff.
    - b) Less demand for occupation in the community as evidenced by labor market information showing a zero or negative growth rate.
    - c) A decline in profits significant enough to lead to closure as documented by the most recent business tax return, profit/loss statements, or a filing of Chapter 7 or 11 Bankruptcy.
    - d) A natural disaster or pandemic as defined by State or Federal declaration.
- 4. Category 4 – Displaced Homemaker **(Referred to as Category 6 in Employ Florida)**
  - a. An individual who has been providing unpaid services to family members in the home and who:
    - 1) Has been dependent on the income of another family member but is no longer supported by that income; or
    - 2) Is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment or a call or order to active duty, a permanent change of station, or the service-connected death or disability of the member; and
    - 3) Is unemployed or underemployed and is having trouble in obtaining or upgrading employment.
- 5. Category 5 – Spouse of a Separating or Separated Member of the U.S. Armed Forces
  - a. An individual who:
    - 1) Is the spouse of a member of the Armed Forces on active duty and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member **(referred to as Category 7 in Employ Florida)**;
  - OR
  - 2) Is the spouse of a member of the Armed Forces on active duty and who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment **(referred to as Category 8 in Employ Florida)**.
- C. Refer to *Documentation Requirements for WIOA Adult & DW Eligibility* for guidance on supporting documentation required for each DW category listed above.
- D. Self-Sufficiency for WIOA Dislocated Workers
  - 1. For WIOA Dislocated Workers, self-sufficiency is defined as earning income at or above the wage at dislocation.
  - 2. All Dislocated Workers who are working “maintenance” jobs (a job with a lower rate of pay than the job at the time of dislocation) should not exceed their dislocation wage to be considered for WIOA training services.

#### IV. Eligibility Criteria for Training Services

Employed and unemployed Adults and Dislocated Workers may be eligible for training services if CSRC staff determines (after an interview, evaluation or assessment, and career planning) that they:

- A. Need training services to obtain or retain employment leading to economic self-sufficiency or wages are comparable to or higher than wages from previous employment.
- B. Need financial support to cover training costs that have not been paid for.

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.



1. Note: Reimbursement for training services already paid for is not allowed.
- C. Select a training program that is directly linked to employment opportunities in the local area.
- D. Have the skills and qualifications necessary to participate successfully in training services.
- E. Are unable to obtain grant assistance from other sources to pay the costs of training, including state-funded training funds, Trade Adjustment Assistance, Federal Pell Grants; OR require WIOA assistance in addition to other sources of grant assistance.
  1. Note: WIOA-funded training must be coordinated with other grant assistance, such as Federal Pell Grants.
  2. However, Veteran Assistance (VA) benefits for education and training services do not constitute "other grant assistance" under WIOA's eligibility requirements.
    - a. Therefore, eligibility for VA benefits for education or training services do not preclude a veteran or the veteran's eligible spouse from receiving WIOA-funded services, including training services.
    - b. Similarly, CSRC may not require veterans or eligible spouses to exhaust their entitlement to VA-funded training benefits prior to allowing them to enroll in WIOA-funded training.

V. Nondiscrimination

- A. WIOA prohibits the exclusion of an individual from participation in, denial of, or discrimination in the administration and activities funded in whole or in part under WIOA Title I based on race, color, national origin, age, disability, sex, religion, and political affiliation or belief, as well as against beneficiaries based on citizenship and participation in WIOA.
- B. WIOA sec. 188(a)(5) contains a specific nondiscrimination provision that provides that participation under WIOA is available to citizens and nationals of the United States; lawfully admitted permanent resident aliens, refugees, asylees, and parolees; and other immigrants authorized by the Attorney General to work in the United States. Individuals with employment authorization qualify under this provision as "immigrants authorized by the Attorney General to work in the United States."
  1. This includes "Deferred Action for Childhood Arrivals" (DACA) participants with employment authorization. Participants identified as DACA participants must meet the WIOA eligibility requirements to access any WIOA services for which they would otherwise qualify. CSRC staff must obtain appropriate documentation of employment authorization.
  2. The DACA process is for individuals who came to the United States as children and:
    - a. Were under the age of 31 as of June 15, 2012.
    - b. Came to the United States before reaching their 16th birthday.
    - c. Have continuously resided in the United States since June 15, 2007 up to the present time.
    - d. Were physically present in the United States on June 15, 2012, and at the time of making their request for consideration of deferred action with U.S. Citizenship and Immigration Services (USCIS).
    - e. Entered without inspection before June 15, 2012, or their lawful immigration status expired as of June 15, 2012.
    - f. Are currently in school, have graduated or obtained a certificate of completion from high school, have obtained a general education development (GED) certificate, or other equivalent State-authorized exam in the United States, or are an honorably discharged veteran of the Coast Guard or Armed Forces of the United States.
    - g. Have not been convicted of a felony, significant misdemeanor, three or more other misdemeanors, and do not otherwise pose a threat to national security or public safety.
  3. The DACA process may result in a two-year period of "deferred action," or relief from removal from the country or from entering removal proceedings, subject to renewal, and issuance of employment authorization for the period of deferred action.
    - a. Therefore, a DACA participant whose case has been deferred is eligible to receive employment

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authorization for the period of deferred action, provided he or she can demonstrate “an economic necessity for employment.”

VI. Eligibility Documentation

- A. CSRC staff must collect supporting documentation used to determine eligibility and retain such documentation in the participants’ case files.
  - 1. Refer to *Documentation Requirements for WIOA Adult & DW Eligibility*.
    - a. Documentation requirements are based upon TEGL No. 23-19, Change 2, Attachment II, “Source Documentation for WIOA Core/Non-Core Programs.”
- B. WIOA establishes specific participant eligibility, priorities, and requirements for participation to account for the proper use of Title I funds.
  - 1. CSRC has established a committee that meets weekly to review WIOA applications for eligibility, priorities, and suitability prior to Title I funds being approved or denied.

VII. Enrollment

- A. Employ Florida Requirements
  - 1. Adults and Dislocated Workers who receive WIOA Title I funded services, other than self-service or information-only activities, must be registered in the state’s labor exchange and case management system, Employ Florida.
  - 2. Registration is the process of entering and submitting personal information in Employ Florida to create an account.
    - a. There are two types of registration: partial registration and full registration.
    - b. Please see *CSFL Administrative Policy 096 - Job Seeker Registration, Application and Services* for a full explanation of the registration process.
  - 3. Once an individual is determined to be eligible for the WIOA Adult or Dislocated Worker program, staff are required to complete a WIOA Adult or Dislocated Worker program application in Employ Florida.
  - 4. USDOL requires that Equal Opportunity (EO) data is collected from any individual who has indicated their interest or who is interested in being considered for WIOA Title I funded benefits and services.
    - a. The EO data that must be collected is race and ethnicity, age, sex, and disability.
    - b. This information is collected as a part of the Employ Florida registration process.
    - c. CSRC staff must verify that this information has been collected in Employ Florida.
- B. Enrollment Process Requirements
  - 1. Individuals interested in consideration for WIOA Title I Adult or Dislocated Worker program services must be allowed to apply for services.
  - 2. Application alone is not equivalent to enrollment into the program.
  - 3. CSRC must ensure that every individual receiving services under WIOA is determined eligible as an Adult or Dislocated Worker and formally enrolled in the program as a participant within 90 days of eligibility determination.
    - a. When enrollment is not completed within 90 days of eligibility determination, a redetermination must occur.
  - 4. Enrollment into the program requires assigning an appropriate service in Employ Florida that initiates participation.
  - 5. For an individual to participate in the WIOA Adult or Dislocated Worker program, CSRC staff must ensure all of the following occur in the following order:
    - a. Eligibility determination.
    - b. Provision of an initial assessment.
    - c. Provision of an objective assessment, as applicable.



- d. Development of an Individual Employment Plan (IEP).
- C. Co-Enrollment in the WIOA Adult Program and the WIOA Youth Program
  - 1. Individuals between the ages of 18 to 24 who meet the respective program eligibility requirements may participate in either the WIOA Adult or Youth program or participate in both concurrently.
  - 2. Such individuals must meet the Youth or Adult eligibility criteria that are applicable to the services provided.
  - 3. If such concurrent enrollment occurs, CSRC must track expenditures separately by program, and the delineation of services must be clearly identified in the service plan for activities in Employ Florida.

**REFER TO THE FOLLOWING DOCUMENTS**

WIOA Priority for Adult Funds aka Priority of Services Policy  
Documentation Requirements for WIOA Adult & DW Eligibility  
Family Size, Income Eligibility, & LLSIL % Desk Aid  
Lower Living Standard Income Level (LLSIL) & Poverty Line  
Selective Service - Who Must Register Chart



**PURPOSE**

To outline the Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker (DW) program eligibility requirements for Local Workforce Development Board (LWDB) 20, CareerSource Research Coast (CSRC).

**REFERENCES**

CareerSource Florida (CSFL) Administrative Policy 122; CSFL Administrative Policy 096; Workforce Innovation and Opportunity Act of 2014, Public Law 113-128; Code of Federal Regulations (CFR); Title 20 Code of Federal Regulations (CFR) Part 680; Title 29 CFR Section 663.640; Title 29 CFR Part 38; Title 29 CFR Part 31; Training and Employment Guidance Letter (TEGL) No. 11-11, Change 2; Training and Employment Guidance Letter (TEGL) No. 02-14; Training and Employment Guidance Letter (TEGL) No. 19-16; Training and Employment Guidance Letter (TEGL) No. 24-18; TEGL No. 23-19, Change 2, Attachment II, Training and Employment Guidance Letter (TEGL) 07-20

**BACKGROUND**

The WIOA Adult and Dislocated Worker programs provide career and training training and employment services to eligible and suitable participants to assist them to obtain quality, self-sufficient employment in in-demand industries within this region. Adult services are provided to job seekers who are at least 18 years old to help them succeed in the labor market. Dislocated Worker services are provided to workers who have lost their job through no fault of their own to help them obtain quality employment in in-demand industries.

**LOCAL POLICY:**

General Eligibility Criteria for WIOA Adult or Dislocated Worker  
 Eligibility for Career Services

- A. To participate in WIOA programs, adult and dislocated worker candidates must meet general eligibility requirements and provide acceptable documentation.
- B. Refer to [Documentation Requirements for WIOA Adult & DW Eligibility](#) for acceptable supporting documentation for each criteria listed below.
  - 1. Must be at least 18 years old at the time of participation.
  - 2. United States (U.S.) citizen or have the right to work in the U.S.
  - 3. Males 18 years of age or older must comply with Selective Service registration requirements.
    - a. Selective Service registration can be verified at <https://www.sss.gov/verify/>.
      - 1) If verification cannot be obtained via this website, refer to [Selective Service - Who Must Register Chart](#).
      - a) If the candidate meets one of the exemption criteria listed, he must provide documentation to verify.
        - i. Acceptable forms of verification are listed on the [Documentation Requirements for WIOA Adult & DW Eligibility](#) checklist.
    - b. Additional Selective Service System information may be found at [www.sss.gov](http://www.sss.gov).

**II. WIOA Adult Eligibility Criteria**

- A. Adult eligibility is determined at the time of WIOA intake/application, and individuals remain eligible even if there are changes in the original circumstances that were used as the basis to establish eligibility.
- B. Statutory Priority for Adult Funds
  - 1. When using WIOA Adult funds to provide individualized career services and training services, CSRC must give priority to:

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WIOA Adult and Dislocated Worker Program Eligibility Policy – March 2023

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- a. Recipients of public assistance
- b. Low-income individuals
  - 1) A low-income individual is defined as an individual who:
    - a) Receives, or has received in the past 6 months, or is a member of a family that is receiving or in the past 6 months has received, assistance through the Supplemental Nutrition Assistance Program (SNAP), or the Supplemental Security Income (SSI) Program, or state or local income-based public assistance.
    - b) The annualized gross income is equal to or less than 70% of the current Lower Living Standard Income Level (LLSIL) for family size.
    - c) The annualized gross income is equal to or less than the current Poverty Level for family size listed on the LLSIL chart.
    - d) Is a homeless individual.
    - e) Receives or is eligible to receive free or reduced-price lunch.
    - f) Is a foster child on behalf of whom State or local government payments are made.
    - g) Is an individual with a disability whose own income meets the low-income level for eligibility purposes but who is a member of a family whose income does not meet this requirement.
- c. Individuals who are basic skills deficient (including English language learners)
- d. Veterans and eligible spouses (covered persons) must receive priority of service over non-covered persons (i.e., non-veteran and non-eligible spouses) for all U.S. Department of Labor (USDOL) funded job training programs, including WIOA programs.
  - 1) This means that veterans and eligible spouses either receive access to a service earlier in time than a non-covered person, or if the resource is limited, the veteran or eligible spouse receives access to the service instead of the non-covered person.
  - 2) Veterans and eligible spouses who receive priority of service must meet all WIOA Adult program eligibility requirements.
  - 3) Please see CSRC WIOA Priority for Adult Funds aka Priority of Services Policy for more information.

**C. Family Size**

- 1. Family size is determined at the date of application.
- 2. Members in the household who do not meet one of the categories identified in the definition of family below are not included in family size.
  - a. Income of a prior family member(s) who may have comprised part of the family during the past six months but who is no longer a member(s) of the household at time of WIOA application (i.e., divorced or separated spouse, deceased spouse/family member, etc.) should not be included for income determination purposes.
    - 1) Only the income sources of current family members of the household should be included.
- 3. The WIOA Definition of Family
  - a. A married couple;
  - b. A married couple and dependent children; or
  - c. A parent or guardian and dependent children.
    - 1) For CSRC, a **dependent** child includes a child(ren) living in a single residence with parent(s) or guardian(s) who answer "No" to all questions listed below (under **independent** child).
    - 2) For CSRC, an **independent** child includes a child(ren) living in a single residence with parent(s) or guardian(s) who answer "Yes" to one or more of the following questions (adapted from "Personal Circumstance Questions To Determine Dependency Status on the FAFSA® Form" via <https://studentaid.gov/apply-for-aid/fafsa/filling-out/dependency>):
      - a) Will you be 24 years of age or older by December 31 of the current calendar year?

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- b) As of date of WIOA intake/application, are you married? (Answer "No" if you are separated but not divorced.)
- c) Are you a graduate of, or student in, college beyond a bachelor's degree?
- d) Are you currently serving on active duty in the U.S. armed forces for purposes other than training? (If you are a National Guard or Reserves enlistee, are you on active duty for other than state or training purposes?)
- e) Are you a veteran of the U.S. armed forces?
  - i. Answer "Yes" (you are a veteran) if you:
    - (a) Have engaged in active duty (including basic training) in the U.S. armed forces (army, marine, naval, air, or space service) and were released under a condition other than dishonorable;
    - (b) Served full-time as a Reservist or member of the National Guard (other than training purposes); or
    - (c) Were called to federal active duty.
    - (d) Also answer "Yes" if you are not a veteran now but will be one by June 30<sup>th</sup> of the current program year.
  - ii. Answer "No" (you are not a veteran) if you:
    - (a) Have never engaged in active duty in the U.S. armed forces;
    - (b) Are currently a Reserve Officers' Training Corps (ROTC) student or a cadet or midshipman at a service academy;
    - (c) Are a National Guard or Reserves enlistee activated only for state or training purposes; or
    - (d) Were engaged in active duty in the U.S. armed forces but released under dishonorable conditions.
    - (e) Also answer "No" if you are currently serving in the U.S. armed forces and will continue to serve through June 30<sup>th</sup> of the current program year.
- f) Do you have children or other people (excluding your spouse) who live with you and who currently receive more than half of their financial support from you?
- g) At any time since you turned age 13, were you an orphan (no living biological or adoptive parent)?
- h) At any time since you turned age 13, were you a ward of the court?
- i) At any time since you turned age 13, were you in foster care?
- j) Are you or were you a legally emancipated minor, as determined by a court in your state of residence?
- k) At any time on or after July 1<sup>st</sup> of the previous program year were you unaccompanied and either (1) homeless or (2) self-supporting and at risk of being homeless?

**d. Disability – Family of One**

- 1) Even if the family of an individual with a disability does not meet the income eligibility criteria, that individual may be considered a low-income individual and a family size of one if:
  - a) Their own income meets the income eligibility criteria for the WIOA program at CSRC; and
  - b) One of the following must be provided:
    - i. Medical documentation/a written statement from a physician;
    - ii. A letter from Vocational Rehabilitation; or
    - iii. The Social Security Administration's benefits letter for SSDI.

**D. Calculating Family Income for the Adult Program**

**1. All Adult Career Seekers Applying to CSRC for Classroom Training and Unemployed Adult Career Seekers Applying to CSRC for Work-Based Training**

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- a. For all Adult career seekers applying for WIOA classroom training services, as well as for unemployed Adult career seekers applying for WIOA work-based training services, self-sufficiency is determined by comparing the annualized gross income for family size (based on the last 6 months of includable income) to 200% of the current Lower Living Standard Income Level (LLSIL) & Poverty Line for family size.
  - 1) For CSRC, the “Family Unit Size” of 1 and the “Family Unit Size” of 2 are set at the same income level on the Lower Living Standard Income Level (LLSIL) & Poverty Line chart.
- b. Refer to the Family Size, Income Eligibility, & LLSIL % Desk Aid for more information.
- 2. Employed Adult Career Seekers Applying to CSRC for Work-Based Training
  - a. For Adult career seekers who are employed at time of application for WIOA work-based training services (i.e., OJTs, Registered Apprenticeships, etc.), self-sufficiency may be determined based on the Living Wage Calculator for the Port St. Lucie, FL Metropolitan Statistical Area via the following website: <https://livingwage.mit.edu/metros/38940>.
  - b. Hourly wages considered “Living Wage,” are displayed in real time on this website.
  - c. The living wage shown is the hourly rate that an individual in a household must earn to support themselves and/or their family, working full-time (2080 hours per year).
  - d. Refer to the Family Size, Income Eligibility, & LLSIL % Desk Aid for more information.

III. WIOA Dislocated Worker Eligibility Criteria

- A. Dislocated Worker eligibility is determined at the time of WIOA intake/application appointment, and individuals remain eligible even if there are changes in the original circumstances that were used as the basis to establish eligibility (e.g., the anticipated layoff or termination does not take place).
- B. To be eligible to receive individualized career services and training services as a Dislocated Worker, an individual must meet the definition of “Dislocated Worker” by meeting the requirements in one of the categories outlined below.
  - 1. Category 1 – Terminated or Laid Off
    - a. An individual who:
      - 1) Has been terminated or laid off, or who has received a notice of termination or layoff, from employment (**referred to as Category 1 in Employ Florida**).
    - OR
    - 2) Is eligible for or has exhausted entitlement to unemployment compensation (referred to as Reemployment Assistance in Florida) or has been employed for a duration sufficient to demonstrate attachment to the workforce but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a state unemployment compensation law (**Referred to as Category 2 in Employ Florida**).
      - a) For CSRC, “employed for a duration sufficient to demonstrate attachment to the workforce” is demonstrated if an individual has been employed at least 26 of the last 52 weeks.
        - i. Attachment may be documented using a “Determination of Reemployment Assistance” benefits letter, pay stubs from previous employment, telephone verification with previous employer with a signed telephone verification form, or Suntax records.
- AND
- 3) Is unlikely to return to a previous industry or occupation.
  - a) For CSRC, an individual may be determined “unlikely to return” to their previous industry or occupation when one or more of the following criteria is met and documented:
    - i. The individual was dislocated from a declining industry or occupation as evidenced by labor market information showing a zero or negative growth rate.
    - ii. There are limited employment opportunities in the occupation or industry within the

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individual's county of residence as evidenced by 5 or fewer active job orders in Employ Florida at the time of DW eligibility determination.

- iii. The individual has been actively seeking but has been unable to find employment in the previous industry or occupation for a period of 60 days from dislocation as documented by reemployment assistance (RA) job search records, rejection letters from employers in the area, or other documentation of unsuccessful efforts to obtain employment in the prior industry or occupation.
- iv. The individual has out-of-date, obsolete, or inadequate skills relative to the occupation of dislocation.
- v. The individual lacks a credential now required by employers within the occupation.
- vi. The individual has exhausted RA benefits and has been unable to obtain employment in their previous industry or occupation.
- vii. The individual is unlikely to return to his/her previous industry or occupation due to circumstances that cause significant barriers to employment, including:
  - (a) Ex-Offender
  - (b) Homelessness
  - (c) Older worker (Age 55+)
  - (d) Documented disability or medical condition

a. Separating members or separated members honorably discharged under circumstances from the military fall within the scope of the termination component for the WIOA definition of Dislocated Worker (Category 1), and under the priority of service provisions of the Jobs for Veterans Act, separating service members who, upon discharge, meet the eligibility criteria for dislocated workers must be afforded priority over non-veterans.

- 1) A separating service member from the Armed Forces with a discharge that is anything other than dishonorable qualifies for Dislocated Worker activities based on the following criteria:
  - a) The separating service member has received a notice of separation, a DD-214 from the Department of Defense, or other documentation showing a separation or imminent separation from the Armed Forces to satisfy the termination or layoff part of the Dislocated Worker eligibility criteria;

AND

- b) The separating service member qualifies for the Dislocated Worker eligibility criteria on eligibility for or exhaustion of unemployment compensation;

AND

- c) As a separating service member, the individual meets the Dislocated Worker eligibility criteria that the individual is unlikely to return to a previous industry or occupation (refer to Section III, B, 1, a, 3, a).

