

Program & Services Committee

MEETING AGENDA

Meeting Details

Date: Wednesday, August 27, 2025

Time: 8:00 a.m.

Location: In-person:

4100 Okeechobee Road
Unit 90A
Fort Pierce, Florida 34947

Microsoft TEAMS Virtual Meeting Access

Access Code: 131 059 185#

Phone: 1-772-800-5467

URL: [Join the meeting now](#)

Opening Remarks

1. Welcome & Attendance

Voting Items

2. Review and Approve Welfare Transition (WT) - Transitional Supportive Services Policy
3. Review & Approve Welfare Transition (WT) - Up-Front Diversion Policy
4. Review & Approve Welfare Transition (WT) - Work Requirement Penalties and Pre-Penalty Counseling Policy
5. Review & Approve Welfare Transition (WT) - Hardship Extensions for Temporary Cash Assistance Policy
6. Review and Approve Reemployment Services and Eligibility Assessment (RESEA) - Program Design and Framework Policy
7. Review and Approve Workforce Innovation & Opportunity Act (WIOA) - Program Design and Framework Policy
8. Review and Approve Workforce Innovation & Opportunity Act (WIOA) - Youth Services Subrecipient Contract for PY2025-2026 (PY 5 of 5)
9. Review and Approve - Local Targeted Occupations List (LTOL) for 2nd Quarter - PY2025-2026

Information/Discussion

10. Hope Florida Update
11. CareerSource Research Coast (CSRC) Business Services Update
12. CareerSource Research Coast (CSRC) Programs Update
 - a. Wagner-Peyser (WP), Migrant and Seasonal Farmworkers (MSFW)
 - Traffic/Re-employment
 - Outreach Specialist

- b. Welfare Transition (WT), Supplemental Nutrition Assistance Program (SNAP)
 - Community Service/Work Experience Sites
 - Caseloads
 - FLORIDA System
- c. Jobs for Veterans State Grant (JVSG)
 - Stand Down
 - Annual Summit
- d. Workforce Innovation and Opportunity Act (WIOA) Program - Adult/Dislocated Worker
 - WIOA Orientation
 - Training Grants
- e. Workforce Innovation and Opportunity Act (WIOA) - Youth
 - 24-25 Internal Performance

13. Adjournment - Next P & S Meeting – November 19, 2025



AGENDA ITEM SUMMARY

Title	Review and Approve Revisions to the Welfare Transition (WT) - Transitional Supportive Services Policy
Strategic Plans/Goals	Operational Intelligence
Policy/Plan/Law	Code of Federal Regulation: 45 C.F.R. 260.30; 45 C.F.R. 260.31; Florida Statutes, sections 445.002(3)(5); 445.021; 445.025; 445.026; 445.028; 445.030; 445.031; 445.0281 and 445.032(2); Florida Administrative Code: Rules 65A-4.212 and 65A-4.218; Florida Temporary Assistance to Needy Families (TANF) State Plan; CareerSource Florida Administrative Policy Number 020-Transitional Benefits and Services.
Action Requested	Review and Approve Revisions to CSRC's Welfare Transition Program Transitional Supportive Services Policy
Background	<p>Transitional services are services provided to give support to individuals as they actively seek, accept and maintain employment. These services are not entitlement but provide available support for up to two years to help individuals and families gain the skills and resources they need to make a successful transition from public assistance to self-sufficiency.</p> <p>During the 2024 legislative session, House Bill 1267 (HB 1267) was passed and included additional requirements related to transitional services, including:</p> <ol style="list-style-type: none"> 1. When contacting a recipient of cash assistance who is determined ineligible for a reason other than a work activity sanction, a workforce system case manager must administer the exit survey, which must be attempted before closure of the case management file. 2. Detailed transitional case management requirements, including, but not limited to, the use of a tool to demonstrate future financial impacts of the participant's change in income and benefits over time. The State of Florida will be using the Career Ladder Identifier and Financial Forecaster (CLIFF) Dashboard tool and the One-Stop Service Tracking (OSST) budget planner wizard. <p>Staff revised CSRC's local Transitional Supportive Services Policy to align with House Bill 1267, as well as to mirror Administrative Policy Number 020 Transitional Benefits and Services.</p>
Staff Recommendations	Approve the revisions to the Welfare Transition Program Transitional Supportive Services Policy
Supporting Material	WTP - Transitional Supportive Services Policy
Board Staff	<p>Shelly Batton Director of Programs sbatton@careersourcerc.com (866) 482-4473 ext. 518</p>



PURPOSE

The purpose of this policy is to establish a uniform standard for the delivery of transitional supportive services to former Welfare Transition Program participants.

REFERENCES

Code of Federal Regulation: 45 C.F.R. 260.30; 45 C.F.R. 260.31; Florida Statutes, sections 445.002(3)(5); 445.021; 445.025; 445.026; 445.028; 445.030; 445.031; 445.0281 and 445.032(2); Florida Administrative Code: Rules 65A-4.212 and 65A-4.218; Florida Temporary Assistance to Needy Families (TANF) State Plan; CareerSource Florida Administrative Policy Number 020-Transitional Benefits and Services.

BACKGROUND

Transitional services are services provided to give support to individuals as they actively seek, accept and maintain employment. These services are not an entitlement but provide available support for up to two years to help individuals and families gain the skills and resources they need to make a successful transition from public assistance to self-sufficiency. The Welfare Transition (WT) transitional services covered in this policy are Transitional Education and Training, Transitional Transportation, and Transitional Child Care (TCC). Families and individuals who leave temporary cash assistance (TCA) due to an increase in income (including an increase in child support), recipients of up-front diversion, relocation assistance, or a cash assistance severance benefit payment, and other individuals may be eligible for transitional services based upon their individual situation.

During the 2024 legislative session, House Bill 1267 (HB 1267) was passed and included additional requirements related to transitional services, including:

1. When contacting a recipient of cash assistance who is determined ineligible for a reason other than a work activity sanction, a workforce system case manager must administer the exit survey which must be attempted before closure of the case management file.
2. Detailed transitional case management requirements, including, but not limited to, the use of a tool to demonstrate future financial impacts of the participant's change in income and benefits over time. The State of Florida will be using the [Career Ladder Identifier and Financial Forecaster \(CLIFF\) Dashboard tool](#) and the One-Stop Service Tracking (OSST) budget planner wizard.

LOCAL POLICY

Each recipient of cash assistance who is determined ineligible for cash assistance for a reason other than a work activity sanction must be contacted by the Career Planner and provided information about the availability of transitional benefits and services. Such contact must include the administration of the exit survey and be attempted before closure of the case in OSST. Career Planners must screen each family, recipient or other individual on a case-by-case basis to identify and eliminate barriers to obtaining or retaining employment and remedy the need to receive ongoing TCA. Transitional supportive services are based on the availability of funding and are limited to up to two years from the last month of receipt of TCA.

Career Planners must enter data and case notes into OSST timely and accurately.

Each recipient of temporary cash assistance who is determined ineligible for cash assistance due to noncompliance with the work activity requirements must be contacted and provided information in accordance with CSRC's [WTP - Pre-Penalty and Sanctions Policy](#) and [WTP - Pre-Penalty and Sanctions Procedure](#). Such contact must include administration of the exit survey.

- I. Transitional Services General Eligibility and Other Requirements
 - A. Career Planners must determine the eligibility and the specific need of individuals applying to receive transitional services.
 - B. Each household applying for benefits must have a minor child living in the home under the age of 18 or 19 and not married or divorced if the child is a full-time student in a secondary school or equivalent. This includes children who would not be included except that the child receives Supplemental Social Security Income (SSI).
 - C. Recipients and other individuals must be a former recipient of TCA, and must be employed, actively seeking employment, in need of assistance to retain employment, or in an education or training program.
 - D. To be eligible for transitional services, the former TCA recipient's case must not have closed due to a sanction.
 - E. The following individuals may be eligible to receive transitional services:
 1. Former WT recipients who are ineligible to receive TCA due to increased income. The recipient must have secured employment prior to case closure by the Department of Children and Families (DCF) and the case must have been closed with increased income due to one or more of the following reasons:
 - a. The earned income was budgeted by DCF and the amount of earned income terminated TCA.
 - b. The recipient requested and received a Cash Assistance Severance Benefit.
 - c. The recipient opted not to receive TCA.
 - d. The recipient's TCA time limit expired.
 - e. The recipient began to receive or there was an increase in child support.
 2. Former TCA recipients and other individuals who receive relocation assistance including victims of domestic violence.
 3. Former TCA recipients and other individuals who receive up-front diversion if their income does not exceed 200 percent of the Federal Poverty Level.
 4. Former TCA recipients and other individuals who receive a Cash Assistance Severance Benefit.
- II. Transitional Case Management
 - A. Each recipient of cash assistance who is determined ineligible for cash assistance for a reason other than noncompliance with work activity requirements is eligible for voluntary case management services administered by CSRC.
 - B. Case management services must be available to support families who transition to economic self-sufficiency and to mitigate dependency on cash assistance.
 - C. Case management services available include, but are not limited to:
 1. Career planning
 2. Job search assistance
 3. Resume building
 4. Basic financial planning, which includes OSST budget planner wizard
 5. Benefits management using the [CLIFF Dashboard Tool](#) to demonstrate future financial impacts of the participant's change in income and benefits over time. Participant information must be retained in the case file.
 6. Connection to support services.
 - D. Career Planners must connect recipients to other transitional benefits as needed.
 - E. Career Planners must also document the case management activities in OSST and detailed case notes outlining the services provided.
 - F. When an exit survey JotForm is completed, staff must enter an activity code 29 in OSST skill development screen with a start date, complete date and an outcome of "Complete."

- G. When completing a CLIFF dashboard session, staff must enter an activity code 30 in OSST skill development screen with a start date, complete date and an outcome of "Complete."
- H. All other transitional services (transportation, childcare, training) must also be entered and updated in OSST.

III. Types of Transitional Services

Transitional services are based on need and include education and training, transportation and childcare. Following is a description of each service.

A. Cash Assistance Severance Benefit

1. To preserve TCA eligibility months, participants who are working and earning income may choose to receive a one-time, lump-sum payment of \$1,000 in lieu of ongoing TCA.
2. The participant must have received TCA for six consecutive months since October 1, 1996, to be eligible.
3. Program staff informs participants about the benefit and determines if they meet eligibility requirements.
4. Participants must sign an agreement that receipt of the payment precludes applying for assistance for six months unless they can demonstrate an emergency.
5. Families that accept the benefit retain their eligibility for food assistance or Medicaid if the family continues to meet eligibility criteria for those programs.
6. There is no penalty for families that opt not to receive the one-time payment. Please refer to CSRC's [WTP - Cash Assistance Severance Policy](#) and [WTP - Cash Assistance Severance Procedure](#) for guidance on the cash assistance severance benefit.

B. Medical Benefits

This benefit is handled solely by DCF.

1. Families losing eligibility for TCA due to earned income have continued eligibility for Medicaid for the immediately succeeding 12-month period if private medical insurance is unavailable from the employer or is unaffordable.
2. A family will be denied Medicaid during the 12-month period for any month in which the family does not include a dependent child, or, if during the second 6 months of the 12-month period, the family's average gross monthly income during the preceding month exceeds 185 percent of the federal poverty level.
3. The family shall be informed of transitional Medicaid when the family is notified by the Department of Children and Families (DCF) of the termination of temporary cash assistance.
4. The notice from DCF must include a description of the circumstances in which the transitional Medicaid may be terminated.

C. Education and Training

1. To assist former recipients of TCA who are working or actively seeking employment in continuing their training and upgrading their skills, education, or training, support services may be provided for up to two years after the family is no longer receiving TCA.
2. Once the Career Planner has determined a participant is eligible to receive transitional education and training, they must:
 - a. Research, identify and use education or training resources available in the community at no additional cost, when possible.
 - b. CSRC may authorize childcare or other support services in addition to services provided in conjunction with employment. For example, a participant who is employed full time may receive childcare services related to that employment and may also receive additional childcare services in conjunction with training to upgrade the participant's skills.
 - c. Ensure transitional education or training is job-related, whether it improves job skills in a recipient's existing area of employment or whether it prepares the recipient for employment in

another occupation.

- d. Determine whether to enter into an agreement with an employer to share the costs related to upgrading the skills of a recipient hired by the employer. This may include CSRC agreeing to provide support services such as transportation or a wage subsidy in conjunction with training opportunities provided by the employer.

D. Transportation

1. Transitional transportation may be provided to assist former WT recipients with maintaining and sustaining employment or educational opportunities.
2. To assist customers with transportation services, CSRC may establish cooperative agreements with:
 - a. Public transit providers;
 - b. Community transportation coordinators designated under chapter 427, F.S.;
 - c. School districts;
 - d. Churches and community centers;
 - e. Donated motor vehicle programs, van pools and ridesharing programs;
 - f. Small enterprise development and entrepreneurial programs that encourage recipients to become transportation providers;
 - g. Public and private transportation partnerships;
 - h. Other innovative strategies to expand transportation options available to program recipients and individuals.
3. Transitional transportation assistance provided by CSRC may include:
 - a. Bus tokens or passes
 - b. Transit vouchers
 - c. Vehicle repairs
 - d. Gasoline
 - e. Vehicle registration
 - f. Vehicle insurance
 - g. Accident insurance
4. CSRC may provide vehicle operation and repair expenses necessary to make a vehicle functional, registration fees, driver license fees, and liability insurance for up to six months.
 - a. Repairs to the vehicle cannot be completed prior to CSRC approving/issuing payment to the vendor.
 - b. Such expenses may be paid to purchase a vehicle valued at no more than \$8,500 if the vehicle is needed for training, employment, or educational purposes.
5. CSRC must:
 - a. Ensure transitional transportation expenses are paid directly to the vendor or by voucher.
 - b. Ensure that the vehicle operational and repair expenses being requested are necessary to make the vehicle functional.
 - c. Ensure that requests for vehicle repairs are accompanied by an estimate of the cost prepared by a repair facility registered under s. 559.904, F.S.
6. CSRC does not reimburse recipients for transportation expenses paid out of pocket.

E. Childcare

1. Transitional childcare (TCC) is available to the following.
 - a. Former WT recipients who have opted not to receive ongoing TCA.
 - b. Individuals redirected through up-front diversion.
 - 1) Prior to an applicant for up-front diversion receiving TCC, the Career Planner must determine whether the recipient obtained employment within 90 days from the date the up-front diversion process started.
 - 2) If employment is not obtained within the 90-day timeframe, the applicant is not eligible for

TCC.

- 3) The Career Planner must give the eligible TCC applicant a 30-day referral for applicant childcare.
- 4) The childcare referral expires at the close of the 30-day timeframe.
- 5) If the applicant has not obtained employment within the 30 days of the childcare referral, the applicant is responsible for his or her own childcare needs for the remainder of the 90-day time period.
- 6) CSRC must require any family receiving up-front diversion to sign an agreement restricting the family from applying for TCA for three months unless an emergency is demonstrated to the Career Planner.

c. Individuals receiving relocation services.

d. Individuals receiving a cash assistance severance benefit.

2. The Career Planner must track the employment of the former WT recipient or individual to determine whether he or she remains employed or loses employment but becomes reemployed within a two-year time frame.
3. The Career Planner must ensure that a child under the age of 19 lives in the home for each household applying for benefits.
 - a. This includes a child who receives Supplemental Social Security Income (SSI) and would have been included in the TCA group if he or she did not receive SSI.
4. A two-parent household (The Florida Department of Children and Families TCA category ADCU) may be eligible for two years of transitional childcare if one parent is working at least 20 hours per week and the other parent is either attending school full time (12 credit hours) or working for at least 20 hours per week.
5. Participants receiving transitional childcare must attend one appointment every three months with a Career Planner.
6. To confirm ongoing employment, participants must submit supporting documentation within two business days of their pay date.
 - a. If the supporting documentation is submitted late more than once without good cause, the transitional childcare service will be terminated and will not be reinstated.

F. Limitation of Job Search Transitional Child Care

1. A recipient may lose a job for a reason that is considered a good cause.
2. When this occurs, he or she may receive transitional services for 30 calendar days to complete job search activities.
3. The 30-calendar day period begins on the date of the referral.
4. If the recipient does not secure employment prior to the 30-day period, he or she can continue to job search; however, transitional services will not be available.
5. If the recipient secures employment prior to the end of the two-year transitional services period, transitional services may be provided for the time remaining.
6. The Career Planner must ensure that transitional job search childcare is limited to 30 calendar days and to individuals who lose employment due to good cause.
7. Good cause criteria includes, but is not limited to the following.
 - a. The job is no longer available due to job layoffs, business closure, etc.
 - b. Job requirements are illegal or against the moral or religious beliefs of the individual.
 - c. Working conditions or job duties could be harmful to the physical or mental health of the individual.
 - d. Sexual or racial discrimination or harassment on the job.
 - e. Change in the job requirements for which the individual is not qualified.
 - f. Change in the hours or location of employment that is not feasible due to childcare or transportation arrangements.

- g. Family or health problems of the individual or children requiring an extensive period off which the parent is unable to arrange with the employer.

G. Retention Incentive Training Accounts (RITA)

- 1. These accounts are used to promote job retention and to enable upward mobility to higher skilled, higher paying jobs for participants who have gained employment.
 - a. The training may be related to current employment or preparing for employment in another career.
- 2. RITAs must complement the Individual Training Accounts required by the federal Workforce Innovation and Opportunity Act (WIOA).
- 3. Participants may use RITAs to pay for tuition, fees, educational materials, coaching and mentoring, performance incentives, transportation to and from class, childcare costs during education courses, and other such costs as CSRC determines are necessary to effect successful job retention and advancement.

H. Other Support Services

CSRC may provide other transitional support or ancillary services to assist with expenses as outlined below.

- 1. Childcare co-payment and/or registration fees
- 2. Uniforms
- 3. Work clothes
- 4. Shoes
- 5. Employer's hiring costs
- 6. Tools
- 7. Books
- 8. Exams and licensure fees
- 9. Physicals, immunizations, and drug screenings
- 10. Background checks
- 11. Eyeglasses

IV. Additional Avenues to Receiving Transitional Services

- A. Families and individuals may receive transitional services, which must include an exit survey using Jotform, the OSST budget planner wizard and the CLIFF Dashboard tool, while participating in the following services:

- 1. Up-front Diversion Service
 - a. Up-front Diversion is a one-time, short-term assistance for TCA applicants who do not need ongoing assistance but have an unexpected circumstance or emergency that requires immediate assistance to secure or retain employment or child support (i.e., domestic violence).
 - b. Applicants for diversion assistance must meet eligibility requirements, but a modified eligibility process reduces wait time to receive assistance.
 - c. Career Planners must screen each family on a case-by-case basis to identify any barriers to obtaining or retaining employment.
 - d. Appropriate diversion services, payment and/or referral(s) must be identified to alleviate the barriers, so the family does not require ongoing TCA.
 - e. Up-Front Diversion is a four-step process:
 - 1) Linking the applicant to a job opportunity as the first option;
 - 2) Offering services such as child care and transportation;
 - 3) Screening applicants to respond to emergency needs;
 - 4) Offering a one-time payment of up to \$1,000 per family.
 - f. A family or recipient engaged in up-front diversion must demonstrate a need and secure a means to meet on-going expenses when it receives the diversion payment.

- g. Upfront diversion services may be provided in the form of cash, vouchers and other in-kind benefits and must be given for what is needed.
- h. Please refer to CSRC's [WTP - Upfront Diversion Policy](#) and [WTP - Upfront Diversion Procedures](#) for guidance on up-front diversion.
- 2. Relocation Assistance Program
 - a. The Relocation Assistance Program provides relocation funds and services to families receiving TCA or who meet eligibility requirements for the diversion program and who have significant barriers to finding and retaining employment.
 - b. A family may use the funds to relocate to communities where there is greater opportunity for attaining self-sufficiency.
 - c. Career Planners determine eligibility, establish a written relocation plan, verify the community receiving the family has the capacity to provide needed services and employment opportunities, and monitor the family's relocation.
 - d. Please refer to CSRC's [WTP - Relocation Assistance Policy](#) and [WTP - Relocation Assistance Procedure](#) for guidance on relocation assistance.
- 3. Cash Assistance Severance Benefit
 - a. The cash assistance severance benefit is a one-time lump-sum payment of \$1,000 available to eligible, on-going TCA recipients who are working and receiving a salary, but where the salary is not enough for them to completely leave TCA.
 - b. Any month in which TCA recipients receive any amount of TCA is a month that is counted toward their lifetime eligibility limit.
 - c. The benefit of receiving cash assistance severance benefit is that it allows recipients to take a break from cash assistance and conserve months of eligibility, which is 48 months in a lifetime.
 - d. Career Planners must inform working recipients about the cash assistance severance benefit and determine if they meet eligibility requirements.
 - e. Career Planners must inform recipients that receipt of the cash assistance severance benefit prohibits them from applying for assistance for six months, unless the recipient can demonstrate an emergency to CSRC.
 - f. Career Planners must verify employment and salary and case note this information in the OSST.
 - g. Please refer to CSRC's [WTP - Cash Assistance Severance Policy](#) and [WTP - Cash Assistance Severance Procedure](#) for guidance on cash severance benefits.

