

# Program & Services Committee

## MEETING AGENDA

### *Meeting Details*

**Date:** Wednesday, November 19, 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:** 112 158 866#

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

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

### *Opening Remarks*

1. Welcome & Attendance

### *Voting Items*

2. Review and Approve Workforce Innovation and Opportunity Act (WIOA) - Adult and Dislocated Worker Program Eligibility Policy
3. Review and Approve Workforce Innovation and Opportunity Act (WIOA) - Adult and Dislocated Worker Program Supportive Services Policy Revisions
4. Review and Approve Workforce Innovation and Opportunity Act (WIOA) - Individual Training Account Policy Revisions
5. Supplemental Nutrition Assistance Program (SNAP) - Employment and Training Program Components and Case Management Policy
6. Review and Approve - Local Targeted Occupations List (LTOL) for 3rd Quarter - PY2025-2026

### *Information/Discussion*

7. Hope Florida Update
8. CareerSource Research Coast (CSRC) Business Services Update
9. Taylor, Hall Miller Parker (THMP) Update
10. CareerSource Research Coast (CSRC) Programs Update
  - a. Wagner-Peyser/Migrant & Seasonal Farmworkers
    - Wagner-Peyser Program Coordinator
    - Staff Training
    - In-house Hiring Events
    - Reemployment Assistance Improvements
    - Outreach Specialist

- b. Welfare Transition (WT) Program, Supplemental Nutrition Assistance Program (SNAP) – Shelly Batton
    - Caseloads
    - Funding
  - c. Workforce Innovation and Opportunity Act (WIOA) Program - Adult/Dislocated Worker/Youth
    - Training Grants
    - WIOA Youth Internal Performance
    - WIOA Youth Participants
  - d. Jobs for Veterans State Grant (JVSG)
    - Paychecks for Patriots
    - Veteran Performance Incentive Award
11. Adjournment - Next P & S Meeting - February 25, 2026



## AGENDA ITEM SUMMARY

<b>Title</b>	Review and Approve the Workforce Innovation and Opportunity Act (WIOA) - Adult and Dislocated Worker Program Eligibility Policy
<b>Strategic Plans/Goals</b>	Operational Intelligence
<b>Policy/Plan/Law</b>	CareerSource Florida (CSFL) Administrative Policy P122; Workforce Innovation and Opportunity Act of 2014, Public Law 113-128; Code of Federal Regulations (CFR), Title 20 Part 680; TEGL No. 11-11, Change 2; TEGL No. 19-16; TEGL 07-20.
<b>Action Requested</b>	Review and Approve the WIOA - Adult and Dislocated Worker Program Eligibility Policy
<b>Background</b>	<p>The purpose of this policy is to provide the Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker program eligibility requirements to CareerSource Research Coast (CSRC) staff to ensure timely, efficient, and aligned services are provided to all seeking eligibility in this program.</p> <p>CareerSource Florida updated Administrative Policy P122-Adult and Dislocated Worker Program Eligibility, which went into effect on 8/21/2025. Therefore, CSRC revised our local policy accordingly. Revisions included updates reflecting federal guidance on requirements for verifying work authorization and selective service verification, providing guidance on the retention of eligibility proof in Employ Florida, and providing an attachment/resource that includes includable/excludable sources of income, as well as examples of methods for calculating income.</p>
<b>Supporting Material</b>	WIOA - Adult & Dislocated Worker Program Eligibility Policy
<b>Board Staff</b>	Shelly Batton Director of Programs <a href="mailto:sbatton@careersourcerc.com">sbatton@careersourcerc.com</a> 1-866-482-4473 ext. 518



## I. PURPOSE AND SCOPE

The purpose of this policy is to provide the Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker program eligibility requirements to CareerSource Research Coast (CSRC) staff to ensure timely, efficient, and aligned services are provided to all seeking eligibility in this program.

## II. REFERENCES

[CareerSource Florida \(CSFL\) Administrative Policy P122](#); Workforce Innovation and Opportunity Act of 2014, [Public Law 113-128](#); Code of Federal Regulations (CFR), [Title 20 Part 680](#); [TEGL No. 11-11, Change 2](#); [TEGL No. 19-16](#); [TEGL 07-20](#).

## III. LOCAL POLICY

### A. Eligibility for Career Services

WIOA section (sec.) 3(2) defines an individual who is considered an adult and WIOA sec. 3(15) defines an individual who is considered a dislocated worker for eligibility purposes to participate in the WIOA Adult or Dislocated Worker programs. CSRC must ensure that every individual receiving services under the WIOA Adult or Dislocated Worker programs meets the applicable eligibility criteria and is subsequently enrolled in the program.

An individual's eligibility status is fixed at the time of eligibility determination, and individuals remain eligible for the Adult/Dislocated Worker Program even if there are changes in the original circumstances that were used as the basis to establish eligibility. For example, an individual determined eligible as a dislocated worker on the basis of an anticipated layoff or termination remains eligible even if the layoff or termination does not take place.