2. Category 2 – Permanent Closure or Substantial Layoff

a. An individual who:

- 1) Has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise (Referred to as Category 3 in Employ Florida).

OR

- 2) Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days (Referred to as Category 4 in Employ Florida).

- a) For CSRC, a "general announcement" by an employer is a communication by an employer stating intent to close a business.

- i. It may be documented through direct employer notice in writing to the individual, a

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WARN notice, a news/media announcement, or contact by CSRC staff with the separating employer with a telephone verification form signed by the verifier.

OR

3) Is employed at a facility at which the employer has made a general announcement (refer to [Section III.,B.,2.,a.,2.a\)](#) that such facility will close (Referred to as **Category 4 in Employ Florida**).

3. Category 3 – Self-employed (Referred to as **Category 5 in Employ Florida**)

a. An individual who was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed because of general economic conditions in the community in which the individual resides or because of natural disasters.

1) For CSRC, unemployed because of “general economic conditions” refers to individuals who were previously self-employed but are now unemployed due to factors that had a direct adverse effect on the self-employed individual and were beyond the individual’s control, such as:

- a) The closure or substantial layoff of a primary supplier or customer affecting the self-employed applicant’s products or services.
  - i. The individual must provide written documentation of the closure or layoff.
- b) Less demand for occupation in the community as evidenced by labor market information showing a zero or negative growth rate.
- c) A decline in profits significant enough to lead to closure as documented by the most recent business tax return, profit/loss statements, or a filing of Chapter 7 or 11 Bankruptcy.
- d) A natural disaster or pandemic as defined by State or Federal declaration.

4. Category 4 – Displaced Homemaker (Referred to as **Category 6 in Employ Florida**)

a. An individual who has been providing unpaid services to family members in the home and who:

- 1) Has been dependent on the income of another family member but is no longer supported by that income; or
- 2) Is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment or a call or order to active duty, a permanent change of station, or the service-connected death or disability of the member; and
- 3) Is unemployed or underemployed and is having trouble in obtaining or upgrading employment.

5. Category 5 – Spouse of a Separating or Separated Member of the U.S. Armed Forces

a. An individual who:

1) Is the spouse of a member of the Armed Forces on active duty and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member (referred to as **Category 7 in Employ Florida**);

OR

2) Is the spouse of a member of the Armed Forces on active duty and who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment (referred to as **Category 8 in Employ Florida**).

C. Refer to [Documentation Requirements for WIOA Adult & DW Eligibility](#) for guidance on supporting documentation required for each DW category listed above.

D. Self-Sufficiency for WIOA Dislocated Workers

- 1. For WIOA Dislocated Workers, self-sufficiency is defined as earning income at or above the wage at dislocation.
- 2. All Dislocated Workers who are working “maintenance” jobs (a job with a lower rate of pay than the job at the time of dislocation) should not exceed their dislocation wage to be considered for WIOA training services.

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IV. Eligibility Criteria for Training Services

Employed and unemployed Adults and Dislocated Workers may be eligible for training services if CSRC staff determines (after an interview, evaluation or assessment, and career planning) that they:

- A. Need training services to obtain or retain employment leading to economic self-sufficiency or wages are comparable to or higher than wages from previous employment.
- B. Need financial support to cover training costs that have not been paid for.
  - 1. Note: Reimbursement for training services already paid for is not allowed.
- C. Select a training program that is directly linked to employment opportunities in the local area.
- D. Have the skills and qualifications necessary to participate successfully in training services.
- E. Are unable to obtain grant assistance from other sources to pay the costs of training, including state-funded training funds, Trade Adjustment Assistance, Federal Pell Grants; OR require WIOA assistance in addition to other sources of grant assistance.
  - 1. Note: WIOA-funded training must be coordinated with other grant assistance, such as Federal Pell Grants.
  - 2. However, Veteran Assistance (VA) benefits for education and training services do not constitute "other grant assistance" under WIOA's eligibility requirements.
    - a. Therefore, eligibility for VA benefits for education or training services do not preclude a veteran or the veteran's eligible spouse from receiving WIOA-funded services, including training services.
    - b. Similarly, CSRC may not require veterans or eligible spouses to exhaust their entitlement to VA-funded training benefits prior to allowing them to enroll in WIOA-funded training.

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V. Nondiscrimination

- A. WIOA prohibits the exclusion of an individual from participation in, denial of, or discrimination in the administration and activities funded in whole or in part under WIOA Title I based on race, color, national origin, age, disability, sex, religion, and political affiliation or belief, as well as against beneficiaries based on citizenship and participation in WIOA.
- B. WIOA sec. 188(a)(5) contains a specific nondiscrimination provision that provides that participation under WIOA is available to citizens and nationals of the United States; lawfully admitted permanent resident aliens, refugees, asylees, and parolees; and other immigrants authorized by the Attorney General to work in the United States. Individuals with employment authorization qualify under this provision as "immigrants authorized by the Attorney General to work in the United States."
  - 1. This includes "Deferred Action for Childhood Arrivals" (DACA) participants with employment authorization. Participants identified as DACA participants must meet the WIOA eligibility requirements to access any WIOA services for which they would otherwise qualify. CSRC staff must obtain appropriate documentation of employment authorization.
  - 2. The DACA process is for individuals who came to the United States as children and:
    - a. Were under the age of 31 as of June 15, 2012.
    - b. Came to the United States before reaching their 16th birthday.
    - c. Have continuously resided in the United States since June 15, 2007 up to the present time.
    - d. Were physically present in the United States on June 15, 2012, and at the time of making their request for consideration of deferred action with U.S. Citizenship and Immigration Services (USCIS).
    - e. Entered without inspection before June 15, 2012, or their lawful immigration status expired as of June 15, 2012.
    - f. Are currently in school, have graduated or obtained a certificate of completion from high school, have obtained a general education development (GED) certificate, or other equivalent State-authorized exam in the United States, or are an honorably discharged veteran of the Coast Guard or

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WIOA Adult and Dislocated Worker Program Eligibility Policy – March 2023



Armed Forces of the United States.

- g. Have not been convicted of a felony, significant misdemeanor, three or more other misdemeanors, and do not otherwise pose a threat to national security or public safety.
- 3. The DACA process may result in a two-year period of "deferred action," or relief from removal from the country or from entering removal proceedings, subject to renewal, and issuance of employment authorization for the period of deferred action.
  - a. Therefore, a DACA participant whose case has been deferred is eligible to receive employment authorization for the period of deferred action, provided he or she can demonstrate "an economic necessity for employment."

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VI. Eligibility Documentation

A. CSRC staff must collect supporting documentation used to determine eligibility and retain such documentation in the participants' case files.

- 1. Refer to *Documentation Requirements for WIOA Adult & DW Eligibility*.
  - a. Documentation requirements are based upon TEGL No. 23-19, Change 2, Attachment II, "Source Documentation for WIOA Core/Non-Core Programs."

B. WIOA establishes specific participant eligibility, priorities, and requirements for participation to account for the proper use of Title I funds.

- 1. CSRC has established a committee that meets weekly to review WIOA applications for eligibility, priorities, and suitability prior to Title I funds being approved or denied. Refer also to:
  - 1. *Request to Open Training Support Account form*
  - 1. *ITA Scoring Rubric*

VII. Enrollment

A. Employ Florida Requirements

- 1. Adults and Dislocated Workers who receive WIOA Title I funded services, other than self-service or information-only activities, must be registered in the state's labor exchange and case management system, Employ Florida.
- 2. Registration is the process of entering and submitting personal information in Employ Florida to create an account.
  - a. There are two types of registration: partial registration and full registration.
  - b. Please see *CSFL Administrative Policy 096 - Job Seeker Registration, Application and Services for a full explanation of the registration process.*
- 3. Once an individual is determined to be eligible for the WIOA Adult or Dislocated Worker program, staff are required to complete a WIOA Adult or Dislocated Worker program application in Employ Florida.
- 4. USDOL requires that Equal Opportunity (EO) data is collected from any individual who has indicated their interest or who is interested in being considered for WIOA Title I funded benefits and services.
  - a. The EO data that must be collected is race and ethnicity, age, sex, and disability.
  - b. This information is collected as a part of the Employ Florida registration process.
  - c. CSRC staff must verify that this information has been collected in Employ Florida.

B. Enrollment Process Requirements

- 1. Individuals interested in consideration for WIOA Title I Adult or Dislocated Worker program services must be allowed to apply for services.
  - 1.
  - 2. However, application alone is not equivalent to enrollment into the program.
  - 3. CSRC must ensure that every individual receiving services under WIOA is determined eligible as an

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Adult or Dislocated Worker and formally enrolled in the program as a participant within 90 days of eligibility determination.

a. When enrollment is not completed within 90 days of eligibility determination, a redetermination must occur.

4. Enrollment into the program requires assigning an appropriate service in Employ Florida that initiates participation.

5. For an individual to participate in the WIOA Adult or Dislocated Worker program, CSRC staff must ensure all of the following occur in the following order:

a. Eligibility determination.

b. Provision of an initial assessment.

c. Provision of an objective assessment, as applicable.

d. Development of an Individual Employment Plan (IEP).

C. Co-Enrollment in the WIOA Adult Program and the WIOA Youth Program

1. Individuals between the ages of 18 to 24 who meet the respective program eligibility requirements may participate in either the WIOA Adult or Youth program or participate in both concurrently.

2. Such individuals must meet the Youth or Adult eligibility criteria that are applicable to the services provided.

3. If such concurrent enrollment occurs, CSRC must track expenditures separately by program, and the delineation of services must be clearly identified in the service plan for activities in Employ Florida.

— CareerSource Research Coast (CSRC) staff must ensure that every individual receiving services under the WIOA Adult, or Dislocated Worker programs meets the applicable eligibility criteria outlined below.

Each program participant must be a United States (U.S.) citizen or have the right to work in the U.S. and males 18 years of age or older must comply with Selective Service registration requirements. Males born on or after January 1, 1960 are required to register with the Selective Service within 30 days of (before or after) their 18th birthday. This includes males who are:

1. Citizens of the United States (U.S.);

2. Non-citizens, including illegal aliens, legal permanent residents, seasonal agricultural workers, and refugees, who take up residency in the U.S. before their 26th birthday; and/or

3. Dual nationals of the U.S. and another country regardless to whether they live in the U.S. For U.S. citizens, Selective Service registration is not required for males who are:

a. Serving in the military on full-time active duty;

b. Attending the service academies; and/or

c. Disabled and continually confined to a residence, hospital, or institution; however, they must register within 30 days after being released if they have not yet reached their 26th birthday.

For non-U.S. citizens, Selective Service registration is not required for males who are:

1. A non-U.S. citizen who came into this country for the first time after his 26th birthday. Acceptable forms of supporting documentation include:

a. Date of entry stamp in their passport;

b. I-94 with date of entry stamp on it; or

c. The combination of a letter from the U.S. Citizenship and Immigration Services (USCIS) indicating the date they entered the U.S. and official legal documentation establishing their age.

2. A non-U.S. citizen who entered the U.S. illegally after their 26th birthday. They must provide proof that they were not living in the U.S. from age 18 through 25.

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3. A non-U.S. citizen on a valid non-immigrant visa.

Additional Selective Service registration requirements may be found at: [www.sss.gov](http://www.sss.gov).

**REFER TO THE FOLLOWING DOCUMENTS**

- [WIOA Priority for Adult Funds aka Priority of Services Policy](#)
- [Documentation Requirements for WIOA Adult & DW Eligibility](#)
- [Family Size, Income Eligibility, & LLSIL % Desk Aid](#)
- [ITA Scoring Rubric](#)
- [Lower Living Standard Income Level \(LLSIL\) & Poverty Line](#)
- [Request to Open Training Support Account Form](#)
- [Selective Service - Who Must Register Chart](#)

**1. Adult Program**

To be eligible to receive career services in the Adult or Dislocated Worker program, an individual must be 18 years of age or older. Adult status is fixed at the time of eligibility determination and individuals remain eligible for the WIOA title I Adult program even if there are changes in the original circumstances that were used as the basis to establish eligibility:

**2. Dislocated Worker Program**

To be eligible to receive career services as a Dislocated Worker, an individual must meet the definition of "Dislocated Worker" as outlined below:

**a. Category 1 - Terminated or Laid Off**

f) An individual who:

- a) Has been terminated or laid off, or has received a notice of termination or layoff, from employment (referred to as Category 1 in Employ Florida);
- b) Is eligible for or has exhausted entitlement to unemployment compensation (referred to as Reemployment Assistance in Florida) or has been employed for a duration sufficient to demonstrate, attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a state unemployment compensation law (Referred to as Category 2 in Employ Florida); and
- c) Is unlikely to return to a previous industry or occupation. For CSRC, an individual may be determined 'unlikely to return' to their previous industry or occupation when one or more of the following criteria is met and documented:

i. The individual was dislocated from a declining industry or occupation as evidenced by labor market information showing a zero or negative growth rate;

ii. There are limited employment opportunities in the occupation or industry within the county of residence as

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- evidenced by 5 or fewer active job orders in EmployFlorida at the time of DW eligibility determination:
- iii. —The individual has been actively seeking but has been unable to find employment in the previous industry or occupation for a period of 60 days from dislocation as documented by reemployment assistance job search records, rejection letters from employers in the area or other documentation of unsuccessful efforts to obtain employment in the prior industry or occupation;
  - iv. —The individual has out-of-date, obsolete, or inadequate skills relative to the occupation of dislocation;
  - v. —The individual lacks a credential now required by employers within the occupation;
  - vi. —The individual has exhausted RA benefits and has been unable to obtain employment in their previous industry or occupation;
  - vii. —The individual is unlikely to return to his/her previous industry or occupation due to circumstances that cause significant barriers to employment, including:
    - (a) —Offender
    - (b) —Homelessness
    - (c) —Older worker (Age 55+)
    - (d) —Documented disability or medical condition

<sup>2</sup> For CSRC, "employed for a duration sufficient to demonstrate attachment to the workforce" is demonstrated if an individual has been employed at least 26 of the last 52 weeks. Attachment may be documented using a Determination of Reemployment Assistance benefits letter, pay stubs from previous employment, telephone verification with previous employer with a signed telephone verification form, or Suntax records.

- 2) —Separating members or separated members honorably discharged under circumstances from the military fall within the scope of the termination component for the WIOA definition of Dislocated Worker. A separating service member from the Armed Forces with a discharge that is anything other than dishonorable qualifies for Dislocated Worker activities based on the following criteria:
- a) —The separating service member has received a notice of separation, a DD-214 from the Department of Defense, or other documentation showing a separation or imminent separation from the Armed Forces to satisfy the termination or layoff part of the Dislocated Worker eligibility criteria in WIOA sec. 3(15)(A)(i);
  - b) —The separating service member qualifies for the Dislocated Worker eligibility criteria on eligibility for or exhaustion of unemployment compensation in WIOA sec. 3(15)(A)(ii)(I) or (II); and,

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c) As a separating service member, the individual meets the Dislocated Worker eligibility criteria that the individual is unlikely to return to a previous industry or occupation.

b. Category 2 – Permanent Closure or Substantial Layoff  
 An individual who:

- 1) Has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise (Referred to as Category 3 in Employ Florida);
- 2) Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days (Referred to as Category 4 in Employ Florida); or
- 3) Is employed at a facility at which the employer has made a general announcement that such facility will close (Referred to as Category 4 in Employ Florida).

\*For CSRC, a 'general announcement' by an employer is a communication by an employer stating intent to close a business. It may be documented through direct employer notice in writing to the individual, a WARN notice, a news/media announcement or contact by CSRC staff with the separating employer with a telephone verification form signed by the verifier.

e. Category 3 – Self-employed (Referred to as Category 5 in Employ Florida)  
 An individual who was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed because of general economic conditions in the community in which the individual resides or because of natural disasters:

\*For CSRC, 'unemployed because of general economic conditions' refers to individuals who were previously self-employed but are now unemployed due to factors that had a direct adverse effect on the self-employed individual and were beyond the individual's control. Circumstances may include:

- 1) The closure or substantial layoff of a primary supplier or customer affecting the self-employed applicant's products or services. The individual must provide written documentation of the closure or layoff.
- 2) Less demand for the occupation in the community, as evidenced by labor market information showing a zero or negative growth rate.
- 3) A decline in profits significant enough to lead to closure, as documented by the most recent business tax return, profit/loss statements, or a filing of Chapter 7 or 11 Bankruptcy.
- 4) A natural disaster or pandemic, as defined by State or Federal declaration.

d. Category 4 – Displaced Homemaker (Referred to as Category

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WIOA Adult and Dislocated Worker Program Eligibility Policy – August 2024

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WIOA Adult and Dislocated Worker Program Eligibility Policy – March 2023

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6 in-Employ Florida)

An individual who has been providing unpaid services to family members in the home and who:

- 1) ~~Has been dependent on the income of another family member but is no longer supported by that income; or~~
- 2) ~~Is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment or a call or order to active duty, a permanent change of station, or the service-connected death or disability of the member; and~~
- 3) ~~Is unemployed or underemployed and is having trouble in obtaining or upgrading employment.~~

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~~e. Category 5— Spouse of a Separating or Separated Member of the U.S. Armed Forces~~

- 1) ~~An individual who:~~
  - a) ~~Is the spouse of a member of the Armed Forces on active duty (as defined in sec. 101(d)(1) of title 10, United States Code), and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member (referred to as Category 7 in-Employ Florida); or~~
  - b) ~~Is the spouse of a member of the Armed Forces on active duty and who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment (referred to as Category 8 in-Employ Florida).~~

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~~Dislocated Worker status is fixed at the time of eligibility determination and individuals remain eligible for the WIOA title I Dislocated Worker Program even if there are changes in the original circumstances that were used as the basis to establish eligibility (e.g., the anticipated layoff or termination does not take place).~~

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~~B. Eligibility for Training Services~~

~~Training services may be made available to employed and unemployed Adults and Dislocated Workers who:~~

~~1. CSRC staff determines, after an interview, evaluation or assessment, and career planning, are:~~

- a. ~~Unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services. CSRC defines self-sufficiency as follows:~~
  - 1) ~~Self-Sufficiency for WIOA Adults~~
  - a) ~~For CareerSource Research Coast (CSRC), the income levels used to qualify employed WIOA Adult career seekers for work-based training services that lead to career pathways in-~~

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 WIOA Adult and Dislocated Worker Program Eligibility Policy – March 2023.~~



targeted industries will be determined based on the Living Wage Calculator for the Port St. Lucie, Florida metropolitan statistical area as outlined on the Living Wage Calculator website at <https://livingwage.mit.edu/metros/38940>. Because wage information is updated annually, the website referenced will provide the most current local wage rate that allows residents to meet minimum standards of living:

- b) For unemployed WIOA Adult career seekers served through CSRC, self-sufficiency will be determined based on household income compared to 200% of the Lower Living Standard Income Level (LLSIL) for family size. The Family Unit Size 1 and Family Unit Size of 2 will be set at the same income level:
- 2) Self-Sufficiency for WIOA Dislocated Workers
- a) For WIOA Dislocated Workers, self-sufficiency is defined as earning income at or above the wage at dislocation. All Dislocated Workers who are working "maintenance" jobs (a job with a lower rate of pay than the job at the time of dislocation) should not exceed their dislocation wage to be considered for WIOA training services:

b. In need of training services to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment; and

- c. Have the skills and qualifications to participate successfully in training services
- 2. Select a program of training services that is directly linked to the employment opportunities in the local area
- 3. Are unable to obtain grant assistance from other sources to pay the costs of such training, including such sources as state-funded training funds, Trade Adjustment Assistance, Federal Pell Grants, or require WIOA assistance in addition to other sources of grant assistance, including Federal Pell Grants; and
- 4. Need financial support to cover training costs that have not been paid for. Reimbursement for training services already paid for is not allowed.
- 5. Are determined eligible in accordance with the state and local priority system in effect for adults under WIOA sec. 134(c)(3)(E) and 20 CFR 680.600, as outlined in the CSRC WIOA Priority for Adult Funds aka Priority of Services Policy.

Additionally, WIOA-funded training must be coordinated with other grant assistance, such as Federal Pell Grants, Veteran Assistance (VA) benefits for education and training services do not constitute "other grant assistance" under WIOA's eligibility requirements. Therefore,

*Shelly Batton*  
 2023-04-25 14:04:00

I think the first line needs to be reworded. I know you mean but it does not read that way

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eligibility for VA benefits for education or training services do not preclude a veteran or the veteran's eligible spouse from receiving WIOA-funded services, including training services. Similarly, CSRC may not require veterans or eligible spouses to exhaust their entitlement to VA-funded training benefits prior to allowing them to enroll in WIOA-funded training.

**G. Statutory Priority for Adult Funds**

When using WIOA Adult funds to provide individualized career services and training services, CSRC must give priority to recipients of public assistance, low-income individuals, and individuals who are basic skills deficient (including English-language learners) for individualized career services and training services. CSRC staff must always prioritize services to these populations, regardless of the amount of funds available to provide services in the local area.