- V. Tracking Transitional Services Eligibility and Receipt
 - A. Career Planners must monitor individuals receiving transitional services for continued need.
 - B. Individuals must be required to provide proof of continued eligibility, including continued employment, actively searching for employment and enrollment in education or training, with the ongoing need to receive services.
 - C. The Career Planners must track continued employment in OSST at job follow-up intervals of 30, 60, 90 and 180 days provided in OSST.
 - 1. If transitional services are declined, the LWDB is not required to track continued employment.
 - D. A determination of termination of a TCC referral must be completed in Section A of the [Notice of Change in Child Care Status form \(FloridaCommerce WTP 5235\)](#), for any individual who fails to provide documentation and verification of continued employment.
 - 1. The form must be provided by CSRC to the local Early Learning Coalition and the participant.

- VI. Sanctions for Noncompliance
 - A. Sanctioned participants are not eligible for transitional services during the sanction period.
 - B. If the participant complies for a sanction lift, does not return to cash assistance, and subsequently obtains or provides documentation of employment, the individual should be provided with referrals to

agencies for community assistance.

- C. A sanctioned participant who has secured a protective payee to receive cash assistance for the family's children and who subsequently obtains employment is not eligible for transitional services. Career Planners must ensure:
1. A sanctioned participant who reports he or she has secured employment is advised to comply with the sanction.
 2. A sanctioned participant under a level two or three sanction is advised to serve the penalty period prior to complying to lift the sanction or receiving support services.

AGENDA ITEM SUMMARY

Title	Review and Approve Revisions to the Welfare Transition Program Up-Front Diversion Policy
Strategic Plans/Goals	Operational Intelligence
Policy/Plan/Law	Section 445.017, F.S.; Section 445.035(2), F.S.; Rule 65A-4.212, F.A.C. (Florida Administrative Code); CareerSource Florida Administrative Policy Number 013.
Action Requested	Review and Approve Revisions to CSRC's Welfare Transition Program Up-Front Diversion Policy
Background	<p>Individuals apply for TCA for many reasons including assistance with recurring needs such as shelter, utility payments, food, and monthly expenses. However, many applicants do not need ongoing TCA, but, due to an unexpected circumstance or emergency, require some immediate assistance to secure or retain employment or child support. These immediate obligations may include a shelter or utility payment, a car repair to continue employment, or other services that will alleviate the applicant's emergency financial need and allow the person to focus on obtaining or continuing employment. These needs may be met through up-front diversion, which is available only to applicants as an alternative to ongoing TCA.</p> <p>House Bill 1267, effective July 1, 2024, requires Local Workforce Development Boards (LWDBs) to administer the intake survey as part of the screening process for up-front diversion.</p> <p>Staff revised CSRC's local Up-Front Diversion Policy to align to House Bill 1267 requirements, as well as to mirror Administrative Policy Number 013 Up-Front Diversion.</p>
Staff Recommendations	Approve the revisions to the Welfare Transition Program Up-Front Diversion Policy
Supporting Material	WTP - Up-Front Diversion Policy
Board Staff	Shelly Batton Director of Program sbatton@careersourcerc.com (866) 482-4473 ext. 518

PURPOSE

The purpose of this policy is to outline CareerSource Research Coast's requirements for providing up-front diversion to applicants of Temporary Cash Assistance (TCA).

REFERENCES

Section 445.017, F.S.; Section 445.035(2), F.S.; Rule 65A-4.212, F.A.C. (Florida Administrative Code); CareerSource Florida Administrative Policy Number 013.

BACKGROUND

Individuals apply for TCA for many reasons including assistance with recurring needs such as shelter, utility payments, food, and monthly expenses. However, many applicants do not need ongoing TCA, but, due to an unexpected circumstance or emergency, require some immediate assistance to secure or retain employment or child support. These immediate obligations may include a shelter or utility payment, a car repair to continue employment, or other services that will alleviate the applicant's emergency financial need and allow the person to focus on obtaining or continuing employment. These needs may be met through up-front diversion, which is available only to applicants as an alternative to ongoing TCA, in accordance with section 445.017, Florida Statutes (F.S.) and 65A-4.212, Florida Administrative Code (F.A.C.).

House Bill 1267, effective July 1, 2024, amended section 445.017, F.S. to require Local Workforce Development Boards (LWDBs) to administer the intake survey required under section 445.035(2), F.S., as part of the screening process for up-front diversion.

LOCAL POLICY

An applicant for TCA who is deemed eligible for up-front diversion may receive a once in a lifetime payment of up to \$1,000. CareerSource Research Coast (CSRC) is responsible for determining up-front diversion eligibility and approval on a case-by-case basis for the receipt of up-front diversion services, payment, or both in accordance with section 445.017, F.S.

Up-Front Diversion must involve the following four steps:

- a. Linking applicants with job opportunities as the first option.
 1. If the applicant has secured employment, provided documentation, and has been determined eligible for diversion services, the appropriate services should be provided to ensure the applicant begins work and retains employment.
 2. If the applicant has not secured employment, the applicant should begin the process of referral to employment opportunities and diligent job search by CSRC staff.
- b. Offering supportive services, such as childcare or transportation, as an alternative to TCA.
- c. Screening applicants to respond to emergency needs.
- d. Offering a one-time payment of up to \$1,000 per family.

An applicant may initiate a request for up-front diversion in various ways to include:

- Submitting a Request for Assistance (RFA) through the Department of Children and Families (DCF). DCF will explain up-front diversion to the applicant. If the applicant is interested and DCF determines the applicant is potentially eligible for TCA and diversion, the applicant will be referred to CSRC to complete the up-front diversion process and initiate the Welfare Transition (WT) work registration process.

- During the application and WT work registration process, the Career Planner may discover the applicant does not require ongoing TCA and find the applicant to be a potential candidate for up-front diversion. Because the applicant may not require on-going recurring TCA, the applicant can be evaluated as a potential candidate for the up-front diversion at this time.
- An individual who has not applied for TCA may go to CSRC and express interest regarding emergency assistance or an up-front diversion payment. CSRC staff must refer the individual to DCF to submit an RFA for TCA.

A. Screening

Individuals applying for TCA and who indicate an interest for up-front diversion must be TCA-eligible in order to be referred by DCF to CSRC for screening to determine Up-Front Diversion eligibility. The TCA prescreening completed by DCF is an initial determination that applicants are potentially eligible for TCA. Applicants are referred to the appropriate LWDB to begin the WT work registration process and to be screened for up-front diversion eligibility.

Using the [Up-front Diversion Screening form \(FloridaCommerce WTP-2073\)](#), Career Planners will complete up-front diversion screening to determine if, due to an unexpected circumstance or emergency, applicants have short-term barriers to obtaining and maintaining employment or child support that could be met through up-front diversion, or if ongoing TCA is needed. The screening must identify barriers that, if corrected, may prevent the family from requiring TCA on a regular basis. Assistance to overcome a barrier to employment is not limited to cash but may include vouchers or other in-kind benefits. At the time of up-front diversion screening, the Career Planner must also review the intake survey required under section 445.035(2), F.S.

Career Planners must retain all documentation used to determine and verify eligibility in the individual's electronic case file. Career Planners must ensure that the One-Stop Service Tracking (OSST) system is updated to reflect activity entries and case notes to document the information received and outcome of the up-front diversion screening process, to include the approval or denial of the request.

a. Eligibility Criteria and Requirements for Up-Front Diversion

TCA applicants must meet the following eligibility criteria for up-front diversion:

1. The applicant must have a child(ren) under age 18 (or under age 19 if the child is still a full-time student in secondary school or at the equivalent level of career training, and does not include anyone who is married or divorced) residing in the home, or a pregnant woman in the family, and meets TCA eligibility criteria in accordance with sections 414.0252(8) and 414.095(5), (14)(a), F.S.
2. An explanation by the family of the unexpected circumstance or emergency situation and what may be needed to resolve it. Some examples of unexpected circumstances or emergency situations that may be considered short-term barriers to obtaining and maintaining employment or child support are:
 - a. automobile repairs;
 - b. catching up on shelter payments to prevent eviction;
 - c. catching up on utility bills, except for cable television and long-distance telephone charges, to prevent interruption of service;
 - d. medical services;
 - e. replacement of income lost due to medical leave without pay;
 - f. emergency childcare while seeking permanent childcare; and,

- g. clothing, shoes, tools, or equipment necessary for employment.
- 3. A determination by the Career Planner and the applicant as to whether the up-front diversion intervention will assist the family to overcome barriers to employment or child support and eliminate the need for ongoing TCA. This includes determining what the family would need to resolve the emergency situation, the family's plan for resolving the emergency situation, and, if necessary, a budget for meeting future expenses or reducing the likelihood of other emergency situations. The Career Planner will utilize the OSST system's budget planner wizard to assist the family with creating a budget. The budget will be retained in the case file and a copy provided to the family.
- 4. Verification that the individual is currently an applicant and is not currently receiving TCA.
- 5. Verification that the applicant has not exhausted their TCA time limit. Once this limit is reached, individuals are no longer eligible for TCA, to include up-front diversion.
- 6. Verification that the applicant has secured an on-going means for meeting monthly recurring expenses.

b. Identity Verification

Career Planners will document and verify applicant's identity through readily acceptable documentation that includes work or school ID cards, driver's license, voter's registration cards, and birth certificates.

c. Social Security Number (SSN)

A SSN is required for the TCA applicant interested in up-front diversion, or the applicant must apply for a SSN with the Social Security Administration. A SSN must be provided for each family member applicable to eligibility determination. If the applicant has received TCA, food assistance benefits or Medicaid in the past, the household members' SSN numbers should already be documented in the system.

d. Citizenship or Qualified Noncitizenship Status

Document the citizenship or qualified noncitizenship status of the individual requesting up-front diversion. If the individual is a qualified non-citizen, verification is required as indicated on the [TANF Eligibility Form \(FloridaCommerce WTP 0005\(a\)\)](#).

e. Information Pertinent to Determining Eligibility

Career Planners will document and accept applicants' statements, unless questionable, as to household composition, income, resources, or other information pertinent to determining eligibility. A self-attestation is acceptable. Printouts from DCF's FLORIDA system that document household composition are also acceptable.

B. Restriction on Application for TCA

Career Planners must notify applicants that receipt of up-front diversion will restrict application for TCA for three months unless an emergency is demonstrated to the Career Planner. Career Planners must use the [Agreement for Up-Front Diversion Payment/Service \(FloridaCommerce WTP 2073\)](#) to notify applicants of this restriction. Both the applicant and Career Planner must sign the [Agreement for Up-Front Diversion Payment/Service \(FloridaCommerce WTP 2073\)](#) signifying notification to the applicant of:

- a. Transitional services;
- b. Restriction on applying for TCA for three months; and

- c. Repayment requirement of up-front diversion payment (see [Section VI. D. Violation of Agreement and Repayment](#) of this policy).

If a recipient of up-front diversion requests assistance from DCF prior to the three-month restriction period ending, he/she must demonstrate an emergency need to CSRC to be approved for TCA (see [Section VI. Violation of Agreement and Repayment](#) of this policy). Note: The three-month restriction includes the month in which the diversion payment was received.

C. Approval or Denial for Payment of Up-Front Diversion

CSRC is responsible for the approval or denial of a family for receipt of up-front diversion services and determining the level of financial need for a one-time payment of up to, but not to exceed, \$1,000. Recipients of up-front diversion may be eligible for up-front diversion services such as childcare or transportation; however, such services must be short term, non-recurrent services (cannot exceed four months) in accordance with 45 CFR Section 260.31(b) as described in [Section E. Up-Front Diversion as a Provision of Services](#) of this policy. Families who are diverted from the receipt of ongoing TCA through up-front diversion may also be eligible to receive transitional support services such as childcare and transportation as described in [Section F. Transitional Services](#) of this policy.

The [Agreement for Up-Front Diversion Payment/Service \(FloridaCommerce WTP 2073\)](#) must be signed by the applicant indicating that he/she:

- Understands the amount the family is potentially eligible for;
- Understands that the family is declining to receive TCA for three months once the up-front diversion payment is received;
- Understands the family may apply for Medicaid or food stamps anytime in the future;
- Understands the up-front diversion payment up to \$1,000 is a once-in-a-lifetime benefit;
- Understands the family may be eligible to receive transitional childcare (TCC) if (s)he is employed within 90 days of the start of the diversion process and the family's income does not exceed 200 percent of the Federal Poverty Level; and
- Understands that if the application for diversion is denied or the applicant chooses not to receive the up-front diversion payment, the TCA application will be processed by DCF. Career Planners must instruct such applicants to complete the WT work registration process to ensure their application for TCA continues to process with DCF for ongoing TCA benefits.

If the up-front diversion request is approved, the Career Planner must complete the following with the applicant to include:

- a. Review the assessment results to determine what services may be needed by the applicant;
- b. Review the intake survey;
- c. Complete the [Career Ladder Identifier and Financial Forecaster \(CLIFF\) Dashboard tool](#);
- d. Complete the OSST Budget Planner Wizard; and
- e. Complete the exit survey using [Jotform](#).

If the up-front diversion request is not approved, the Career Planner must complete [step a](#) and [step b](#) as listed above, in addition to completing the budget planner wizard in the OSST system.

For approved requests, the Career Planner must stipulate the amount of the authorized payment, sign the [Agreement for Up-Front Diversion Payment/Service \(FloridaCommerce WTP 2073\)](#), and email the completed form to the Program Coordinator, or designee, requesting that it be emailed to the local DCF office. A copy of the completed form must be retained in the case file. Once CSRC's approval of up-front diversion is received, DCF must expedite the process and approve the payment within five working days.

The Career Planner must also ensure that the applicant is notified that the up-front diversion payments and/or services will not count against the applicant's 48-month lifetime limit for receiving TCA.

D. Violation of Agreement and Repayment

If a family that received an up-front diversion payment applies for TCA within three months of receiving the payment, the family must be referred to CSRC for work registration and verification of a determination that a demonstrated emergency exists. A qualified emergency reason may include:

- Hospitalization or illness resulting in a significant loss of income or employment;
- Loss of housing;
- Natural disaster responsible for destruction of the family's property; or
- Other situations of similar nature affecting employment.

Upon receipt of the determination that the family meets emergency criteria, DCF will complete the TCA eligibility determination and calculate the repayment value of the up-front diversion payment. The up-front diversion repayment amount will be withheld from any TCA benefit for which the family is otherwise eligible. The amount to be withheld will be based on proration of the up-front diversion payment over eight months.

E. Up-Front Diversion as a Provision of Services

An applicant who is being considered for up-front diversion may or may not require a cash payment of up to \$1,000.00 to divert the family from receiving TCA on a recurring basis. The applicant may need a basic support service to secure employment, secure child support, or overcome an emergency. Support services include:

- Applicant support services to assist the applicant with job search activities, obtaining employment, initiating the WT work registration process, and/or retaining employment;
- Up-front diversion service provision as an alternative to TCA.

Applicant support services are short-term benefits to assist the TCA applicant with completing the TCA application process and obtaining or retaining employment. Applicant support services may include transportation assistance and childcare. Applicant support services should not exceed 30 days due to DCF's time standard to approve or deny a TCA application. Applicant childcare may be provided through the WT childcare referral process.

Up-front diversion as a provision of services comprises short term, non-recurrent services (defined as no more than four months). Support services that are approved as a diversion from on-going cash assistance through local TANF dollars are considered "non-assistance" because the services are provided for a short time period and are addressing an emergency need. These services are considered

“diversion services,” not applicant services. The provision of services as up-front diversion must be recorded under the Service Plan portion of the Skill Development screen in OSST.

Applicants seeking up-front diversion may be provided support services for 30 days, provided there is local funding available and the services are provided in alignment with CSRC’s WTP - Up-Front Diversion Procedures.

F. Transitional Services

Individuals who receive up-front diversion may be eligible for transitional childcare or transitional services to accept, maintain, or actively seek employment, or to upgrade skills if their income does not exceed 200 percent of the federal poverty level and they meet the eligibility criteria in accordance with sections 445.029, 445.030, 445.031 and 445.032, F.S.

The applicant should be given a 30-day referral for applicant child care. The start date of the referral should be the date the up-front diversion process began. If the applicant has not obtained employment when the 30-day referral expires, the applicant is responsible for their own child care needs for the remainder of the 90-day time period. If the applicant obtains employment within 90 days of when the up-front diversion process began, a transitional child care (TCC) referral may be provided.

If the applicant secures employment within the 90-day time period and subsequently loses employment, the applicant is still eligible to receive a 30-day job search TCC referral that is available to any other transitional participant who loses employment.

Please refer to WTP – Transitional Supportive Services Policy for additional information regarding transitional services in the WT program.

G. Sanctioned Participants

During the screening process, a determination should be made whether the family applying for up-front diversion is currently sanctioned. Sanctioned families, including families receiving TCA through a protective payee, are not eligible for up-front diversion. Families with a current two or three level sanction in place must serve the minimum sanction period and then comply to have the sanction lifted before requesting up-front diversion. Once the applicant has complied to lift the sanction, the applicant must complete the application process with DCF. If interested in up-front diversion, the applicant must complete the up-front diversion process prior to DCF approving and issuing TCA benefits.

AGENDA ITEM SUMMARY

Title	Review and Approve Revisions to the Welfare Transition (WT) Program - Work Requirement Penalties and Pre-Penalty Counseling Policy
Strategic Plans/Goals	Operational Intelligence
Policy/Plan/Law	Personal Responsibility and Work Opportunity Reconciliation Act of 1996, Public Law 104-193, Section 408; 45 Code of Federal Regulations 261.30; Section 445.024, Florida Statutes; Section 414.065; and Florida Administrative Code 65A-4.205.
Action Requested	Review and Approve Revisions to CSRC's Welfare Transition Program Work Requirement Penalties and Pre-Penalty Counseling Policy
Background	<p>Families receiving Temporary Cash Assistance (TCA) must participate in work activities or comply with their Individual Responsibility Plan (IRP) or Alternative Requirement Plans (ARP), as a condition of receiving TCA, unless they are exempt. Specific work activities must be done for the minimum number of hours assigned by the Local Workforce Development Board (LWDB). Work activities include but are not limited to: unsubsidized employment; subsidized private-sector employment or public-sector employment; work experience; on-the-job training (OJT); and community service programs.</p> <p>The Department of Children and Families (DCF) imposes penalties, also known as sanctions, to Welfare Transition (WT) participants for noncompliance with work activities and failure to comply with the IRP and/or ARP. The request for penalties is made to DCF by the LWDB when an individual in a family receiving TCA fails to engage in required work activities.</p> <p>Staff revised CSRC's local Pre-Penalty and Sanctions Policy to align with House Bill 1267 to administer the exit survey and utilize the Career Ladder Identifier Financial Forecaster tool in specified circumstances as well as to mirror Administrative Policy Number 037 Work Requirement Penalties and Pre-Penalty Counseling.</p>
Staff Recommendations	Approve the revisions to the Welfare Transition Program Work Requirement Penalties and Pre-Penalty Counseling Policy
Supporting Material	WTP - Work Requirement Penalties and Pre-Penalty Counseling Policy
Board Staff	<p>Shelly Batton Director of Programs sbatton@careersourcerc.com (866) 482-4473 ext. 518</p>



PURPOSE

The purpose of this policy is to outline the requirements for CareerSource Research Coast's Welfare Transition Program to manage pre-penalty counseling and work penalties processes for Welfare Transition participants.

BACKGROUND

The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, also known as the Welfare Reform Act, became law effective August 22, 1996. The PRWORA changed cash assistance from an open-ended entitlement program to a time-limited cash assistance program, created the federal Temporary Assistance to Needy Families (TANF) Program, which replaced the Aid to Families with Dependent Children and required work requirements of recipients in exchange for Temporary Cash Assistance (TCA). Cash assistance is limited to a lifetime total of 48 months as an adult, unless otherwise provided by law.

Families receiving TCA must participate in work activities or comply with their Individual Responsibility Plan (IRP) or Alternative Requirement Plans (ARP), as a condition of receiving TCA, unless they are exempt. Specific work activities must be done for the minimum number of hours assigned by the Local Workforce Development Board (LWDB). Work activities include but are not limited to: unsubsidized employment; subsidized private-sector employment or public-sector employment; work experience; on-the-job training (OJT); and community service programs.

The Department of Children and Families (DCF) imposes penalties, also known as sanctions, to Welfare Transition (WT) participants for noncompliance with work activities and failure to comply with the IRP and/or ARP. The request for penalties is made to DCF by the LWDB when an individual in a family receiving TCA fails to engage in required work activities.

House Bill 1267, effective July 1, 2024, amended section 414.065, F.S. to provide good cause for noncompliance with work requirements for a specified time period under certain circumstances.