Pursuant to the definition of dislocated worker, RESEA participants and those in stop-gap employment may also be eligible for services through the WIOA Dislocated Worker Program.

### B. Eligibility for Training Services

Training services may be made available to employed and unemployed adults and dislocated workers consistent with federal regulations ([20 CFR 680.220](#), [20 CFR 680.210\(2\)](#), [20 CFR 680.210\(3\)](#), [20 CFR 680.210\(b\)](#)). Additional considerations include:

- i. Economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services serve as part of the determination consistent with local plans;
- ii. Individuals 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 who require WIOA assistance in addition to other sources of grant assistance, including Federal Pell Grants may be eligible. Veteran Assistance (VA) benefits for education and training services do not constitute "other grant assistance" under WIOA's eligibility requirements and do not preclude eligibility or need to be exhausted or depleted for eligibility to be determined ([20 CFR 680.210\(c\)](#), [20 CFR 680.230](#)); and
- iii. Need financial support to cover training costs that have not been paid. Reimbursement for training services already paid for is not allowed.



- iv. If training services are provided through the adult funding stream, are determined eligible in accordance with the state and local priority system in effect for adults, as prescribed in [Workforce Policy 105 – Priority of Service \(20 CFR 680.210\(d\)\)](#).

### C. Statutory Priority for Adult Funds

WIOA establishes a priority requirement with respect to funds allocated to a local area for the Adult program ([WIOA sec. 134\(c\)\(3\)\(E\)](#)). When using WIOA Adult funds to provide individualized career services and training services, CSRC must give priority to recipients of public assistance consistent with [Workforce Policy 105 – Priority of Service](#) and [Workforce Policy P111 – Priority of Service for Veterans and Eligible Spouses](#) for the requirements for providing priority of service under WIOA.

### D. Eligibility Documentation

Career Planners are required to collect supporting eligibility documentation used to determine eligibility and retain such documentation in Employ Florida. Career Planners must ensure the documentation collected is appropriate and available for review by auditors and federal, state, and local representatives. Career Planners must obtain and maintain documentation that supports the determination for eligibility and continuous participation. Please see Section IV. Resources/Attachments: [Source Documentation for Core/Non- Core Programs DOL-only Data Element Validation](#).

### E. Enrollment

#### 1. Employ Florida Requirements

Individuals seeking WIOA services, aside from self-service or information-only services or activities, through the Adult and Dislocated Worker program must be registered in Employ Florida ([20 CFR 680.110\(b\)](#)). Once an individual is determined to be eligible for the WIOA Adult or Dislocated Worker program, Career Planners are required to complete a WIOA Adult or Dislocated Worker program application in Employ Florida and enter all required information, including that required by [29 CFR 38.41\(b\)](#).

#### 2. Enrollment Process Requirements

Individuals interested in consideration for WIOA Title I Adult or Dislocated Worker program services must be allowed to apply for services. However, an application alone is not equivalent to enrollment into the program. Career Planners must ensure that every individual receiving services under this program is determined eligible as an adult or dislocated worker and formally enrolled in the program as soon as possible but no later than 90 days after eligibility determination. When enrollment is not completed within 90 days of eligibility determination, a redetermination must occur. Enrollment into the program(s) requires assigning an appropriate service in Employ Florida that initiates participation ([Employ Florida Service Code Guide](#)). Note that while CSRC must meet the 90 days requirement above, CSRC should strive to ensure that every individual seeking to receive services under the Dislocated Worker program is determined eligible as a dislocated worker and formally enrolled in the program no later than 30 days after eligibility determination.



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

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

See [Workforce Policy 095 - Youth Eligibility](#), as well as CSRC's [WIOA - Adult and DW Program Framework and Design Procedures](#) for specific details about co-enrollment.

### 4. Timely, Efficient, and Aligned Determinations

CSRC must engage all customers by following the standards established in [CareerSource Florida Workforce Policy P9 - Availability of Services to Floridians](#). For job seekers, CSRC prioritizes customer-centered approaches that ensure a smooth transition from self-service to staff-assisted support, guiding individuals through intake, eligibility assessment, service delivery, and ultimately into quality employment. Additionally, customer eligibility determination should allow for the provision of services and support as quickly as possible, and CSRC staff should deliver services efficiently with a high level of communication and opportunity for feedback.