**D. Determining Low-Income Status for Adult Funds**

WIOA recognizes low-income individuals under the statutory priority for Adult funds. A WIOA low-income individual is defined as an individual who:

1. Receives, or has received in the past 6 months, or is a member of a family that is receiving or in the past 6 months has received, assistance through the Supplemental Nutrition Assistance Program (SNAP); or the Supplemental Security Income Program established under Title XVI of the Social Security Act, or state or local income-based public assistance.
2. Is in a family with total income that does not exceed the higher of:
  - a. The poverty line; or
  - b. 70 percent of the lower living standard income level (LLSIL);
  - c. Is a homeless individual;
  - d. Receives or is eligible to receive free or reduced-price lunch;
  - e. Is a foster child on behalf of whom State or local government payments are made;
  - f. Is an individual with a disability whose own income meets the low-income level for eligibility purposes but who is a member of a family whose income does not meet this requirement

**E. Calculating Family Income for the Adult Program**

When determining low-income status based on family income, income is determined by collecting information from the family for the complete six-month period prior to application. After verification of family size and collection of the total reported six-month income, this figure is then doubled (annualized) and compared to the higher of the poverty line or LLSIL.

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~~Under WIOA, there is no exclusion of payments for Reemployment Assistance benefits, child support payments, and old-age survivors insurance benefits from the income calculations for determining if an individual is low-income.~~

~~Amounts received as military pay or allowances by any person who served on active duty in the Armed Forces, and certain other specified benefits, must not be included for the veteran and for other individuals for whom those amounts would normally be applied in making an eligibility determination. Military earnings must not be included when calculating income for veterans or transitioning service members for this priority, in accordance with 38 United States Code (U.S.C.) 4213.~~

~~**F. — Nondiscrimination**~~

~~WIOA prohibits the exclusion of an individual from participation in, denial of, or discrimination in the administration and activities funded in whole or in part under WIOA Title I based on race, color, national origin, age, disability, sex, religion, and political affiliation or belief, as well as against beneficiaries based on citizenship and participation in WIOA.~~

~~**Deferred Action for Childhood Arrivals (DACA)**~~

~~WIOA sec. 188(a)(5) contains a specific nondiscrimination provision that provides that participation under the WIOA is available to citizens and nationals of the United States; lawfully admitted permanent resident aliens, refugees, asylees, and parolees; and other immigrants authorized by the Attorney General to work in the United States. Individuals with employment authorization qualify under this provision as “immigrants authorized by the Attorney General to work in the United States.” This includes “Deferred Action for Childhood Arrivals” (DACA) participants with employment authorization. Participants identified as DACA participants must meet the WIOA eligibility requirements to access any WIOA services for which they would otherwise qualify. CSRC staff must obtain appropriate documentation of employment authorization. The DACA process is for individuals who came to the United States as children and:~~

- ~~1. — Were under the age of 31 as of June 15, 2012.~~
- ~~2. — Came to the United States before reaching their 16th birthday.~~
- ~~3. — Have continuously resided in the United States since June 15, 2007, up to the present time.~~
- ~~4. — Were physically present in the United States on June 15, 2012, and at the time of making their request for consideration~~

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- of deferred action with U.S. Citizenship and Immigration Services (USCIS):
- 5. Entered without inspection before June 15, 2012, or their lawful immigration status expired as of June 15, 2012:
- 6. Are currently in school, have graduated or obtained a certificate of completion from high school, have obtained a general education development (GED) certificate, or other equivalent State-authorized exam in the United States, or are an honorably discharged veteran of the Coast Guard or Armed Forces of the United States.
- 7. Have not been convicted of a felony, significant misdemeanor, three or more other misdemeanors, and do not otherwise pose a threat to national security or public safety:

The DACA process may result in a two-year period of “deferred action,” or relief from removal from the country or from entering removal proceedings, subject to renewal, and issuance of employment authorization for the period of deferred action. Therefore, a DACA participant whose case has been deferred is eligible to receive employment authorization for the period of deferred action, provided he or she can demonstrate “an economic necessity for employment.”

**G. Eligibility Documentation**

CSRC staff must collect supporting documentation used to determine eligibility and retain such documentation in the participants’ case files. WIOA establishes specific participant eligibility, priorities, and requirements for participation to account for the proper use of Title I funds. CSRC has established a local process for collecting and maintaining eligibility verification documentation which is outlined in the WIOA Adult and Dislocated Worker Program Eligibility Procedure. Acceptable documentation included in the procedure is based upon TEGL 23-19, Section VI: Resources: Source Documentation for Core/Noncore Programs DOL-only Data Element Validation.

**H. Enrollment**

**1. Employ Florida Requirements**

Adults and Dislocated Workers who receive WIOA title I funded services, other than self-service or information-only activities, must be registered in the state’s labor exchange and case management system, Employ Florida. Registration is the process of entering and submitting personal information in Employ Florida to create an account. There are two types of registration: partial registration and full registration. Please see CSFL Administrative Policy 096 – Job Seeker Registration.

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Application and Services for a full explanation of the registration process:

Once an individual is determined to be eligible for the WIOA Adult or Dislocated Worker program, staff are required to complete a WIOA Adult or Dislocated Worker program application in Employ Florida. Additionally, USDOL requires that Equal Opportunity (EO) data is collected from any individual who has indicated their interest or who is interested in being considered for WIOA Title I funded benefits and services. The EO data that must be collected is race and ethnicity, age, sex, and disability. This information is collected as a part of the Employ Florida registration process. CSRC staff must confirm this information has been completed in Employ Florida.

2. — Enrollment Process Requirements

Individuals interested in consideration for WIOA title I Adult and/or Dislocated Worker program services must be allowed to apply for services. However, application alone is not equivalent to enrollment into the program. CSRC must ensure that every individual receiving services under this program is determined eligible as an Adult or Dislocated Worker and formally enrolled in the program as a participant within 90 days of eligibility determination. When enrollment is not completed within 90 days of eligibility determination, a redetermination must occur. Enrollment into the program(s) requires assigning an appropriate service in Employ Florida that initiates participation:

For an individual to participate in the WIOA Adult and Dislocated Worker program, CSRC staff must ensure all of the following occur in the following order:

- a. — An eligibility determination;
- b. — Provision of an initial assessment;
- c. — Provision of an objective assessment, as applicable;
- d. — Development of an individual employment plan, as applicable.

3. — Enrollment in the Adult Program, the Youth Program, or Both

Individuals between the ages of 18 to 24 who meet the respective program eligibility requirements may participate in either the WIOA Adult or Youth program or participate in both concurrently. Such individuals must meet the Youth or Adult eligibility criteria that are applicable to the services provided. If such concurrent enrollment occurs, CSRC must track expenditures separately by program, and the delineation of services must be clearly identified in the service plan for

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activities in Employ Florida:

**Refer to—**  
WIOA Adult and Dislocated Worker Program Eligibility  
Procedure CSRC WIOA Priority for Adult Funds aka Priority of  
Services Policy CSRC WIOA Youth Program Eligibility Policy

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[WIOA Adult and Dislocated Worker Program Eligibility Policy - September 2024](#)

## AGENDA ITEM SUMMARY

<b>Title</b>	Review and Approve WIOA Youth Services Subrecipient Contract for PY2024-2025 (PY 4 of 5)
<b>Strategic Plans/Goals</b>	Optimal Use of Resources
<b>Policy/Plan/Law</b>	Board Policy/Board Responsibility
<b>Action Requested</b>	Review and Approve the Renewal of WIOA Youth Services Subrecipient Contract for PY2024-2025
<b>Background</b>	<p>CareerSource Research Coast entered into a multiple-year sub-recipient procurement for the provision of WIOA Youth Services.</p> <p>CSRC staff will report to the Board of Directors on the fiscal and programmatic risk evaluation and intent to renew the WIOA Youth Services contract with a current service provider or seek a new sub-recipient.</p>
<b>Staff Recommendations</b>	Review and Approve WIOA Youth Services Subrecipient Contract for Program Year 2024-2025
<b>Supporting Material</b>	WIOA Youth Subrecipient Contract
<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>



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ECKERD CONNECTS, INC. (DUNS #08-068-1158)  
 SUBRECIPIENT AGREEMENT: 20-002-YWS  
 FAIN: 24-A-55-AY-000073  
 ORIGINAL APPROVAL DATE: 9/25/2024  
 CONTRACT BEGIN DATE: 7/01/2024  
 CONTRACT END DATE: 6/30/2025

**Subrecipient Agreement FOR THE SERVICE PROVIDER OF THE LOCAL WORKFORCE DEVELOPMENT AREA 20 CAREER CENTER SYSTEM**

<b>Title 2 – Subtitle A – Chapter II – Part 200 – Subpart D - § 200.332: Requirements for pass-through entities.</b>	
(a) The following sub-award information is provided by CSRC, the Pass-Through Entity, to Eckerd Connects, Inc., the Sub-Recipient. If/when any of these data elements changes, the change(s) will (also) be included in any subsequent sub-award modification(s).	
(1) Federal Award Identification.	
Sub-Recipient name (which must match the name associated with its unique entity identifier)	Eckerd Connects, Inc.
Sub-Recipient’s unique entity identifier	DUNS # 080681158
Federal Award Identification Number (FAIN)	23-A-55-AY-000003 24-A-55-AY-000073
Federal Award Date	July 1, 2024
Sub-Award Period of Performance: start/end dates	July 1, 2024 – June 30, 2025
Amount of Federal funds obligated by this action	\$800,000
Total amount of Federal funds obligated to the Sub-Recipient	\$800,000
Total amount of Federal Award to CSRC	\$1,279,294
Federal award project description	WIOA Youth Services Provider
Name of Federal awarding agency Pass-through entity, and Contact information for awarding official	Federal awarding agency: For WIOA: U. S. Dept. of Labor through State of Florida, FloridaCommerce  Pass Through Entity: CareerSource Research Coast  Contact information: Tracey McMorris, Vice President of Operations  tmc Morris@careersourcerc.com
Assistance Listing Number	17.259 -WIOA Youth
Is this sub-award for R&D?	No
Indirect Cost Rate	25.962%



THIS AGREEMENT is entered into between Workforce Development Board of the Treasure Coast, Inc, d/b/a CareerSource Research Coast, hereinafter referred to as “CareerSource Research Coast” (CSRC) and Eckerd Connects, Inc., hereinafter referred to as the “Service Provider.”

### **CONTRACT TERM**

THIS AGREEMENT will be in effect from July 1, 2024, through June 30, 2025, provided the Service Provider meets CSRC performance expectations. All services must be delivered during this period to qualify as part of this agreement. Through this Agreement the Service Provider shall provide services for CSRC as described in the attached Statement of Work. None of these services may be subcontracted to another party without the knowledge and approval of CSRC.

In return, CSRC shall compensate the Service Provider for services rendered in an amount not to exceed **\$800,000** in accordance with the Payment Terms of this Agreement, unless otherwise modified by mutual consent of both parties.

This Agreement consists of the following attachments:

- Statement of Work
- Monitoring and Evaluation
- Technical Assistance and Guidance
- Payment Terms
- Budget
- Designation of Contract Personnel
- Signatory Authority
- Program Progress Report
- Certifications and Assurances
- Public Entity Crimes
- Certification Regarding Scrutinized Companies
- Certification Regarding Debarment, Suspension and Other Matters
- Anti-Lobbying Certification
- Non-discrimination and Equal Opportunity Provisions
- Certification Regarding a Drug-Free Workplace
- Certification Regarding Scrutinized Companies
- Local Definition for Youth Requiring Additional Assistance

CSRC will provide the Service Provider with copies of the Workforce Services Plan, other contracts and agreements governing programs and services outlined in the attached Statement of Work, and policies and procedures specific to WIOA Youth, as requested.



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 CONTRACT BEGIN DATE: 7/01/2024  
 CONTRACT END DATE: 6/30/2025

**SIGNATURES AND ATTESTATIONS**

**IN WITNESS THEREOF**, the parties hereto have caused this AGREEMENT and Attachments to be executed by their undersigned officials as duly authorized.

**SERVICE PROVIDER – ECKERD  
 CONNECTS, INC.**

**THE WORKFORCE DEVELOPMENT BOARD  
 OF THE TREASURE COAST, INC. d/b/a CAREERSOURCE  
 RESEARCH COAST**

\_\_\_\_\_  
 Name and Title of Certifying Representative

Brian K. Bauer, President/CEO  
 \_\_\_\_\_  
 Name and Title of Representative

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

DRAFT



## **ATTACHMENT A – STATEMENT OF WORK**

**PROGRAM SUMMARY:** The Service Provider will provide program-based, workforce development activities and services to targeted youth at a contract value ratio of no less than 75% of funds spent on Out-of-School Youth and no more than 25% of funds spent on In-School Youth as specified by WIOA regulations.

### **TARGET GROUPS:**

Out-of-School Youth must be age 16-24, not attending any school, and meet one or more additional conditions, which may include:

- School dropout; within age of compulsory attendance but has not attended for at least the most recent complete school year calendar quarter; holds a secondary school diploma or recognized equivalent and is low income and basic skills deficient or an English language learner; subject to the juvenile or adult justice system; homeless, runaway, in foster care or aged out of the foster care system, eligible for assistance under section 477 of the Social Security Act, or in an out-of-home placement; pregnant or parenting; and individual with a disability; low income person who requires additional assistance, as defined by CareerSource Research Coast (CSRC), to enter and complete an educational program or to secure and hold employment.

In-School Youth must be age 14-21, attending school, low income, and meet one or more additional conditions, which could include:

- Basic skills deficient; English language learner; an offender; homeless, runaway, in foster care or aged out of the foster care system; pregnant or parenting; an individual with a disability; a person who requires additional assistance, as defined by CSRC, to enter and complete an educational program or to secure and hold employment.

### **OUTREACH & RECRUITMENT:**

The Service Provider's project staff will network within the three county Local Workforce Development Area 20 (LWDA 20) to outreach and form connections with partners/collaborators, social service organizations, and school districts to achieve required numbers. Total number served includes all applicable youth carried in from previous program year. The CSRC website will also be used as a tool to gather preliminary data for referral.

All outreach/marketing tools developed by the Service Provider for this purpose will be created in collaboration with CSRC staff and will brand as the CareerSource Research Coast Youth Connections program and will be submitted to the CSRC Communications Manager for final approval prior to use. Outreach and recruitment will be on-going to ensure a constant flow of youth entering and exiting the program.

### **ELIGIBILITY ASSESSMENT/WIOA REGISTRATION:**

The Service Provider will provide services to the existing active carryover caseload of **80** young adults, consisting of 20 ISY and 60 OSY and will recruit and enroll at least **70** additional young adults, comprised of 53 OSY and 17 ISY during the 2024-2025 program year throughout the three-county area. The Service Provider will serve a total of **150** young adults (80 carry-forward + 70 new enrollments). Program will provide continuous enrollment and work to exceed enrollment goals as long as funding allows. An enrollment is defined by determining Workforce Investment Opportunity Innovation Act (WIOA) eligibility and creating participation in the State system.





All youth must be WIOA eligible to receive services in the Youth Connections program. Ineligible youth will be referred to other appropriate community resources and/or to CSRC for universal client services. The Service Provider will market, recruit, and collect eligibility paperwork to determine WIOA eligibility. This is tracked through a project management software and Employ Florida. The eligibility criterion adheres to the requirements as set forth by the WIOA legislation:

Out-of-School Youth must be age 16-24, not attending any school, and meet one or more additional conditions, which may include;

- School dropout; within age of compulsory attendance but has not attended for at least the most recent complete school year calendar quarter; holds a secondary school diploma or recognized equivalent and is low income and basic skills deficient or an English language learner; subject to the juvenile or adult justice system; homeless, runaway, in foster care or aged out of the foster care system, eligible for assistance under section 477 of the Social Security Act, or in an out-of-home placement; pregnant or parenting; and individual with a disability; low income person who requires additional assistance, as defined by CSRC , to enter and complete an educational program or to secure and hold employment.

In-School Youth must be age 14-21, attending school including postsecondary school, low income, and meet one or more additional conditions, which could include:

- Basic skills deficient; English language learner; an offender; homeless, runaway, in foster care or aged out of the foster care system; pregnant or parenting; an individual with a disability; a person who requires additional assistance, as defined by CSRC, to enter and complete an educational program or to secure and hold employment.

Further, by the guided interview process, it will be determined if the youth model will meet the youth customer's needs and interests. Not all youth will be suitable for Youth Connections. Project staff will gather all required eligibility documents, determine eligibility and input the information into Employ Florida. Files will be checked and reviewed by Service Provider management for eligibility and accuracy prior to being data entered into Employ Florida. An approved basic skills assessment (CASAS) will be used for basic skills assessment in order to establish standardized Literacy and Numeracy levels. Upon youth participation, the service provider will facilitate intake and assessments through appropriate resources, including CSRC's assessments to determine interests, values, aptitudes and preferences. The Service Provider will examine the participant's work experience and academic history to develop a list of current and potential career choices for participants. This will also help staff members in developing the Individual Service Strategy (ISS). If eligibility issues arise and cannot be satisfactorily resolved to the satisfaction of CSRC, disallowed costs from the sole negligence of the Service Provider will be repaid by Eckerd using nonfederal funds.

### **ASSESSMENT & DEVELOPMENT OF INDIVIDUAL SERVICE STRATEGIES:**

With the cooperation and commitment of each young adult and their family whenever possible, an ISS will be developed and barriers to each student's success determined. The approved basic skills assessment will be used to get standardized Literacy and Numeracy levels. The Project staff will develop an individual plan that the student is aware of and agrees to. Other assessments will be utilized as deemed appropriate. These tools help our Career Coaches develop the ISS which is tracked using Employ Florida.



**GOAL SETTING & DOCUMENTATION PROCESS:**

The Service Provider's Career Coaches will record all activities with a participant through timely and accurate case notes, CSRC's document management system, applications, enrollments, goals (both planned and achieved), program outcomes, and follow-ups. The Service Provider's Manager or their designees will conduct case file reviews on a regular basis.

**CASE MANAGEMENT:**

Case management will be developed to encourage inter-organizational partnerships to maximize the utilization of resources to support the needs of the youth. The Service Provider will provide referrals to make sure that each student is getting the appropriate professional support as needed. This is all case noted in the Employ Florida and scanned into the document management system.

**BASIC SKILLS/ALTERNATIVE SECONDARY:**

The Service Provider will evaluate youth academic skills utilizing an approved basic skills assessment (CASAS) in reading and math. The youth's prior educational history and the results of the basic skills assessment will be utilized to identify methods and resources to assist the youth to improve literacy skills at least one educational functioning level each year. Youth will be offered the opportunity to enroll in adult basic education, English Language Learning (ELL), or GED remediation to pursue a high school diploma, as appropriate.

The Service Provider will also offer a limited number of scholarships for participants to enroll in Penn Foster, an alternative secondary school that evaluates the youth's most recent high school transcript and will develop a learning plan that will establish a specific number of courses to be completed to earn a nationally recognized and accredited secondary diploma.

**WORK READINESS SKILLS:**

The Service Provider will utilize a range and variety of tools and resources to help youth attain and/or improve basic workforce readiness skills. These tools are used to test students' skills, provide both pretests and posttests to make initial assessments and gauge student progress, create assignments based on students' pretest results, monitor student scores and completion of activities, and produce reports for individual students and provide documentation which will be included in the case file.

Enrolled youth are eligible for CSRC approved incentive policies that include up to \$600 for in-school youth and up to \$650 for out-of-school youth in achievement-based incentives. Incentive payments are subject to funding availability.

**INTERNSHIP/JOB SHADOWING:**

The Service Provider will target youth to participate in Internship with a minimum of 90% of contracted WEX hours completed to be considered a successful completion. A minimum of 25% of regional allocation, or \$222,735.00 must be spent on Internship expenditures related to participant wages and incentives (YESS Class Completion, Job Shadowing and Internship Completion Bonus), staffing and other applicable costs dedicated to the development, execution and oversight of work-based learning activities. Students will have an opportunity to earn a wage set at \$15.00/hour, and hours of WEX will be based on the needs of the placement to provide adequate



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training to proficiency which will be written in the individual training plan with a maximum of 360 hours or 12 weeks, whichever comes first. This will be based on individual participant needs and goals, for paid Internship activities. The service provider will be responsible for tracking and ensuring that the appropriate allocated WX funding is spent by the end of the program year. Workers Compensation coverage will fall under the State of Florida's insurance policy for WIOA participants. The Service Provider will be responsible for providing guidance and information regarding the possible tax responsibilities to participants and families.

### **CREDENTIALS & TRAINING VOUCHERS:**

The Youth Connections Program will prepare youth to attain State and Industry recognized credentials and/or industry recognized work readiness certifications as outlined on the Florida Master Credentials List to increase the opportunity to enter unsubsidized employment. The service provider will provide recognized credentials that can be stand alone or stacked. The Service Provider also encourages and assists youth to obtain credentials and certifications through our partner agencies and schools. Youth will be provided multiple avenues to achieve credentials throughout the delivery of the program based on their Individual Service Strategy (ISS) and program related goals and outcomes.

The Youth Connections program will also offer scholarships for youth participants to pursue certifications in entry-level career paths within in- demand, high growth occupations. The time frame for the completion of the certifications will be based on the training and the contract with the training provider.

### **SUPPORT SERVICES:**

Support Services will be administered through the Service Provider based on the individual needs and barriers of the participant, then reviewed by the Career Coach and by the Service Provider project management staff to ensure compliance with local policies and procedures. These requests, documented in Employ Florida case notes, will be processed for payment by Service Provider's fiscal department and documented in the student file in the document management system and in the monthly billing report.