REFERENCES

Personal Responsibility and Work Opportunity Reconciliation Act of 1996, Public Law 104-193, Section 408; 45 Code of Federal Regulations (C.F.R.) 261.30; Section 445.024, Florida Statutes (F.S.); Section 414.065, F.S.; and Florida Administrative Code 65A-4.205.

I. LOCAL POLICY

CSRC must ensure that each mandatory adult participant in a family receiving TCA, who does not meet an exception, participates in work activities for a minimum number of hours each month as a condition of receiving cash benefits. Work activities are broken out into two categories – Core and Core Plus. Core activities can stand alone and do not require another activity to meet the work participation requirements. Core Plus activities must be accompanied by a minimum number of hours of participation in a core activity to meet the work participation requirements. There are a total of twelve core and core plus work activities that a participant may be assigned.

Core Work Activities

- Unsubsidized Employment
- Subsidized Private Employment
- Subsidized Public Employment
- Vocational Education Training
- Providing Childcare Services

- Job Search and Job Readiness Assistance
- Work Experience
- Community Service
- On-the-Job Training (OJT)

Core Plus Work Activities

- Job Skills Training
- Education Directly Related to Employment
- Satisfactory Attendance in GED/Secondary Program

Failure of a participant to comply with work activities, without an exception or good cause, will result in penalties being applied.

A. Noncompliance Exceptions

The following are good cause exceptions to the non-compliance penalties; however, they do not constitute exceptions to the applicable time limits for receipt of TCA. Before CSRC requests a sanction, a participant must be notified orally or in writing that he or she is subject to sanction and that action will be taken to impose the sanction, unless the participant complies with the work activity requirements. The participant must be counseled as to the consequences of noncompliance and, if appropriate, referred for services that could assist the participant to fully comply with program requirements. If the participant has good cause for noncompliance or demonstrates satisfactory compliance, the sanction may not be imposed.

1. Noncompliance Related to Childcare

Temporary cash assistance may not be terminated for refusal to participate in work activities if the individual is a single parent caring for a child who has not attained 6 years of age, and the adult proves to CSRC an inability to obtain needed childcare for one or more of the following reasons, as required in 45 C.F.R. section 261.56(b).

- Appropriate childcare** – An eligible childcare provider as defined in 45 CFR 98.2 and section 1002.88, F.S. Childcare options must have hours of operation that meet the needs of the parent's work schedule and meet any special needs of the individual child.
- Reasonable distance** – Reasonable distance depends on the geographic area and availability of public transportation. Staff must discuss and determine mileage and/or time needed for travel to and from the job site with the participant.
- Unsuitability of informal childcare** – Informal childcare is suitable only to the extent such care is provided within the constraints of applicable federal and state laws, regulations, and requirements.
- Affordable childcare arrangements** - Annually, the Department of Education's (DOE) Division of Early Learning (DEL) Childcare Resource and Referral Network surveys all legally operating childcare providers to obtain program and rate information. DEL combines the payment rate data with the Florida Department of Commerce's (FloridaCommerce) Bureau of Workforce Statistics and Economic Research data on the average salary of childcare personnel and data from childcare providers on the average cost of childcare (materials, curricula, food, maintenance costs, and average cost of regulatory fees). This information is then submitted to the state's Early Learning Programs Estimating Conference. The conference uses the data to set the maximum reimbursement rates for the state.

2. Noncompliance Related to Domestic Violence

An individual who is determined to be unable to comply with the work requirements because such compliance would make it probable that the individual would be unable to escape domestic violence or due to mental or physical impairment related to past incidents of domestic violence, must be excused from work requirements. However, the individual must comply with a jointly developed plan that specifies alternative requirements that prepare the individual for self-sufficiency, while providing for the safety of the individual and the individual's dependents. This plan is commonly referred to as the ARP.

3. Noncompliance Related to Medical Incapacity

An individual who cannot participate in assigned work activities due to a medical incapacity may be excepted from the activity for a specific period, except that the individual must be required to comply with the course of treatment necessary for the individual to resume participation. The participant's medical incapacity must be verified by a physician licensed under chapter 458 or chapter 459, F.S. An individual for whom there is medical verification of limitation to participate in work activities must be assigned to work activities consistent with such limitations. Evaluation of an individual's ability to participate in work activities or development of a plan for work activity assignment must include vocational assessment or work evaluation. The department or CSRC must require an individual to cooperate in medical or vocational assessment necessary to evaluate the individual's ability to participate in a work activity.

4. Noncompliance Related to Outpatient Mental Health or Substance Abuse Treatment

If an individual cannot participate in the required hours of work activity due to a need to become or remain involved in outpatient mental health or substance abuse counseling or treatment, the individual may be exempted from the work activity for up to five hours per week, not to exceed 100 hours per year to participate in counseling or treatment. An individual may not be excused from a work activity unless a mental health or substance abuse professional certifies the treatment protocol and provides verification of attendance at the counseling or treatment sessions each week.

5. Noncompliance Due to Medical Incapacity by Applicants for Supplemental Security Income (SSI) or Social Security Disability Income (SSDI)

An individual subject to work activity requirements may be exempted from work requirements if the individual provides information verifying that he or she has filed an application for SSI disability benefits or SSDI disability benefits and the decision is pending development and evaluation under social security disability law, rules, and regulations at the initial reconsideration, administrative law judge, or Social Security Administration Appeals Council levels.

6. Other good cause exceptions for noncompliance

Individuals who are temporarily unable to participate due to circumstances beyond their control may be excepted from the noncompliance penalties. As set forth in Rule 65A-4.205, F.A.C., other good cause reasons for failure to comply include the temporary inability to participate due to circumstances beyond the participant's control such as the following.

- a. A family emergency due to the inability to find suitable childcare for a sick child under age 12.
- b. Hospitalization, medical emergency, or death of an immediate family member.
- c. Natural disaster.
- d. Lack of transportation.
- e. Court appearance.
- f. Caring for a disabled family member when the participant provided verification of the need for care and alternative care is not available.

The Career Planner must determine exceptions to noncompliance penalties based on the information provided by the participant. The Career Planner must document in the One-Stop Service Tracking (OSST)

system any good cause or exception to noncompliance in the participant's case file. The Career Planner must also secure and maintain a copy of supporting documentation.

If a participant demonstrates limitations to assigned work requirements and IRP requirements, the Career Planner must jointly develop an ARP with the participant. The ARP must include activities that the participant has the capacity to achieve. The Career Planner must apply penalties to individuals who do not comply with the ARP.

B. Pre-Penalty Counseling

Individuals failing to comply with work activities will be mailed the Notice of Failure to Participate (FloridaCommerce WTP 2290) within two working days following the failure. This form notifies the participant of the failure and possible sanction by CSRC. The notification must inform the individual that he or she has ten calendar days from the date the notification was mailed to contact the Career Planner to provide a good cause reason as to why he or she did not comply with the work requirement.

During the ten-day period, the Career Planner is required to make both **oral** and **written** attempts to contact and to counsel the participant. This written correspondence is satisfied by the issuance of the Notice of Failure to Participate (FloridaCommerce WTP 2290). The Career Planner must counsel the participant to:

1. Determine if the participant had good cause for failing to meet the work requirement;
2. Refer to or provide services, if appropriate, to assist with the removal of barriers to participation;
3. Understand the consequences for failure to comply with work or alternative requirement plan activity requirements without good cause in accordance with Section 414.065, Subsection (1);
4. Provide information regarding transitional benefits in accordance with Section 445.028(2), F.S., if the participant subsequently obtained employment; and
5. Understand that compliance with work activity during ten-day period will avoid the imposition of a sanction. The Career Planner must provide the participant with another work activity within the ten-day period, if it is impossible for the participant to comply with the original assigned activity.

If during the oral counseling, the participant does not choose to comply with the program requirements, staff must make an attempt to complete the required exit survey using Jotform. Additionally, to document the completion of the exit survey, staff must update the Skill Development screen in OSST with activity code 29 to include a start date, end date, and outcome. If the participant refuses to provide responses for the exit survey, staff must document the participant's refusal and the staff's attempt to complete the exit survey via case notes.

If the participant indicates noncompliance due to having obtained employment, the Career Planner must inform the participant about transitional and cash assistance severance benefits that may be available to them. TCA recipients who have been determined ineligible for cash assistance for a reason other than noncompliance with work requirements are eligible for voluntary case management services via the LWDB. These services must include career planning, job search assistance, resume building, and basic financial planning that includes utilizing the OSST budget planner wizard and the Career Ladder Identifier Financial Forecaster (CLIFF) Dashboard tool to demonstrate future financial impacts of the participant's change in income and benefits over time. The Career Planner must also follow the Local Operating Procedures (LOPs) for determining when participants have complied with work activity requirements outlined in their plan.

Career Planners must also administer an exit survey using Jotform for participants leaving the program according to LOP guidance.

If the participant does not contact the Career Planner within the pre-penalty 10-day period, the Career Planner must request the sanction. In this instance, staff is not required to complete the exit survey due to the lack of response by the participant.

C. Penalty Imposition

The Career Planner must request a penalty for a noncompliant participant who does not meet an exception or demonstrate good cause for failure to comply with program requirements. The Career Planner must document pre-penalty counseling and any additional steps taken to facilitate participant compliance prior to requesting a penalty. There are three levels of penalties or sanctions that may be applied to families with noncompliant individuals as follows:

1. First Noncompliance

TCA is terminated for the family for a minimum of ten days from the effective date of the sanction or until the participant complies with the work requirements.

2. Second Noncompliance

TCA is terminated for the family for one month or until the participant complies with the work requirements, whichever is later. When the noncompliant participant meets the work requirement, TCA must be reinstated to the date of compliance or the first day of the month following the penalty period, whichever is later. TCA may be continued for children, under age 16, through a protective payee.

3. Third Noncompliance

TCA is terminated for the family for three months or until the date the participant complies with the work requirements, whichever is later. When the participant meets this requirement, the program must reinstate TCA to the date of compliance or the first day of the month following the penalty period, whichever is later. TCA may be continued for the children, under age 16, through a protective payee.

If a participant receiving temporary cash assistance who is otherwise exempted from noncompliance penalties fails to comply with the alternative requirement plan required in accordance with this section, the penalties mentioned in this section apply. In addition to penalties for TCA, the family's food assistance benefits will also have penalties applied for each noncompliance level.

D. Procedures

If an individual is non-compliant with a work requirement or the ARP, the Career Planner must:

1. Mail the Notice of Failure to Participate (FloridaCommerce 2290) to the participant within two working days after the first failure. This form notifies the participant of the failure and possible sanction by CSRC. The notification must inform the individual that he or she has ten calendar days from the date the notification was mailed to contact the Career Planner to provide a good cause reason as to why he or she did not comply with the work requirement.
2. During the ten-day period, the Career Planner is required to make both **oral** and **written** attempts to contact and to counsel the participant. This written correspondence is satisfied by the issuance of the Notice of Failure to Participate (FloridaCommerce WTP 2290). The written and oral attempts made via phone or through another locally determined method should be documented in the case notes in the OSST system. If the participant does not have a phone, or the number is disconnected, that should be documented as an attempt.

3. If the participant does not respond and the oral and/or written attempts are not successful, a sanction must be requested after allowing the 10 calendar days for the participant to respond.
4. If the oral/written contact is successful or the individual responds prior to the 10 calendar days, the LWDB must determine if good cause exists for the failure and clearly document this in OSST.
5. If good cause is determined, the sanction process ends. The pre-penalty will be ended with good cause and the end date in OSST would be the same as the failure date. A sanction should not be requested if good cause is established.
6. If the requirements of s. 445.024(2)(a)1. related to participation in adult general education or high school equivalency examination preparation are suspended pursuant to s. 445.024(2)(a)2., a participant in noncompliance because of such suspension is considered to have good cause for noncompliance for up to six weeks after the change in the participant's work requirements. This timeframe allows the participant to transition from the adult general education or high school equivalency examination preparation courses to another activity without adverse impacts.
7. If the participant has subsequently obtained employment, the participant must be counseled regarding the transitional benefits that may be available and provided with information on how to access such benefits.
8. If good cause is not determined but the individual agrees to demonstrate satisfactory compliance:
 - a. The Career Planner must provide counseling regarding the consequences of noncompliance and determine services the participant will need that would assist him or her in becoming compliant.
 - b. The Career Planner must assign the participant to an activity or other work requirement. End the pre-penalty with "compliance" once the individual begins complying using the date they agreed to comply as the end date. It is important to develop an Alternative Requirement Plan, if appropriate.
 - c. If the individual complies and does not have another failure without good cause within 30 calendar days from the date of the first failure, the sanction process ends, and a sanction is not requested.

If a participant's cash assistance case is closed due to a sanction and the participant reapplies for cash assistance, DCF will refer the participant to CSRC to comply. When the participant complies, the Career Planner must send a request to DCF and DCF will lift the sanction and approve the benefits.

Any month a family receives a TCA payment, including payments to a protective payee, is considered a time-limited month. Any month for which a family does not receive a payment is not counted as a time-limited month for calculating time limits, even if the total absence of payment is due to a penalty for noncompliance. DCF is responsible for managing and calculating time limits.

The Career Planner must inform participants during noncompliance counseling that continuation of TCA through a protective payee counts toward the family's cumulative time limit.

E. Protective Payee

Persons who are sanctioned under a level two or three penalty may request a protective payee to receive TCA on behalf of the children. DCF will designate the protective payee. If a sanctioned participant with a protective payee report that he or she has obtained employment, the participant is not eligible for transitional benefits or services. However, the Career Planner must advise the participant to comply with the work requirements and serve the penalty period in order to get the sanction lifted. The

Career Planner may provide referrals to community agencies to assist the participant with securing support for retaining employment.

F. Failure to Demonstrate Satisfactory Compliance

Failure to demonstrate satisfactory compliance occurs when a participant has more than one failure within a 30-calendar day period without good cause. The Career Planner must document a second failure to comply within the 30-calendar day compliance period in OSST. Good cause reported by the participant must also be recorded in OSST and the sanction request must not be made.

If good cause is not reported within three working days after the second failure occurs, the Career Planner must request a sanction. A Notice of Failure to Demonstrate Satisfactory Compliance (FloridaCommerce WTP 2292) must be mailed to the participant within three business days from the date of the failure.

If the participant fails to comply due to having obtained employment, the Career Planner must verify the employment and enter the information in OSST and must administer the exit survey. The Career Planner must record the name and address of the employer and person contacted, as applicable, date employment began, wages, the number of hours worked per week, and the type of work being performed. If the participant is not employed for a minimum of thirty hours per week and remains TCA-eligible, the Career Planner must assign the participant to additional countable work activity hours.

The Career Planner must also advise the participant of all available transitional benefits, to include the use of the OSST budget planner wizard and the CLIFF Dashboard tool. A participant whose assistance is terminated due to a work program sanction is not eligible for transitional benefits.

G. Forgiveness Policy

Section 414.065, F.S. provides that if a participant fully complies with work activity requirements for at least six months, the participant must be reinstated as being in full compliance with program requirements for the purpose of sanctions imposed. If an individual is compliant for six months after a sanction is lifted due to compliance, any subsequent sanction would be treated as a level one. For example, if an individual fully complies for a minimum of six months after complying to have a level three sanction lifted, the next sanction would be considered a level one.

The compliance period, as pertains to the forgiveness policy, does not have to be for six consecutive months. If the mandatory participant's case closes for any reason, other than a work penalty, the time the participant was in compliance with the WT program is counted towards the forgiveness period. The receipt of transitional services or the time during which the participant is in "transitional status" does not count as compliance towards the forgiveness period.

AGENDA ITEM SUMMARY

Title	Review and Approve the Welfare Transition (WT) Program - Hardship Extensions for Temporary Cash Assistance Policy
Strategic Plans/Goals	Operational Intelligence
Policy/Plan/Law	Personal Responsibility and Work Opportunity Reconciliation Act of 1996, Public Law 104-193, Section 408; Section 414.105 Florida Statutes; and Florida Administrative Code 65A-4.201.
Action Requested	Review and Approve Revisions to CSRC's Welfare Transition Program Hardship Extensions for Temporary Cash Assistance Policy
Background	<p>The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, also known as the 1996 Welfare Reform Act, became law effective August 22, 1996. The PRWORA changed cash assistance from an open-ended entitlement program to a time limited cash assistance program, created the federal Temporary Assistance to Needy Families (TANF) Program, which replaced the Aid to Families with Dependent Children and required work requirements of recipients in exchange for TCA. The state of Florida imposed a cumulative lifetime limit of 48 months receipt of cash assistance rather than the 60 months allowed by PRWORA.</p> <p>The 48-month lifetime limit does not apply to:</p> <ul style="list-style-type: none"> • Cases in which a child is the only recipient. Therefore, any months that a minor child receives TCA are not counted towards their 48-month lifetime limit. • An individual who receives Supplemental Security Income (SSI) benefits or Social Security Disability Insurance (SSDI) benefits. • An individual who is the caretaker of a disabled family member. The case file must contain documentation that the disabled family member requires a caretaker and that there are no other means by which the disabled family member can be cared for. <p>During the 2024 legislative session, House Bill (HB) 1267 was passed and required additional actions tied to recipients who are approaching the statutory time limitation for TCA. The bill requires that staff:</p> <ul style="list-style-type: none"> • Collect information on the TCA recipient's enrollment in other benefits programs, long-term career plan, credentials, education, or training received during enrollment, barriers to employment addressed, and remaining barriers to employment through



administration of an exit survey at the points of contact required when a TCA recipient becomes, or is anticipated to become, ineligible for TCA.

- Utilize a financial tool such as the Career Ladder Identifier and Financial Forecaster (CLIFF) to demonstrate future financial impacts of the participant's change in income and benefits over time.

Staff revised CSRC's local Pre-Penalty and Sanctions Policy to align with House Bill 1267 to administer the exit survey and utilize the Career Ladder Identifier Financial Forecaster tool in specified circumstances as well as to mirror Administrative Policy Number 037 Work Requirement Penalties and Pre-Penalty Counseling.

**Staff
Recommendations**

Approve the revisions to the Welfare Transition Program Hardship Extensions for Temporary Cash Assistance Policy

Supporting Material

WTP - Hardship Extensions for Temporary Cash Assistance Policy

Board Staff

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PURPOSE

The purpose of this policy is to outline the requirements for CareerSource Research Coast's Welfare Transition Program to recommend a hardship extension to recipients of Temporary Cash Assistance (TCA).

REFERENCES

Personal Responsibility and Work Opportunity Reconciliation Act of 1996, Public Law 104-193, Section 408; Florida Statutes (FS), Section 414.105; Florida Administrative Code Rule 65A 4.201; and CareerSource Florida Administrative Policy 025.

BACKGROUND

The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, also known as the 1996 Welfare Reform Act, became law effective August 22, 1996. The PRWORA changed cash assistance from an open-ended entitlement program to a time limited cash assistance program, created the federal Temporary Assistance to Needy Families (TANF) Program, which replaced the Aid to Families with Dependent Children and required work requirements of recipients in exchange for TCA. The state of Florida imposed a cumulative lifetime limit of 48 months receipt of cash assistance rather than the 60 months allowed by PRWORA.

The 48-month lifetime limit does not apply to:

- Cases in which a child is the only recipient. Therefore, any months that a minor child receives TCA are not counted towards their 48-month lifetime limit.
- An individual who receives Supplemental Security Income (SSI) benefits or Social Security Disability Insurance (SSDI) benefits.
- An individual who is the caretaker of a disabled family member. The case file must contain documentation that the disabled family member requires a caretaker and that there are no other means by which the disabled family member can be cared for.

During the 2024 legislative session, House Bill (HB) 1267 was passed and required additional actions tied to recipients who are approaching the statutory time limitation for TCA. The bill requires that staff:

- Collect information on the TCA recipient's enrollment in other benefits programs, long-term career plan, credentials, education, or training received during enrollment, barriers to employment addressed, and remaining barriers to employment through administration of an exit survey at the points of contact required when a TCA recipient becomes, or is anticipated to become, ineligible for TCA.
- Utilize a financial tool such as the Career Ladder Identifier and Financial Forecaster (CLIFF) to demonstrate future financial impacts of the participant's change in income and benefits over time.

LOCAL POLICY

The Department of Children and Families (DCF) is responsible for identifying time limits of TCA recipients and notifying CareerSource Research Coast (CSRC) of those who are within six months of their 48-month time limit. The recipients are required to participate in an employability review conducted by CSRC to gauge progress towards self-sufficiency and employment. During the employability review, CSRC must do the following.

- Assess the participant's employment prospects.
- Assess and identify barriers to employment.
- Provide the appropriate services/referrals to assist with eliminating employment barriers.
- Develop a plan to identify actions necessary to obtain employment prior to reaching the end of the time limit.

- Review the hardship extension criteria with the participant and advise him/her whether he/she qualifies for a time limit extension recommendation.
- Provide the participant information regarding a hardship extension, including his/her rights and responsibilities.
- Administer the mandated exit survey to collect information on the participant at the point he/she becomes, or is anticipated to become, ineligible for TCA.
- Assess the participant's potential change in income and benefits over time by utilizing the CLIFF Dashboard.