## IV. RESOURCES/ATTACHMENTS

[Source Documentation for Core/Non-Core Programs DOL-only Data Element Validation](#)

[Implementing Priority of Service Provisions for Most in Need Individuals in the WIOA Adult Program](#)

[WIOA Desk Reference-Priority of Service for WIOA Adult Funds](#)

[Promising Practices in Achieving Universal Access and Equal Opportunity: A Section 188 Disability Reference Guide](#)

[Selective Service - Who Must Register](#)

[Includable/Excludable Income](#)

## AGENDA ITEM SUMMARY

<b>Title</b>	Review and Approve Revisions to Workforce Innovation and Opportunity Act, (WOA) - Adult and Dislocated Workers Supportive Services Policy Revisions
<b>Strategic Plans/Goals</b>	Operational Intelligence
<b>Policy/Plan/Law</b>	Workforce Innovation and Opportunity Act, Public Law (WIOA) Sections 3(59); 134(c)(2). 134(c)(3) Employment and Training Administration, United States Department of Labor. TEGL 19-16. 20 Code of Federal Regulations (CFR) Subpart G; 680.970; 680.900. CareerSource Florida Administrative Policy 109
<b>Action Requested</b>	Review and Approve Revisions to WIOA - Adult and Dislocated Workers Supportive Services Policy Revisions
<b>Background</b>	<p>WIOA requires access to supportive services that participants may need to overcome barriers that affect their abilities to successfully participate in and/or to complete training activities. CSRC shall authorize payment for supportive services when a participant demonstrates financial need, when the participant will not be successful without the support, and when no alternative funding is available to pay for the supportive service(s).</p> <p>Staff revised CSRC's WIOA A/DW Supportive Services Policy to include the new local review/approval process via the Requests for Training/Support/Incentives Smartshee</p>
<b>Staff Recommendations</b>	Approve Revisions to the WIOA A/DW Supportive Services Policy Revisions
<b>Supporting Material</b>	Workforce Innovation and Opportunity Act (WIOA) - Adult and Dislocated Worker Supportive Services Policy Revisions
<b>BoardStaff</b>	Shelly Batton Director of Program <a href="mailto:sbatton@careersourcerc.com">sbatton@careersourcerc.com</a> 1-866-482-4473 ext. 518



## PURPOSE

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

## REFERENCES

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

## BACKGROUND

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

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

## LOCAL POLICY

WIOA funded supportive services are requested ~~and- reviewed for approval~~approved via the Requests for Training/Support/Incentives Smartsheet form ~~at the Career Planner's discretion, with approval from the Center Manager and Program Coordinator~~. The participant's barrier for which the supportive service intends to overcome must be documented in the Individual Employment Plan (IEP). The participant must complete and sign a WIOA Support Services Statement of Need Form ~~Statement of Need Form~~ detailing their financial need for support and the cost of the requested supportive service. A copy of the form must be ~~maintained in the participant's case~~.



file uploaded to [Employ Florida \(EF\)](#). Staff must record the appropriate code in [Employ Florida \(EF\)](#), along with a supporting case note documenting the need for the supportive service, as reflected in the IEP. If the supportive service is available through other sources, staff must also document how/why referrals to other agencies would create a hardship for the participant.

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

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



**REFER TO THE FOLLOWING DOCUMENTS**

WIOA - Support Services Procedures

WIOA - Needs Related Payment Procedures

**PURPOSE**

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

**REFERENCES**

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

**BACKGROUND**

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

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

**LOCAL POLICY**

WIOA funded supportive services are requested and reviewed for approval via the Requests for Training/Support/Incentives Smartsheet form. The participant's barrier for which the supportive service intends to overcome must be documented in the Individual Employment Plan (IEP). The participant must complete and sign a [WIOA Support Services Statement of Need Form](#) detailing their financial need for support and the cost of the requested supportive service. A copy of the form must be uploaded to Employ Florida (EF). Staff must record the appropriate code in EF, along with a supporting case note documenting the need for the supportive service, as reflected in the IEP. If the supportive service is available through other sources, staff must also document how/why referrals to other agencies would create a hardship for the participant.

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

A specific monetary cap will not limit WIOA supportive services. Instead, limits will be based on the participant's documented need, suitability, and funding availability. The table below reflects the supportive services regularly needed by WIOA A/DW participants. Requests for support services not listed may be submitted via the Requests for Training/Support/Incentives Smartsheet; however, the VP/COO will have the final say on approval of supportive services not listed, as well as for any requests that exceed the "Quantity Limitation," or maximum amount listed below.