### **FOLLOW-UP:**

A year-round approach to case follow-up will be conducted. Carry forward follow-up caseload is estimated to be 80 young adults as of July 1, 2024, with additional clients moving into follow-up services monthly, based on last date of services, as defined by WIOA. Clients in follow-up will receive any of the 14 youth elements allowable in follow-up along with support and capture of required performance outcomes. Client may receive incentives up to \$150 for placement in employment or education during the follow-up portion of the program and may receive additional support services funding up to \$175 to earn necessary credentialing for performance.

Follow-up services include, but are not limited to, tracking progress on the job, the development of increased skills and certifications, support services, financial literacy, and incentives to support retention and/or completion of education and employment services. The Service Provider will complete quarterly follow-ups and will specifically be tracking the 2<sup>nd</sup> and 4<sup>th</sup> quarter retention of employment or continuation of post-secondary placement after exit. The Service Provider will assist youth within the parameters of WIOA requirements and comply with the required follow-up increments. This will all be entered and case noted in Employ Florida.



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**PARTNERSHIPS:**

The Service Provider has established or is in the process of establishing partnerships with the following: Indian River State College, Treasure Coast Technical College, Children’s Service Council of Martin County, Children’s Service Council of St. Lucie County, 211/United Way, Children’s Home Society, Helping People Succeed, St. Lucie County Schools, Martin County Schools, Indian River County Schools, The Early Learning Coalitions for Indian River, Martin and St. Lucie Counties, Gifford Youth Achievement Center, Tykes and Teens, Boys & Girls Clubs of Martin and St. Lucie Counties, Treasure Coast Homeless Service Council, Drug Free St. Lucie County, St. Lucie County Roundtable, Martin County Interagency Coalition, Pace Center for Girls, GraceWay Village, Treasure Coast Food Bank, Mustard Seed Ministries, Good Samaritan Center, Hope for Families, United Against Poverty, Department of Juvenile Justice, Gulfstream Goodwill Industries, Florida Department of Health Martin and St. Lucie County, Mary’s Home of the Treasure Coast, Ignite Youth Alliance, and many others. Partnership reviews will be included with reports to the CSRC Board of Directors and in the final narrative report for the program year.

**ROLES OF THE PARTNERS:**

The Service Provider will provide overall project design, support and implementation of all required WIOA Youth program elements for the levels of service described in this statement of work. CSRC will assist the program by providing some office space, linkages to other services, and client access to computer resources. The Service Provider will ensure a high level of coordination and integration with CSRC. The Service Provider staff will work together with appropriate CSRC staff for a seamless delivery of all available services. Project staff will provide program eligibility, workshop training, linkages with business services for job development, and program outcomes.

**Facilities:**

**Port St. Lucie**

CareerSource Research Coast Career Center – 584 NW University Blvd, Suite 400, Port St. Lucie, FL 34986

**Vero Beach**

Treasure Coast Technical College-4680 28th Court Room 2-201, Vero Beach, FL 32967

**Fort Pierce**

Garden City Early Learning Academy Annex Rm. 14 – 2102 NW Ave Q, Fort Pierce, FL 34950

**Martin County**

CareerSource Research Coast Career Center-710 SE Central Pkwy, Stuart, FL 34994

These facilities conform to all codes and requirements and are ADA accessible or reasonable accommodations can be made. Facilities may provide temporary in-kind space for the duration or part of the program during the year.

**WORK PLAN SERVICES AND ACTIVITIES:**

Activities and services are designed to help youth develop lifelong skills and career pathways, while overcoming obstacles and barriers, through a seamless integration of services. The program will help lead WIOA eligible young adults to outcomes of career pathways and/or post-secondary education.



**WIOA YOUTH PROGRAM SERVICES AVAILABLE:**

The following WIOA youth program elements are made available to each youth during the program. These are independently driven by the participants' needs. Any service needed will be identified in the ISS.

<b>14 WIOA Required Youth Program Elements</b>	<b>Provider, or Referral Agency</b>	<b>Instructional Activities/Curriculum</b>
<b>1.</b> Tutoring, academic remediation; study skills training, and instruction leading to secondary school completion, including dropout prevention strategies	Eckerd / Public school partners	Computer based training/instructor facilitated, FSA and GED Practice, GED Prep materials, e.g. Khan Academy (online), Practice GED exams, and instructional teacher-aided tools that are also used as a one-to-one instructional resource with minimal guidance (online); 21 <sup>st</sup> Century Skills
<b>2.</b> Alternative secondary school offerings	Eckerd/ Public school partners	Florida State Standards; Penn Foster
<b>3.</b> Paid and unpaid Internships with an academic and occupational educational component	Eckerd/ Community Business partners, CBO's, FBO's	ECKERD Documented Internship activities; job shadow activity
<b>4.</b> Occupational skills training with a focus on recognized postsecondary credentials and in-demand occupations	Eckerd / Approved Training Provider Partners	Various. Based on identified occupations/career fields on the Targeted Occupations List with Approved Training Providers
<b>5.</b> Leadership development opportunities, including positive social behavior and soft skills, decision making, teamwork, etc.	Eckerd in connection with various community partner agencies and employers	Community service, peer-centered activities, Employability Skills, Life Skills curriculum that includes leadership development, health, nutrition, sexual behavior, and substance abuse prevention
<b>6.</b> Supportive Services	Eckerd in connection with various partner agencies and/or employers	Independently driven by participant needs. Supportive services for educational training and employment activities such as gas cards, bus passes, emergency assistance, driver's license, state identification, professional clothing, background checks and childcare
<b>7.</b> Adult mentoring for at least 12 months	Eckerd in connection with partner agencies and employers	Independently driven by participant needs. Case managed and documented. Includes recruitment of both community-based and employer-based mentors and partnership with established mentorship programs



8. Comprehensive guidance and counseling	Eckerd and/or community agencies	On-going intensive case management. Community/locally based programming
9. Follow-up services no less than 12 months after exit	Eckerd	Independently driven by participant needs. Contact with employer, post-secondary entities, job retention coaching, academic support, incentives, support, career and education counseling. (Continuous service until participant has completed follow-up period of 12 months)
10. Workforce Concurrent Education	Eckerd and/or community agencies	Independently driven by participant needs. Utilizing local workforce system, work readiness training, Partnership with post-secondary and local training providers and employers to encourage youth to see education as part of their career pathway
11. Financial Literacy	Eckerd in connection with partner agencies	Independently driven by participant needs. Partnerships with local financial institutions
12. Entrepreneurial Skills Training	Eckerd and/or community agencies	Independently driven by participant needs. Partnerships with local business and community-based business organizations
13. Labor Market and Local Employment Information	Eckerd/CSRC	Independently driven by participant needs. Utilizing local workforce system; ongoing career pathway discussions to include LMI and local career opportunities
14. Post-Secondary Preparation and Transition Services	Eckerd and/or community agencies	Independently driven by participant needs. Partnerships with post-secondary educational institutions and community organizations

**Summary of Main Components and Intent are as follows:**

- **Outreach** - engaging caseload for increased participation and identification of new participants.
- **Assessment** – determining ‘suitability’ for successful participation and referral to other appropriate alternatives for youth who are not eligible or suitable for WIOA services.
- **WIOA Eligibility/Registration** - Compiling proper documentation for WIOA eligibility.
- **Case Management** – Actively engaging and managing the youth caseload and meticulous documentation in Employ Florida for progress toward activity/goal completion and positive outcomes.
- **High School Diploma/GED Attainment** – GED/High School Diploma preparation and attainment will be achieved by using various tools and resources AND through partnering with the school districts and college system.
- **Internship** – determining suitability for Internship/job shadowing and case managing all aspects of the placements; partnering with businesses, CBO’s, and the CSRC Business Services Unit to recruit meaningful work experience sites.



- **Credentials** – providing training for industry recognized credentials and linking WIOA participants to existing community resources for short term training that will lead directly to employment opportunities.
- **Follow-up Services** – Providing follow-up services for youth who exit during the 30, 60, and 90 days after exit and then continue in the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarter after exit to ensure program effectiveness.

### **GOALS:**

- A. An average caseload of 142 active WIOA Youth will be served during program year 24-25. The number served includes carry in youth from previous program year, as well as newly eligible and enrolled youth. Service Provider will enroll a minimum of **70** new WIOA eligible youth between July 1st, 2024 and June 30th, 2025. 100% of all contracted enrollment of youth will be completed, accurately and timely, and entered in Employ Florida and Eckerd's data management system by 06/30/2025.
- B. A minimum of 81% of all contracted enrolled WIOA youth receiving training services (occupational skills activities, secondary or post-secondary activities, or on-the-job training activities) will successfully engage in documented skills gains. Skills gains are defined as:
1. Training Milestone: Evaluations completed by an employer or training provider documenting the achievement of established milestones on-the-job training period. Employer/training provider evaluations completed during job shadowing activities or work experience/internship activities cannot be utilized to document a training milestone measurable skills gain.
  2. Skills Progression: Documentation showing the successful completion of an exam required for an occupation, satisfactory attainment of an element or an industry or occupational competency exam or other completion test required to obtain a credential.
  3. Attainment of a Secondary School Diploma or its Equivalent: Documentation showing the participant earned a high school diploma or its state-recognized equivalent.
  4. Educational Functioning Level: Results from a pre and post CASAS exam or other literacy numeracy test approved by the National Reporting System (NRS) showing an increase of at least one functional level in reading and/or math.
  5. Secondary or Post-Secondary Transcripts/Report Card: Report card/transcripts for one semester showing the client is achieving academic standards. Secondary school credits or secondary school Carnegie credits may be accepted.
  6. Other approved WIOA related work preparation attainments, as defined and approved by CSRC.
- C. A minimum of 80% of all contracted enrolled WIOA defined youth who are terminated from the contractor's program will be terminated with a WIOA defined positive exit of employment placement. In addition, no more than 30% of contracted enrolled WIOA defined youth who are terminated from the contractor's program will be terminated with a WIOA defined positive exit of post-secondary placement. Youth terminated from program may be calculated in one or both outcome requirements, with appropriate documentation and entry of outcomes into Employ Florida.
- D. A minimum of 89% of all contracted WIOA defined youth enrolled in a training program will attain a degree, certificate, or occupational skills credential as outlined on the Florida Master Credentials List prior to exit from the WIOA program. The measure will be calculated as the total number of youth exited with credential divided by the total number of youth exited who have received training related services from the program each month. Data verified from EF report.
- E. Youth will be placed into paid Internship opportunities with local employers. The service provider will ensure that 25% of the funding provided is spent on WEX internship placements. Youth must complete 90% of the



scheduled hours to receive a completion bonus. Additionally, the internship may be considered successful if the internship ends due to direct hire employment with the internship site or an alternate employer for a higher wage.

- F. A minimum of \$222,735.00 will be charged as approved work-based learning related expenditures.
- G. Service Provider will document employer engagement by collecting a minimum of 40 employer surveys (direct hire or internships), 20 of which will be private business employers. Service Provider will obtain or retain at least 25 community employer partners as documented by internship agreements.

**SUBCONTRACTS:**

If the Service Provider needs to subcontract any services, the terms of the contract and payment for services rendered must meet WIOA guidelines and will remain the sole responsibility of the Service Provider. Funds to cover the cost of the service will be provided by CSRC through this contract. The Service Provider must not subcontract the entire youth activities program. Acceptable subcontracts may include assessment, transportation, instruction, and other program components better delivered by a source other than the Service Provider. The Service Provider must notify CSRC, in writing, 30 days prior to subcontracting any services not covered in this agreement.

**REPORTS AND EVALUATION:**

The Service Provider will submit a monthly report that includes, In-School and Out-of-School, performance and is to be submitted via email at the following intervals: (See Attachment I)

- By the 5th day of the following month;
- Upon completion of the programs\*

\*Note: In the final Internal Performance Report narrative comments related to program goals, outcomes and overall programs should be included.

**RECORDKEEPING:**

The Service Provider must maintain records on each participant in sufficient detail to demonstrate compliance with the relevant contractual criteria related to the training and employment as contained in this agreement. At a minimum, the case file must contain the following: eligibility documents, copies of attendance sheets and progress reports, pre and post assessment results, case notes, termination, disciplinary reports, copies of activities, credentials, or other documents of program activities completed by the participant, and other pertinent information needed to document participation, progress, and results. All case files must be scanned to the document management system.

The Service Provider's Career Coaches will record all activities with a participant through timely and accurate case notes, applications, activity codes, goals, both planned and achieved, program outcomes, and follow ups. The Service Provider will enter all appropriate information into Employ Florida, the Work Certified or YESS Learning Management System and the document management system. Case management notes will be available to service providers throughout the system. The Service Provider will coordinate and process support services requests in accordance with CSRC policies and procedures. Service Provider will ensure that all staff attend training coordinated by CSRC or the State when available and provide documentation of such training to CSRC





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as requested. The Service Provider will maintain all files in accordance with the requirements of the contract with CSRC and established policies and laws.

The Service Provider must maintain financial records sufficient to account for all funds received from CSRC and spent on the program.

All records will be made available to CSRC, state and federal officials, independent monitors and/or auditors. Records will be retained for a period of three years following the date of final expenditure report for this agreement or until all audit questions and concerns have been resolved, whichever is later.

**INSURANCE:**

The Service Provider will utilize worker's compensation insurance provided by the State of Florida for youth participants engaged in Internships or related activities. The Service Provider must carry commercial liability insurance of \$1 million or more, property insurance on equipment and other property belonging to CSRC, worker's compensation on staff employees, and a surety bond (minimum \$100,000 for faithful and honest performance or the average amount of funds on hand) on employees who process and expend funds related to this Agreement. CSRC must be named as an additionally insured on applicable liability policies and a copy of the proper insurance certificates must be submitted with signed copies of this Agreement within 30 days of project startup or prior to the advancement of funds.

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## **ATTACHMENT B – MONITORING & EVALUATION**

CSRC staff and their subcontracted independent monitoring/audit provider and the State of Florida's Department of Commerce (FloridaCommerce) will monitor the program for programmatic and fiscal accountability. Monitoring visits may include reviews of participant files, program activities, curriculum, progress reports, the Service Provider's financial records, etc., as necessary to ensure that the program meets the intent and guidelines of this agreement, and all applicable laws, rules and regulations.

At the end of the project, the Service Provider will provide CSRC with reports of performance measured against agreement terms. CSRC staff will verify that these reports are accurate and complete.

During monitoring, if the Service Provider is found to be out of compliance with the terms of this Agreement, WIOA, CSRC policies, or any other governing document, the Service Provider will complete a Corrective Action Plan. This plan will be in writing and submitted to CSRC within twenty (20) working days from the receipt of written notification from CSRC that corrective action is required. CSRC will either accept or reject this plan and will notify the Service Provider of its decision in writing.

The Service Provider will provide assistance and access to records to federal and state monitors conducting program reviews, as requested. If found out of compliance during these reviews, the Service Provider will provide CSRC with a written Corrective Action Plan addressing federal and state monitors' concerns.

All monitoring and Corrective Action plans will comply with state and federal regulations.

In addition, the Service Provider will monitor individual program performance to ensure compliance and fulfillment of established federal, state, and local performance objectives. These reports are consolidated by the Service Provider's Area Manager and summarized in a monthly report to the funding agency.

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## **ATTACHMENT C – TECHNICAL ASSISTANCE & GUIDANCE**

CSRC will provide technical assistance and guidance to the Service Provider as requested in writing, or as the results of monitoring. Assistance will be provided in the areas of management, programmatic, and fiscal systems. CSRC staff, jointly with the Service Provider, will develop a written plan for technical assistance as follows:

- Conduct a Service Provider interview
- Identify areas where assistance is needed
- Identify and assign staff who are to be involved
- Set a timetable for completing assistance
- Establish benchmarks to be achieved

The Service Provider will participate in entrance and exit interviews with CSRC staff to facilitate planning and follow-up of technical assistance.

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**ATTACHMENT D – PAYMENT TERMS**

**COMPENSATION & TIME PERIOD:** CSRC will reimburse the Service Provider for expenses incurred during the performance of duties outlined in this agreement in the amount not to exceed \$800,000 for the Youth Connections Program, with the final invoice submitted to CSRC by July 15, 2025, unless otherwise modified. Under the terms of this contract payments may be made on a cost reimbursement basis in the amount not to exceed \$800,000 and not to exceed **33% or \$264,000** per quarter for the first three quarters. A maximum of 75% of the total contract funds will be utilized to serve Out-of-School Youth, with 25% to be utilized to serve In-School-Youth Cost will be paid in accordance with the budget on any line item. Monthly accruals are due by the 10<sup>th</sup> day of the month and billing (with backup) is due by the 15<sup>th</sup>. Electronic format is preferred. A ten percent (10%) variance may occur between line items with approval from CSRC.

**MODIFICATION OF TERMS:** The terms of this Agreement, including total compensation, may be modified by mutual consent of both parties if enrollments, agreed-upon services, funding availability or circumstances warrant change. Refer to General Provisions and Assurances. Total budget amount cannot be exceeded. Budget line-item variances under 10% of line item do not require Board Staff approval. Budget line-item variances over 10% of line item require advance approval from CSRC’s Chief Financial Officer and CSRC staff assigned to manage the contract.

**CONDITIONS OF PAYMENT/PERFORMANCE STANDARDS:** It is understood and agreed by both CSRC and the Service Provider that payment is for cost associated with serving WIOA eligible youth as negotiated and outlined on the Project Budget.

**PERFORMANCE MEASURES:** The Service Provider will be required to meet the following performance guidelines as part of the contract requirements. These metrics are subject to change to align with performance goals negotiated with FloridaCommerce for Program Year 24-25, which have not yet been determined.

<b>Performance Benchmark Measure</b>	<b>Timeframe Reporting</b>
Measurable Skills Gains- <b>81%</b>	Upon receipt from FloridaCommerce
Attainment of Degree or Certificate-89%	Upon receipt from FloridaCommerce
Median Earnings 2 <sup>nd</sup> Quarter After Exit - <b>\$3300</b>	Upon receipt from FloridaCommerce
Employment Rate – Second Quarter After Exit – <b>82%</b>	Upon receipt from FloridaCommerce
Employment Rate – Fourth Quarter After Exit – <b>80%</b>	Upon receipt from FloridaCommerce



ECKERD CONNECTS, INC. (DUNS #08-068-1158)  
SUBRECIPIENT AGREEMENT: 20-002-YWS  
FAIN: 24-A-55-AY-000073  
ORIGINAL APPROVAL DATE: 9/25/2024  
CONTRACT BEGIN DATE: 7/01/2024  
CONTRACT END DATE: 6/30/2025

## 1. **DEFINITIONS OF PERFORMANCE MEASURES:**

Note: for each definition below, The Service Provider's numbers for the purpose of this contract will be isolated from the numbers of other CareerSource Research Coast youth programs/projects.

A. **Skills Gains:** A minimum of 81% of all contracted enrolled WIOA youth receiving training services (occupational skills activities, secondary or post-secondary activities, or on-the-job training activities) will successfully engage in documented skills gains during each year of training related participation. Skills gains are defined as:

- **Training Milestone:** Evaluations completed by an employer or training provider documenting the achievement of established milestones on-the-job training period. Employer/training provider evaluations completed during job shadowing activities or work experience/internship activities cannot be utilized to document a training milestone measurable skills gain.
- **Skills Progression:** Documentation showing the successful completion of an exam required for an occupation, satisfactory attainment of an element or an industry or occupational competency exam or other completion test required to obtain a credential.
- **Attainment of a Secondary School Diploma or its Equivalent:** Documentation showing the participant earned a high school diploma or its state-recognized equivalent.
- **Educational Functioning Level:** Results from a pre and post CASAS exam or other literacy numeracy test approved by the National Reporting System (NRS) showing an increase of at least one functional level in reading and/or math.
- **Secondary or Post-Secondary Transcripts/Report Card:** Report card/transcripts for one semester showing the client is achieving academic standards. Secondary school credits or secondary school Carnegie credits may be accepted.
- Other approved WIOA related work preparation attainments, as defined and approved by CSRC.

B. **Attainment of Degree or Certificate:** Of all youth enrolled in a training program who exit, 89% will successfully attain an occupational skills credential/certification, post-Secondary credential/certification, High School Diploma/GED or a state, industry or nationally recognized credential. The measure will include total number of youth exited with credential divided by the total number of youth who received training services during program participation who have exited from the program each month. Data verified from EF report.

C. **Internship Placement:** The service provider will meet at a minimum of the 25% WEX expenditure. Young adults will career explore and job shadow and may participate in paid Internship activities.

Students will be paid \$15.00/hour. Hours scheduled will be based on the Work Experience duties and the individual participant needs and goals, for paid internship activities. Worker's Compensation coverage will fall under the State's blanket coverage for WIOA participants. Wages in excess of \$600 a year may result in issuance of IRS Form 1099 and have tax liability for participants. The Service provider will provide guidance and information regarding the possible tax responsibilities to participants and families.



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A minimum of 25% of regional allocation of WIOA Youth funds spent on a quarterly basis will be specific to approved and allowable Internship activities, within budget guidelines. This will include staff hours specific to Internship development, engagement, and execution; youth related payments and fees (incentives as described under the Internship placement/Job Shadowing section in the summary of Main Components and Intent, wages, and payroll fees) directly related to youth engagement in Internship activities.