I. Hardship Extension

- A hardship extension allows participants to receive additional months of TCA payments beyond the state established limit of 48 months.
- DCF is responsible for the review of the participant's TCA payment history to determine if the participant has reached 42 months of the 48-month lifetime limit.
- If the participant has received 42 months of time limited TCA, DCF notifies CSRC.
- Upon notification, CSRC schedules an interview with the participant to assess employment prospects and employment barriers, to evaluate the participant's participation in the Welfare Transition program, and to determine if a hardship extension is needed.
- If CSRC determines that an extension is warranted, a recommendation must be made to DCF to extend TCA payments beyond the 48-month time limit.
- When DCF receives the recommendation and approves the hardship extension request, TCA payments will be extended for the number of months recommended by CSRC.
- CSRC must ensure individuals who receive a hardship extension comply with TANF work requirements.
- CSRC is responsible for initiating the hardship extension process and conducting an employability review for any current participant who previously refused a hardship extension, but later decides the hardship extension is needed.
- Former participants (participant's case closed prior to the receipt of 48-month lifetime limit) who previously refused, but later decide to request a hardship extension, must be directed to complete an ACCESS Florida application for benefits via the DCF website.
- In either case, if the LWDB determines that an extension is not warranted, the participant will only receive the allowable 48 months.

II. Eligibility

To receive a hardship extension, an individual must meet one or more of the following eligibility criteria.

- Diligent participation in work activities and the inability to obtain employment.
- Diligent participation in work activities combined with extraordinary barriers to employment, including conditions that may result in an exemption from work requirements.
- Diligent participation in work activities and a need by teen parents for an exemption in order to have 24 months of eligibility beyond receipt of the high school diploma or equivalent.
- Significant barriers to employment combined with a need for additional time.
- A recommendation of extension for a minor child of a participating family at the end of the eligibility period for TCA based on a review that determines the termination of a child's TCA would likely result in the child being placed into an emergency shelter or foster care.
- The participant is a victim of domestic violence, if the effects of such violence delay or otherwise interrupt or adversely affect the participant's participation.

CSRC must ensure individuals who receive a hardship extension comply with TANF work requirements.

CSRC is responsible for initiating the hardship extension process and conducting an employability review for any current participant who previously refused a hardship extension, but later decides the hardship extension is needed. Former participants (participant's case closed prior to the receipt of 48-month lifetime limit) who previously refused, but later decide to request a hardship extension, must be directed to complete an ACCESS Florida application for benefits via the DCF website. In either case, if CSRC determines that an extension is not warranted, the participant will only receive the allowable 48 months.

III. Processing Requests for Hardship Extension of Time Limits

- A. To process requests for a hardship extension of time limited months, staff must do the following.
 1. Document receipt of the [Hardship Extension Review Form \(CF-ES 2082\)](#) in the One-Stop Service Tracking (OSST) system for the participant. A copy of the Hardship Extension Review Form must be retained in the participant's case file.
 2. Schedule an employability review with the participant to assess employment potential and barriers. The employability review appointment is a mandatory appointment. The participant must be notified in writing that a mandatory employability review has been scheduled and provide the date, time and location via an appointment letter.
- B. If the participant attends the employability review and requests a hardship extension, the Career Planner must do the following.
 1. Review the participant's case (participation, engagement, current circumstances, etc.) and indicate if a hardship extension criterion has been met.
 2. Review the participant's employment potential and barriers to employment to assist with identifying actions necessary to become employed prior to reaching the TCA lifetime limit.
 3. Complete and discuss the budget planner wizard in OSST to assist the participant in developing a budget of monthly income and expenses. The budget planner wizard should be printed, signed by the participant, and retained in the case file.
 4. Complete and discuss the results of the CLIFF Dashboard tool. A copy of the results should be provided to the participant and a copy retained in the case file. OSST must be updated with an entry of the activity code 30 on the Skill Development screen including the start date, completion date and closed with an outcome of "Complete".
 5. Develop a plan to identify actions necessary to obtain employment prior to reaching the end of the time limit.
 6. Review the [Hardship Extension Statement of Understanding Form \(WTP 2086\)](#) with the participant. The form must be signed and dated by the participant and staff. A copy should be provided to the participant and a copy retained in the case file.
 7. Determine whether a hardship extension is warranted. Complete and sign Section B of the Hardship Extension Review Form to reflect the staff's recommendation. If a recommendation for additional time is being provided, the form must include the recommended number of additional months. The completed form must be returned to DCF to allow for processing of the LWDB's recommendation.
 8. Require the participant to sign and update Section C of the Hardship Extension Review Form by checking the statement - "I am requesting an extension to my time limits for temporary cash assistance", when the participant is being recommended for a hardship extension. A copy of the completed form must be retained in the case file.
 9. Complete the exit survey via Jotform. Enter an activity code 29 on the Skill Development screen in OSST including the start date, completion date and an outcome of "Complete".
 10. Update the Hardship section of the Alternative Plan within OSST with the actions taken during the employability review process.

- C. If a participant attends the Employability Review, but does not request a hardship extension, the Career Planner must do the following.
1. Discuss the participant's time limits, current situation and options. Staff must assist the participant with identifying barriers to employment and providing (or refer to community partners for) services to overcome barriers to employment and promote their family's self-sufficiency.
 2. Review the [Hardship Extension Statement of Understanding Form \(WTP 2086\)](#) with the participant. The form must be signed and dated by the participant and staff. A copy should be provided to the participant and a copy retained in the case file.
 3. Require the participant to sign and update Section C of the Hardship Extension Review Form by checking the statement - "I am not requesting an extension to my time limits for temporary cash assistance." A copy of the completed form must be retained in the case file.
 4. Return the completed [Hardship Extension Review Form](#) to DCF for processing.
 5. Complete and discuss the budget planner wizard in OSST to assist the participant in developing a budget of monthly income and expenses. The budget planner wizard should be printed, signed by the participant, and retained in the case file.
 6. Complete and discuss the results of the CLIFF Dashboard tool. A copy of the results should be provided to the participant and a copy retained in the case file. OSST must be updated with an entry of the activity code 30 on the Skill Development screen including the start date, completion date and closed with an outcome of "Complete".
 7. Complete the exit survey via Jotform. Enter an activity code 29 on the Skill Development screen in OSST with a start date, completion date and an outcome of "Complete".
 8. Update the Hardship section of the Alternative Plan within OSST with the actions taken during the employability review process.
- D. If the participant does not attend the appointment, staff must do the following.
1. Update Section B on the [Hardship Extension Review Form](#) and document that the participant was a no-show.
 2. Update the Alternative Plan in OSST and document that the participant was a no-show, and no extension is requested.
 3. Return the completed [Hardship Extension Review Form](#) to DCF and retain a copy in the case file.
 4. Initiate the pre-penalty counseling procedures. Document the participant's failure to meet for the mandatory employability review and the outcome of the pre-penalty counseling in the case notes.
 5. Complete the exit survey via Jotform during the pre-penalty counseling, if pre-penalty counseling is successful. Enter an activity code 29 on the Skill Development screen in OSST including the start date, completion date and an outcome of "Complete".
 6. Update OSST with the actions taken as a result of the participant's failure to attend the mandatory employability review.

Once the participant's case is closed due to the expiration of time limited months, staff should refer the participant back to DCF and instruct them to complete an online application for benefits in the DCF's ACCESS system.

IV. Determination of Hardship Extension

If the Career Planner determines that an extension is needed, a recommendation is provided to DCF to extend TCA payments beyond the 48- time limit. DCF is responsible for reviewing the recommendation and making a final determination to deny or approve hardship extension requests.

A. Hardship Extension Approved by DCF

1. Career Planner will schedule an appointment with the participant to discuss the hardship extension approval and continued program participation. Staff should also ensure the participant understands the end date of the hardship extension.
2. Develop or update the Individual Responsibility Plan (IRP) or Alternative Requirement Plan (ARP) to guide the actions needed to assist the participant in gaining employment prior to the expiration of the extension.
3. Engage the participant in work activities to remain compliant in the program. Staff must also provide support services or community referrals to assist the participant in overcoming barriers to program participation.
4. Explain that the participant must comply with his/her IRP and reiterate the work penalties that may be applied if the participant is noncompliant.
5. Update OSST with the actions taken during the appointment.

B. Hardship Extension Denied by DCF

1. Career Planner will update OSST to reflect the denial.
2. Contact and advise the participant of the denial of their hardship extension request.
3. Prepare the individual for the termination of cash assistance and offer him/her referrals for community resources that may assist with their continued path to self-sufficiency.
4. Inform the participant of his/her rights to request a fair hearing and file a grievance with DCF if the participant disagrees with the denial.
5. Complete and discuss the results of the CLIFF Dashboard tool. A copy of the results should be provided to the participant and a copy retained in the case file. OSST must be updated with an entry of the activity code 30 on the Skill Development screen including the start date, completion date and closed with an outcome of "Complete".
6. Complete the exit survey via Jotform. Enter an activity code 29 on the Skill Development screen in OSST with a start date, completion date and an outcome of "Complete".

V. Compliance Requirements

Participants who are on an extension are required to comply with their Individual Responsibility Plan (IRP). This document must include alternative activities. The development of this document must take into consideration the participant's situation and medical ability to comply. Failure of the participant to comply will result in pre-penalty counseling and may also result in a sanction being imposed. Special circumstances related to hardship extensions and program compliance include the following.

- A. Participants who have received an SSI/SSDI time limit extension and are subsequently sanctioned, may comply with the Welfare Transition program to lift their sanction
- B. Non-compliant participants can be sanctioned for failure to comply with work activity requirements, alternative requirements, or plan requirements. If sanctioned, the participant's TCA will close, and the remaining extension months, if any, will be voided.
- C. Participants cannot be prohibited from applying for the remainder of their hardship months, if their case is closed as a result of failure to comply with the work requirements after being approved for a hardship extension. If the participant reapplies for TCA or requests a review, he/she must complete an application for assistance. As part of the application review process, DCF must complete the time limit review process form and forward the referral to CSRC.

VI. Right to Request of Withdraw

Prior to exhausting the 48-month time limit, a participant has the right to request an extension of the time limit. If the participant's TCA case is closed and the participant would like to request an extension, the

Career Planner must notify the participant to file a Request for Assistance (RFA) with DCF. If the participant is a current recipient of TCA and would like to request an extension, the Career Planner must assist with initiating the process. In addition, the participant has a right to withdraw a hardship extension request at any time by notifying their Career Planner. The Career Planner must case note the request and promptly notify DCF of the participant's decision to withdraw the request.

VII. Supplemental Security Income (SSI) Program and the Social Security Disability Insurance (SSDI) Program

CSRC requires participants who apply for SSI/SSDI or file an appeal to submit supporting documentation. A participant who has applied for SSI/SSDI but has not received a determination must be granted an extension of the applicable time limit until a final determination has been made. DCF is responsible for reviewing the individual's time limit. If no application or appeal for SSI/SSDI is verified, DCF should forward the Hardship Extension Review Form (CF-ES 2082) to CSRC. During the application and appeals process, CSRC requires compliance by the participant with the established IRP or ARP. If a final determination results in the denial of SSI/SSDI benefits, any months during which the individual received TCS will count against his/her 48-month lifetime limit.

AGENDA ITEM SUMMARY

Title	Reemployment Services and Eligibility Assessment (RESEA) - Program Design and Framework Policy
Strategic Plans/Goals	Optimal Use of Resources
Policy/Plan/Law	Bipartisan Budget Act (BBA) of 2018, Public Law 115-123; CareerSource Florida Administrative Policy 128
Action Requested	Review and Approve the new RESEA Program Design and Framework Policy
Background	The Reemployment Services and Eligibility Assessment (RESEA) program began as the voluntary REA pilot launched by USDOL in 2005 to support UI claimants with reemployment needs and reduce improper benefit payments. RESEA replaced REA in 2016 and became mandatory for all Florida LWDBs in 2022. The program helps RA claimants return to work more quickly, reduces the average duration of benefits, and safeguards program integrity by preventing improper payments. It also aligns with WIOA's vision of integrated service delivery and serves as an entry point for claimants into the broader workforce system and partner programs.
Staff Recommendations	Review and Approve the RESEA Program Design and Framework Policy
Supporting Material	RESEA Policy Design and Framework Policy
Board Staff	Tracey McMorris Vice President of Operations/COO tmcmorris@careesourcerc.com (866) 482-4473 ext. 528

PURPOSE

The purpose of this policy is to provide the Reemployment Services and Eligibility Assessment (RESEA) program requirements and guidance to CareerSource Research Coast (CSRC) staff.

BACKGROUND

The Unemployment Insurance (UI) program is a required partner in the public workforce system and provides unemployment benefits to individuals who have lost their employment through no fault of their own and who otherwise meet initial and continuing UI eligibility requirements. Beginning in 2005, the United States Department of Labor (USDOL), Employment and Training Administration (ETA) funded the voluntary UI Reemployment and Eligibility Assessment (REA) pilot program to address individual reemployment needs of UI claimants, and to prevent and detect improper benefit payments. RESEA replaced REA effective January 2016.

The RESEA program was permanently authorized by amendments to the Social Security Act (SSA) under the Bipartisan Budget Act (BBA) of 2018, Public Law 115-123. The RESEA provisions are contained in Section 30206 of the BBA, which enacted Section 306 of the SSA. Pursuant to Section 306 of the SSA, the RESEA program has the following four purposes:

1. To improve employment outcomes of Reemployment Assistance (RA) claimants and reduce the average duration of RA receipt through employment.
2. To strengthen program integrity and reduce improper RA payments through the detection and prevention of such payments to ineligible individuals.
3. To promote the alignment with the broader vision of Workforce Innovation and Opportunity Act (WIOA) of increased program integration and service delivery for job seekers, including RA claimants.
4. To establish RESEA as an entry point for RA claimants into other workforce system partner programs.

I. LOCAL POLICY

CSRC's RESEA program staff must schedule an initial RESEA appointment for all claimants selected for participation in the RESEA program. Subsequently, claimants selected for participation in the RESEA program must attend the scheduled initial appointment to avoid adverse action on their claim.

Florida's RESEA program targets services to:

- Unemployment Compensation for Ex-Service Members (UCX) and
- Claimants determined most likely to exhaust their benefits before returning to work.

Claimants are selected for RESEA through a profiling model. The profiling model is a statistical process that predicts the probability of an individual exhausting their benefits before securing employment based on the following variables:

- Separation reason,
- Primary occupation,
- Education level,
- County of residence, and
- Local unemployment rate.

Attendance is **mandatory** for claimants selected for RESEA to avoid adverse action on their claim. Failure to attend the appointment or complete the required program services will adversely affect the claimant's RA benefits, except if the participant meets one of the exemptions outlined in Section VI.A.5.c.

CSRC must ensure that all RESEA participants have equitable access to services. This includes but is not limited to:

- Providing accessible alternatives (see section title Service Delivery Methods) to technological and digital tools. This includes identification and provision of logistical support needed to best serve individuals selected for RESEA participation in rural and urban communities.
- Providing reasonable accommodations, modifications, and auxiliary aids and services.
- Ensuring all communications are provided in the language the participant is most familiar with based on their selection in their profile in the state's Management Information System (MIS).

A. Program Operations

The RESEA program framework design includes the initial RESEA appointment and appropriate referrals to other programs and community resources, as needed.

1. Initial RESEA Appointment

The term “initial RESEA” means the actual meeting (appointment) between career center staff and the participant where the required RESEA services are completed. CSRC RESEA program staff must ensure the services below are provided during the initial appointment. Services must be documented in Employ Florida and comply with requirements outlined in the [Employ Florida Service Code Guide for Jobseeker Services](#). The Initial RESEA Appointment is considered “complete” only after the following services have been provided and recorded in Employ Florida:

a. Orientation

The first step in the initial RESEA appointment is to complete an orientation with the participant. The orientation is a session where staff provide an overview of the programs and services available in the career center to RESEA participants. During the orientation, staff must outline requirements for RESEA program participation, and provide information about available career center services, partner programs, and community resources. The orientation session may be facilitated on an individual or a group basis. Further, the manner in which orientation may be provided includes a staff-led or self-paced presentation, pre-recorded webinar, or other comparable format(s).

b. Objective Assessment Summary

The next step is the Objective Assessment Summary (OAS), which is a documented evaluation of the academic and occupational skills, career interests, personal needs, and developmental needs of the participant. It must include a review of prior work experience; aptitudes for both traditional and non-traditional careers; academic history; basic skills; work readiness, and barriers to employment. Staff must document any formal or informal assessment and/or testing used to gauge an individual's current knowledge, skills, and abilities.

The OAS wizard in Employ Florida must be fully completed by CSRC RESEA program staff during the initial RESEA appointment. Should there be instances where the system is not available (i.e. system disruptions/outages), staff may use other assessment tools, given the chosen assessment tool contains the same information as the system-generated OAS. Additionally, staff must update the system as soon as it is available but no later than 15 days from the date the service was provided.

When a participant completes the background wizard and/or résumé builder, some of the participant's information will automatically populate into the OAS. As a result, limited information will need to be inputted to complete the OAS. Staff must review the results of the OAS with the participant.

Participants enrolled in or receiving services from a partner program may already have a previously completed the OAS in Employ Florida. A new OAS is not required if the OAS was completed within the last six months. If the participant has an open OAS, RESEA staff must work with the partner program and update the OAS to incorporate the RESEA components.

c. Employability Development Plan

The third step is the creation of a service plan or Employability Development Plan (EDP). The information obtained from the OAS builds the foundation for creating a step-by-step guide to support the participant in returning to work as quickly as possible. The EDP is designed to help jobseekers navigate the increasingly complex steps to their next job or a better career.

The EDP must include steps the participant must take to identify and achieve education and employment goals, as appropriate. The EDP must be unique and specific to each participant and identified goals must be based on the participant's past work experience or future desired occupation. The EDP must include at least one short-term goal (0-12 months) and the accompanying objectives to complete the goal.

An effective EDP must use the S.M.A.R.T. principle to create specific, measurable, attainable, relevant, and time-bound goals and objectives, as described below:

- Specific goals are easy to comprehend and clearly indicate what the participant intends to do. Specific objectives are the action steps outlining exactly what the participant should do in order to achieve the goal.
- Measurable goals have benchmarks allowing participants to see progress towards successfully achieving the goal. Goals are measurable by establishing objectives to show progress.
- Attainable goals and objectives can be realistically expected to be completed within the timeframe given.
- Relevant goals and objectives must be relevant to what the participant is trying to achieve. A relevant goal is based on the participant's work history, education, training, special skills, interests, and aptitudes.
- Time-bound goals and objectives should be limited to a defined period and include a specific timeline for each step of the process.

Staff must create the EDP using the wizard in Employ Florida. Staff must print the EDP and obtain the appropriate signatures (staff and participant). A copy of the signed EDP must be provided to the participant and the original must be maintained in the participant's Employ Florida file. Should there be instances where the system is not available (i.e. system disruptions/outages), Staff may use locally created EDPs, given the document contains the same information as the system-generated EDP. Additionally, staff must update the system as soon as it is available but no later than 15 days from the date the service was provided.

For EDPs created remotely, staff and the participant must sign the EDP electronically. Once signed, staff must provide a copy of the document to the participant electronically or via mail.

Additionally, the EDP must include Work Search Activities (WSA) that support the participant finding suitable employment and are documented as an objective within the participant's plan. Each participant must be assigned to complete a minimum of one specific work search activity. Although provision of work search activities is required, they are not considered a permissible use of RESEA grant funds; therefore, each RESEA participant must be co-enrolled in the Wagner-Peyser (WP) program during the initial appointment.

Note: A separate work search activity appointment is not required as a part of the RESEA initial appointment.

In addition, as part of the career planning process, staff are required to utilize tools that:

- Assist with demonstrating future financial impacts of the participant's change in income over time;
- Focus on mitigating benefit cliffs for participants seeking employment that leads to self-sufficient employment; and
- Better understand specific gaps and barriers faced by participants

d. **Career Ladder Identifier and Financial Forecaster (CLIFF) Dashboard**

The state approved tool is the Career Ladder Identifier and Financial Forecaster (CLIFF) Dashboard. The education and employment goals identified for participants must be created using information or data obtained through the administration of the CLIFF Dashboard. Usage of the tool should be tracked in Employ Florida using the service code “CLF” as defined in the [Employ Florida Service Code Guide for Jobseeker Services](#).

e. **Labor Market Information**

Labor Market Information (LMI) is the specific and unique information pertaining to the socio-economic forces which can guide participants with their job search. It provides occupational staffing and hiring patterns, wage information and labor market employment data relating to local, regional, and national labor market areas.