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

#### **REFER TO THE FOLLOWING DOCUMENTS**

WIOA - Support Services Procedures

WIOA - Needs Related Payment Procedures

## AGENDA ITEM SUMMARY

<b>Title</b>	Review and Approve the Workforce Innovation and Opportunity Act (WIOA) - Adult and Dislocated Worker Program Individual Training Account Policy Revisions
<b>Strategic Plans/Goals</b>	Operational Intelligence
<b>Policy/Plan/Law</b>	The Workforce Innovation and Opportunity Act of 2014 (WIOA), Sec.134(c)(3)(G)(ii), specifies that, with certain limited exemptions, all Title I Adult and Dislocated Worker training services shall be provided using Individual Training Accounts (ITAs).
<b>Action Requested</b>	Review and Approve the Workforce Innovation and Opportunity Act (WIOA) - Adult and Dislocated Worker Program Individual Training Account Policy Revisions
<b>Background</b>	<p>The Workforce Innovation and Opportunity Act promotes career seeker choice and designates ITAs for that purpose. Career seekers determined eligible and suitable are issued an ITA for training programs in alignment with occupations identified on the Local Targeted Occupations List (LTOL) and included on the approved Eligible Training Provider List (ETPL). WIOA Section 134 states that training services may include a program of one or more classes or courses, or a structured regimen, that upon successful completion leads to a certification/credential, an associate of science degree, a baccalaureate degree, completion of a registered apprenticeship program, or the skills or competencies needed for a specific job or jobs, an occupation, an occupational group, or generally, for many types of jobs or occupations, as recognized by employers and determined prior to training.</p> <p>Staff revised CSRC's local ITA policy to no longer require Official Transcripts based on guidance received via attachment to Administrative Policy P122, "Source Documentation for Core/Non-Core Programs DOL-only Data Element Validation."</p>
<b>Staff Recommendations</b>	Review and Approve the Workforce Innovation and Opportunity Act (WIOA) - Adult and Dislocated Worker Program Individual Training Account Policy Revisions
<b>Supporting Material</b>	Workforce Innovation and Opportunity Act (WIOA) - Adult and Dislocated Worker Program Individual Training Account Policy Revisions
<b>Board Staff</b>	Shelly Batton Director of Programs <a href="mailto:sbatton@careersourcerc.com">sbatton@careersourcerc.com</a> 1-866-482-4473 ext. 518

**PURPOSE**

To provide guidance on the use of Workforce Innovation and Opportunity Act (WIOA) Individual Training Accounts (ITA) for eligible and suitable career seekers determined in need of training. WIOA training services are provided to assist a career seeker in obtaining self-sufficient employment in their field of training. This policy establishes guidelines to promote successful training completion, certification/credential attainment, and gainful employment.

**REFERENCE**

The Workforce Innovation and Opportunity Act of 2014 (WIOA), Sec.134(c)(3)(G)(ii), specifies that, with certain limited exemptions, all Title I Adult and Dislocated Worker training services shall be provided using Individual Training Accounts (ITAs).

**BACKGROUND**

The Workforce Innovation and Opportunity Act promotes career seeker choice and designates ITAs for that purpose. Career seekers determined eligible and suitable are issued an ITA for training programs in alignment with occupations identified on the Local Targeted Occupations List (LTOL) and included on the approved Eligible Training Provider List (ETPL). WIOA Section 134 states that training services may include a program of one or more classes or courses, or a structured regimen, that upon successful completion leads to a certification/credential, an associate of science degree, a baccalaureate degree, completion of a registered apprenticeship program, or the skills or competencies needed for a specific job or jobs, an occupation, an occupational group, or generally, for many types of jobs or occupations, as recognized by employers and determined prior to training.

Under WIOA, training services may be provided if CareerSource Research Coast (CSRC) staff determine, after an interview, evaluation, assessment, and career planning, that the individual:

- Is 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.
- Needs training services to obtain or retain employment that leads to self-sufficiency or wages comparable to or higher than wages from previous employment; and
- Has the skills and qualifications to successfully participate in the selected program of training service.

WIOA requires that individuals be provided [with](#) an ITA to pay for tuition, books, and fees related to occupational skills training accessed through an approved training provider. Local boards must establish policies related to the value of the ITA, cancellation, transferability, and limits that apply to these accounts.

**POLICY**

CSRC has developed its ITA system to encourage and promote career pathways that lead to self-sufficiency. An Objective Assessment is mandatory to target services to the individual needs of the career seeker who is unable to find suitable employment with existing skills and/or academic credentials as evidenced through documented unsuccessful job search and placement. An Individual Employment Plan (IEP) must be developed by the Career Planner and participant detailing the role of the training (ITA) in preparing the participant for employment in a demand occupation included on the LTOL. The plan must be signed prior to the issuance of the ITA.

Priority will be given to ITAs for occupations in the industry sectors identified by CSRC for targeted sector strategy initiatives as reflected in the current CSRC WIOA Local Plan.

An ITA tier system will be utilized to determine the maximum allowable amount of the ITA. All ITAs will be categorized using the average entry wage of the selected training program. The thresholds for allowable ITA investment will be categorized in the following tiers\*:

TIER	ENTRY WAGE FOR LWDA	MAXIMUM ITA INVESTMENT
Tier 1	\$15.19* to \$18.67 per hour	Up to \$7,500**
Tier 2	\$18.68 per hour	Up to \$10,000**
Tier 3	Related Instruction for Registered Apprenticeship	**See Below

\*ITAs may be awarded at the Tier 1 amount for those occupations whose entry wage is not at the designated level when the training program provides a career pathway for an occupation designated in the LWDA's industry sectors. The training must be included on the ETPL.

\*\*Funding that exceeds the maximum ITA investment may be recommended on a case-by-case basis for clients with significant barriers to employment, with approval granted by the President/CEO.