- D. ***Internship Successful Completion:*** The youth must complete 90% of the scheduled Work Experience hours to complete successfully. Additionally, the internship may be considered successful if the internship ends due to direct hire employment with the internship site or an alternate employer for a higher wage. The data will be verified from Employ Florida reporting which contains the activities closed with codes 400 or 425 in conjunction with the hours worked summary from the internship tracker.
- E. ***Median Earnings Second Quarter After Exit:*** The median earnings of exited youth participants who are in unsubsidized employment during the second quarter after exit from the program will be \$3,300. Data will be verified from the FloridaCommerce Performance Indicator reports.
- F. ***Employment Rate 2<sup>nd</sup> Quarter After Exit:*** Of all youth who exit, 82% will be successfully enrolled in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program. Data will be verified from the FloridaCommerce Performance Indicator reports.
- G. ***Employment Rate 4<sup>th</sup> Quarter After Exit:*** Of all youth who exit, 80% will be successfully enrolled in education or training activities, or in unsubsidized employment, during the fourth quarter after exit from the program. Data will be verified from the FloridaCommerce Performance Indicator reports.

The Service Provider will be paid according to the negotiated terms for expenditures related to these deliverables and as costs are incurred. The Service Provider is expected to make reasonable progress toward contract goals. Reasonable progress shall mean that, at the time of monitoring, activity, and outcomes are what they should be for the evaluation period.

Should it appear that reasonable progress is not being made, CSRC will require the Service Provider to implement corrective actions. If the problem is not corrected, this contract may be terminated. To receive payment, the Service Provider must submit invoices for allowable costs as outlined in the negotiated program budget. These total costs may not exceed an aggregate of \$800,000.

Invoices must reflect amounts paid and youth activities must be supported with attached copies of youth activities attendance sheets, pre and posttests, certificates, etc., as applicable to the activity. Documentation of costs must be maintained for monitoring and auditing by CSRC.

When invoices are received, CSRC staff will review them for accuracy and consistency with this Agreement. If the invoices are incomplete, lack documentation or are not in compliance with the Agreement, they will be returned to the Service Provider for correction. Reimbursement will not be made to the Service Provider until an acceptable invoice is received, verified, and processed.



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The Service Provider is responsible for maintaining accounting records related to this Agreement. These records will be audited by CSRC staff at the end of the Agreement. Any disallowed costs for which reimbursement has been made must be repaid by the Service Provider to CSRC within 30 days of written notification that a disallowed cost and reimbursement have occurred. Reimbursement cannot be made utilizing federal funds. Repayment must be in the form of a check for the amount owed. Costs may be disallowed if they are:

- Inconsistent with the goals and terms of this Agreement or WIOA law, or CSRC regulations; and/or
- Not traceable to an actual expense and participants from the designated target groups; and/or
- Not clearly documented with class rosters and payroll registers; and/or
- Incurred before the date of this Agreement.

Costs for personnel, travel, transportation, training, membership fees and youth activities must be listed separately on the invoice and the costs totaled. Copies of proper documentation of costs incurred must also be attached, i.e. payroll registers, cancelled checks, mileage, and training fees.

At no time will total payments exceed the total dollar amount specified in this Agreement.

The Service Provider must adhere to all WIOA, state, and CSRC policies and procedures related to procurement when securing goods or services for this agreement. Documentation of proper procurement must be maintained with each purchase and made available to federal, state and partnership monitors and auditors.

## **2. PERFORMANCE SANCTIONS:**

CSRC may impose sanctions on the Service Provider depending on performance determined during monitoring and evaluation. Sanctions will be imposed if goals and objectives are not met. Sanctions may include immediate termination of the Agreement, a debarring of the Service Provider from future agreements or a reduction in enrollments. CSRC will determine the level of sanctions to be imposed.

## **3. METHOD AND TIME OF PAYMENT**

The Service Provider will be mailed a check for the total allowable cost incurred upon receipt of proper, verified invoices.

Invoices will be paid promptly provided the invoice is correct, sufficient, that verifiable documentation is attached, and all costs are allowable based on the negotiated terms.

The last invoice must be submitted no later than July 15, 2025.

- ## **4. DEBLIGATION:**
- The Service Provider is expected to meet the goals and objectives specified in this Agreement and to provide those services contained in the Statement of Work. CSRC will monitor these items and will terminate this Agreement if the Service Provider fails to provide the requested services and performance. If this Agreement is terminated, the funds will be de-obligated and awarded to an alternate provider or retained by CSRC.



ECKERD CONNECTS, INC. (DUNS #08-068-1158)  
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**ATTACHMENT E – NEGOTIATED BUDGET FOR 2024-2025 YOUTH ACTIVITIES**

**PROJECT BUDGET:**

<b>PY 24-25 WIOA Youth Budget Summary</b>	
Staff Labor	\$ 383,664
Fringe Benefits	\$ 104,816
Travel: Mileage	\$ 4,175
Other Travel	\$ 2,317*
Employee Related	\$ 210
Supplies / Consumables	\$ 2,100**
Software Licensing	\$ 3,650
Communications	\$ 3,400
Insurance / Professional Fees	\$ 10,560
Client Related	\$ 193,508
Indirect Cost	\$ 91,600
<b>TOTAL</b>	<b>\$ 800,000</b>

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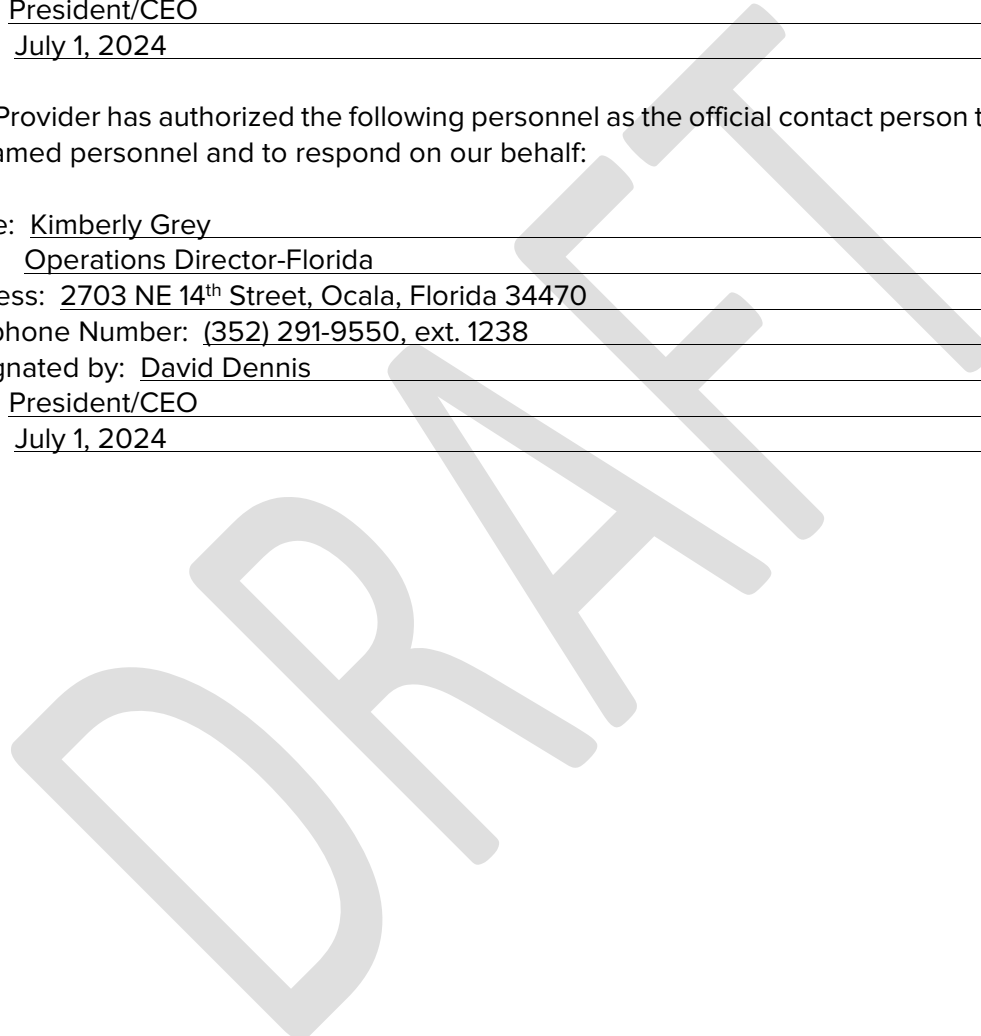
**ATTACHMENT F – DESIGNATION OF CONTRACT PERSONNEL**

CSRC has authorized the following personnel to administer this contract and give direction to the Service Provider:

Name: Kate Sayger  
Title: Program Performance Coordinator  
Address: 584 NW University Blvd., Suite 100, Port St. Lucie, FL 34986  
Telephone Number: (866) 482-4473 x. 526  
Designated by: Brian Bauer  
Title: President/CEO  
Date: July 1, 2024

The Service Provider has authorized the following personnel as the official contact person to accept direction from the above-named personnel and to respond on our behalf:

Name: Kimberly Grey  
Title: Operations Director-Florida  
Address: 2703 NE 14<sup>th</sup> Street, Ocala, Florida 34470  
Telephone Number: (352) 291-9550, ext. 1238  
Designated by: David Dennis  
Title: President/CEO  
Date: July 1, 2024





ECKERD CONNECTS, INC. (DUNS #08-068-1158)  
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**ATTACHMENT G – SIGNATORY AUTHORITY FOR INVOICES**

The following individual(s) has/have been delegated signatory authority for invoices submitted under Agreement. Original signatures are required on this document and the invoice.

A. \_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Printed Name & Title

B. \_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Printed Name & Title

C. \_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Printed Name & Title

It is suggested that more than one individual be delegated signatory authority.

Service Provider’s Federal Identification No: 59-2551416

Provide official mailing address below if different from that provided in the Agreement:

\_\_\_\_\_  
 Eckerd Connects, Inc.  
 \_\_\_\_\_  
 500 S. Gravers Road  
 \_\_\_\_\_  
 Plymouth Meeting, PA 19444  
 \_\_\_\_\_



## ATTACHMENT H – CERTIFICATIONS & ASSURANCES

This attachment is part of the Sub-Recipient agreement held between The Workforce Development Board of the Treasure Coast, Inc. d/b/a CareerSource Research Coast (CSRC) and Sub-Recipient for described in the Agreement attached hereto. In consideration of the mutual covenant and stipulations set forth in the contract and Attachment herein, the parties hereby agree as follows:

### 1. COMPLIANCE WITH POLICIES AND LAWS

The warranty of this Section specifically includes compliance by Sub-Recipient with the provisions of the Immigration Reform and Compliance Act of 1986 (P. L. 99-603), the Workforce Innovation and Opportunity Act (WIOA), the provisions of the Workforce Investment Act of 1998, the Workforce Innovation Act of 2000, 45 CFR 98, the Temporary Assistance for Needy Families Program (TANF), 45 CFR parts 260-265 and other applicable federal regulations and policies promulgated thereunder and other applicable State, Federal, criminal and civil law with respect to the alteration or falsification of records created in connection with this Agreement. Office of Management and Budget (OMB) Circulars: Sub-Recipient agrees that, if applicable, it shall comply with all applicable OMB circulars, such as 2 CFR 200. Sub-Recipient will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874, and the Contract Work Hours and Safety Standards Act (40.327-333), regarding labor standards for federally assisted construction sub agreements.

### 2. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER MATTERS

Sub-Recipient certifies that it is not currently debarred, suspended, or excluded from or for participation in Federal assistance programs, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency within a three-year period preceding the effective date of the Agreement in accordance with 29 CFR Parts 45, 74, 95 and 98. No contract shall be awarded to parties listed on the GSA List of Parties Excluded from Federal Procurement or Non-Procurement Programs.

### 3. NON-DISCRIMINATION, EQUAL OPPORTUNITY ASSURANCES, CERTIFICATIONS, OTHER PROVISIONS

As a condition to the award of financial assistance from the Department of Labor under Title I of the WIOA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- Section 188 of the Workforce Innovation & Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States based on race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I- Financially assisted program or activity.
- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin.
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities.
- The Age Discrimination Act of 1975, as amended, which prohibits discrimination based on age.
- Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.
- Section 654 of the Omnibus Budget Reconciliation Act of 1981 prohibiting discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.
- The American with Disabilities Act of 1990, P.L. 101-336 prohibiting discrimination in all employment practices, including the job application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. It applies to recruitment, advertising, tenure, layoff, leave, fringe benefits, and all other employment-related activities; and



The Sub-Recipient also assures that it will comply with 29 CFR Part 37 and all other regulation implementing the laws listed above.

For contracts more than \$10,000, the Sub-Recipient will comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity" as amended by Executive Order 11375 of October 13, 1967, and supplemented on Department of Labor regulations at 41 CFR Chapter 60.

#### **4. CERTIFICATION REGARDING CLEAN AIR ACT, WATER ACT, ENERGY EFFICIENCY AND ENVIRONMENTAL STANDARDS, SOLID WASTE**

Clean Air and Water Act: When applicable, if this Contract is more than \$100,000, Sub-Recipient shall comply with all applicable standards, orders or regulations issued under the Clean Air Act as amended (42 U.S.C. 7401), Section 508 of the Clean Water Act as amended (33 U.S.C. 1368 et seq.), Executive Order 11738 and Environmental Protection Agency regulations (40 CFR Part 15). The Sub-Recipient shall report any violation of the above to the contract manager. Energy Efficiency: The Sub-Recipient shall comply with mandatory standards and policies relating to energy efficiency which are contained in the State of Florida's Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).

Sub-Recipient will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205). The Sub-Recipient will comply with the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act (42 U.S.C. 6962).

#### **5. CERTIFICATION REGARDING LOBBYING AND INTEGRITY**

Sub-Recipient shall comply with the provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) 29 CFR Part 93. When applicable, if this Agreement is more than \$100,000, Sub-Recipient must, prior to contract execution, complete the Certification Regarding Lobbying Form.

#### **6. CONFIDENTIALITY**

It is understood that the Sub-Recipient shall maintain the confidentiality of any information, regarding CSRC customers and the immediate family of any applicant or customer, that identifies or may be used to identify them, and which may be obtained through application forms, interviews, tests, reports from public agencies or counselors, or any other source. Sub-Recipient shall not divulge such information without the written permission of the customer, except that such information which is necessary as determined by CSRC for purposes related to the performance or evaluation of the Agreement may be divulged to

CSRC or such other parties as they may designate having responsibilities under the Agreement for monitoring or evaluating the services and performances under the Agreement, or to governmental authorities to the extent necessary for the proper administration of the law. All release of information shall be in accordance with applicable State laws, and policies of the CSRC. No release of information by Sub-Recipient, if such release is required by Federal or State law, shall be construed as a breach of this Section.

#### **7. RIGHTS TO DATA/COPYRIGHTS AND PATENTS**

CSRC, State of Florida and the U.S. Department of Labor shall have unlimited rights to inventions made under contract or agreement: Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR



part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements" and any implementing regulations issued by the awarding agency.

## 8. MONITORING

At any time and as often as CSRC, the State of Florida, United States Department of Labor, Comptroller General of the United States, the Inspector Generals of the United States and the State of Florida, or their designated agency or representative may deem necessary, Sub-Recipient shall make available all appropriate personnel for interviews and all financial, applicant, or participant books, documents, papers and records or other data relating to matters covered by this contract, for examination and/or audit, and/or for the making of excerpts or copies of such records for the purpose of auditing and monitoring activities and determining compliance with all applicable rules and regulations, and the provisions of this Agreement. The above referenced records shall be made available at the Sub-Recipient expense, at reasonable locations as determined by CSRC. Sub-Recipient shall respond in writing to monitoring reports and requests for corrective action plans within 10 working days after the receipt of such request from CSRC.

## 9. TERMINATION FOR DEFAULT/CONVENIENCE

This modified agreement may be terminated as follows:

- a. Either party may request termination of modified agreement upon 60 days prior written notice to the other party.
- b. CSRC may unilaterally terminate or modify this modified agreement, if for any reason either the U.S. Department of Labor or the State of Florida reduces funding through the grants under which this modified agreement is funded.
- c. CSRC may unilaterally terminate this modified agreement at any time that it is determined that:
  - i. Sub-Recipient fails to provide any of the services it has contracted to provide; or
  - ii. Sub-Recipient fails to comply with the provisions of this modified agreement; or
  - iii. Such termination is in the best interest of CSRC.
- d. Written notification of termination must be by registered mail, return receipt requested.

If Sub-Recipient disagrees with the reasons for termination, they may file a grievance in writing within ten days of notice of termination to the CSRC Executive Committee, who will conduct a grievance hearing and decide, from evidence presented by both parties, the validity of termination.

In the event this modified agreement is terminated for cause, Sub-Recipient shall be liable to CSRC for damages sustained for any breach of this modified agreement by the Sub-Recipient, including court costs and attorney fees, when cause is attributable to the Sub-Recipient.

In instances where Sub-Recipient violates or breaches modified agreement terms, CSRC will use all administrative, contractual, or legal remedies that are allowed by law to provide for such sanctions and penalties as may be appropriate.

## 10. PUBLIC ANNOUNCEMENTS AND ADVERTISING

Sub-Recipient agrees that when issuing statements, press releases, request for proposals, bid solicitation, and other documents describing the project or programs funded in whole or in part under this Agreement, Sub-Recipient shall clearly state: (1) the percentage of the total cost of the program or project which will be financed with Federal money under this Agreement and (2) the dollar amount of Federal funds for the project or program.

## 11. PUBLIC ENTITY CRIMES

Sub-Recipient shall comply with subsection 287.133(2)(a), F.S., whereby a person or affiliate who has been placed on the convicted Lessor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a Lessor, supplier, sub-Lessor or consultant under a contract with any public entity and may not transact business with any public entity in excess of the threshold amount provided in section 287.07, F.S., for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted Lessor list.



**12. THE PRO-CHILDREN ACT**

Sub-Recipient agrees to comply with the Pro-Children Act of 1994, 20 U.S.C. 6083. Failure to comply with the provisions of the law may result in the imposition of civil monetary penalty up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity. This clause is applicable to all approved sub-contracts. In compliance with Public Law (Pub. L.) LO3-277, the Contract shall not permit smoking in any portion of any indoor facility used for the provision of federally funded services including health, day care, early childhood development, education, or library services on a routine or regular basis, to children up to age 18.

**13. PROCUREMENT OF RECOVERED MATERIALS**

Sub-Recipient agrees to comply with the provisions of section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, and as supplemented by 2 CFR Appendix II to part 200 and 2 CFR part 200.323 and the requirements stated therein.

**14. DOMESTIC PREFERENCES FOR PROCUREMENTS**

Sub-Recipient agrees to comply with the provisions of 2 CFR Appendix II to part 200 and 2 CFR part 200.322 and the requirements stated therein.

**15. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT**

Sub-Recipient agrees to comply with the provisions of 2 CFR Appendix II to part 200 and 2 CFR part 200.216 and the requirements stated therein. See [Public Law 115-232](#), section 889 for additional information and 2 CFR part 200.471.

**16. E-VERIFY**

Sub-Recipient warrants and represents that it complies with section 448.095, F.S., where the State of Florida expressly requires the following:

- i. Every public employer, contractor, and subcontractor shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. A public employer, contractor, or subcontractor may not enter into a contract unless each party to the contract registers with and uses the E-Verify system.
- ii. A private employer shall, after making an offer of employment which has been accepted by a person, verify such person's employment eligibility. A private employer is not required to verify the employment eligibility of a continuing employee hired before January 1, 2021. However, if a person is a contract employee retained by a private employer, the private employer must verify the employee's employment eligibility upon the renewal or extension of his or her contract. As of July 1, 2023, all private employers in Florida with 25 or more employees will be required to use E-Verify, the federal government's database for verifying work authorization.

**17. FREE SPEECH AND RELIGIOUS LIBERTY (APPLICABLE TO SUB-RECIPIENTS ONLY)**

Sub-Recipient agrees to follow the statutory and national policy requirements, as applicable, stated in 2 CFR § 200.300 and Executive Order 13798 Promoting Free Speech and Religious Liberty and Executive Order 13864 Improving Free Inquiry, Transparency and Accountability at College and Universities.

**18. HATCH ACT (APPLICABLE TO SUB-RECIPIENTS ONLY)**

The Sub-Recipient will comply with the provisions of the HATCH ACT, 5 U.S.C. 1501-1508 and 7328 which limit the political activities of employees whose principal employment activities are funded in whole or part with Federal funds.



**19. ETA SALARY LIMITATION (APPLICABLE TO SUB-RECIPIENTS ONLY)**

Sub-Recipient certifies that is in compliance with Public Law 109-234, and that none of the funds appropriated in Public Law 109-149 or prior Acts under the heading "Employment and Training" that are available for expenditures on or after May 1, 2012, shall be used by a recipient or sub-recipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II, except as provided for under Section 101 of Public Law 109-149. This limitation shall not apply to Sub-Recipients providing goods and services as defined in 2 CFR200.

**20. TRAFFICKING VICTIMS PROTECTION ACT (APPLICABLE TO SUB-RECIPIENTS ONLY)**

The Sub-Recipient will comply with the Trafficking Victims Protection Act of 200 (2 CFR 175).