Labor market information must be customized to each participant and provided as a part of the initial RESEA appointment. Staff may not utilize universal or template LMI. Because the goal of LMI is to provide a general guide to jobs and the job market, staff may provide LMI as often as needed; however, staff must not duplicate previous information provided to the participant. Documentation and case note requirements must align with the [Employ Florida Service Code Guide for Jobseeker Services](#).

f. **Eligibility Review Process (ERP)**

CSRC RESEA program staff must conduct the Eligibility Review Process (ERP) with each RESEA participant to determine continued eligibility for reemployment assistance benefits. The ERP must be conducted on a one-on-one basis, and it includes the review of the individual’s availability to work, work search activities and referral to the RA adjudication office if one or more issue or potential issue(s) is identified. FloridaCommerce created a standard ERP form that must be used by staff to conduct the ERP. The ERP form will be a part of the standard notification letter each RESEA participant receives.

The notification letter informs individuals of their selection for and mandatory participation in the program. Participants must bring the completed ERP form and submit it to staff at the initial RESEA appointment. Staff must review the ERP form during the initial RESEA appointment with the participant to ensure completeness and accuracy. When issues are identified, the CSRC RESEA program staff must submit the completed ERP form that identifies potential issues to: RESEA.ELGISS@commerce.fl.gov. The identified issues will be referred to the RA Adjudication team for handling. CSRC RESEA program staff must upload the completed ERP form to the participant’s case file in Employ Florida within one business day of the completed initial RESEA appointment.

2. Service Delivery Methods

CSRC RESEA program staff must make RESEA services available for participants via more than one alternative, which may include in-person, remote, virtual, telephonic, or a hybrid format using any two or more methods. For remote or virtual options, staff may use person-to-person technologies such as Skype, Zoom, FaceTime, Teams or other similar applications.

These tools:

- enhance the participants’ experience with RESEA services;
- complement the resources and services provided during the initial RESEA;
- significantly expand the number of RA claimants who can be served under the RESEA program; and
- significantly reduce the participant’s burden and hurdles to participation

The level and timeliness of these service delivery methods must be comparable to the in-person services.

3. Pool Management, Appointment Scheduling and Notification

CSRC RESEA program staff are required to manage the RESEA pool(s) each Monday morning. Staff must select a “number” or “percentage” of participants to be placed in their pool. On the following Tuesday, staff must print and mail RESEA appointment letters to all claimants selected for RESEA program participation. It is understood that these days may shift when there are office closures, system issues/changes or other actions beyond the state or CSRC’s control.

CSRC RESEA program staff must use the standard notification letter provided by FloridaCommerce; however, it can be appended to include specific local processes and/or information with approval from the Director of Programs or higher authority. The letters must include the date, time, manner by which services will be delivered, location of the appointment and contact information for the CSRC RESEA program staff. FloridaCommerce has translated the standard letter from English to Spanish and Haitian Creole. CSRC RESEA program staff may print the letter based on the language selected by the RESEA participant in Employ Florida from the login page.

CSRC must develop a process that will take place after the notification letter is mailed, but prior to the appointment, to engage participants and cause an increase in attendance and completion of the Initial RESEA Appointment. Staff should engage participants in a manner deemed appropriate as defined in CSRC’s local operating procedures, to reiterate the mandatory participation requirements and consequences for non-participation.

4. The Wagner-Peyser Application

The RESEA participant’s WP application must be completed prior to, or during the initial RESEA appointment. Failure to complete the application could adversely impact benefits due to the current system configuration which will not allow staff to result the participant as “Attended” until the WP application is complete.

5. RESEA Documentation Requirements

All services provided by CSRC RESEA program staff during any RESEA appointment must be documented in Employ Florida. The four-pack of services (Orientation, OAS, EDP, and LMI), are automatically generated in the system’s event calendar. Once staff results the participant’s attendance, the four-pack of services will automatically attach to the participant’s service plan. CSRC may require additional actions or services beyond the four-pack of services during the RESEA appointments. When this happens, those services must be manually attached to the event calendar by CSRC RESEA program staff, and appropriate case notes must be entered in accordance with the [Employ Florida Service Code Guide for Jobseeker Services](#).

a. Resulting Attendance

RESEA appointments must be resulted to reflect the participant’s attendance or non-attendance on the appointment date. A participant’s benefits may be adversely impacted if staff does not result their non-attendance timely. Adverse impacts may include:

- 1) The participant could erroneously lose benefits.
- 2) The participant could receive a payment during the period of ineligibility, e.g., they were a no-show, but staff did not result the participant’s attendance timely, potentially creating an overpayment.

CSRC RESEA program staff must document the failure of a participant to engage in or complete any of the required RESEA services in the case file.

Any participants who fail to report for their initial RESEA appointment must be resulted as a “no show.” Pursuant to UIPL 08-24, Section d.ii.: An individual may not be found ineligible for RA for failure to report for

any [week] time in which no RESEA services were available. FloridaCommerce is aware that certain instances may preclude services, such as a natural disaster, planned office closures, holidays, etc.

When disasters or other situations occur that are beyond the control of the CSRC, CSRC must notify FloridaCommerce via email at RESEA@commerce.fl.gov within one business day of the occurrence. The notification must include the reason services are not available, and a date by which CSRC expects to restart services. CSRC must provide a list of participants affected by the lack of services so that FloridaCommerce can ensure there is not an adverse impact to benefits.

If CSRC permanently closes or inactivates an office that usually holds RESEA services, CSRC must notify FloridaCommerce via the above email at least two weeks prior to the planned closure/inactivation. CSRC must submit to FloridaCommerce a statement on how it plans to provide services to RA claimants selected for RESEA in the impacted area and explain how it will maintain its current performance.

b. Rescheduling Appointments

Participants who make a request to reschedule their initial appointment must be allowed to do so. The appointment must be rescheduled in the event calendar in Employ Florida and completed within 30 calendar days of the originally scheduled date. CSRC RESEA program staff must advise participants that failure to complete the appointment within the allotted 30 days may adversely impact their benefits. CSRC RESEA program staff must also advise participants that they will not be permitted to reschedule their appointment after the 30-day period has passed, unless extenuating circumstance (e.g. death in the immediate family, natural disaster, unexpected office closure, etc.) occur, and approval is granted by FloridaCommerce staff.

CSRC RESEA program staff must allow customers who receive a disqualification through the RA process to reschedule their appointment. Once those customers complete the rescheduled appointment, CSRC must submit an email to: RESEA@commerce.fl.gov to notify FloridaCommerce of the completion. The email must include the participant's name, state ID, the date appointment was completed and notification that the participant was disqualified and rescheduled due to the disqualification.

CSRC RESEA program staff must reschedule customers through the event calendar in Employ Florida. Staff must enter a case note into Employ Florida to document the reason for the reschedule, and any additional details to support the rescheduling. Participants may access other career services at any time, regardless of whether they complete their RESEA appointment.

c. Exemptions

If a participant fails to attend an RESEA appointment or notify CSRC RESEA program staff of an exemption prior to an appointment, then staff must record "no show" in Employ Florida and document the exemption in the event calendar. If an exemption is recognized after an appointment, then staff must case note the exemption. Following are exemption reasons that may be applied to RA claimants selected for RESEA:

- 1) Individuals who are attached to regular jobs.
- 2) Individuals who are temporarily unemployed due to lack of work and have a fixed or approximate return-to-work date within six weeks.
- 3) Individuals who are non-Florida residents.
- 4) Individuals who are in training approved by FloridaCommerce RA staff, including WIOA.
- 5) Individuals who have to appear for jury duty screening and/or performing the service of jury duty, as evidenced by documentation from the court.

- 6) Individuals who are union members who customarily obtain employment through a union hiring hall. The career center staff must obtain from the participant and document the union hiring hall local number.
- 7) Individuals who are unemployed as a result of a temporary layoff or who are claiming benefits under an approved short-time compensation plan.
- 8) Individuals who are unable to complete the online work registration due to illiteracy, physical or mental impairment, a legal prohibition from using a computer, or a language impediment. If a person is exempted from the online work registration, then the filing of his or her claim constitutes registration for work.

d. Reporting Employment

When a participant reports employment before, during or after any RESEA appointment, CSRC RESEA program staff must verify and record the employment in Employ Florida with the service code for Obtained Employment. Staff must not require a participant who is working full time to participate in an RESEA appointment. The participant must be marked as a “no show” with reason of “employment.”

6. Integration with other Workforce Programs

One of the statutory goals of the RESEA program is to serve as an entry point for individuals receiving RA into other workforce system partner programs. CSRC must support this goal by ensuring that the RESEA program is integrated into the workforce system broadly to enable participants’ access to the full range of services offered through the one-stop delivery system. RESEA must supplement rather than supplant current reemployment activities provided by the workforce system.

Participants who are deemed unlikely to return to a previous industry or occupation indicated as declining are also qualified to receive WIOA Dislocated Worker (DW) services.

7. Staffing Requirement

CSRC must use state merit staff to provide Wagner-Peyser Act Employment Service (ES) services. Employment Services include, but are not limited to:

- a. Job search assistance
- b. Career counseling
- c. Job listings
- d. Job placement assistance
- e. Reemployment assistance services
- f. Recruitment services
- g. Labor market information
- h. Training referrals

There is no merit staffing requirement for providing RESEA services. RESEA may be provided by any appropriately trained staff. The RESEA services may be delivered by qualified and trained merit staff, WIOA staff or other career center staff. However, CSRC must ensure that staff providing RESEA services have attended and received sufficient training from RA staff before conducting the eligibility review and making referrals to RA merit staff for adjudication. Training will be provided no less than annually by FloridaCommerce, and LWDBs will receive advance notification of training dates to allow time to plan for staff attendance.

Decisions regarding RA eligibility determinations and redeterminations resulting from issues identified through RESEA participation must be made by RA merit staff only.

AGENDA ITEM SUMMARY

Title	Review and Approve the Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker Program - Framework and Design Policy
Strategic Plans/Goals	Operational Intelligence
Policy/Plan/Law	WIOA, Public Law 113-128; 20 Code of Federal Regulations (CFR) Section 680; 29 CFR Parts 31 and 38; TEGL 10-16, Change 3 Attachment 7, Table A; Training and Employment Guidance Letter (TEGL) 16-16; TEGL No. 19-16; Training and Employment Notice (TEN) No. 13-24; Training and Employment Guidance Letter (TEGL) 07-20.
Action Requested	Review and Approve CSRC's WIOA Adult and Dislocated Worker Program Framework and Design Policy
Background	<p>WIOA embraces a vision to strengthen talent pipelines and workforce systems by providing a foundational platform which supports an integrated service delivery system and increases access to a workforce system that is universally accessible, customer-centered and employment driven.</p> <p>The Adult and Dislocated Worker programs provide training and employment services to WIOA-eligible participants. The one-stop delivery system is the basic delivery system for such services. Through this system, adults and dislocated workers can access a continuum of services that range from access to self-service information about job postings, labor market information, available training programs, etc., to occupational skills training and work-based learning opportunities for high skill, high demand jobs. LWDBs and local career centers work collaboratively with economic development, industry and business partners to determine the talent needs for the local economy, and with educational institutions, service agencies, and other workforce partners to ensure that the mix of services available to job seekers can meet those talent needs and engage program participants in career pathways that lead to self-sufficiency.</p> <p>Staff created CSRC's local policy to align with Administrative Policy Number 127 - Adult and Dislocated Worker Program Framework and Design, which became effective on 5/21/2025 and outlines services provided through the Adult and Dislocated Worker Programs under WIOA and the Wagner-Peyser Act Employment Service.</p>
Staff Recommendations	Approve the WIOA Adult and Dislocated Worker Program Framework and Design Policy
Supporting Material	WIOA - Adult & Dislocated Worker Program Framework & Design Policy
Board Staff	<p>Shelly Batton Director of Programs sbattton@careersourcerc.com (866) 482-4473 ext. 518</p>





PURPOSE

The purpose of this policy is to stipulate the requirements for the framework and design of the Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker (DW) Programs at Local Workforce Development Board (LWDB) 20, CareerSource Research Coast (CSRC).

BACKGROUND

WIOA embraces a vision to strengthen talent pipelines and workforce systems by providing a foundational platform which supports an integrated service delivery system and increases access to a workforce system that is universally accessible, customer-centered and employment driven.

The Adult and Dislocated Worker (A/DW) programs provide training and employment services to WIOA-eligible participants. The one-stop delivery system is the basic delivery system for such services. Through this system, adults and dislocated workers can access a continuum of services that range from access to self-service information about job postings, labor market information, available training programs, etc., to occupational skills training and work-based learning opportunities for high skill, high demand jobs. LWDBs and local career centers work collaboratively with economic development, industry and business partners to determine the talent needs for the local economy, and with educational institutions, service agencies, and other workforce partners to ensure that the mix of services available to job seekers can meet those talent needs and engage program participants in career pathways that lead to self-sufficiency.

I. LOCAL POLICY

WIOA authorizes a continuum of career services and training services for adults and dislocated workers. Career Planners must assess each participant and determine the most appropriate mix of these services to offer to participants. Career Planners must identify the assessments to be used to determine eligibility and must ensure eligibility determination procedures are consistent with state policies. Career Planners may use recent (within the most recent six months) interviews, evaluations, or assessments, including those used by partner programs, when available, rather than creating a new document.

A. Career Services

As identified in 20 CFR 678.430, there are three types of career services: basic career services, individualized career services, and follow-up services. CSRC must ensure that career services are available in at least one physical, comprehensive career center in their local area. Career services also may be available at affiliated sites or at specialized centers.

Career Planners must ensure that adults and dislocated workers who receive services funded under WIOA are registered in Employ Florida and are eligible for either the adult or dislocated worker program prior to the provision of individualized career services, training services or follow-up services.



1. Basic Career Services

Basic career services are universally accessible and may be provided to individuals in the Adult, Dislocated Worker, and Wagner Peyser programs. Basic career services do not require significant staff involvement. Basic career services include:

- “Information-Only Services or Activities” (i.e., those services or activities that have readily available information that does not require an assessment by a staff member of the individual’s skills, education, or career objectives); and
- “Self-Service” (i.e., services or activities that an individual accesses independently and without the assistance of a staff member for any workforce development system program’s information and activities in either a physical location, such as a career center resource room or partner agency, or remotely via the use of electronic technologies).

Basic career services that must be made available at a minimum are:

- a. Program eligibility determinations.
- b. Outreach, intake (including identification through the state’s Worker Profiling and Reemployment Services system of Reemployment Assistance (RA) claimants likely to exhaust benefits), and orientation to information and other services available through the one-stop delivery system. Temporary Assistance for Needy Families (TANF) program individuals must be provided with the opportunity to initiate an application for TANF assistance and non-assistance benefits and services.
- c. Initial assessment of skill levels, including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive service needs.
- d. Labor exchange services, including job search and placement assistance, and, when needed by an individual, career counseling, including the provision of:
 - 1) Information on in-demand industry sectors and occupations.
 - 2) Information on nontraditional employment.
 - 3) Information from career profiles and interest inventories.
- e. Referrals to, and coordination of activities with, other programs and services.
- f. Workforce and labor market employment information, including:
 - 1) Job vacancy listings in labor market areas.
 - 2) Information on job skills necessary to obtain the vacant jobs listed.
 - 3) Information relating to local occupations in-demand; and the earnings, skill requirements, and opportunities for advancement for occupations in-demand.
- g. Provision of performance information and program cost information on eligible providers of training services by program and type of providers and workforce services by program and type of providers.
- h. Provision of information about how the local area is performing on local performance accountability measures, as well as any additional performance information relating to the area’s CareerSource network.
- i. Provision of information relating to the availability of supportive services or assistance, and appropriate referrals to those services and assistance.



- j. Assistance in establishing eligibility for financial aid assistance for training and education programs not provided under WIOA.
- k. Provision of information and assistance regarding filing claims under RA programs, including meaningful assistance (which triggers WIOA participation) to individuals seeking assistance in filing a claim. "Meaningful assistance," as described in Unemployment Insurance Program Letter (UIPL) 20-15 and 20 CFR 678.430, 34 CFR 361.430, and 34 CFR 463.430, means providing assistance as follows:
 - 1) Only merit staff (State government employees) may, in person at career centers or remotely, answer questions, provide advice, or make decisions that could affect claimants' RA eligibility. However, other career center staff may assist in claims by acceptance of information from claimants.
 - 2) If an individual in a career center is referred to a telephone for RA claims assistance, it must be a phone line dedicated to serving RA customers in a timely manner. Individuals must not simply be referred to a general information/dial-in line with the state RA agency contact center where the individual is placed into a phone queue along with all other claimants in the State. If the assistance is provided remotely using technology, it must be a technology that enables trained staff to provide the assistance.
 - 3) The costs associated in providing meaningful assistance may be paid for by the State's RA program, the WIOA Adult or Dislocated Worker programs, Wagner-Peyser, or some combination of these programs.

See the [Employ Florida Service Code Guide for Jobseeker Services](#) for the specific service code and case note/documentation requirements for basic career services.

2. Individualized Career Services

Individualized career services must be made available to a participant after staff determine that such services are required by the participant to retain or obtain employment. Individualized career services involve significant staff time and must be customized to each individual's need.

Individualized career services include but are not limited to:

- Comprehensive and specialized assessments of the skill levels and service needs, such as diagnostic testing and use of other assessment tools, and in-depth interviewing and evaluation.
- Development of an individual employment plan.
- Group counseling, which involves two or more participants.
- Individual counseling
- Career planning
- Short-term pre-vocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services.
- Internships and work experiences (including transitional jobs).



- Workforce preparation activities.
- Financial literacy services
- Out-of-area job search assistance and relocation assistance.
- English language acquisition and integrated education and training programs

Individualized career services trigger and extend participation.

Career planners can only record service codes for these services with the knowledge and current agreement of the participant.

See the [Employ Florida Service Code Guide for Jobseeker Services](#) for the specific service code and case note/documentation requirements for individualized career services.

a. Objective Assessment Summary

The Objective Assessment Summary (OAS), which is a documented evaluation of the academic and occupational skills, career interests, personal needs, and developmental needs of the participant, is a crucial tool that helps Career Planners and participants make informed decisions. The OAS must include a review of prior work experience; aptitudes for both traditional and nontraditional careers; academic history; basic skills; work readiness, and barriers to employment. Career Planners must document any formal or informal assessment and/or testing used to gauge an individual's current knowledge, skills and abilities.

The OAS wizard in Employ Florida must be fully completed by Career Planners for program participants. Should there be instances where the system is not available (i.e. system disruptions/outages), Career Planners may use other assessment tools, given the chosen assessment tool contains the same information as the system-generated OAS. Additionally, Career Planners must update the system as soon as it is available but no later than 15 days from the date the service was provided.

When a participant completes the background wizard and/or resume' builder, some of the participant's information will automatically populate into the OAS. As a result, limited information will need to be inputted to complete the OAS. Career Planner must review the results of the OAS with the participant to make certain the information was accurately documented.

Participants enrolled in or receiving services from a partner program may already have a previously completed OAS in Employ Florida. A new OAS is not required if the OAS was completed within the last six months. If the participant has an open OAS, then the Career Planner must work with the partner program and update the OAS to incorporate new components.

b. Individual Employment Plan

Career Planners must establish an Individual Employment Plan (IEP) for each participant in the WIOA Adult and Dislocated Worker program. The provision of individualized



career services must be based on the employment needs of the participant and documented in an IEP, as appropriate. The IEP is a negotiated agreement between the participant and the program detailing what the participant will do to obtain/return to employment and what the program will do to support the participant's efforts. The IEP is an ongoing strategy to identify employment goals, achievement objectives, and an appropriate combination of services for the participant to achieve the stated employment goals. The IEP must include at least one short term goal (less than one year in duration) and one long term goal (one year or longer in duration). The Career Planner must work with the participant to outline the steps necessary to achieve each goal. The IEP must address any barriers that may prohibit the participant from achieving the goals.

If the participant has an existing IEP in Employ Florida, the Career Planner must determine if the IEP is still active and work with the program partner who created the existing IEP to determine if the plan should be closed or will require joint coordination. An IEP that is coordinated across multiple programs requires constant communication between the Career Planner and partner program staff to maximize the effectiveness of the plan and prevent the duplication of services.

The IEP must be created using the Employ Florida IEP/Service Strategy wizard. If there are instances where the system is not available (i.e. system disruptions/outages), then Career Planners may use locally created IEPs, given the document contains the same information as the system-generated IEP. Additionally, Career Planners must update the system as soon as it is available but no later than 15 days from the date the service was provided. Instructions on how to create an IEP using the Employ Florida IEP/Service Strategy wizard are available in the [Virtual OneStop® User Guide for Staff, Section 4: Individuals - Case Management](#). The IEP must be printed and signed by both the participant and Career Planner. A copy of the IEP must be retained in the participant's file. The Career Planner should provide the participant a copy of the signed IEP.

c. Statutory Priority for Adult Funds

WIOA establishes a priority requirement with respect to WIOA adult local formula funds and state-level grants when using such 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 must prioritize services to these populations at all times, regardless of the amount of funds available to provide services in the local area.

Please refer to [Administrative Policy 105 – Priority of Service](#) for the requirements for providing priority of service under WIOA.