**To be eligible for an ITA, the following criteria must be met:**

1. The career seeker must not have received an ITA in the past 24 months.
2. The career seeker must be a resident of the CSRC service delivery or Palm Beach-Treasure Coast Regional Planning Area to receive an ITA. An exception may be made to award an ITA to eligible and suitable career seekers who are residents of other CareerSource LWDA's when each of the following conditions are met:
  - a. The purpose of the ITA is for specialized sector training as specified by WIOA funding awarded through grants and/or specialized projects.
  - b. A partnership with the Local Workforce Development Board governing the LWDA in which the career seeker resides has been established and documented.
3. The career seeker has been determined through formal assessment(s), interviews, and career planning, to be an appropriate match and possess the aptitude to complete the selected training program, obtain the appropriate certification/credential, and be eligible for hire in training related employment.
4. As part of the suitability determination process, career seekers must demonstrate the ability to self-sustain financially for the length of the training until employment is gained and be able to cover the training amount above CSRC funds.
5. The selected training program and training provider is listed on the ETPL and is within the LWDA's commuting area.
6. The career seeker must select an eligible training program offered by an eligible training provider, which upon completion of training, leads to an industry-recognized certification, credential, or degree.



7. On an annual basis, or in the case of scholarships, as they become available, the career seeker must apply for other training assistance (for example: Pell Grant, scholarships, and employer-sponsored training) to help assist with the cost of training and training related support. Any scholarships or grants received will be applied toward the total allowable tuition, books, and fees prior to determining the ITA amount.

The career seeker will only receive one (1) ITA to complete the training program for which they are deemed suitable and eligible. If the career seeker has completed such a program and is requesting additional funding to upgrade their program and continue on a career pathway, additional funding may be awarded, provided it is not for a graduate degree. Note: Individuals who have degrees in current demand occupations, are employed full-time, and have years of experience in their field are not appropriate for consideration of additional training. Consideration will be given to individuals who have outdated credentials and/or credentials in occupations not considered high wage/high skills as referenced on the LTOL and are determined under-employed. Career seekers who meet one of the following conditions are considered under-employed:

- Individuals employed less than full-time who are seeking full-time employment.
  - Individuals who are employed in a position that is inadequate with respect to their skills and training.
  - Individuals who are employed who meet the definition of low-income individual.
  - Individuals who are employed, but whose current job's earnings are not sufficient compared to their previous job's earnings from their employment, per state and/or local policy.
8. The duration of the ITA will be determined on a case-by-case basis by reviewing the maximum allowable amount of the ITA, the duration of the program, and the prevailing costs of tuition, books, and fees along with the career seeker's receipt of financial aid. The Career Planner and the career seeker must develop a documented educational plan that ensures completion of the training program within the allotted timeframe. CSRC reserves the right to limit the number of semesters/terms and the amount of funding provided based on length of training, cost of training programs, and availability of funds.
  9. Payments to training providers made on behalf of ITA participants will be on an individual class or per-semester basis. Participants must provide documentation of successful completion of prior semester/term coursework before a subsequent payment may be made.
  10. Career seekers must demonstrate satisfactory progress throughout the duration of the training to continue receiving WIOA funding. Satisfactory progress for the purpose of this policy is defined as maintaining a "C" average for each approved class on ~~an official~~ transcript or grade report. If the career seeker does not perform as expected, the ITA may be withdrawn until such time the grade level in each class returns to a "C" (2.0) and documentation provided to the Career Planner.

All ITAs are subject to the availability of funds and issued for the current program year only. CSRC cannot provide a guarantee of continued funding as funds used to provide training are based on federal/state dollars' availability.

The use of ITAs for occupational skills training is subject to the Priority of Service procedures defined by WIOA.

ITAs are not transferable.

**PURPOSE**

To provide guidance on the use of Workforce Innovation and Opportunity Act (WIOA) Individual Training Accounts (ITA) for eligible and suitable career seekers determined in need of training. WIOA training services are provided to assist a career seeker in obtaining self-sufficient employment in their field of training. This policy establishes guidelines to promote successful training completion, certification/credential attainment, and gainful employment.

**REFERENCE**

The Workforce Innovation and Opportunity Act of 2014 (WIOA), Sec.134(c)(3)(G)(ii), specifies that, with certain limited exemptions, all Title I Adult and Dislocated Worker training services shall be provided using Individual Training Accounts (ITAs).

**BACKGROUND**

The Workforce Innovation and Opportunity Act promotes career seeker choice and designates ITAs for that purpose. Career seekers determined eligible and suitable are issued an ITA for training programs in alignment with occupations identified on the Local Targeted Occupations List (LTOL) and included on the approved Eligible Training Provider List (ETPL). WIOA Section 134 states that training services may include a program of one or more classes or courses, or a structured regimen, that upon successful completion leads to a certification/credential, an associate of science degree, a baccalaureate degree, completion of a registered apprenticeship program, or the skills or competencies needed for a specific job or jobs, an occupation, an occupational group, or generally, for many types of jobs or occupations, as recognized by employers and determined prior to training.

Under WIOA, training services may be provided if CareerSource Research Coast (CSRC) staff determine, after an interview, evaluation, assessment, and career planning, that the individual:

- Is 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.
- Needs training services to obtain or retain employment that leads to self-sufficiency or wages comparable to or higher than wages from previous employment; and
- Has the skills and qualifications to successfully participate in the selected program of training service.