**21. VETERAN'S PRIORITY OF SERVICE (APPLICABLE TO SUB-RECIPIENTS ONLY)**

The Sub-Recipient agrees to comply with the Veteran's Priority of Service Provisions (38 U.S.C. 4215 and 20 CFR 1010).

**22. EQUAL TREATMENT FOR FAITH-BASED ORGANIZATIONS (APPLICABLE TO SUB-RECIPIENTS ONLY)**

The Sub-Recipient will comply with 29 CFR 2, Subpart D which prohibits any State or local government receiving funds under any Department of Labor program, or any intermediate organization with the same duties as a governmental entity, from discriminating for or against an organization on the basis of the organization's religious character or affiliation. Prohibits religious organizations from engaging in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded with direct financial assistance. Prohibits an organization that participates in programs funded by direct financial assistance from the Department of Labor, in providing services, from discriminating against a program beneficiary or prospective program beneficiary based on religion or religious belief. Any restrictions on the use of grant funds shall apply equally to religious and non-religious organizations.

Service Provider Name: \_\_\_\_\_

Authorized Representative

Printed Name & Title: \_\_\_\_\_

Authorized Representative

Signed Name & Title: \_\_\_\_\_ Date: \_\_\_\_\_



**ATTACHMENT I - SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted to: The Workforce Board of the Treasure Coast, Inc. d/b/a CareerSource Research Coast

by \_\_\_\_\_  
(print individual's name and title)

for \_\_\_\_\_  
(print name of entity submitting sworn statement)

whose business address is \_\_\_\_\_

and (if applicable) its Federal Employer Identification Number is \_\_\_\_\_ if the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133 (1) (g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133 (1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133 (1) (a), Florida Statutes, means:  
a. A predecessor or successor of a person convicted of a public entity crime; or  
b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133 (1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.





6. Based on information and belief, the applicable statement which I have marked below is true in relation to the entity submitting this sworn statement.

- Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989; however, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted Service Provider list. Attached is a copy of the final order.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED, OR THROUGH THE END OF THE CONTRACT FOR WHICH IT IS BEING SIGNED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTARY PUBLIC**

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, the undersigned authority, \_\_\_\_\_  
 (name of individual signing)

who, after first being sworn by me, affixed his/her signature in the space provided above on

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

My commission expires: \_\_\_\_\_



**ATTACHMENT J - CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

1. The Service Provider certifies to the best of its knowledge and belief, that it and its principal:
  - A. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency.
  - B. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;
  - C. Are not presently indicated for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(B) of this certification; and
  - D. Have not within a three-year period preceding this application/proposal/contract had one or more public transactions (federal, state, or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall submit an explanation to CSRC.

\_\_\_\_\_  
Service Provider

\_\_\_\_\_  
Name and Title of Certifying Representative

\_\_\_\_\_  
Signature of Certifying Representative

\_\_\_\_\_  
Date



**ATTACHMENT K - BYRD ANTI-LOBBYING CERTIFICATE**

Certification for Contracts, Grants, Loans, and Cooperative Agreements (to be submitted with each bid or offer exceeding \$100,000)

**APPLICABLE TO THIS CONTRACT: Yes:  No:**

The undersigned Service Provider certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96).

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.

The Service Provider, **Eckerd Connects, Inc.**, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Service Provider understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure.

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Name and Title of Certifying Representative

---

Signature of Certifying Representative

---

Date



**ATTACHMENT L - NONDISCRIMINATION AND EQUAL OPPORTUNITY PROVISIONS ASSURANCE STATEMENT**

As a condition to the award of financial assistance from the Department of Labor under Title I of the WIOA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- Section 188 of the Workforce Innovation & Opportunity Act (WIOA), Which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I- Financially assisted program or activity;
- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination based on race, color, and national origin.
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities.
- The Age Discrimination Act of 1975, as amended, which prohibits discrimination based on age.
- Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination based on sex in educational programs.
- Section 654 of the Omnibus Budget Reconciliation Act of 1981 prohibiting discrimination based on race, creed, color, national origin, sex, handicap, political affiliation, or beliefs.
- The Americans with Disabilities Act of 1990, P.L. 101-336 prohibits discrimination in all employment practices, including the job application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. It applies to recruitment, advertising, tenure, layoff, leave, fringe benefits, and all other employment-related activities; and

The Service Provider also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above.

For construction contracts in excess of \$10,000, the Service Provider will comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity" as amended by Executive Order 11375 of October 13, 1967, and supplemented on Department of Labor regulations at 41 CFR Chapter 60.

Failure to comply with these provisions may result in termination of any contract or agreement with CSRC.

I certify that I have read the above statement and on behalf of **Eckerd Connects, Inc.** agree to comply fully with the provisions contained therein.

\_\_\_\_\_  
Name and Title of Certifying Representative

\_\_\_\_\_  
Signature of Certifying Representative

\_\_\_\_\_  
Date



**ATTACHMENT M - DRUG-FREE WORKPLACE REQUIREMENT CERTIFICATION**

Pursuant to the Drug-Free Workplace Act of 1988, and its implementing regulations codified at 29 CRF 98, Subpart

F, I \_\_\_\_\_ the undersigned, in representation of **Eckerd Connects, Inc.**, attest and certify that the grantee will provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee’s workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Establishing an ongoing drug-free awareness program to inform employees about:
  - (a) The dangers of drug abuse in the workplace.
  - (b) The grantee’s policy of maintaining a drug-free workplace.
  - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (1).
4. Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the grant, the employee will:
  - (a) Abide by the terms of the statement; and
  - (b) Notifying the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
5. Notifying the agency in writing ten calendar days after receiving notice under subparagraph (4)(b) from an employee or otherwise receiving actual notice of such conviction. We will provide such notice of convicted employees, including position title, to every grant officer on whose grant activity the convicted employee was working. The notice shall include the identification number(s) of each affected grant.
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted:
  - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 as amended; or
  - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local, health, law enforcement, or other appropriate agency.
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5), and (6).
8. Notwithstanding, it is not required to provide the workplace address under the grant. As of today, the specific sites are known and we have decided to provide the specific addresses with the understanding that if any of the identified places change during the performance of the grant, we will inform the agency of the changes.



The following are the sites for the performance of work done in connection with the specific grant, including street address, city, county, state, and zip code:

Check ( ) if there are workplaces on file that are not identified here.

Check ( ) if an additional page was required for the listing of the workplaces.

I declare, under penalty of perjury under the laws of the United States, and under the penalties set forth by the Drug-Free Workplace Act of 1988, that this certification is true and correct.

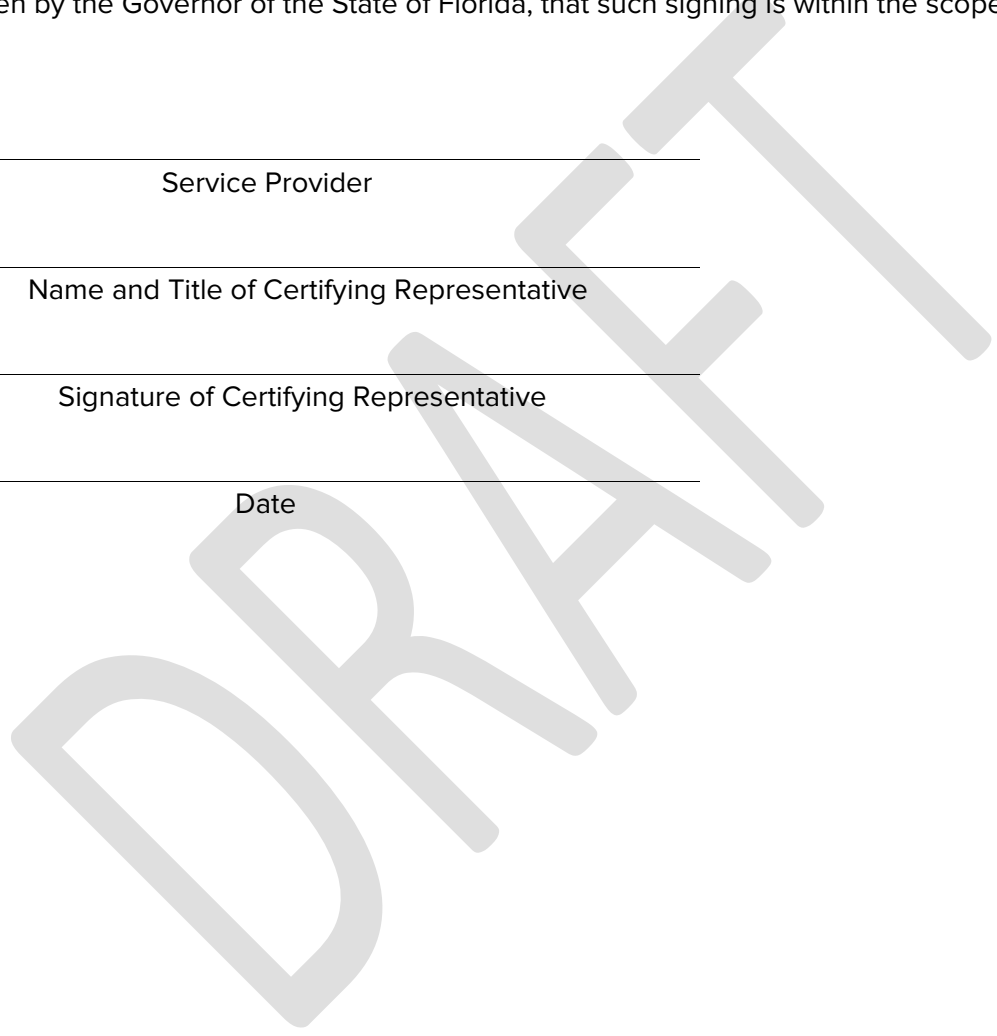
I certify that I, who sign this Drug-Free Workplace Certification on behalf of the Service Provider, do so by the authority given by the Governor of the State of Florida, that such signing is within the scope of my powers.

\_\_\_\_\_  
Service Provider

\_\_\_\_\_  
Name and Title of Certifying Representative

\_\_\_\_\_  
Signature of Certifying Representative

\_\_\_\_\_  
Date





**ATTACHMENT N - CERTIFICATION REGARDING SCRUTINIZED COMPANIES**

Section 287.135(2)(a), Florida Statutes, prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of any amount if, at the time of contracting or renewal, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, or is engaged in a boycott of Israel. Section 287.135(2)(b), Florida Statutes, further prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services over one million dollars (\$1,000,000) if, at the time of contracting or renewal, the company is on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, both created pursuant to section 215.473, Florida Statutes or the company is engaged in business operations in Cuba or Syria.

As the person authorized to sign on behalf of \_\_\_\_\_,

I hereby certify that the statement selected below is true: Service Provider

The Service Provider

- i. Is not engaged in a boycott of Israel **and**
- ii. Is not on the Scrutinized Companies that Boycott Israel List **and**
- iii. Is not on the Scrutinized Companies with Activities in Sudan List **and**
- iv. Is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List **and**
- v. Has not engaged in business operations in Cuba or Syria.

The Service Provider meets the conditions for exemption as provided in section 287.135(4), Florida Statutes.

I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees, and/or costs. I further understand that any contract with Workforce Development Board of the Treasure Coast d/b/a CareerSource Research for goods or services of any amount may be terminated if the Service Provider is found to have submitted a false certification may subject the company to civil penalties, attorney's fees, and/or costs. I further understand that any contract for goods or services may be terminated if the Service Provider is found to have submitted a false certification or has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or been engaged in business operations in Cuba or Syria.

\_\_\_\_\_  
 Name and Title of Certifying Representative

\_\_\_\_\_  
 Signature of Certifying Representative

\_\_\_\_\_  
 Date



**ATTACHMENT O – LOCAL DEFINITION FOR YOUTH REQUIRING ADDITIONAL ASSISTANCE TO COMPLETE AN EDUCATION PROGRAM OR TO SECURE AND HOLD EMPLOYMENT**

LWDB 20 defines "A low- income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment" as a youth that meets Federal guidelines for low income and also meets one or more of the following criteria:

1. Youth that have one or more biological parent incarcerated, institutionalized, or sentenced by a court of law to incarceration/institutionalization for more than one year. Documentation must be provided by court, institution, or the Department of Corrections.
2. Youth that have been victims of domestic violence or intimate partner violence as documented by law enforcement or domestic violence organization.
3. Youth that are documented gang members as defined and documented by local law enforcement.
4. Youth that are residing in a high poverty area as defined by census tract records showing area of youth's residence as having a poverty rate of 25% or greater.
5. Youth that are over age 21 and have no work history or have poor work history as defined by the lack of employment for more than 180 consecutive days as documented by employer records, pay records, or State system (Suntax).
6. Youth at risk of dropping out of high school due to grades/credits/ attendance/not passing proficiency exams or has had an out-of-school suspension or expulsion from school.
7. Is attending an alternative school/education program or has been enrolled in an alternative school within the past 12 months.

In accordance with WIOA guidelines, ISY youth applying for the WIOA youth program as a "youth requiring additional assistance" must also meet income guidelines for WIOA enrollment. CareerSource Research Coast utilizes federal/state/local agency documentation sources as validation of the "youth requiring additional assistance" barrier whenever possible but may accept an applicant statement/self-attestation in extenuating circumstances.



## AGENDA ITEM SUMMARY

<b>Title</b>	Local Targeted Occupations List (LTOL) for 2nd Quarter of PY 2024-2025
<b>Strategic Goal</b>	Strong Advancement of Existing and Emerging Local Targeted Industry Clusters
<b>Policy/Plan/Law</b>	Workforce Innovation & Opportunity Act
<b>Action Required</b>	Review and Approve the LTOL for the 2nd Quarter of PY 2024-2025
<b>Background</b>	<p>The Department of Commerce (FLORIDACOMMERCE) Bureau of Labor Market Statistics (LMS) has published the 2024-2025 Statewide Targeted Occupations List on the DEO website. The Statewide Demand Occupations list identifies the labor market needs of Florida's business community and encourages job training based on those needs, with emphasis on jobs that are both high demand and high skill/high wage, and is used as a baseline for establishing the Local Targeted Occupations Lists (LTOLs). The Local Workforce Development Boards (LWDBs) develop and use their LTOLs to identify occupations for which eligible adults and dislocated workers may receive training assistance under the Workforce Innovation and Opportunity Act.</p> <p>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. The LWDBs must publish their updated LTOLs on their websites and update them as they make changes. CareerSource Research Coast adopted a local policy to incorporate CareerSource Florida's LTOL policy and process. As part of our local policy, the LTOL is to be reviewed and approved on a quarterly basis in order to add occupations in demand or delete occupations that are declining.</p>
<b>Staff Recommendation</b>	Staff reviewed local labor market information and resources regarding the LTOL. There are no recommended addition of occupations to the 2nd Quarter of PY 2024-2025 list. Staff recommends approval of this LTOL for the 2nd Quarter of PY 2024-2025.
<b>Supporting Materials</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

# 2024-2025 Local Targeted Occupations List

Sorted by Occupational Title

Workforce Development Area 20 - Indian River, Martin, and St. Lucie counties

**Selection Criteria:**

- 1 LMEC Educational Requirements:1 (No formal educational requirement) 2 (HS Diploma or Equivalent) 3 (Some College, No Degree), 4 (Postsecondary Non-Degree Award), 5 (Associate Degree), or 6 (Bachelor's Degree), or 7 (Master's Degree)
- 2 30 annual openings and positive growth
- 3 Mean Wage of \$17.27/hour and Entry Wage of \$14.04/hour
- 4 High Skill/High Wage (HSHW) Occupations:  
Mean Wage of \$27.05/hour and Entry Wage of \$17.27/hour

SOC Code*	HSHW**	Occupation Title*	Regional				Statewide				LMEC Training Code	In Targeted Industry?	Qualifying Level***
			% Growth	Annual Openings	2022 Hourly Wage		% Growth	Annual Openings	2022 Hourly Wage				
					Mean	Entry			Mean	Entry			
132011	HSHW	Accountants and Auditors	1.49	171	37.56	21.81	1.24	9923	38.56	22.98	6	Yes	R
113012	HSHW	Administrative Services Managers	1.14	26	46.63	23.49	1.17	1219	51.93	27.36	6	Yes	S
493011	HSHW	Aircraft Mechanics and Service Technicians	N/A	N/A	26.09	17.63	0.63	1421	33.70	21.70	5	Yes	S
512011		Aircraft Structure, Surfaces, Rigging, and Systems Assemblers	N/A	N/A	N/A	N/A	N/A	N/A	15.90	22.63	4	Yes	R
532011	HSHW	Airline Pilots, Copilots, and Flight Engineers	N/A	N/A	N/A	N/A	0.65	1102	130.16	62.00	6	Yes	N
171011	HSHW	Architects, Except Landscape and Naval	N/A	N/A	47.43	21.16	1.62	603	43.25	22.19	6	Yes	S
173011	HSHW	Architectural and Civil Drafters	N/A	N/A	25.22	19.11	1.21	1027	28.20	20.24	5	Yes	S
119041	HSHW	Architectural and Engineering Managers	0.56	9	72.79	49.72	1.22	647	75.05	50.13	6	Yes	S
271011	HSHW	Art Directors	N/A	N/A	37.22	26.77	1.11	719	42.68	25.77	6	No	S
274011		Audio and Video Technicians	N/A	N/A	25.79	17.09	1.37	638	24.06	14.65	5	No	S
493021		Automotive Body and Related Repairers	3.00	17	25.95	18.69	N/A	N/A	N/A	N/A	3	Yes	R
493023		Automotive Service Technicians and Mechanics	0.66	198	23.34	15.06	0.85	6099	22.74	14.70	4	No	R
194021		Biological Technicians	N/A	N/A	25.99	16.96	1.60	345	20.83	15.04	6	Yes	N
433031		Bookkeeping, Accounting, and Auditing Clerks	0.27	334	21.70	14.53	0.21	14342	21.82	15.24	3	Yes	R
472021		Brickmasons and Blockmasons	1.00	11	21.80	16.77	N/A	N/A	N/A	N/A	2	Yes	R
493031		Bus and Truck Mechanics and Diesel Engine Specialists	1.01	32	26.66	19.58	0.85	1517	26.57	19.01	4	Yes	R
533051		Bus Drivers, School or Special Client	0.72	86	20.24	16.22	N/A	N/A	N/A	N/A	2	Yes	R
533052		Bus Drivers, Transit and Intercity	1.51	31	20.24	16.22	N/A	N/A	N/A	N/A	2	Yes	R
131199	HSHW	Business Operations Specialists, All Other	1.39	115	32.63	18.12	1.28	9267	34.51	19.10	6	Yes	R
251011	HSHW	Business Teachers, Postsecondary	2.28	80	28.07	20.15	N/A	N/A	N/A	N/A	7	Yes	R
131028	HSHW	Buyers and Purchasing Agents	0.59	48	30.43	18.85	N/A	N/A	N/A	N/A	6	No	R
535021		Captains, Mates, and Pilots of Water Vessels	1.88	15	30.97	16.62	N/A	N/A	N/A	N/A	4	No	R
292031	HSHW	Cardiovascular Technologists and Technicians	2.31	10	32.65	20.53	N/A	N/A	N/A	N/A	5	Yes	R
251194	HSHW	Career/Technical Education Teachers, Postsecondary	2.00	80	28.07	20.15	N/A	N/A	N/A	N/A	7	No	R
252032	HSHW	Career/Technical Education Teachers, Secondary School	N/A	N/A	29.60	21.84	1.11	683	30.12	22.94	6	No	S
435011		Cargo and Freight Agents	1.10	4	26.92	N/A	N/A	N/A	N/A	N/A	2	Yes	R
472031		Carpenters	0.73	244	21.27	16.4	0.78	7191	22.18	16.66	4	No	R
472051		Cement Masons and Concrete Finishers	1.30	38	20.24	16.88	N/A	N/A	N/A	N/A	1	Yes	R
351011	HSHW	Chefs and Head Cooks	1.14	58	28.66	17.7	1.38	2259	28.30	17.01	5	No	R
194031		Chemical Technicians	N/A	N/A	24.12	16.21	1.15	231	24.68	16.53	5	Yes	N
192031	HSHW	Chemists	N/A	N/A	39.26	22.01	1.37	225	35.72	22.03	6	Yes	N
211021		Child, Family, and School Social Workers	1.13	54	22.53	15.92	1.49	1557	23.99	16.89	6	No	R
172051	HSHW	Civil Engineers	N/A	N/A	47.70	26.77	1.69	1587	48.51	28.23	6	Yes	S
131031	HSHW	Claims Adjusters, Examiners, and Investigators	N/A	N/A	32.20	20	0.70	2600	32.82	21.85	3	Yes	S
212011		Clergy	3.22	11	26.17	16.17	N/A	N/A	N/A	N/A	7	No	R
292010		Clinical Laboratory Technologists and Technicians	0.59	42	25.72	16.88	1.03	2173	26.67	16.45	5	No	R
532012	HSHW	Commercial Pilots	N/A	N/A	61.15	29.89	0.42	906	63.28	29.02	4	Yes	N
211099		Community and Social Service Specialists, All Other	0.78	15	23.28	14.86	1.15	560	27.33	13.97	6	No	N
211094		Community Health Workers	N/A	N/A	20.69	15.03	2.24	244	22.94	15.64	6	No	N
131141	HSHW	Compensation, Benefits, and Job Analysis Specialists	N/A	N/A	30.60	20.89	1.17	507	33.73	21.07	6	Yes	S
131041	HSHW	Compliance Officers	1.18	42	31.25	18.15	1.06	2645	33.80	19.60	6	Yes	R
113021	HSHW	Computer and Information Systems Managers	N/A	N/A	68.81	43.01	2.32	2739	75.87	48.84	6	Yes	S
151241	HSHW	Computer Network Architects	N/A	N/A	48.56	29.87	0.82	519	55.54	34.59	6	Yes	N
151231	HSHW	Computer Network Support Specialists	0.37	14	36.48	22.41	1.36	1158	35.91	22.33	5	Yes	S
519161		Computer Numerically Controlled Tool Operators	3.00	14	24.19	17.92	N/A	N/A	N/A	N/A	4	No	R
151299	HSHW	Computer Occupations, All Other	N/A	N/A	39.14	19.64	1.70	1243	44.13	21.42	6	Yes	S
151211	HSHW	Computer Systems Analysts	1.65	22	45.45	26.8	1.53	2514	48.53	29.35	6	Yes	S
151232	HSHW	Computer User Support Specialists	1.37	61	27.46	18.22	1.36	4681	27.28	17.44	4	Yes	R
474011	HSHW	Construction and Building Inspectors	-0.06	25	29.54	21.05	0.62	1426	30.31	21.06	4	Yes	S
119021	HSHW	Construction Managers	1.49	89	56.79	31.83	1.16	3581	56.93	31.37	6	No	R
352014		Cooks, Restaurants	N/A	N/A	N/A	N/A	N/A	N/A	13.09	16	2	No	R
131051	HSHW	Cost Estimators	N/A	N/A	31.57	19.24	0.50	1382	32.49	19.41	6	Yes	S
434031		Court, Municipal, and License Clerks	0.68	39	18.91	16.04	0.51	958	20.51	16.19	3	No	R
152051	HSHW	Data Scientists	N/A	N/A	48.21	28.83	4.23	692	48.45	29.07	6	Yes	S
151242	HSHW	Database Administrators	2.00	3	48.41	28.83	N/A	N/A	N/A	N/A	6	No	R
151243		Database Architects	3.00	1	53.14	N/A	N/A	N/A	N/A	N/A	6	No	R
319091		Dental Assistants	1.54	111	21.14	17.7	1.96	4112	20.51	16.93	4	No	R
291292	HSHW	Dental Hygienists	1.58	38	34.65	27.08	1.98	1114	36.59	30.68	5	No	R
292032	HSHW	Diagnostic Medical Sonographers	N/A	N/A	34.20	28.08	2.08	519	35.63	28.81	5	No	S
212021		Directors, Religious Activities and Education	N/A	N/A	25.10	14.37	1.05	1309	25.93	14.86	6	No	S
472081		Drywall and Ceiling Tile Installers	2.93	18	20.26	12.87	N/A	N/A	N/A	N/A	1	Yes	R