Additionally, veterans and eligible spouses (covered persons) must receive priority of service over non-covered persons for all U.S. Department of Labor (USDOL) funded job



training programs, including WIOA programs. 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 or before the non-covered person. Veterans and eligible spouses who receive priority of service must meet all WIOA Adult program eligibility requirements. Under the priority of service provisions of the Jobs for Veterans Act (38 USC 4215(a) – (b) and [20 CFR Section 1010.200](#), separating service members who, upon discharge, meet the eligibility criteria for dislocated workers must be afforded priority over non-veterans. Please see [Administrative Policy 111 – Priority of Service for Veterans and Eligible Spouses](#) for specific requirements.

d. **Employment Status Clarification**

CSRC may provide services to Adults or Dislocated Workers who are considered underemployed. Examples of underemployed individuals include:

- 1) Individuals employed less than full-time who are seeking full-time employment.
- 2) Individuals who are employed in a position that is inadequate with respect to their skills and training.
- 3) Individuals who are employed who meet the definition of a low-income individual as defined in WIOA section 3(36).
- 4) Individuals who are employed, but whose current job's earnings are not sufficient compared to their previous job's earnings from their previous employment.

CSRC may provide services to a dislocated worker individual who is dislocated from a full-time job, but who has found part-time, bridge or income maintenance employment.

See CSRC's WIOA Adult and Dislocated Worker Program Framework and Design Procedure for serving individuals who are underemployed.

e. **Supportive Services and Needs-Related Payments**

Supportive services are those services necessary to enable an individual to participate in career services or training services. Career Planners must engage in resource and service coordination to ensure participants receive supportive services, either as part of an IEP/ISS, through co-enrollment or thorough referral to community partners, whenever possible. Supportive services may be made available to any adult or dislocated worker participating in Title I career services or training activities who is unable to obtain supportive services through other programs providing such services. Additionally, the supportive services must be reasonable and necessary to enable the individual to participate in career services or training activities. WIOA requires that adults and dislocated worker individuals be participants to receive supportive services. Thus, CSRC may not fund supportive services with WIOA funds as follow-up services to adult and dislocated worker participants.



The provision of supportive services must be documented in the participant's IEP/ISS. Additional requirements governing supportive services are prescribed in [Administrative Policy Number 109: Supportive Services and Needs-Related Payments](#).

3. **Work-Based Learning and Work-Based Training**

Work-based learning activities include on-the-job training, customized training, incumbent worker training, registered apprenticeships, pre-apprenticeships, transitional jobs, work experience, and internships. Of these work-based learning activities, on-the-job training, customized training, incumbent worker training, and registered apprenticeships are also considered work-based training.

The following work-based learning activities are considered individualized career services under WIOA: work experience and internships, transitional jobs, and pre-apprenticeship programs. See [Workforce Policy Number 100: Work-Based Training and Work-Based Learning Opportunities](#) for details and requirements on this topic.

B. **Training Services**

Career Planners, after conducting an interview, an evaluation, or assessment, and career planning, may provide training services to adult and dislocated worker participants, who:

- 1) Are 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 alone, are in need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment and have the skills and qualifications to successfully participate in the selected program of training services;
- 2) Are unable to obtain grant assistance from other sources to pay the costs of such training, including such sources as State-funded training funds or Federal Pell Grants established under Title IV of the Higher Education Act of 1965, or requires WIOA assistance in addition to other sources of grant assistance, including Federal Pell Grants;
- 3) Are members of a worker group covered under a petition filed for TAA and are awaiting a determination. If the petition is certified, the worker may then transition to TAA approved training. If the petition is denied, the worker will continue training under WIOA;
- 4) Are determined eligible in accordance with the adult statutory priority, if training services are provided through the WIOA Adult local formula funding stream; and
- 5) Selected a program of training services that is directly linked to the employment opportunities in the local area, or in another area to which the individual is willing to commute or relocate.



Training services must be documented in the IEP. Additionally, training services, when determined appropriate, must be funded either through an Individual Training Account (ITA) or through a training contract. Except in certain instances listed in WIOA sec. 122(h) and 20 CFR 680.320, training services must be provided by an Eligible Training Provider (ETP) in accordance with WIOA sec. 122(d). Section 445.003(3)(a)(1), F.S. requires that a minimum of 50 percent of the Adult and Dislocated Worker formula funds expended annually must be used to provide training services but LWDBs are allowed an automatic waiver which may reduce this to 30 percent, which CSRC regularly requests based on its historical data. The waiver process is detailed in [Administrative Policy 074 Individual Training Account Expenditure Requirements and Waiver Request Process](#).

CSRC must use the standardized contract template approved by CareerSource Florida and distributed by FloridaCommerce. Using the template ensures consistency and compliance with organizational standards across the network and is supportive of employer engagement across the system. CSRC may not alter or amend the language in the template. Any supplemental agreement language required to be added by CSRC or training provider may be accomplished through a locally created addendum to the agreement. Any such addendums will be subject to compliance monitoring. Failure to use the approved template may result in required corrective action.

C. Follow-up Services

Follow-up services must be made available, as determined appropriate by the Career Planner, to adults and dislocated worker participants who are placed in unsubsidized employment, for up to 12 months after the first day of employment. Follow-up services cannot be given to participants, as follow-up services are only available to individuals who are no longer participating in a WIOA program. Conversely, follow-up services do not extend the date of exit in performance reporting. Follow-up services for Adult and Dislocated Worker participants may begin immediately following placement into unsubsidized employment if it is expected that the participant will not receive any future services. To ensure participants receive the full benefit of follow-up services, Career Planners must begin follow-up services within the first quarter after exit, or as soon as the information is received.

The types of follow-up services provided, and the duration of services must be determined based on the needs of the individual. Follow-up services must include more than an attempted contact, or a contact made to secure documentation for reporting a performance outcome. Follow-up services must be documented as one of the services listed as an “F” code in the [Employ Florida Service Code Guide for Jobseeker Services](#).

Career Planners must enter a case note when follow-up services are refused by a participant or the participant cannot be located. Additionally, follow-up attempts must be documented in a case note.

See the [Employ Florida Service Code Guide for Jobseeker Services](#) for the specific service code and case note/documentation requirements for follow-up services.



D. Nondiscrimination

Section 188 of WIOA prohibits discrimination against individuals who apply to, participate in, work for, or come into contact with programs and activities that receive financial assistance under Title I of WIOA. This includes programs and activities operated by one-stop partners (both required and additional partners) to the extent that these programs and activities are being conducted as part of the one-stop delivery system. It prohibits discrimination on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief and, for WIOA beneficiaries, applicants, and participants only, an individual's citizenship status or participation in a WIOA Title I-financially assisted program or activity.

E. Co-Enrollment

Co-enrolling WIOA participants in multiple core programs aims to provide comprehensive support by leveraging resources and services from different programs to better meet the needs of individuals seeking employment and training assistance. Co-enrollment allows participants to benefit from the combined strengths of these programs, such as receiving both job training and educational services simultaneously. This integrated approach helps improve employment outcomes and ensures that participants receive a more holistic set of services tailored to their specific needs.

1. Coordination with the WIOA Youth Program

Individuals aged 18-24 may be eligible for both the WIOA Youth and Adult programs and can be co-enrolled in the two programs. Such determinations regarding the appropriate program for the participant must be based on the service needs of the participant and if the participant is career-ready based on an assessment of his/her occupational skills, prior work experience, employability, and the participant's needs.

Career Planners must determine, for these individuals, the appropriate level and balance of services under the Youth and Adult programs. An important difference to note here is that while receiving an assessment from the Adult, Dislocated Worker, or ES programs does trigger participation and inclusion in the performance accountability calculations for those programs, an objective assessment carried out under WIOA sec. 129(c)(1)(A) does not trigger participation in the Youth program. Career Planners must identify and track the funding streams which pay the costs of services provided to individuals who are participating in Youth and Adult programs concurrently and ensure no duplication of services. Some examples where enhanced coordination could take place include:

- Referring individuals aged 18–24 to the Title I Youth program if they need more intensive support around specific program elements described under WIOA sec. 129(c)(2).
- Utilizing WIOA Adult formula program funded ITAs as part of a career pathway strategy for Youth program participants co-enrolled as adults or dislocated workers.
- Utilizing work-based training opportunities for Youth program participants co-enrolled as adults or dislocated workers, as identified in their Individual Service Strategy (ISS) as part of a career pathway.
- Career pathway planning.



Career Planners for the Adult and Dislocated Worker programs should also determine the benefit of co-enrollment in the Adult Education and Family Literacy Act and the Vocational Rehabilitation programs.

2. Coordination with Trade Adjustment Assistance (TAA)
Consistent with guidance issued in TEGL 13-21, CSRC is to continue serving trade-effective workers from groups certified prior to July 1, 2022. These individuals may also be eligible for Dislocated Workers. See [Administrative Policy Number 116: Trade Adjustment Assistance and Workforce Innovation and Opportunity Act Dislocated Worker Co-enrollment](#) for details and requirements on this topic.
3. Coordination with Reemployment Services and Eligibility Assessment (RESEA)
Reemployment Services and Eligibility Assessment (RESEA) program participants who are deemed unlikely to return to a previous industry or occupation indicated as declining are also qualified to receive WIOA Dislocated Worker (DW) services.

F. Timely and Accurate Data Entry into Employ Florida

FloridaCommerce is required to submit data quarterly to the USDOL, for individual records that include demographic information, information on services received and outcomes for each reportable individual and program participant. Failure to enter data timely into Employ Florida may result in decreased performance for a local area.

Career Planners must enter all information related to services provided to individuals and activities completed by WIOA participants in a timely manner. A best practice would be to enter the information on the same day a service is provided; however, all information and corresponding service codes must be entered into Employ Florida no later than the 15th day after a service is rendered.

Dates of services recorded in Employ Florida must reflect the date of actual service. Service codes recorded in Employ Florida must align with the services defined in the [Employ Florida Service Code Guide for Jobseeker Services](#).

Agenda Item 8

AGENDA ITEM SUMMARY

Title	Review and Approve Workforce Innovation Opportunity Act (WIOA) - Subrecipient Services - Youth Services Contract Renewal - PY 2025-2026
Strategic Plans/Goals	Optimal Use of Resources
Policy/Plan/Law	Board Policy/Board Responsibility
Action Requested	Review and Approve the Renewal of WIOA Youth Services Subrecipient Contract for PY2025-2026
Background	<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 Programs and Services Committee on the intent to renew the WIOA Youth Services contract with the current service provider.</p>
Staff Recommendations	Review and Approve (WIOA) - Subrecipient Services - Youth Services Contract Renewal - PY2025-2026
Supporting Material	WIOA Youth Subrecipient Contract
Board Staff	Shelly Batton Director of Programs sbatton@careersourcerc.com (866) 482-4473 ext. 518

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**SUBRECIPIENT AGREEMENT FOR THE SERVICE PROVIDER OF THE LOCAL WORKFORCE
DEVELOPMENT AREA 20 CAREER CENTER SYSTEM**

Title 2 - Subtitle A - Chapter II - Part 200 - Subpart D - § 200.332: Requirements for pass-through entities.

(a) The following sub-award information is provided by CSRC, the Pass-Through Entity, to Eckerd Youth Alternatives, Inc. d/b/a Eckerd Connects, the Sub-Recipient. If/when any of these data elements change, 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 Youth Alternatives, Inc. d/b/a Eckerd Connects
Sub-Recipient's unique entity identifier	(UEI #08-068-1158)
Federal Award Identification Number (FAIN)	25-A-55-AY-000112
Federal Award Date	July 1, 2025
Sub-Award Period of Performance: start/end dates	July 1, 2025 - June 30, 2026
Amount of Federal funds obligated by this action	\$750,000
Total amount of Federal funds obligated to the Sub-Recipient	\$750,000
Total amount of Federal Award to CSRC	\$949,630
Federal award project description	WIOA Youth Services Provider
Name of Federal awarding agency Pass-through entity, and Contact information for awarding official	Federal <u>awarding agency</u> : For WIOA: U. S. Dept. of Labor through State of Florida, FloridaCommerce Pass <u>Through Entity</u> : 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	27.847%



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

Youth Alternatives, Inc. d/b/a Eckerd Connects as the "Service Provider."

CONTRACT TERM

THIS AGREEMENT will be in effect from July 1, 2025, through June 30, 2026, 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 **\$750,000** 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.



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 YOUTH
ALTERNATIVES, INC. d/b/a ECKERD
CONNECTS**

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

Nicole Stroebe, CFO

Brian K. Bauer, President/CEO

Name and Title of Certifying Representative

Name and Title of Representative

Signature

Signature

Date

Date

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 Marketing Coordinator for final approval prior to use. Outreach and recruitment will be ongoing to ensure a constant flow of youth entering and exiting the program.

ELIGIBILITY ASSESSMENT/WIOA REGISTRATION:

The Service Provider will provide services to the estimated existing active carryover caseload of **79** young adults, consisting of 27 ISY and 52 OSY and will recruit and enroll at least **60** additional young adults, comprised of 45 OSY and 15 ISY during the 2025-2026 program year throughout the three-county area. The Service Provider will serve a total of **139** young adults (79 carryforward + 60 new enrollments) and approximately **67** young adults, consisting of 9 ISY and 58 OSY in active follow-up services. Eckerd will serve a total of **206** young adults through PY 2025-2026. The program will provide continuous enrollment and work to exceed enrollment goals if 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 data being entered into Employ Florida. An approved basic skills assessment (CASAS) will be used for basic skills assessment 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 Employ Florida and scanned into CSRC's 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.

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 intends to 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, 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 \$187,500.00 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 training will be based on the need of the placement to provide adequate training to proficiency which will be written in the individual training plan but maxed at 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 WEX funding is

spent by 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 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 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 the Service Provider's fiscal department and documented in the student file in CSRC's 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 **63** young adults as of July 1, 2025, 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 track the 2nd and 4th 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 case noted in Employ Florida.

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 Activity Center, Tykes and Teens, Boys & Girls Club of Martin

and St. Lucie Counties, Treasure Coast Homeless Services 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 other. 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 Satellite Office – Indian River State College Pruitt Campus – 500 NW California Boulevard, Port St. Lucie, FL 34986

Vero Beach

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

Fort Pierce

CareerSource Research Coast Comprehensive Career Center – 4100 Okeechobee Road, Suite 90A, Ft. Pierce, FL 34947

Martin County

CareerSource Research Coast Satellite Office – **To be determined**

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.

14 WIOA Required Youth Program Elements	Provider, or Referral Agency	Instructional Activities/Curriculum
1. 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 st Century Skills
2. Alternative secondary school offerings	Eckerd/ Public school partners	Florida State Standards; Penn Foster
3. 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
4. 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
5. 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
6. 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
7. 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

- **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, CBOs, 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 2nd, 3rd, and 4th quarter after exit to ensure program effectiveness.

GOALS:

- A. An average caseload of 142 active WIOA Youth will be served during program year 25-26. 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 **60** new WIOA eligible youth between July 1st, 2025, and June 30th, 2026. 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 06/30/2026.
- B. A minimum of 86.3% 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 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 are 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 88.2% of all contracted WIOA defined youth enrolled in a training program will attain a degree, certificate, or occupational skills credential prior to termination from the WIOA program. The measure will be calculated as the total number of youths exited with credential divided by the total number of youths 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 \$187,500.00 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 Youth performance and is to be submitted via email at the following intervals:

- 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 in CSRC's 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 YESS Learning Management System, and CSRC's 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 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 for 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 workers' 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.

DRAFT

ATTACHMENT B – MONITORING & EVALUATION

CSRC staff and their subcontracted independent monitoring/audit provider and the State of Florida's Department of Commerce (FC) 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 \$750,000, for the Youth Connections Program, with the final invoice submitted to CSRC by July 15, 2026, unless otherwise modified. Under the terms of this contract payments may be made on a cost reimbursement basis in the amount not to exceed \$750,000 and not to exceed **33% or \$247,500** 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 10th day of the month and billing (with backup) is due by the 15th. 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. Operational or Client Related variances over 10% of total 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: Service Provider will be required to meet the following performance guidelines as part of the contract requirements.

Performance Benchmark Measure	Timeframe Reporting
Measurable Skills Gains- 86.3%	Upon receipt from FloridaCommerce
Attainment of Degree or Certificate- 88.2%	Upon receipt from FloridaCommerce
Median Earnings 2 nd Quarter After Exit - \$3500	Upon receipt from FloridaCommerce
Employment Rate – Second Quarter After Exit – 80.6%	Upon receipt from FloridaCommerce
Employment Rate – Fourth Quarter After Exit – 73%	Upon receipt from FloridaCommerce

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 86.3% 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, 88.2% 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, 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.

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 s 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 \$3,500. Data will be verified from the FloridaCommerce Performance Indicator reports.
- F. **Employment Rate 2nd Quarter After Exit:** Of all youth who exit, 80.6% 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 4th Quarter After Exit:** Of all youth who exit, 73% 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 \$750,000.

Invoices must reflect amounts paid and youth activities must be supported with attached copies of youth activities attendance sheets, pre and post tests, 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.

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, 2026.

- 4. DEOBLIGATION:** 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.



ATTACHMENT E – NEGOTIATED BUDGET FOR 2025-2026 YOUTH ACTIVITIES

PROJECT BUDGET:

PY 25-26 WIOA Youth Budget Summary	
Staff Labor	\$362,432.92
Fringe Benefits	\$112,387.03
Travel: Mileage	\$ 1,581.01
Other Travel	\$ 1,695.00
Employee Related	\$ 210.00
Supplies / Consumables	\$ 1,800.00
Software Licensing	\$ 1,050.00
Communications	\$ 1,680.00
Insurance / Professional Fees	\$ 9,375.00
Client Related	\$177,273.00
Indirect Cost	\$ 80,516.04
TOTAL	\$750,000.00



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: WIOA Program Coordinator
Address: 4100 Okeechobee Rd, Suite 90A, Fort Pierce, FL 34947
Telephone Number: (866) 482-4473 x. 526
Designated by: Brian Bauer
Title: President/CEO
Date: July 1, 2025

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 14th Street Ocala Florida 34470
Telephone Number: (352) 291-9550, ext. 1238
Designated by: Michael D. Smith
Title: CEO
Date: July 1, 2025



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

Ellyn Evans, Vice-President of Finance

Printed Name & Title

B. _____
Signature

Michelle Arencibia, Finance Manager

Printed Name & Title

C. _____
Signature

Blake Brandt, Financial Analyst

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 Youth Alternatives, Inc. d/b/a Eckerd Connects, Inc.

100 N. Starcrest Driver

Clearwater, FL 33765

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 .L33(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.Ot7, 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.) 103-277, 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

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

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.

23. NEVER CONTRACT WITH THE ENEMY

Contractor agrees to comply with regulations implementing Never Contract with the Enemy in 2 CFR part 183. The regulations in 2 CFR part 183 affect covered contracts, grants and cooperative agreements that are expected to exceed \$50,000 within the period of performance, are performed outside the United States and its territories, and are in support of a contingency operation in which members of the Armed Forces are actively engaged in hostilities.

Sub-Recipient Name: Eckerd Youth Alternatives, Inc. d/b/a Eckerd Connects

Authorized Representative

Printed Name & Title: Nicole Stroebel, CFO

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 Nicole Stroebe, CFO
(print individual's name and title)

for Eckerd Youth Alternatives, Inc. d/b/a Eckerd Connects
(print name of entity submitting sworn statement)

whose business address is 100 Starcrest Drive, Clearwater, FL 33765

and (if applicable) its Federal Employer Identification Number is 59-2551416 (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 vendor 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 _____, 2020.

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.

Eckerd Youth Alternatives, Inc. d/b/a Eckerd Connects
Service Provider

Nicole Stroebe, CFO
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 Youth Alternatives, Inc. d/b/a 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.

Nicole Stroebel, CFO

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 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 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 Youth Alternatives, Inc. d/b/a Eckerd Connects, Inc.** agree to comply fully with the provisions contained therein.

Nicole Stroebe, CFO

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 CFR 98, Subpart F, I, **Nicole Stroebel**, the undersigned, in representation of **Eckerd Youth Alternatives, Inc. d/b/a 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.

Eckerd Youth Alternatives, Inc. d/b/a Eckerd Connects

Service Provider

Nicole Stroebel, CFO

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 **Eckerd Youth Alternatives, Inc. d/b/a Eckerd Connects**, I hereby certify that the statement selected below is true:

- ☐ 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.