WIOA requires that individuals be provided with an ITA to pay for tuition, books, and fees related to occupational skills training accessed through an approved training provider. Local boards must establish policies related to the value of the ITA, cancellation, transferability, and limits that apply to these accounts.

**POLICY**

CSRC has developed its ITA system to encourage and promote career pathways that lead to self-sufficiency. An Objective Assessment is mandatory to target services to the individual needs of the career seeker who is unable to find suitable employment with existing skills and/or academic credentials as evidenced through documented unsuccessful job search and placement. An Individual Employment Plan (IEP) must be developed by the Career Planner and participant detailing the role of the training (ITA) in preparing the participant for employment in a demand occupation included on the LTOL. The plan must be signed prior to the issuance of the ITA.

Priority will be given to ITAs for occupations in the industry sectors identified by CSRC for targeted sector strategy initiatives as reflected in the current CSRC WIOA Local Plan.

An ITA tier system will be utilized to determine the maximum allowable amount of the ITA. All ITAs will be categorized using the average entry wage of the selected training program. The thresholds for allowable ITA investment will be categorized in the following tiers\*:

TIER	ENTRY WAGE FOR LWDA	MAXIMUM ITA INVESTMENT
Tier 1	\$15.19* to \$18.67 per hour	Up to \$7,500**
Tier 2	\$18.68 per hour	Up to \$10,000**
Tier 3	Related Instruction for Registered Apprenticeship	**See Below

*\*ITAs may be awarded at the Tier 1 amount for those occupations whose entry wage is not at the designated level when the training program provides a career pathway for an occupation designated in the LWDA's industry sectors. The training must be included on the ETPL.*

*\*\*Funding that exceeds the maximum ITA investment may be recommended on a case-by-case basis for clients with significant barriers to employment, with approval granted by the President/CEO.*

**To be eligible for an ITA, the following criteria must be met:**

1. The career seeker must not have received an ITA in the past 24 months.
2. The career seeker must be a resident of the CSRC service delivery or Palm Beach-Treasure Coast Regional Planning Area to receive an ITA. An exception may be made to award an ITA to eligible and suitable career seekers who are residents of other CareerSource LWDA's when each of the following conditions are met:
  - a. The purpose of the ITA is for specialized sector training as specified by WIOA funding awarded through grants and/or specialized projects.
  - b. A partnership with the Local Workforce Development Board governing the LWDA in which the career seeker resides has been established and documented.
3. The career seeker has been determined through formal assessment(s), interviews, and career planning, to be an appropriate match and possess the aptitude to complete the selected training program, obtain the appropriate certification/credential, and be eligible for hire in training related employment.
4. As part of the suitability determination process, career seekers must demonstrate the ability to self-sustain financially for the length of the training until employment is gained and be able to cover the training amount above CSRC funds.
5. The selected training program and training provider is listed on the ETPL and is within the LWDA's commuting area.
6. The career seeker must select an eligible training program offered by an eligible training provider, which upon completion of training, leads to an industry-recognized certification, credential, or degree.

7. On an annual basis, or in the case of scholarships, as they become available, the career seeker must apply for other training assistance (for example: Pell Grant, scholarships, and employer-sponsored training) to help assist with the cost of training and training related support. Any scholarships or grants received will be applied toward the total allowable tuition, books, and fees prior to determining the ITA amount.

The career seeker will only receive one (1) ITA to complete the training program for which they are deemed suitable and eligible. If the career seeker has completed such a program and is requesting additional funding to upgrade their program and continue on a career pathway, additional funding may be awarded, provided it is not for a graduate degree. Note: Individuals who have degrees in current demand occupations, are employed full-time, and have years of experience in their field are not appropriate for consideration of additional training. Consideration will be given to individuals who have outdated credentials and/or credentials in occupations not considered high wage/high skills as referenced on the LTOL and are determined under-employed. Career seekers who meet one of the following conditions are considered under-employed:

- Individuals employed less than full-time who are seeking full-time employment.
  - Individuals who are employed in a position that is inadequate with respect to their skills and training.
  - Individuals who are employed who meet the definition of low-income individual.
  - Individuals who are employed, but whose current job's earnings are not sufficient compared to their previous job's earnings from their employment, per state and/or local policy.
8. The duration of the ITA will be determined on a case-by-case basis by reviewing the maximum allowable amount of the ITA, the duration of the program, and the prevailing costs of tuition, books, and fees along with the career seeker's receipt of financial aid. The Career Planner and the career seeker must develop a documented educational plan that ensures completion of the training program within the allotted timeframe. CSRC reserves the right to limit the number of semesters/terms and the amount of funding provided based on length of training, cost of training programs, and availability of funds.
9. Payments to training providers made on behalf of ITA participants will be on an individual class or per-semester basis. Participants must provide documentation of successful completion of prior semester/term coursework before a subsequent payment may be made.
10. Career seekers must demonstrate satisfactory progress throughout the duration of the training to continue receiving WIOA funding. Satisfactory progress for the purpose of this policy is defined as maintaining a "C" average for each approved class on a transcript or grade report. If the career seeker does not perform as expected, the ITA may be withdrawn until such time the grade level in each class returns to a "C" (2.0) and documentation provided to the Career Planner.