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Workforce Development Area 20 - Indian River, Martin, and St. Lucie counties

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Mean Wage of \$27.05/hour and Entry Wage of \$17.27/hour

SOC Code*	HSHW**	Occupation Title*	Regional				Statewide				LMEC Training Code	In Targeted Industry?	Qualifying Level***
			% Growth	Annual Openings	2022 Hourly Wage		% Growth	Annual Openings	2022 Hourly Wage				
					Mean	Entry			Mean	Entry			
119032	HSHW	Education Administrators, Kindergarten through Secondary	1.00	29	43.34	30.11	N/A	N/A	N/A	N/A	7	No	R
119033	HSHW	Education Administrators, Postsecondary	1.51	9	44.84	29.02	N/A	N/A	N/A	N/A	7	No	R
173023	HSHW	Electrical and Electronic Engineering Technologists and Technicians	1.00	7	28.75	20.44	N/A	N/A	N/A	N/A	7	Yes	R
172071	HSHW	Electrical Engineers	N/A	N/A	46.74	31.16	1.29	611	48.39	30.84	6	Yes	S
499051	HSHW	Electrical Power-Line Installers and Repairers	N/A	N/A	31.80	20.35	0.75	750	34.56	21.66	4	Yes	N
472111	HSHW	Electricians	2.47	169	24.05	18.21	1.27	5775	24.38	18.36	4	No	R
172072	HSHW	Electronics Engineers, Except Computer	N/A	N/A	46.49	36.7	1.33	476	51.14	36.71	6	Yes	N
252021	HSHW	Elementary School Teachers, Except Special Education	0.63	164	28.57	21	1.14	5605	28.48	21.46	6	No	R
173029	HSHW	Engineering Technologists and Technicians, Except Drafters, All Other	N/A	N/A	24.52	16.66	0.86	306	32.92	18.59	5	Yes	N
172199	HSHW	Engineers, All Other	N/A	N/A	42.08	24.01	0.88	782	47.34	26.68	6	Yes	N
119072	HSHW	Entertainment and Recreation Managers, Except Gambling	2.00	8	51.56	30.91	N/A	N/A	N/A	N/A	3	No	R
192041	HSHW	Environmental Scientists and Specialists, Including Health	1.37	16	28.14	17.73	0.84	569	30.49	18.41	6	Yes	N
113013	HSHW	Facilities Managers	1.03	12	53.35	29.37	1.08	578	46.93	26.81	6	No	S
119013	HSHW	Farmers, Ranchers, and Other Agricultural Managers	N/A	N/A	46.16	18.06	0.33	5386	42.70	18.40	6	No	S
512051	HSHW	Fiberglass Laminators and Fabricators	3.00	49	19.11	16.2	N/A	N/A	N/A	N/A	2	Yes	R
132051	HSHW	Financial and Investment Analysts	N/A	N/A	40.57	25.85	1.32	1438	43.85	27.03	6	Yes	S
132061	HSHW	Financial Examiners	N/A	N/A	49.15	30.69	2.79	322	37.75	22.68	6	No	N
113031	HSHW	Financial Managers	1.71	55	71.46	37	2.26	4186	75.86	39.24	6	Yes	R
132099	HSHW	Financial Specialists, All Other	1.97	13	28.96	17.19	1.25	1036	31.28	18.00	6	Yes	S
332011	HSHW	Firefighters	0.69	82	29.15	18.67	0.54	1882	27.19	17.40	4	No	R
471011	HSHW	First-Line Supervisors of Construction Trades and Extraction Workers	1.16	178	31.29	20.95	1.05	6574	33.36	22.57	3	No	R
391014	HSHW	First-Line Supervisors of Entertainment and Recreation Workers, Except Gambling Services	N/A	N/A	24.97	16.32	1.11	1563	25.01	15.54	3	No	S
371011	HSHW	First-Line Supervisors of Housekeeping and Janitorial Workers	2.19	39	23.45	17.02	N/A	N/A	N/A	N/A	2	No	R
371012	HSHW	First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers	1.11	100	24.95	17.35	1.04	2142	25.27	17.26	3	No	R
491011	HSHW	First-Line Supervisors of Mechanics, Installers, and Repairers	1.23	106	32.65	20.6	0.97	4137	32.98	21.77	3	No	R
411012	HSHW	First-Line Supervisors of Non-Retail Sales Workers	0.37	55	44.63	24.4	0.43	4018	46.01	24.61	3	Yes	R
431011	HSHW	First-Line Supervisors of Office and Administrative Support Workers	N/A	N/A	29.98	19.36	0.43	13271	30.64	19.69	3	Yes	S
391022	HSHW	First-Line Supervisors of Personal Service Workers	N/A	N/A	21.92	16.24	1.22	1380	23.15	14.90	3	No	S
331012	HSHW	First-Line Supervisors of Police and Detectives	N/A	N/A	44.57	33.55	0.38	659	46.78	31.21	6	No	N
511011	HSHW	First-Line Supervisors of Production and Operating Workers	0.46	90	30.76	19.6	0.75	2969	31.50	19.74	3	Yes	R
411011	HSHW	First-Line Supervisors of Retail Sales Workers	0.31	330	23.70	15.33	-0.01	11904	24.28	15.41	3	No	R
531047	HSHW	First-Line Supervisors of Transportation and Material Moving Workers, Except Aircraft Cargo Handling Supervisors	N/A	N/A	26.99	17.52	1.05	4749	28.14	18.39	3	Yes	S
119051	HSHW	Food Service Managers	0.96	97	32.72	19.63	0.78	4029	35.34	20.18	3	No	R
131131	HSHW	Fundraisers	N/A	N/A	26.02	15.82	1.38	581	29.07	17.09	6	No	S
111021	HSHW	General and Operations Managers	1.17	454	50.65	21.89	1.16	19782	54.50	23.02	6	Yes	R
472121	HSHW	Glaziers	3.39	16	23.77	18.06	N/A	N/A	N/A	N/A	2	Yes	R
271024	HSHW	Graphic Designers	N/A	N/A	22.75	16.02	1.09	1843	27.34	17.78	6	Yes	S
211091	HSHW	Health Education Specialists	N/A	N/A	24.38	17.37	0.59	582	28.65	16.47	6	No	N
299021	HSHW	Health Information Technologists and Medical Registrars	N/A	N/A	28.18	16.04	2.32	547	30.19	17.40	4	Yes	S
251071	HSHW	Health Specialties Teachers, Postsecondary	N/A	N/A	N/A	N/A	2.63	873	45.15	25.60	6	No	S
292099	HSHW	Health Technologists and Technicians, All Other	N/A	N/A	21.09	15.67	0.89	832	20.99	15.62	4	No	N
499021	HSHW	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	2.44	116	22.83	16.69	1.33	3986	23.74	16.99	4	No	R
533032	HSHW	Heavy and Tractor-Trailer Truck Drivers	1.23	286	22.72	16.59	1.00	14319	23.89	16.81	4	Yes	R
113121	HSHW	Human Resources Managers	0.96	12	55.51	36.56	1.20	905	61.58	37.41	6	Yes	S
131071	HSHW	Human Resources Specialists	1.14	87	29.80	17.48	0.98	6058	33.06	19.68	6	Yes	R
173026	HSHW	Industrial Engineering Technologists and Technicians	N/A	N/A	N/A	N/A	1.22	180	28.96	20.97	5	Yes	N
172112	HSHW	Industrial Engineers	N/A	N/A	40.55	24.13	2.02	1020	47.28	32.51	6	Yes	S
499041	HSHW	Industrial Machinery Mechanics	1.15	38	25.59	18.64	2.43	1629	26.66	18.43	4	Yes	R
537051	HSHW	Industrial Truck and Tractor Operators	2.31	123	19.55	16.34	N/A	N/A	N/A	N/A	1	Yes	R
151212	HSHW	Information Security Analysts	N/A	N/A	50.19	35.6	3.87	1326	53.78	34.11	6	Yes	S
519061	HSHW	Inspectors, Testers, Sorters, Samplers, and Weighers	0.39	62	22.15	14.85	0.22	2639	22.08	14.31	4	Yes	R
413021	HSHW	Insurance Sales Agents	N/A	N/A	29.23	16.47	1.54	6763	33.53	16.21	4	Yes	S
271025	HSHW	Interior Designers	N/A	N/A	27.13	15.32	1.28	1111	30.41	17.40	6	Yes	S
273091	HSHW	Interpreters and Translators	N/A	N/A	24.08	14.96	0.88	537	25.98	15.35	6	Yes	N
252012	HSHW	Kindergarten Teachers, Except Special Education	N/A	N/A	24.31	22.02	1.09	1007	28.36	20.92	6	No	S
292061	HSHW	Licensed Practical and Licensed Vocational Nurses	0.74	126	24.79	21.1	0.97	3657	25.85	20.69	139	No	R

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SOC Code*	HSHW**	Occupation Title*	Regional				Statewide				LMEC Training Code	In Targeted Industry?	Qualifying Level***	
			% Growth	Annual Openings	2022 Hourly Wage		% Growth	Annual Openings	2022 Hourly Wage					
					Mean	Entry			Mean	Entry				
194099		Life, Physical, and Social Science Technicians, All Other	N/A	N/A	21.87	13.95	0.97	297	23.80	13.89	6	Yes	N	
132072		Loan Officers	-0.09	21	33.41	16.31	0.95	2573	34.51	16.94	6	Yes	S	
119081	HSHW	Lodging Managers	N/A	N/A	40.31	19.85	1.92	726	41.52	20.30	6	No	S	
131081	HSHW	Logisticians	2.07	13	32.00	18.79	2.52	1336	33.71	20.25	6	Yes	S	
514041		Machinists	N/A	N/A	23.87	16.91	0.91	973	23.14	16.53	4	Yes	N	
499071		Maintenance and Repair Workers, General	2.00	263	20.03	14.96	N/A	N/A	N/A	N/A	2	Yes	R	
131111	HSHW	Management Analysts	2.65	154	41.65	24.39	1.55	8744	43.15	22.10	6	Yes	R	
119199	HSHW	Managers, All Other	1.15	84	54.89	30.1	0.80	4947	60.50	32.68	6	No	R	
131161		Market Research Analysts and Marketing Specialists	2.35	104	30.47	17.1	2.14	6455	38.37	19.54	6	Yes	R	
131161		Market Research Analysts and Marketing Specialists	N/A	N/A	N/A	N/A	N/A	N/A	17.72	38.37	6	No	R	
112021	HSHW	Marketing Managers	N/A	N/A	63.93	29.71	1.35	1641	72.61	38.26	6	Yes	S	
319011		Massage Therapists	N/A	N/A	22.91	14.48	2.10	2356	24.31	16.20	4	No	S	
172141	HSHW	Mechanical Engineers	0.86	10	42.47	27.07	1.99	718	45.56	29.88	6	Yes	S	
119111	HSHW	Medical and Health Services Managers	2.75	130	49.34	29.7	3.18	4300	57.46	31.27	6	No	R	
319092		Medical Assistants	2.12	260	18.61	15.81	2.55	11110	18.21	15.29	4	No	R	
499062		Medical Equipment Repairers	N/A	N/A	23.33	15.96	2.02	699	25.65	16.52	5	Yes	S	
292072		Medical Records Specialists	1.12	31	21.58	15.62	1.58	1578	22.75	15.72	4	No	R	
191042	HSHW	Medical Scientists, Except Epidemiologists	N/A	N/A	46.32	24.84	N/A	N/A	47.67	27.31	6	Yes	N	
436013		Medical Secretaries and Administrative Assistants	1.13	182	17.95	14.5	1.53	8346	18.04	14.57	3	No	R	
131121		Meeting, Convention, and Event Planners	N/A	N/A	23.63	16.82	1.97	1318	26.60	16.74	6	No	S	
211023		Mental Health and Substance Abuse Social Workers	N/A	N/A	20.22	14.33	1.42	475	22.85	15.66	6	No	N	
			0.58	83	29.00	20.98	1.14	2891	28.22	21.36	6	No	R	
252022	HSHW	Middle School Teachers, Except Special and Career/Technical Education												
493042		Mobile Heavy Equipment Mechanics, Except Engines	1.59	14	N/A	N/A	1.42	870	27.11	18.98	4	Yes	S	
493051		Motorboat Mechanics and Service Technicians	N/A	N/A	25.00	17.86	1.24	559	24.82	17.26	4	Yes	S	
272042	HSHW	Musicians and Singers	N/A	N/A	40.00	16.02	0.72	1481	52.18	18.35	3	No	S	
119121	HSHW	Natural Sciences Managers	N/A	N/A	57.17	30.24	0.97	339	51.24	26.29	6	Yes	N	
151244	HSHW	Network and Computer Systems Administrators	0.83	25	40.31	24.7	1.06	1878	44.05	27.85	6	Yes	S	
311131		Nursing Assistant	1.00	421	17.14	15.03	N/A	N/A	N/A	N/A	4	Yes	R	
195011	HSHW	Occupational Health and Safety Specialists	N/A	N/A	32.90	19.6	1.77	570	33.82	21.13	6	Yes	S	
312011	HSHW	Occupational Therapy Assistants	N/A	N/A	31.74	26.73	2.91	562	32.30	26.39	5	No	S	
			2.09	77	22.26	17.81	N/A	N/A	N/A	N/A	2	Yes	R	
472073		Operating Engineers and Other Construction Equipment Operators												
152031	HSHW	Operations Research Analysts	N/A	N/A	35.02	18.44	2.69	668	38.73	21.01	6	Yes	S	
292057		Ophthalmic Medical Technicians	N/A	N/A	21.38	15.76	2.58	772	20.72	15.03	4	No	S	
472141		Painters, Construction and Maintenance	1.51	66	20.36	16.03	N/A	N/A	N/A	N/A	1	Yes	R	
232011		Paralegals and Legal Assistants	1.49	106	24.48	17.05	1.66	4273	27.24	19.12	5	Yes	R	
292043	HSHW	Paramedics	<0%	13	26.58	21.53	N/A	N/A	N/A	N/A	4	Yes	R	
132052	HSHW	Personal Financial Advisors	N/A	N/A	63.23	20.68	2.05	2973	58.06	22.36	6	No	S	
372021		Pest Control Workers	0.68	56	23.10	16.97	N/A	N/A	N/A	N/A	2	No	R	
292052		Pharmacy Technicians	1.51	108	18.07	15.64	0.66	3604	18.40	15.33	4	No	R	
319097		Phlebotomists	N/A	N/A	18.03	15.6	1.91	1498	18.07	15.29	4	No	S	
312021	HSHW	Physical Therapist Assistants	N/A	N/A	30.35	23.3	3.18	1444	31.83	24.26	5	No	S	
291071	HSHW	Physician Assistants	4.06	26	55.83	38.37	N/A	N/A	N/A	N/A	7	Yes	R	
472151		Pipelayers	2.00	8	21.50	17.18	N/A	N/A	N/A	N/A	1	Yes	R	
472152		Plumbers, Pipefitters, and Steamfitters	1.90	107	22.57	16.51	0.93	3212	23.48	17.31	4	No	R	
333051	HSHW	Police and Sheriff's Patrol Officers	N/A	N/A	29.72	21.67	0.45	4137	35.26	22.98	5	No	S	
251199	HSHW	Postsecondary Teachers, All Other	2.28	80	28.07	20.15	N/A	N/A	N/A	N/A	7	No	R	
272012	HSHW	Producers and Directors	N/A	N/A	30.87	17.91	0.89	890	38.96	19.74	6	Yes	N	
435061		Production, Planning, and Expediting Clerks	0.75	57	22.30	16.41	1.08	2074	24.90	16.74	3	Yes	R	
131082	HSHW	Project Management Specialists	1.80	106	41.55	24.75	1.33	5530	45.73	26.96	6	Yes	R	
132020	HSHW	Property Appraisers and Assessors	0.79	12	34.36	20.72	1.03	661	35.89	20.15	6	No	S	
119141	HSHW	Property, Real Estate, and Community Association Managers	0.66	68	30.78	17.34	1.14	4085	34.37	18.51	6	No	R	
292053		Psychiatric Technicians	2.00	55	19.97	15.2	N/A	N/A	N/A	N/A	4	Yes	R	
273031	HSHW	Public Relations Specialists	0.67	40	29.46	18.38	1.27	2181	31.61	18.17	6	Yes	R	
435031		Public Safety Telecommunications	2.00	19	23.26	18.33	N/A	N/A	N/A	N/A	2	No	R	
113061	HSHW	Purchasing Managers	N/A	N/A	59.51	36.04	1.03	336	64.74	39.86	6	Yes	N	
292034	HSHW	Radiologic Technologists and Technicians	0.72	29	28.62	21.71	1.06	1012	29.94	22.40	5	No	S	
419021	HSHW	Real Estate Brokers	N/A	N/A	58.74	24.36	0.92	1510	N/A	N/A	4	No	N	
419022		Real Estate Sales Agents	N/A	N/A	27.45	17.09	0.90	6718	27.20	14.69	4	No	S	
291141	HSHW	Registered Nurses	0.65	371	36.87	28.21	0.85	13934	38.42	28.87	6	No	R	
212099		Religious Workers, All Other	N/A	N/A	19.16	13.14	1.12	595	23.29	14.62	6	No	S	