Nicole Stroebel, CFO

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

LWDA20 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 track 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

Title	Local Targeted Occupations List (LTOL) for 2nd Quarter of PY 25-26
Strategic Goal	Strong Advancement of Existing and Emerging Local Targeted Industry Clusters
Policy/Plan/Law	Workforce Innovation & Opportunity Act
Action Required	Review and Approve the LTOL for the 2nd Quarter of Program Year 2025-2026
Background	<p>The Department of Commerce's (FLORIDACOMMERCE) Bureau of Labor Market Statistics (LMS) has published the 2025-2026 Statewide Targeted Occupations List on the FloridaCommerce 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 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>
Staff Recommendation	Staff reviewed local labor market information and resources regarding the LTOL. Staff are recommending no changes to the LTOL for the 2nd Quarter. Staff recommends approval of this LTOL for the 2 nd Quarter of PY 2025-2026.
Supporting Materials	CareerSource Research Coast Local Targeted Occupations List
Board Staff	<p>Shelly Batton Director of Programs sbatton@careersourcerc.com (866) 482-4473 ext. 518</p>

2025-2026 Local Targeted Occupations List

Sorted by Occupational Title

Workforce Development Area 20 - Indian River, Martin, and St. Lucie counties

Selection Criteria:

- 1LMEC Educational Requirements: 3 (Some College, No Degree), 4 (Postsecondary Non-Degree Award), 5 (Associate Degree), or 6 (Bachelor's Degree)
- 230 annual openings and positive growth
- 3Mean Wage of \$18.67/hour and Entry Wage of \$15.18/hour
- 4High Skill/High Wage (HSHW) Occupations:
Mean Wage of \$29.25/hour and Entry Wage of \$18.67/hour

SOC Code* HSHW** Occupation Title*			Regional				Statewide				LMEC	In	
			Annual % Growth	Annual Openings	2024 Hourly Wage		Annual % Growth	Annual Openings	2024 Hourly Wage		Training Code	Targeted Industry?	Qualifying Level***
					Mean	Entry			Mean	Entry			
132011	HSHW	Accountants and Auditors	1.19	167	41.40	24.55	0.70	9,113	42.00	25.92	6	Yes	R
272011		Actors	N/A	N/A	N/A	N/A	0.79	1,702	25.03	16.16	3	No	S
152011	HSHW	Actuaries	N/A	N/A	N/A	N/A	0.98	103	62.39	36.38	6	Yes	E
113012	HSHW	Administrative Services Managers	0.60	21	49.76	24.64	0.66	1,021	49.49	25.68	6	Yes	N
112011	HSHW	Advertising and Promotions Managers	N/A	N/A	N/A	N/A	0.72	122	54.42	21.85	6	Yes	E
413011		Advertising Sales Agents	-1.03	8	27.15	15.18	0.31	880	33.31	18.10	3	Yes	E
173021	HSHW	Aerospace Engineering and Operations Technologists and Technicians	N/A	N/A	N/A	N/A	0.76	219	40.68	28.68	5	Yes	E
172011	HSHW	Aerospace Engineers	0.82	2	68.31	41.87	0.77	319	61.78	43.05	6	Yes	E
493011	HSHW	Aircraft Mechanics and Service Technicians	1.15	17	32.13	19.35	0.43	1,101	38.11	23.99	5	Yes	E
512011	HSHW	Aircraft Structure, Surfaces, Rigging, and Systems Assemblers	N/A	N/A	N/A	N/A	0.72	230	29.91	21.26	4	Yes	E
532022	HSHW	Airfield Operations Specialists	1.39	1	N/A	N/A	0.21	293	39.53	19.70	3	Yes	E
532011	HSHW	Airline Pilots, Copilots, and Flight Engineers	N/A	N/A	N/A	N/A	0.20	886	127.83	58.24	6	Yes	E
171011	HSHW	Architects, Except Landscape and Naval	1.56	7	43.81	29.82	1.08	441	45.50	30.55	6	Yes	E
173011	HSHW	Architectural and Civil Drafters	1.18	20	28.26	20.01	1.15	904	30.12	20.33	5	Yes	S
119041	HSHW	Architectural and Engineering Managers	0.65	5	75.80	50.97	0.61	526	81.64	55.86	6	Yes	E
271011	HSHW	Art Directors	1.52	7	45.47	28.09	0.53	507	47.65	26.29	6	Yes	N
274011		Audio and Video Technicians	0.02	8	27.74	17.45	N/A	N/A	N/A	N/A	5	No	O
493021		Automotive Body and Related Repairers	0.02	22	26.78	19.37	N/A	N/A	N/A	N/A	3	No	O
493023		Automotive Service Technicians and Mechanics	0.87	182	25.51	16.60	0.63	5,620	25.53	16.25	4	No	R
492091	HSHW	Avionics Technicians	N/A	N/A	N/A	N/A	0.46	185	37.87	27.15	5	Yes	E
172031	HSHW	Bioengineers and Biomedical Engineers	N/A	N/A	N/A	N/A	0.45	60	50.69	32.97	6	Yes	E
194021		Biological Technicians	1.03	12	27.03	18.57	0.81	379	24.22	16.53	6	Yes	E
433031		Bookkeeping, Accounting, and Auditing Clerks	0.03	346	24.29	16.91	0.73	15,667	24.42	17.26	3	Yes	R
472021		Brickmasons and Blockmasons	0.03	11	24.68	17.35	N/A	N/A	N/A	N/A	2	Yes	O
434011	HSHW	Brokerage Clerks	N/A	N/A	N/A	N/A	0.40	464	30.15	22.10	3	Yes	E
493031	HSHW	Bus and Truck Mechanics and Diesel Engine Specialists	0.46	26	28.69	20.35	0.59	1,272	30.01	21.21	4	Yes	S
533051		Bus Drivers, School or Special Client	0.01	86	21.61	17.60	N/A	N/A	N/A	N/A	2	Yes	O
533052		Bus Drivers, Transit and Intercity	0.00	30	N/A	N/A	N/A	N/A	N/A	N/A	2	Yes	O
131199	HSHW	Business Operations Specialists, All Other	0.90	92	40.01	20.68	0.80	6,273	44.42	23.16	6	Yes	R
131020	HSHW	Buyers and Purchasing Agents	-0.27	47	33.91	21.11	0.55	3,074	37.40	22.92	6	Yes	S
292031		Cardiovascular Technologists and Technicians	0.21	7	35.78	20.76	-0.02	362	31.22	17.73	5	Yes	E
252032	HSHW	Career/Technical Education Teachers, Secondary School	0.01	9	N/A	N/A	N/A	N/A	30.19	24.18	6	No	E
435011	HSHW	Cargo and Freight Agents	0.02	5	31.91	21.37	N/A	N/A	N/A	N/A	2	Yes	O
472031		Carpenters	0.79	249	23.94	17.91	0.76	6,387	24.13	18.09	4	No	R
472051		Cement Masons and Concrete Finishers	0.03	43	22.94	16.90	N/A	N/A	N/A	N/A	1	Yes	O
351011		Chefs and Head Cooks	1.15	60	29.62	16.95	0.73	2,101	30.07	16.58	5	No	R
518091	HSHW	Chemical Plant and System Operators	N/A	N/A	N/A	N/A	0.10	35	33.18	29.45	5	Yes	E
194031		Chemical Technicians	0.03	5	27.46	17.58	0.57	253	24.78	17.98	5	Yes	E
192031	HSHW	Chemists	0.04	5	51.18	29.45	0.48	150	37.83	23.27	6	Yes	E
211021		Child, Family, and School Social Workers	0.83	60	25.58	18.17	0.89	1,350	27.28	19.68	6	No	R
173022	HSHW	Civil Engineering Technologists and Technicians	0.74	8	26.95	19.49	0.85	304	33.16	21.94	5	Yes	E
172051	HSHW	Civil Engineers	1.27	24	44.91	28.66	0.94	1,234	50.88	30.17	6	Yes	S
131031	HSHW	Claims Adjusters, Examiners, and Investigators	0.44	12	40.92	24.50	0.90	2,512	35.67	23.51	3	Yes	S
292010		Clinical Laboratory Technologists and Technicians	-0.20	100	28.32	18.66	0.38	1,978	29.29	18.07	5	No	S
272022		Coaches and Scouts	1.48	48	28.07	15.46	0.75	2,025	27.93	14.67	6	No	R
499092	HSHW	Commercial Divers	N/A	N/A	N/A	N/A	0.42	51	30.78	20.39	4	Yes	E
532012	HSHW	Commercial Pilots	-0.35	19	66.57	30.90	0.10	860	68.70	34.59	4	Yes	E
211099		Community and Social Service Specialists, All Other	1.13	24	27.98	20.83	0.69	775	28.09	19.25	6	No	N
211094		Community Health Workers	2.08	10	24.51	20.16	1.08	265	24.20	17.28	6	No	N
113111	HSHW	Compensation and Benefits Managers	N/A	N/A	N/A	N/A	0.93	83	60.21	34.52	6	Yes	E
131141	HSHW	Compensation, Benefits, and Job Analysis Specialists	1.74	11	32.89	21.11	0.94	607	34.18	21.50	6	Yes	S
131041	HSHW	Compliance Officers	0.75	44	34.69	20.69	0.63	2,882	38.27	22.20	6	Yes	R
113021	HSHW	Computer and Information Systems Managers	1.71	16	72.90	44.81	1.23	1,978	82.23	52.56	6	Yes	S
172061	HSHW	Computer Hardware Engineers	N/A	N/A	N/A	N/A	1.25	176	59.77	38.14	6	Yes	E
151241	HSHW	Computer Network Architects	0.32	5	56.82	37.26	1.34	554	63.74	42.43	6	Yes	S
151231	HSHW	Computer Network Support Specialists	1.26	13	34.66	22.65	1.11	1,037	36.99	24.37	5	Yes	S
519161		Computer Numerically Controlled Tool Operators	0.61	15	24.56	17.82	0.65	412	22.51	16.90	4	Yes	E
519162	HSHW	Computer Numerically Controlled Tool Programmers	2.59	4	33.62	23.60	0.67	76	33.01	22.17	5	Yes	E
151299	HSHW	Computer Occupations, All Other	1.27	17	49.21	25.44	1.23	1,497	49.66	24.79	6	Yes	S
151251	HSHW	Computer Programmers	-0.63	6	44.92	29.12	1.41	552	49.30	29.19	6	Yes	S
151211	HSHW	Computer Systems Analysts	1.00	22	44.01	28.36	1.31	2,544	51.27	32.30	6	Yes	S
151232	HSHW	Computer User Support Specialists	0.94	61	30.28	19.95	1.28	4,078	30.00	19.66	4	Yes	R
492011		Computer, Automated Teller, and Office Machine Repairers	-0.32	8	21.92	17.11	0.83	654	22.69	17.38	4	Yes	S
474011	HSHW	Construction and Building Inspectors	0.46	35	33.08	22.91	0.89	1,931	33.80	23.00	4	Yes	R
119021	HSHW	Construction Managers	0.82	85	51.79	30.65	0.55	3,437	55.55	31.16	6	No	R
352014		Cooks, Restaurants	0.04	615	17.40	14.18	N/A	N/A	N/A	N/A	2	No	O
131051	HSHW	Cost Estimators	0.37	38	35.65	21.92	0.75	1,477	36.97	22.06	6	Yes	R
273092		Court Reporters and Simultaneous Captioners	0.89	5	27.39	19.74	0.46	190	29.17	19.76	4	No	E
434031		Court, Municipal, and License Clerks	0.57	71	21.64	16.70	0.28	1,227	23.55	17.87	3	No	R
132041	HSHW	Credit Analysts	-1.00	1	45.33	28.78	0.54	299	42.41	26.92	6	Yes	E
152051	HSHW	Data Scientists	3.83	7	51.36	29.88	1.46	694	56.57	32.51	6	Yes	S
151242	HSHW	Database Administrators	0.03	2	41.39	23.82	N/A	N/A	N/A	N/A	6	No	O
151243	HSHW	Database Architects	N/A	N/A	N/A	N/A	1.35	140	66.48	43.10	6	Yes	E
319091		Dental Assistants	1.12	106	21.13	17.52	1.00	3,747	22.44	18.18	4	No	R

2025-2026 Local Targeted Occupations List

Sorted by Occupational Title

Workforce Development Area 20 - Indian River, Martin, and St. Lucie counties

Selection Criteria:

- 1LMEC Educational Requirements: 3 (Some College, No Degree), 4 (Postsecondary Non-Degree Award), 5 (Associate Degree), or 6 (Bachelor's Degree)
- 230 annual openings and positive growth
- 3Mean Wage of \$18.67/hour and Entry Wage of \$15.18/hour
- 4High Skill/High Wage (HSHW) Occupations:
Mean Wage of \$29.25/hour and Entry Wage of \$18.67/hour

SOC Code* HSHW** Occupation Title*			Regional				Statewide				LMEC	In	Qualifying Level***
			Annual % Growth	Annual Openings	2024 Hourly Wage		Annual % Growth	Annual Openings	2024 Hourly Wage		Training Code	Targeted Industry?	
					Mean	Entry			Mean	Entry			
291292	HSHW	Dental Hygienists	1.14	46	38.95	32.36	1.00	1,101	40.03	34.09	5	No	R
519081		Dental Laboratory Technicians	1.28	7	26.74	18.04	0.81	386	27.83	19.08	4	Yes	E
292032	HSHW	Diagnostic Medical Sonographers	1.51	11	38.80	31.68	0.47	412	39.71	32.95	5	Yes	E
291031	HSHW	Dietitians and Nutritionists	2	7	32.73	25.85	0.34	335	33.74	25.62	6	Yes	E
212021		Directors, Religious Activities and Education	0.07	4	22.92	15.52	N/A	N/A	N/A	N/A	6	No	O
472081		Drywall and Ceiling Tile Installers	0.02	15	21.89	15.59	N/A	N/A	N/A	N/A	1	Yes	O
173012	HSHW	Electrical and Electronics Drafters	N/A	N/A	N/A	N/A	0.82	137	32.78	23.92	5	Yes	E
172071	HSHW	Electrical Engineers	0.11	6	47.48	32.66	0.44	454	54.22	36.06	6	Yes	E
499051	HSHW	Electrical Power-Line Installers and Repairers	0.04	23	43.89	30.96	-0.23	541	40.79	26.70	4	Yes	E
472111		Electricians	1.97	140	26.50	19.71	0.57	4,701	26.68	20.02	4	No	R
173024	HSHW	Electro-Mechanical and Mechatronics Technologists and Technicians	N/A	N/A	N/A	N/A	1.47	94	37.17	26.34	5	Yes	E
172072	HSHW	Electronics Engineers, Except Computer	0.05	7	51.92	41.09	0.78	341	57.90	41.09	6	Yes	E
252021		Elementary School Teachers, Except Special Education	1.16	168	24.89	21.74	0.73	5,262	28.30	22.05	6	No	R
292042		Emergency Medical Technicians	0.83	16	22.61	17.80	0.95	540	20.86	16.43	4	No	S
173029	HSHW	Engineering Technologists and Technicians, Except Drafters, All Other	0.02	6	26.83	18.88	0.94	353	34.82	22.76	5	Yes	E
172199	HSHW	Engineers, All Other	N/A	N/A	46.06	26.58	0.58	663	52.02	31.50	6	Yes	E
119072	HSHW	Entertainment and Recreation Managers, Except Gambling	0.01	12	49.30	27.58	N/A	N/A	N/A	N/A	3	No	O
173025		Environmental Engineering Technologists and Technicians	N/A	N/A	N/A	N/A	1.22	59	22.34	17.28	5	Yes	E
172081	HSHW	Environmental Engineers	1.69	3	45.50	24.93	1.11	142	45.60	26.37	6	Yes	E
194042		Environmental Science and Protection Technicians, Including Health	0.91	6	27.68	18.50	0.38	285	25.79	17.97	5	No	E
192041	HSHW	Environmental Scientists and Specialists, Including Health	0.02	10	30.02	19.28	N/A	N/A	N/A	N/A	6	No	O
436011	HSHW	Executive Secretaries and Executive Administrative Assistants	-1.77	33	30.88	20.77	0.63	2,969	33.54	21.47	3	Yes	S
113013	HSHW	Facilities Managers	0.03	13	47.28	27.41	N/A	N/A	N/A	N/A	6	No	O
119013	HSHW	Farmers, Ranchers, and Other Agricultural Managers	-0.04	25	N/A	N/A	-0.02	4,988	49.87	26.22	6	No	E
512051		Fiberglass Laminators and Fabricators	0.02	54	21.27	18.48	N/A	N/A	N/A	N/A	2	Yes	O
132051	HSHW	Financial and Investment Analysts	0.60	12	51.71	29.09	0.57	1,196	48.38	29.39	6	Yes	N
433099		Financial Clerks, All Other	0.00	3	25.69	16.52	0.52	315	27.97	19.83	3	Yes	E
132061	HSHW	Financial Examiners	1.74	4	47.13	31.95	0.50	280	39.60	24.07	6	Yes	E
113031	HSHW	Financial Managers	1.88	58	81.05	38.61	0.64	2,964	80.69	42.15	6	Yes	R
132054	HSHW	Financial Risk Specialists	0.54	5	47.66	33.77	0.54	309	51.89	30.61	6	Yes	E
132099	HSHW	Financial Specialists, All Other	0.60	7	38.70	22.07	0.55	680	35.25	21.82	6	Yes	N
332011	HSHW	Firefighters	0.56	81	37.03	24.76	0.32	1,810	30.58	19.77	4	No	R
471011	HSHW	First-Line Supervisors of Construction Trades and Extraction Workers	0.69	156	34.93	23.76	0.62	5,875	36.62	24.26	3	No	R
391014		First-Line Supervisors of Entertainment and Recreation Workers, Except Gambling Services	1.06	40	27.38	18.78	0.60	1,090	26.16	17.47	3	No	R
371012		First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers	1.09	99	26.94	18.39	0.83	2,445	26.59	18.59	3	No	R
491011	HSHW	First-Line Supervisors of Mechanics, Installers, and Repairers	0.99	88	35.71	22.89	0.62	3,429	36.60	24.05	3	No	R
411012	HSHW	First-Line Supervisors of Non-Retail Sales Workers	0.24	48	44.04	25.01	0.69	3,210	46.21	26.05	3	Yes	R
431011	HSHW	First-Line Supervisors of Office and Administrative Support Workers	N/A	N/A	N/A	N/A	0.74	11,148	32.90	21.48	3	Yes	S
391022		First-Line Supervisors of Personal Service Workers	1.13	31	21.80	15.24	0.55	1,162	23.82	15.81	3	No	R
331012	HSHW	First-Line Supervisors of Police and Detectives	0.01	19	51.11	42.33	0.25	606	52.01	34.32	6	No	E
511011	HSHW	First-Line Supervisors of Production and Operating Workers	0.67	85	32.61	20.71	0.36	2,480	33.02	21.21	3	Yes	R
411011		First-Line Supervisors of Retail Sales Workers	0.21	277	24.55	16.39	0.47	9,789	24.83	16.46	3	No	R
531047	HSHW	First-Line Supervisors of Transportation and Material Moving Workers, Except Aircraft Cargo Handling Supervisors	N/A	N/A	N/A	N/A	0.83	4,052	30.63	20.55	3	Yes	S
194013		Food Science Technicians	0.00	2	N/A	N/A	0.40	93	25.51	18.81	5	Yes	E
191012	HSHW	Food Scientists and Technologists	N/A	N/A	N/A	N/A	0.26	27	46.19	24.44	6	Yes	E
119051	HSHW	Food Service Managers	0.50	91	34.00	18.96	0.71	3,453	34.25	20.67	3	No	R
131131	HSHW	Fundraisers	0.06	10	37.85	23.25	N/A	N/A	N/A	N/A	6	No	O
111021	HSHW	General and Operations Managers	0.94	404	53.91	21.20	0.80	17,467	61.83	25.80	6	Yes	R
192042	HSHW	Geoscientists, Except Hydrologists and Geographers	N/A	N/A	N/A	N/A	1.15	55	46.86	27.32	6	Yes	E
472121		Glaziers	0.02	19	26.08	18.74	N/A	N/A	N/A	N/A	2	Yes	O
271024		Graphic Designers	0.77	32	26.63	17.78	0.59	1,601	30.17	19.77	6	Yes	R
211091		Health Education Specialists	0.04	6	29.15	19.57	0.57	396	30.22	18.89	6	No	E
299021	HSHW	Health Information Technologists and Medical Registrars	1.42	5	26.67	18.16	0.65	271	35.58	19.89	4	Yes	E
251071	HSHW	Health Specialties Teachers, Postsecondary	N/A	N/A	N/A	N/A	0.12	714	66.17	29.42	6	No	N
292099		Health Technologists and Technicians, All Other	0.38	18	23.17	17.53	0.87	1,117	23.82	17.82	4	No	S
299099		Healthcare Practitioners and Technical Workers, All Other	0.78	4	N/A	N/A	N/A	N/A	N/A	N/A	4	Yes	E
499021		Heating, Air Conditioning, and Refrigeration Mechanics and Installers	1.96	106	25.33	19.78	0.50	3,559	26.49	19.64	4	No	R
533032		Heavy and Tractor-Trailer Truck Drivers	1.01	266	24.19	18.41	1.06	13,527	26.13	19.15	4	Yes	R
434161		Human Resources Assistants, Except Payroll and Timekeeping	0.42	7	22.11	17.36	0.83	683	23.38	17.88	5	Yes	S
113121	HSHW	Human Resources Managers	1.14	9	61.09	39.60	0.76	816	66.85	39.61	6	Yes	S
131071	HSHW	Human Resources Specialists	1.59	127	33.38	20.74	0.95	5,414	35.25	21.62	6	Yes	R
173026		Industrial Engineering Technologists and Technicians	N/A	N/A	N/A	N/A	0.49	225	27.82	19.05	5	Yes	E
172112	HSHW	Industrial Engineers	1.82	13	59.26	32.52	0.72	853	54.82	34.84	6	Yes	S
499041		Industrial Machinery Mechanics	1.00	42	29.11	20.60	0.27	1,380	30.19	21.69	4	Yes	R
113051	HSHW	Industrial Production Managers	0.25	14	51.83	33.51	0.32	571	59.10	34.24	6	Yes	E
537051		Industrial Truck and Tractor Operators	0.03	135	20.50	16.83	N/A	N/A	N/A	N/A	1	Yes	O
151212	HSHW	Information Security Analysts	3.63	16	55.75	34.07	1.41	888	56.49	36.39	6	Yes	S
519061		Inspectors, Testers, Sorters, Samplers, and Weighers	0.45	57	24.44	16.93	0.55	2,410	24.00	16.65	4	Yes	R
131032	HSHW	Insurance Appraisers, Auto Damage	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	4	Yes	E
413021	HSHW	Insurance Sales Agents	1.28	97	37.06	19.50	0.83	5,254	38.60	19.70	4	Yes	R
132053	HSHW	Insurance Underwriters	0.25	4	42.64	27.07	0.85	557	43.13	27.16	6	Yes	S
271025		Interior Designers	1.54	20	31.54	17.32	0.89	813	31.36	18.27	6	Yes	S