All ITAs are subject to the availability of funds and issued for the current program year only. CSRC cannot provide a guarantee of continued funding as funds used to provide training are based on federal/state dollars' availability.

The use of ITAs for occupational skills training is subject to the Priority of Service procedures defined by WIOA.

ITAs are not transferable.

## AGENDA ITEM SUMMARY

<b>Title</b>	Review and Approve the Supplemental Nutrition Assistance Program (SNAP) - Employment and Training (E&T) Program Components and Case Management Policy
<b>Strategic Plans/Goals</b>	Operational Intelligence
<b>Policy/Plan/Law</b>	H.R.1-One Big Beautiful Bill Act 119 <sup>th</sup> Congress (2025-2026), 7 CFR § 273.7 – Work Provisions for SNAP recipients, 7 CFR § 273.24 – Time limits for ABAWDs. 20 CFR §§ 676-681 – WIOA performance accountability and planning, 20 CFR 678.410 (3) – One Stop Partners, 29 U.S.C. § 2101 – Workforce Innovation and Opportunity Act, Section 445.033; Florida Statutes – FloridaCommerce and Department of Children and Families local performance accountability and reporting, Florida SNAP E&T Plan.
<b>Action Requested</b>	Review and Approve CSRC's Supplemental Nutrition Assistance Program (SNAP) - Employment and Training (E&T) Program Components and Case Management Policy
<b>Background</b>	<p>The Florida SNAP E&amp;T Program is a federally funded initiative that helps recipients gain skills, training, and work experience for long term employment and economic self-sufficiency. The program is administered by the Florida Department of Children and Families (DCF), which determines eligibility and refers participants to LWDBs for services. The Florida Department of Commerce (FloridaCommerce) oversees service delivery through LWDBs and career centers. CareerSource Florida, the State Workforce Development Board, ensures alignment with statewide workforce goals, while LWDBs and career centers deliver program services, provide assessments, employment planning, component assignments, and other services. Collaborative efforts enhance engagement, compliance with federal and state requirements, and effective service delivery to support participant success and program accountability.</p> <p>Under Title 7, Code of Federal Regulations (CFR), sections 273.7 and 273.24, and Chapter 414.455, F.S., Florida operates a mandatory SNAP E&amp;T program for AbleBodied Adults Without Dependents (ABAWDs) and Mandatory Work Participants who do not meet an exemption. ABAWDs must meet specific work requirements to maintain benefits.</p>

Staff developed CSRC's local Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) Program Components and Case Management Policy to mirror Administrative Policy Number P129.

**Staff  
Recommendations**

Approve the Supplemental Nutrition Assistance Program (SNAP) - Employment and Training (E&T) Program Components and Case Management Policy

**Supporting Material**

Supplemental Nutrition Assistance Program (SNAP) - Employment and Training (E&T) Program Components and Case Management Policy

**Board Staff**

Shelly Batton  
Director of Programs  
[sbatton@careersourcerc.com](mailto:sbatton@careersourcerc.com)  
(866) 482-4473 ext. 518



SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)  
EMPLOYMENT AND TRAINING (E&T)  
PROGRAM COMPONENTS AND CASE MANAGEMENT POLICY  
ORIGINAL APPROVAL DATE: 01/28/2026  
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## I. PURPOSE

Able Bodied Adults Without Dependents (ABAWDs) and mandatory work participants in the Supplemental Nutrition Assistance Program (SNAP) Education and Training (E&T) program are required to participate in activities operated by Local Workforce Development Boards (LWDBs) and local career centers. LWDBs deliver SNAP E&T components, including supervised job search, job search training, vocational and basic education, work experience, and job retention services. Timely access to SNAP E&T and other services is critical to removing barriers to participation and supporting successful employment outcomes.

This policy provides a comprehensive description of program components and activities required for operating the SNAP E&T program and requires CSRC to ensure local SNAP E&T strategies and operations align with the Florida SNAP E&T Plan and the Workforce Innovation and Opportunity Act (WIOA) Combined Plan. CSRC is also expected to align with Florida's workforce development priorities, focus on employment and training for ABAWDs and other mandatory work participants that lead to self-sustaining jobs, and implement data driven accountability measures to enhance service delivery and outcomes.