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			Annual % Growth	Annual Openings	2022 Hourly Wage		Annual % Growth	Annual Openings	2022 Hourly Wage				
					Mean	Entry			Mean	Entry			
291126	HSHW	Respiratory Therapists	N/A	N/A	31.75	28.65	1.48	651	33.04	26.99	5	No	S
472181		Roofers	3.11	140	22.18	15.68	N/A	N/A	N/A	N/A	1	Yes	R
112022	HSHW	Sales Managers	N/A	N/A	60.79	30.17	1.03	2679	67.28	33.51	6	Yes	S
413091		Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel	1.15	235	29.90	15.57	1.24	13053	32.15	16.86	6	Yes	R
414012	HSHW	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	N/A	N/A	34.06	17.3	0.84	9540	34.40	17.53	3	Yes	S
414011	HSHW	Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	N/A	N/A	47.49	23.94	1.00	2544	49.76	23.68	6	Yes	S
252031	HSHW	Secondary School Teachers, Except Special and Career/Technical Education	0.63	106	29.63	22.33	1.12	4201	30.51	22.80	6	No	R
413031	HSHW	Securities, Commodities, and Financial Services Sales Agents	1.41	83	33.58	20.6	1.51	4322	38.88	20.22	6	No	R
492098		Security and Fire Alarm Systems Installers	N/A	N/A	21.65	15.95	1.49	962	22.67	16.11	4	No	S
472211		Sheet Metal Workers	1.79	45	22.54	17.06	N/A	N/A	N/A	N/A	2	Yes	R
435071		Shipping, Receiving, and Traffic/Inventory Clerks	2.00	95	18.65	13.89	N/A	N/A	N/A	N/A	2	Yes	R
119151	HSHW	Social and Community Service Managers	1.54	30	32.50	19.72	1.57	952	35.73	22.14	6	No	R
211093		Social and Human Service Assistants	5.00	94	18.40	14.52	N/A	N/A	N/A	N/A	3	No	R
211029		Social Workers, All Other	N/A	N/A	22.00	18.29	0.19	398	26.92	18.18	6	No	N
151252	HSHW	Software Developers	N/A	N/A	53.91	31.79	3.29	7653	54.47	33.20	6	Yes	S
151253	HSHW	Software Quality Assurance Analysts and Testers	N/A	N/A	41.30	20.91	2.76	1353	43.14	25.38	6	Yes	S
252058	HSHW	Special Education Teachers, Secondary School	N/A	N/A	26.46	21.59	1.07	732	31.84	22.73	6	No	S
271014	HSHW	Special Effects Artists and Animators	N/A	N/A	N/A	N/A	1.52	477	31.86	23.20	6	Yes	N
152041	HSHW	Statisticians	N/A	N/A	N/A	N/A	N/A	N/A	19.58	40.30	5	No	S
537065		Stockers and Order Fillers	2.00	836	16.71	13.92	N/A	N/A	N/A	N/A	2	Yes	R
472221		Structural Iron and Steel Workers	7.00	9	22.34	16.79	N/A	N/A	N/A	N/A	2	Yes	R
211018		Substance Abuse, Behavioral Disorder, and Mental Health Counselors	1.93	54	26.04	17.9	2.35	1897	25.15	16.89	6	No	R
292055		Surgical Technologists	N/A	N/A	25.10	20.44	0.80	636	25.11	19.67	4	No	N
173031		Surveying and Mapping Technicians	0.67	20	21.52	15.11	1.67	818	22.10	15.65	5	Yes	S
253099		Teachers and Instructors, All Other	N/A	N/A	24.69	14.74	N/A	N/A	N/A	N/A	6	No	N
492022		Telecommunications Equipment Installers and Repairers, Except Line Installers	N/A	N/A	32.00	22.72	0.61	1980	26.33	16.40	4	No	S
499052		Telecommunications Line Installers and Repairers	N/A	N/A	23.62	16.14	0.80	729	24.41	17.80	4	No	N
472044		Tile and Stone Setters	2.58	17	22.45	16.76	N/A	N/A	N/A	N/A	1	Yes	R
131151	HSHW	Training and Development Specialists	1.56	57	30.39	17.4	1.60	2834	32.04	18.30	6	Yes	R
113071	HSHW	Transportation, Storage, and Distribution Managers	1.92	13	48.93	26.5	1.19	989	52.70	27.89	6	Yes	S
319096		Veterinary Assistants and Laboratory Animal Caretakers	3.00	50	16.56	13.51	N/A	N/A	N/A	N/A	2	No	R
292056		Veterinary Technologists and Technicians	N/A	N/A	17.50	13.88	2.43	1387	18.30	14.21	5	Yes	S
151255	HSHW	Web and Digital Interface Designers	N/A	N/A	44.56	24.68	2.30	480	41.03	23.48	5	Yes	N
151254	HSHW	Web Developers	N/A	N/A	42.88	20.69	2.47	602	39.00	24.91	5	Yes	S
514121		Welders, Cutters, Solderers, and Brazers	1.33	65	23.01	17.58	0.79	1975	22.45	16.64	4	Yes	R
273043	HSHW	Writers and Authors	N/A	N/A	27.45	16.82	0.89	601	30.28	18.05	6	No	N

\*SOC Code and Occupational Title refer to Standard Occupational Classification codes and titles.

\*\*HSHW = High Skill/High Wage.

\*\*\*Qualifying Level:

R = Meets regional wage and openings criteria based on state Labor Market Statistics employer survey data.

S = Meets statewide wage and openings criteria based on state Labor Market Statistics employer survey data.

N = Meets national wage and openings criteria based on national Labor Market Statistics employer survey data.

N/A = Not available/releasable.

LMEC = Labor Market Estimating Conference

## AGENDA ITEM SUMMARY

<b>Title</b>	Department of Commerce (FLORIDACOMMERCE) Grantee/Subgrantee Agreement for Program Years 2024-2027
<b>Strategic Plans/Goals</b>	Optimal Use of Resources
<b>Policy/Plan/Law</b>	Workforce Innovation & Opportunity Act (WIOA); Role of Local Workforce Boards
<b>Action Requested</b>	Review AND Approve Acceptance of the Department of Commerce (FLORIDACOMMERCE) Grantee/Subgrantee Agreement for Program Years 2024-2027
<b>Background</b>	<p>The Department of Commerce (FLORIDACOMMERCE) is Florida’s designated state agency for the receipt of federal workforce development funds. It is required to carry out the duties and responsibilities assigned by the Governor under each federal grant assigned to the department. CareerSource Research Coast (CSRC) is the subrecipient of these federal workforce development funds, as that term is defined by federal law, and the recipient of these same funds as defined by state law. Furthermore, and pursuant to section 121(h) of WIOA (Pub. L. 113-128) and section 445.009(2)(C), Florida Statutes, FLORIDACOMMERCE, and CSRC intend for this agreement to satisfy the requirements whereby CSRC enters into a memorandum of understanding and infrastructure funding agreement with each mandatory or optional partner participating in the one-stop delivery system.</p> <p>At the discretion of the CSRC Board of Directors, signatory authority may be granted to the Board Chair.</p>
<b>Staff Recommendation</b>	Review and Approve Acceptance of the FLORIDACOMMERCE Grantee/Subgrantee Agreement for Program Years 2024-2027
<b>Supporting Materials</b>	Link to: <a href="https://careersourcerc.com/wp-content/uploads/2024/09/Grantee-Subgrantee-Agreement_2024-2027-Final-Draft-07182024-1.pdf">https://careersourcerc.com/wp-content/uploads/2024/09/Grantee-Subgrantee-Agreement_2024-2027-Final-Draft-07182024-1.pdf</a>
<b>Board Staff</b>	Brian Bauer President/CEO <a href="mailto:bbauer@careersourcerc.com">bbauer@careersourcerc.com</a> (866) 482-4473 ext. 418

## AGENDA ITEM SUMMARY

<b>Title</b>	LWDB 20 Final Budget - PY2024-2025
<b>Strategic Plans/Goals</b>	Optimal Use of Resources
<b>Policy/Plan/Law</b>	Workforce Innovation & Opportunity Act: Role of Local Workforce Boards
<b>Action Required</b>	Review and Approve LWDB 20 Final Budget - PY 2024-2025
<b>Background</b>	<p>Each year, the Board approves a budget for the following program year. Board Staff has received final allocations for the WIOA, Wagner Peyser, and Welfare Transition programs for PY 2024-2025. The Finance department met with Executive Management staff and drafted a final budget to present to the Board of Directors based on this information.</p> <p>Attached is a copy of the final budget for the Executive Committee's review and approval. The Board will have the opportunity to approve the 2024-2025 final budget at the September 25, 2024 meeting.</p>
<b>STAFF RECOMMENDATION:</b>	Review and Approve LWDB 20 Final Budget - PY 2024-2025
<b>SUPPORTING MATERIALS:</b>	LWDB 20 Budget - PY 2024-2025
<b>BOARD STAFF:</b>	Brian Bauer President/CEO <a href="mailto:bbauer@careersourcerc.com">bbauer@careersourcerc.com</a> 866-482-4473 ext. 418

**LWDB 20  
PY 24-25 Budget**

Budget for PY 24-25	TOTAL LWDB20 FUNDING	INDIRECT	10 ADULT	12 DW	11 YOUTH	17 WIOA Supplemental			122 Florida Rebuild	20 WP	22 SNAP	24 LVER	25 DVOP	271 RESEA
<b>Funding:</b>														
PY 24-25 Allocations	\$ 5,579,208		\$ 826,927	\$ 747,469	\$ 684,294	\$ 170,532			\$ -	\$ 794,094	\$ 277,746	\$ 126,167	\$ 166,108	\$ 453,000
PY 24-25 Supplemental	\$ 164,384		\$ -	\$ 164,384	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrestricted Funds Earned this year	\$ -		\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional Funds/Incentives	\$ -		\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retained by DEO for Merit Salaries	\$ (511,055)		\$ -	\$ -	\$ -				\$ -	\$ (341,143)	\$ -	\$ (78,699)	\$ (91,213)	\$ -
Carryforward to PY 25-26	\$ (2,162,688)		\$ -	\$ (152,781)	\$ (338,886)				\$ -	\$ (278,558)	\$ (49,075)	\$ (8,699)	\$ (41,090)	\$ (66,778)
Carryforward from PY 23-24	\$ 3,127,585		\$ 8,026	\$ 800,000	\$ 595,000				\$ -	\$ 101,125	\$ 76,500	\$ 20,463	\$ 24,529	\$ 122,540
<b>Total DEO Grant Funding</b>	<b>\$ 6,197,434</b>	<b>\$ -</b>	<b>\$ 834,953</b>	<b>\$ 1,559,072</b>	<b>\$ 940,408</b>	<b>\$ 170,532</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 275,518</b>	<b>\$ 305,171</b>	<b>\$ 59,232</b>	<b>\$ 58,334</b>	<b>\$ 508,762</b>
OTHER NON DEO REVENUES	\$ 310,539								\$ -					
<b>Total Available Funding</b>	<b>\$ 6,507,974</b>	<b>\$ -</b>	<b>\$ 834,953</b>	<b>\$ 1,559,072</b>	<b>\$ 940,408</b>	<b>\$ 170,532</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 275,518</b>	<b>\$ 305,171</b>	<b>\$ 59,232</b>	<b>\$ 58,334</b>	<b>\$ 508,762</b>
<b>Budgeted Expenditures:</b>														
<b>Administrative</b>	<b>\$ 671,966</b>	<b>\$ (0)</b>	<b>\$ 276,809</b>	<b>\$ 46,252</b>	<b>\$ 11,657</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,652</b>	<b>\$ 35,864</b>	<b>\$ 5,272</b>	<b>\$ 4,322</b>	<b>\$ 60,069</b>
Salaries and Benefits	\$ 511,554	\$ 511,554	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General and Administrative	\$ 160,412	\$ 160,412	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Allocated Indirect Costs	\$ 0	\$ (671,966)	\$ 276,809	\$ 46,252	\$ 11,657	\$ -	\$ -	\$ -	\$ -	\$ 10,652	\$ 35,864	\$ 5,272	\$ 4,322	\$ 60,069
Reclassification	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Program Training</b>	<b>\$ 5,836,008</b>	<b>\$ 0</b>	<b>\$ 558,144</b>	<b>\$ 1,512,820</b>	<b>\$ 928,751</b>	<b>\$ 170,532</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 264,865</b>	<b>\$ 269,307</b>	<b>\$ 53,960</b>	<b>\$ 54,012</b>	<b>\$ 448,693</b>
WIOA Youth Contracts	\$ 800,000	\$ -	\$ -	\$ -	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salaries and Benefits	\$ 2,791,442	\$ 265,201	\$ 979,573	\$ 185,878	\$ 21,616	\$ -	\$ -	\$ -	\$ 28,153	\$ 196,493	\$ 7,527	\$ 8,101	\$ 318,015	\$ -
Contract Labor	\$ 6,903	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Internship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Incentives/Stipends	\$ 12,126	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Support Services Non-ITA	\$ 10,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Support Services ITA	\$ 11,500	\$ -	\$ 5,000	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-ITA/OST/TAA	\$ 304,957	\$ -	\$ 247,278	\$ 12,680	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-OJT	\$ 309,838	\$ -	\$ 282,278	\$ 6,560	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-Cust./Employed Worker	\$ 50,000	\$ -	\$ 40,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WEX/ Internships/ Participant Wages	\$ 107,953	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ 33,500	\$ -	\$ 9,039	\$ 1,127	\$ 906	\$ -	\$ -	\$ -	\$ 2,379	\$ 1,425	\$ 6,606	\$ 2,996	\$ 2,239	\$ -
One Stop Shared Costs	\$ 658,174	\$ -	\$ 196,078	\$ 65,719	\$ -	\$ -	\$ -	\$ -	\$ 65,719	\$ 34,223	\$ 34,223	\$ 37,890	\$ 70,931	\$ -
Other Operating Expenses	\$ 739,015	\$ 51,018	\$ 145,349	\$ 32,756	\$ 100,744	\$ -	\$ -	\$ -	\$ 32,756	\$ 20,289	\$ 3,123	\$ 2,992	\$ 29,240	\$ -
Allocated Program Indirect	\$ (0)	\$ (316,219)	\$ 130,263	\$ 21,766	\$ 5,486	\$ -	\$ -	\$ -	\$ 5,013	\$ 16,877	\$ 2,481	\$ 2,034	\$ 28,268	\$ -
Reclassification	\$ -	\$ -	\$ (1,476,713)	\$ 1,175,335	\$ -	\$ 170,532	\$ -	\$ -	\$ 130,846	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Planned Expenditures</b>	<b>\$ 6,507,974</b>	<b>\$ 0</b>	<b>\$ 834,953</b>	<b>\$ 1,559,072</b>	<b>\$ 940,408</b>	<b>\$ 170,532</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 275,517</b>	<b>\$ 305,171</b>	<b>\$ 59,231</b>	<b>\$ 58,334</b>	<b>\$ 508,762</b>
	0	0	0	0	0	0	0	0	0	0	0	0	0	0



**LWDB 20  
PY 24-25 Budget**

Budget for PY 24-25	40 WTP	470 Apprenticeship Navigator	474 Rapid Response Navigator	476 Hope Nav	477 Hope Training	475 FAWA	48 F.A.T.E.S.	95 Workforce Summit	792 Youth SOS SLC	Other Non NFA	TOTAL FORMULA FUNDS
<b>Funding:</b>											
PY 24-25 Allocations	\$ 963,229	\$ 100,580	\$ 75,000	\$ 54,062		\$ -	\$ -	\$ 140,000	\$ -	\$ -	\$ 5,579,208
PY 24-25 Supplemental	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ 164,384
Unrestricted Funds Earned this year	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional Funds/Incentives	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retained by DEO for Merit Salaries	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ (511,055)
Carryforward to PY 25-26	\$ (265,088)	\$ -	\$ (57,789)			\$ (815,816)	\$ (88,128)	\$ -	\$ -	\$ -	\$ (2,162,688)
Carryforward from PY 23-24	\$ 265,803	\$ -	\$ -	\$ 30,000	\$ 104,000	\$ 979,600	\$ -	\$ -	\$ -	\$ -	\$ 3,127,585
<b>Total DEO Grant Funding</b>	<b>\$ 963,944</b>	<b>\$ 100,580</b>	<b>\$ 17,211</b>	<b>\$ 84,062</b>	<b>\$ 104,000</b>	<b>\$ 163,784</b>	<b>\$ (88,128)</b>	<b>\$ 140,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,197,434</b>
OTHER NON DEO REVENUES						\$ 135,000	\$ -	\$ -	\$ 165,000	\$ 10,539	\$ 310,539
<b>Total Available Funding</b>	<b>\$ 963,944</b>	<b>\$ 100,580</b>	<b>\$ 17,211</b>	<b>\$ 84,062</b>	<b>\$ 104,000</b>	<b>\$ 163,784</b>	<b>\$ 46,872</b>	<b>\$ 140,000</b>	<b>\$ 165,000</b>	<b>\$ 10,539</b>	<b>\$ 6,507,974</b>
<b>Budgeted Expenditures:</b>											
<b>Administrative</b>	<b>\$ 115,607</b>	<b>\$ 12,359</b>	<b>\$ 2,182</b>	<b>\$ 10,193</b>	<b>\$ 12,722</b>	<b>\$ 20,857</b>	<b>\$ 6,130</b>	<b>\$ 18,362</b>	<b>\$ 21,366</b>	<b>\$ 1,291</b>	<b>\$ 671,966</b>
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 511,554
General and Administrative	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 160,412
Allocated Indirect Costs	\$ 115,607	\$ 12,359	\$ 2,182	\$ 10,193	\$ 12,722	\$ 20,857	\$ 6,130	\$ 18,362	\$ 21,366	\$ 1,291	\$ (0)
Reclassification	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Program Training</b>	<b>\$ 848,336</b>	<b>\$ 88,221</b>	<b>\$ 15,028</b>	<b>\$ 73,869</b>	<b>\$ 91,278</b>	<b>\$ 142,927</b>	<b>\$ 40,742</b>	<b>\$ 121,638</b>	<b>\$ 143,634</b>	<b>\$ 9,249</b>	<b>\$ 5,836,009</b>
WIOA Youth Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800,000
Salaries and Benefits	\$ 533,986	\$ 67,356	\$ 13,466	\$ 61,729	\$ 41,317	\$ 42,097	\$ 6,927	\$ -	\$ 8,728	\$ 5,280	\$ 2,791,442
Contract Labor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,903	\$ -	\$ 6,903
Internship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Incentives/Stipends	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,126	\$ -	\$ 12,126
Support Services Non-ITA	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600	\$ -	\$ -	\$ -	\$ 10,600
Support Services ITA	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ 11,500
Training-ITA/OST/TAA	\$ 10,000	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 304,957
Training-OJT	\$ -	\$ -	\$ -	\$ -	\$ 9,000	\$ -	\$ 12,000	\$ -	\$ -	\$ -	\$ 309,838
Training-Cust./Employed Worker	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
WEX/ Internships/ Participant Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 107,953	\$ -	\$ 107,953
Travel	\$ 4,029	\$ 1,059	\$ 5	\$ 119	\$ -	\$ 1,422	\$ 14	\$ -	\$ 135	\$ -	\$ 33,500
One Stop Shared Costs	\$ 90,766	\$ 12,266	\$ 101	\$ 5,753	\$ 8,732	\$ 34,204	\$ 1,559	\$ -	\$ 10	\$ -	\$ 658,174
Other Operating Expenses	\$ 130,152	\$ 1,724	\$ 429	\$ 1,472	\$ 6,242	\$ 55,389	\$ 1,257	\$ 112,997	\$ 7,724	\$ 3,362	\$ 739,015
Allocated Program Indirect	\$ 54,403	\$ 5,816	\$ 1,027	\$ 4,797	\$ 5,987	\$ 9,815	\$ 2,885	\$ 8,641	\$ 10,055	\$ 607	\$ 0
Reclassification	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Planned Expenditures</b>	<b>\$ 963,944</b>	<b>\$ 100,580</b>	<b>\$ 17,211</b>	<b>\$ 84,062</b>	<b>\$ 104,000</b>	<b>\$ 163,784</b>	<b>\$ 46,872</b>	<b>\$ 140,000</b>	<b>\$ 165,000</b>	<b>\$ 10,539</b>	<b>\$ 6,507,974</b>
	0	0	0	0	0	0	0	0	0	0	\$ 0

## AGENDA ITEM SUMMARY

<b>Title</b>	Internal Control Questionnaire (ICQ) for PY 2024-2025
<b>Strategic Goal</b>	Optimal Use of Resources
<b>Policy/Plan/Law</b>	Workforce Innovation & Opportunity Act: Role of LWDB's
<b>Action Required</b>	Review and Approve Internal Control Questionnaire (ICQ) For PY 2024-2025
<b>Background</b>	<p>The Internal Control Questionnaire (ICQ) has been developed by the Department of Commerce (FLORIDACOMMERCE) as a self-assessment tool for the agency's sub-recipients to help evaluate whether a system of sound internal control exists within their organization. An effective system of internal control provides reasonable assurance that management's goals are being properly pursued. Each organization's management team sets the tone and has ultimate responsibility for a strong system of internal controls.</p> <p>The ICQ is submitted to FLORIDACOMMERCE by the organization's President/CEO. Responses should reflect the entity's management team's knowledge and perspective of the controls in place as of the time the questionnaire is completed.</p>
<b>Staff Recommendation</b>	Review and Approve the Internal Control Questionnaire (ICQ) for PY 2024-2025
<b>Supporting Materials</b>	Link to: <a href="https://careersourcerc.com/wp-content/uploads/2024/09/2024-2025-ICQ-and-Assessment-Final_09-03-24-Fillable.pdf">https://careersourcerc.com/wp-content/uploads/2024/09/2024-2025-ICQ-and-Assessment-Final_09-03-24-Fillable.pdf</a>
<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>

## AGENDA ITEM SUMMARY

Title	CareerSource Research Coast (CSRC) Updates
Strategic Plans/Goals	Strategic Planning, Commitments, and Projects
Policy/Plan/Law	Workforce Development Board of the Treasure Coast By-Laws
Action Requested	None - Information only
Background	<p>The primary functions of the Executive Committee shall be to coordinate workforce development activities with regional economic development strategies and increase accountability by assuring that education and workforce development activities in the area are effective and relevant to current and future labor market needs.</p> <p>Staff will provide updates on CSRC programs and current initiatives to the Executive Committee members.</p>
Staff Recommendations	None - Information Only
Supporting Material	None - Information Only
Board Staff	<p>Brian Bauer            President/CEO  <a href="mailto:bbauer@careersourcerc.com">bbauer@careersourcerc.com</a>            (866) 482-4473 ext. 418</p>