2025-2026 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: 3 (Some College, No Degree), 4 (Postsecondary Non-Degree Award), 5 (Associate Degree), or 6 (Bachelor's Degree)
- 2
- 30 annual openings and positive growth
- 3
- Mean Wage of \$18.67/hour and Entry Wage of \$15.18/hour
- 4
- High Skill/High Wage (HSHW) Occupations:
Mean Wage of \$29.25/hour and Entry Wage of \$18.67/hour

SOC Code* HSHW**			Regional				Statewide				LMEC	In	Qualifying
			Annual	Annual	2024 Hourly Wage		Annual	Annual	2024 Hourly Wage		Training	Targeted	
					% Growth	Openings			Mean	Entry			
273091		Interpreters and Translators	1.04	4	28.66	16.71	1.24	437	26.34	16.22	6	Yes	E
252012		Kindergarten Teachers, Except Special Education	0.01	33	24.70	22.13	0.69	1,118	28.89	22.82	6	No	E
171012	HSHW	Landscape Architects	1.05	7	40.11	25.56	1.00	169	46.17	27.76	6	Yes	E
436012		Legal Secretaries and Administrative Assistants	-1.54	14	23.68	17.05	0.78	1,582	27.93	17.55	3	Yes	S
292061	HSHW	Licensed Practical and Licensed Vocational Nurses	0.68	111	29.33	24.96	0.68	3,440	29.00	24.00	4	No	R
194099	HSHW	Life, Physical, and Social Science Technicians, All Other	0.03	8	33.86	18.89	N/A	N/A	N/A	N/A	6	No	O
132072	HSHW	Loan Officers	0.50	24	39.90	19.48	0.23	1,889	39.54	19.63	6	Yes	S
119081		Lodging Managers	0.02	10	32.24	17.26	N/A	N/A	N/A	N/A	6	No	O
131081	HSHW	Logisticians	2.12	13	35.72	21.95	0.84	1,210	36.54	22.98	6	Yes	S
514041		Machinists	1.06	33	27.24	20.22	0.59	878	25.63	18.77	4	Yes	R
292035	HSHW	Magnetic Resonance Imaging Technologists	1.20	6	40.78	34.67	0.44	265	38.27	29.11	5	Yes	E
499071		Maintenance and Repair Workers, General	0.02	278	20.89	15.64	N/A	N/A	N/A	N/A	2	Yes	O
131111	HSHW	Management Analysts	1.15	109	44.20	23.70	0.91	7,131	47.42	26.12	6	Yes	R
119199	HSHW	Managers, All Other	0.84	69	50.62	24.29	0.57	4,150	56.32	26.57	6	No	R
172121	HSHW	Marine Engineers and Naval Architects	N/A	N/A	N/A	N/A	1.10	48	56.43	33.73	6	Yes	E
131161	HSHW	Market Research Analysts and Marketing Specialists	1.74	120	35.20	19.43	0.95	6,289	39.74	22.69	6	Yes	R
112021	HSHW	Marketing Managers	0.78	21	61.28	30.34	0.89	1,539	71.21	37.40	6	Yes	S
319011		Massage Therapists	2.24	51	24.90	15.31	1.02	1,938	24.33	15.64	4	No	R
192032	HSHW	Materials Scientists	0	0	N/A	N/A	N/A	N/A	55.96	36.00	6	No	E
173027	HSHW	Mechanical Engineering Technologists and Technicians	0.78	2	N/A	N/A	0.96	104	31.89	24.31	5	No	E
172141	HSHW	Mechanical Engineers	1.77	12	47.56	30.10	0.68	547	48.98	32.38	6	Yes	N
119111	HSHW	Medical and Health Services Managers	2.47	126	54.32	33.38	0.58	2,902	61.82	33.95	6	No	R
319092		Medical Assistants	1.29	265	20.68	17.28	1.14	9,234	20.66	17.01	4	No	R
499062	HSHW	Medical Equipment Repairers	2.06	12	29.71	19.07	0.49	556	28.82	18.33	5	Yes	N
292072		Medical Records Specialists	0.68	22	21.97	16.39	0.77	1,261	24.19	16.71	4	Yes	S
191042	HSHW	Medical Scientists, Except Epidemiologists	0.21	3	57.79	34.37	0.70	227	60.94	33.11	6	Yes	N
436013		Medical Secretaries and Administrative Assistants	0.66	183	19.93	16.71	0.92	8,918	20.37	16.60	3	No	R
131121		Meeting, Convention, and Event Planners	1.13	22	25.80	16.74	0.66	977	30.12	17.99	6	No	N
211023	HSHW	Mental Health and Substance Abuse Social Workers	1.08	13	26.91	19.74	0.99	477	26.98	19.37	6	No	N
252022		Middle School Teachers, Except Special and Career/Technical Education	1.18	90	28.79	22.46	0.74	2,699	27.99	22.74	6	No	R
514035		Milling and Planing Machine Setters, Operators, and Tenders, Metal and Plastic	0.00	2	22.90	21.43	0.35	138	23.30	18.75	4	Yes	E
493042	HSHW	Mobile Heavy Equipment Mechanics, Except Engines	0.02	35	33.70	26.13	0.34	713	30.87	22.74	4	Yes	E
493051		Motorboat Mechanics and Service Technicians	1.76	34	25.80	19.23	0.96	567	27.05	19.09	4	Yes	R
272042	HSHW	Musicians and Singers	0.60	31	61.91	27.35	0.16	1,226	69.32	25.01	3	No	R
119121	HSHW	Natural Sciences Managers	0.89	7	57.12	32.13	N/A	N/A	N/A	N/A	6	Yes	E
151244	HSHW	Network and Computer Systems Administrators	0.56	19	43.21	29.88	1.19	1,592	46.19	30.48	6	Yes	S
292033	HSHW	Nuclear Medicine Technologists	0.00	4	43.39	30.98	0.45	109	43.81	36.22	5	Yes	E
311131		Nursing Assistant	0.01	475	18.10	16.12	N/A	N/A	N/A	N/A	4	Yes	O
195011	HSHW	Occupational Health and Safety Specialists	N/A	N/A	N/A	N/A	0.73	700	40.11	24.72	6	Yes	S
312011	HSHW	Occupational Therapy Assistants	2.58	22	33.29	28.92	1.42	614	34.07	28.48	5	No	S
439199		Office and Administrative Support Workers, All Other	-0.19	21	22.92	17.03	0.69	3,034	23.25	16.61	3	No	S
472073		Operating Engineers and Other Construction Equipment Operators	0.03	80	24.41	19.16	N/A	N/A	N/A	N/A	2	Yes	O
152031	HSHW	Operations Research Analysts	2.46	6	39.33	22.64	0.81	585	40.59	24.08	6	Yes	S
292057		Ophthalmic Medical Technicians	1.61	18	20.77	16.38	1.43	644	21.49	17.09	4	No	S
472141		Painters, Construction and Maintenance	0.01	70	21.66	17.06	N/A	N/A	N/A	N/A	1	Yes	O
232011		Paralegals and Legal Assistants	1.01	84	27.43	19.16	0.73	4,242	29.40	19.73	5	Yes	R
292043	HSHW	Paramedics	0.00	18	32.00	24.54	N/A	N/A	N/A	N/A	4	Yes	O
433051		Payroll and Timekeeping Clerks	0.32	21	23.67	17.12	0.86	1,210	24.33	16.36	3	Yes	S
132052	HSHW	Personal Financial Advisors	0.98	59	78.57	25.83	0.17	2,004	75.80	25.49	6	No	R
292052		Pharmacy Technicians	1.07	96	20.01	16.86	0.38	3,890	20.58	16.95	4	No	R
319097		Phlebotomists	1.07	39	20.26	17.09	1.11	1,341	19.50	16.80	4	No	R
312021	HSHW	Physical Therapist Assistants	2.76	59	31.62	25.65	1.45	1,293	32.92	26.38	5	No	R
472151		Pipelayers	0.02	9	22.55	18.65	N/A	N/A	N/A	N/A	1	Yes	O
472152		Plumbers, Pipefitters, and Steamfitters	1.45	107	25.21	18.82	0.55	3,007	25.79	19.31	4	No	R
333051	HSHW	Police and Sheriff's Patrol Officers	0.53	77	36.85	28.39	0.28	4,001	40.31	26.70	5	No	R
272012	HSHW	Producers and Directors	1.32	9	40.42	21.47	0.47	737	46.84	24.08	6	Yes	N
435061		Production, Planning, and Expediting Clerks	0.57	60	25.97	18.05	0.64	2,177	26.25	18.20	3	Yes	R
131082	HSHW	Project Management Specialists	0.89	86	46.48	28.01	0.89	5,501	49.64	30.39	6	Yes	R
132020	HSHW	Property Appraisers and Assessors	1.20	11	33.87	20.80	0.73	558	40.25	22.87	6	No	S
119141	HSHW	Property, Real Estate, and Community Association Managers	1.49	77	36.80	21.07	0.85	3,777	38.25	21.42	6	No	R
292053		Psychiatric Technicians	1.30	55	20.36	16.51	1.22	1,151	21.08	16.65	4	No	R
292053		Psychiatric Technicians	1.30	55	20.36	16.51	1.22	1,151	21.08	16.65	4	No	R
273031		Public Relations Specialists	0.88	37	29.71	18.58	0.76	1,999	33.11	19.59	6	Yes	R
113061	HSHW	Purchasing Managers	0.06	5	58.51	34.07	N/A	N/A	N/A	N/A	6	No	O
292034	HSHW	Radiologic Technologists and Technicians	0.31	25	33.31	26.54	0.44	917	34.13	25.82	5	Yes	E
419021		Real Estate Brokers	1.27	16	45.50	19.06	0.76	708	41.45	17.45	4	No	S
419022		Real Estate Sales Agents	1.13	133	39.48	16.17	0.76	7,129	35.25	16.84	4	No	R
291141	HSHW	Registered Nurses	0.23	302	41.64	34.34	0.20	12,683	42.40	33.19	6	No	R
212099		Religious Workers, All Other	0.06	3	N/A	N/A	N/A	N/A	N/A	N/A	6	No	O
291126	HSHW	Respiratory Therapists	0.83	13	37.95	32.29	0.10	499	39.09	30.83	5	No	N
472181		Roofers	0.04	152	22.10	15.90	N/A	N/A	N/A	N/A	1	Yes	O
112022	HSHW	Sales Managers	0.72	41	65.45	31.39	0.72	2,491	70.26	33.97	6	Yes	R

2025-2026 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: 3 (Some College, No Degree), 4 (Postsecondary Non-Degree Award), 5 (Associate Degree), or 6 (Bachelor's Degree)
- 2 30 annual openings and positive growth
- 3 Mean Wage of \$18.67/hour and Entry Wage of \$15.18/hour
- 4 High Skill/High Wage (HSHW) Occupations:
Mean Wage of \$29.25/hour and Entry Wage of \$18.67/hour

SOC Code* HSHW**			Regional				Statewide				LMEC	In	
			Annual % Growth	Annual Openings	2024 Hourly Wage		Annual % Growth	Annual Openings	2024 Hourly Wage		Training Code	Targeted Industry?	Qualifying Level***
					Mean	Entry			Mean	Entry			
413091		Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel	1.10	204	32.28	17.24	1.11	10,671	34.78	18.33	6	Yes	R
414012		Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	0.99	173	35.65	17.93	0.54	8,691	35.57	18.25	3	Yes	R
414011	HSHW	Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	0.40	47	61.76	27.42	0.81	2,533	61.13	28.44	6	Yes	R
252031		Secondary School Teachers, Except Special and Career/Technical Education	1.16	105	25.75	22.10	0.73	3,621	29.75	22.68	6	No	R
413031	HSHW	Securities, Commodities, and Financial Services Sales Agents	-0.43	54	35.51	21.99	0.43	3,376	43.12	22.09	6	No	S
492098		Security and Fire Alarm Systems Installers	1.38	17	27.40	20.24	0.79	926	27.49	20.81	4	No	S
472211		Sheet Metal Workers	0.02	43	24.10	18.21	N/A	N/A	N/A	N/A	2	Yes	O
535031	HSHW	Ship Engineers	N/A	N/A	N/A	N/A	-0.09	125	51.31	32.09	4	Yes	E
435071		Shipping, Receiving, and Traffic/Inventory Clerks	0.01	105	19.88	14.73	N/A	N/A	N/A	N/A	2	Yes	O
119151	HSHW	Social and Community Service Managers	0.78	26	35.32	22.25	0.63	732	37.76	22.93	6	No	N
211093		Social and Human Service Assistants	0.77	76	19.96	15.52	0.64	2,332	21.36	16.14	3	No	R
194061	HSHW	Social Science Research Assistants	N/A	N/A	N/A	N/A	0.77	105	31.01	20.32	6	Yes	E
211029		Social Workers, All Other	0.00	12	25.11	20.47	N/A	N/A	N/A	N/A	6	No	O
151252	HSHW	Software Developers	2.78	57	61.79	37.79	1.67	5,834	61.68	38.59	6	Yes	R
151253	HSHW	Software Quality Assurance Analysts and Testers	2.75	8	48.87	30.95	1.88	1,025	47.69	31.59	6	Yes	S
252052		Special Education Teachers, Kindergarten and Elementary School	1.02	9	25.36	21.83	0.71	549	28.36	23.57	6	No	S
252058	HSHW	Special Education Teachers, Secondary School	1.15	19	31.22	23.23	0.71	678	30.39	23.07	6	No	S
271014	HSHW	Special Effects Artists and Animators	N/A	N/A	N/A	N/A	0.92	406	39.49	27.25	6	No	N
152041		Statisticians	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A	5	No	O
537065		Stockers and Order Fillers	0.03	1,189	17.05	14.33	N/A	N/A	N/A	N/A	2	Yes	O
472221		Structural Iron and Steel Workers	0.04	7	23.54	18.36	N/A	N/A	N/A	N/A	2	Yes	O
211018		Substance Abuse, Behavioral Disorder, and Mental Health Counselors	1.88	67	28.48	20.60	1.35	1,877	29.08	20.09	6	No	R
299093		Surgical Assistants	0.38	4	28.22	22.10	0.61	146	29.73	21.64	4	Yes	E
292055		Surgical Technologists	0.00	14	29.33	21.93	0.29	625	28.77	20.39	4	Yes	E
173031		Surveying and Mapping Technicians	1.15	24	23.98	17.80	0.94	740	24.53	18.00	5	Yes	S
171022	HSHW	Surveyors	1.08	9	34.09	22.67	1.04	285	33.03	21.93	6	Yes	E
253099		Teachers and Instructors, All Other	0.69	26	25.49	14.70	N/A	N/A	29.31	16.44	6	No	N
512092		Team Assemblers	N/A	N/A	N/A	N/A	0.02	5,450	18.01	13.66	2	Yes	O
273042	HSHW	Technical Writers	0.00	3	43.25	30.29	1.16	278	41.88	28.24	6	No	E
492022	HSHW	Telecommunications Equipment Installers and Repairers, Except Line Installers	2.31	51	34.36	24.90	1.13	1,612	31.50	22.84	4	No	R
499052		Telecommunications Line Installers and Repairers	2.01	13	24.10	16.78	1.03	822	27.48	18.96	4	No	S
291129	HSHW	Therapists, All Other	2.08	4	N/A	N/A	0.49	104	31.23	19.85	6	Yes	E
472044		Tile and Stone Setters	0.03	19	23.76	16.08	N/A	N/A	N/A	N/A	1	Yes	O
514111	HSHW	Tool and Die Makers	0.35	4	31.92	24.42	0.39	76	30.71	22.55	4	Yes	E
131151		Training and Development Specialists	0.79	51	32.44	17.30	0.83	2,547	34.92	18.93	6	Yes	R
113071	HSHW	Transportation, Storage, and Distribution Managers	1.08	13	43.87	23.81	0.59	857	50.12	27.10	6	Yes	N
413041		Travel Agents	0.49	10	23.67	16.20	0.85	1,703	23.90	16.73	3	No	S
319096		Veterinary Assistants and Laboratory Animal Caretakers	0.03	56	17.59	14.50	N/A	N/A	N/A	N/A	2	No	O
292056		Veterinary Technologists and Technicians	2.94	45	20.46	16.35	2.05	1,285	20.79	16.58	5	Yes	R
151255	HSHW	Web and Digital Interface Designers	1.65	5	35.04	13.32	1.19	498	41.22	22.39	5	Yes	N
151254	HSHW	Web Developers	2.06	9	37.40	22.33	1.49	452	43.39	24.13	5	Yes	N
514121		Welders, Cutters, Solderers, and Brazers	0.75	54	24.52	19.10	0.47	1,655	25.27	19.55	4	Yes	R
514122		Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders	-0.89	1	N/A	N/A	0.43	56	20.35	17.89	4	Yes	E
273043	HSHW	Writers and Authors	0.00	3	40.41	21.73	N/A	N/A	N/A	N/A	6	No	O

*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.
- E = Meets emerging wage and openings criteria based on state Labor Market Statistics employer survey data
- O = Other criteria including, but not limited to (entry to targeted career pathway, other local initiatives, etc.)

N/A = Not available/releasable.

LMEC = Labor Market Estimating Conference

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)

AGENDA ITEM SUMMARY

Title	Hope Florida Program Update
Strategic Plans/Goals	Optimal Use of Resources
Policy/Plan/Law	Workforce Innovation and Opportunity Act (WIOA)/Role of LWDB's
Action Requested	None - Information Only
Background	<p>Hope Florida - A Pathway to Prosperity: Uniting communities through Hope Navigators to guide Floridians on an individualized path to prosperity, economic self-sufficiency, and hope.</p> <p>Spearheaded by First Lady Casey DeSantis and implemented by the Florida Department of Children and Families, Hope Florida utilizes Hope Navigators to guide Floridians on an individualized path to prosperity, economic self-sufficiency, and hope by focusing on community collaboration between the private sector, the faith-based community, nonprofits, and government entities to break down traditional community silos, to maximize resources and uncover opportunities.</p>
Staff Recommendations	None - Information Only
Supporting Material	None - Information Only
Board Staff	Tracey McMorris Vice-President of Operations/COO tmcmorris@careersourcerc.com (866) 482-4473 ext. 528



Agenda Item 11

AGENDA ITEM SUMMARY

Title	CareerSource Research Coast (CSRC) Business Services Update
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	Business Services Manager Christina Coble will update the committee on her department's services and programs. This detailed presentation will give members the information they need to confidently promote these services in the community.
Staff Recommendation	None - Information Only
Supporting Material	None - Information Only
Board Staff	Christina Coble Business Services Manager ccoble@careersourcerc.com (866) 482-4473 ext. 617



Agenda Item 12

AGENDA ITEM SUMMARY

Title	CareerSource Research Coast (CSRC) Program 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

The primary functions of the Program and Services 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.

Staff will provide an update on CSRC programs and current initiatives:

- a. Wagner-Peyser/Migrant & Seasonal Farmworkers – Shelly Batton
 - Traffic/Re-employment
 - Outreach Specialist
- b. Welfare Transition (WT) Program, Supplemental Nutrition Assistance Program (SNAP) – Shelly Batton
 - Community Service/Work Experience Sites
 - Caseloads
- c. Workforce Innovation and Opportunity Act (WIOA) Program - Adult/Dislocated Worker/Youth – Shelly Batton
 - WIOA Adult/DW Orientation
 - Training Grants
 - WIOA Youth Internal Performance
- d. Jobs for Veterans State Grant (JVSG) – Shelly Batton
 - Stand Down
 - Annual Summit

Staff Recommendation	None - Information Only
Supporting Material	None - Information Only
Board Staff	Shelly Batton Director of Programs sbatton@careersourcerc.com (866) 482-4473 ext. 518