## II. REFERENCES

[H.R. 1 – One Big Beautiful Bill Act 119th Congress \(2025-2026\)](#)  
[7 CFR § 273.7 – Work provisions for SNAP recipients.](#)  
[7 CFR § 273.24 – Time limits for ABAWDs.](#)  
[20 CFR §§ 676–681 – WIOA performance accountability and planning.](#)  
[20 CFR 678.410\(3\) – One Stop Partners](#)  
[29 U.S.C. § 3101 – Workforce Innovation and Opportunity Act.](#)  
[Section 445.033, Florida Statutes – FloridaCommerce and Department of Children and Families local performance accountability and reporting.](#)  
[Florida SNAP E&T Plan](#)

## III. BACKGROUND

The Florida SNAP E&T Program is a federally funded initiative that helps recipients gain skills, training, and work experience for long-term employment and economic self-sufficiency. The program is administered by the Florida Department of Children and Families (DCF), which determines eligibility and refers participants to LWDBs for services. The Florida Department of Commerce (FloridaCommerce) oversees service delivery through LWDBs and career centers. CareerSource Florida, the State Workforce Development Board, ensures alignment with statewide workforce goals, while LWDBs and career centers deliver program services, provide assessments, employment planning, component assignments, and other services. Collaborative efforts enhance engagement, compliance with federal and state requirements, and effective service delivery to support participant success and program accountability.

Under Title 7, Code of Federal Regulations (CFR), [sections 273.7](#) and [273.24](#), and [Chapter 414.455, F.S.](#), Florida operates a mandatory SNAP E&T program for ABAWDs and Mandatory Work Participants (MWP) who do not meet an exemption. ABAWDs must meet specific work requirements to maintain benefits.





#### IV. LOCAL POLICY

##### A. **Program Access and Participant Engagement**

###### 1. **Referral Process**

Consistent with [7 CFR 273.7](#) DCF screens SNAP recipients and refers eligible individuals to CSCR via the One-Stop Service Tracking ([OSST](#)) system. CSRC must review referrals daily and initiate contact within 10 calendar days for ABAWDs. This process must be documented.

CSRC should establish referral protocols with local DCF offices and relevant DCF staff, to ensure timely and accurate referrals to connect participants to wraparound services (e.g., housing, mental health, and substance abuse recovery) and promote a holistic approach to economic self-sufficiency. Staff must maintain regular communication with DCF partners and document referrals and outcomes in [OSST](#).

###### 2. **Orientation and Initial Engagement**

Individuals referred to the SNAP E&T program will receive an Employment and Training Referral (ETR) notification letter instructing the participant to complete specific steps via [OSST](#) within seven (7) days. The ETR provides participants with information to complete the orientation, assessment, and schedule options for the initial engagement appointment with a case manager. All steps must be completed within the seven (7) day window to avoid [OSST](#) beginning the automated consideration process with DCF to determine if the reason for being non-compliant is related to good cause. The orientation and assessment may be completed online or in-person for individuals who are not computer literate or do not have access to a computer or internet.

The orientation must outline why the participant is referred to the program, an overview of the SNAP E&T program components, participation expectation/requirements, and available support services. The orientation is a required activity for newly referred or reopened referrals for participants who have not completed orientation within the previous 12 months. Participants may also be required to complete orientation if there have been significant program changes, regardless of the time frame of last attendance.

WT/SNAP Program Career Planners must inform participants of grievance procedures, their rights, responsibilities, and the consequences of noncompliance. In addition, the participant must acknowledge receipt of this information by signing the Opportunities and Obligations Form. Staff should maintain a copy of the signed form in the participant's case file and provide a copy to the participant for their records.

###### 3. **Eligibility Verification**

WT/SNAP Program Career Planners confirm the participant's eligibility using DCF referral data housed in their management information system and [OSST](#) records to ensure the individual has been properly referred and does not appear to meet an exemption as outlined in the most current programmatic guidance and current federal law. Staff should confirm this information at the time of the initial engagement appointment prior to assigning the participant to a program component. If it is determined the participant may meet an exemption, staff must instruct the participant to notify DCF of their household changes to allow DCF to determine whether the participant continues to meet the requirements for referral to the SNAP E&T program.



## B. Assessment and Employability Planning

As part of the online assessment, participants will answer questions that provide information on the participant's:

- academic and occupational skills
- career goals and interests
- personal needs/barriers
- employability skills
- work history

WT/SNAP Program Career Planners must review the assessment information with the participant during the initial engagement appointment to ensure accuracy. The information will be used throughout the employability planning process culminating in the creation of an Individual Employment Plan.

CSRC may use other assessment tools, in addition to the [OSST](#) Initial Assessment, to assist with employability planning/case management, such as Comprehensive Adult Student Assessment Systems (CASAS) tests, My Career Shines, Career Scope, and the CLIFF Dashboard. Additional assessments should be scheduled or conducted at the initial engagement appointment, as determined appropriate, prior to the participant being assigned to a program component. Further, CSRC may conduct additional assessments during program participation as the participants' needs change, or a new program component is being considered. In the event of a system outage, WT/SNAP Career Planners may conduct the assessment manually by using the [OSST Initial Assessment Form](#).

CSRC must ensure that WT/SNAP Program Career Planners are trained in techniques to facilitate a productive experience to include motivational interviewing, employability planning, coordination of services, and methods of ongoing progress monitoring.

## C. Documentation and Compliance

WT/SNAP Program Career Planners must document case management activities, participation hours, support services, participant reimbursements, supporting documentation, and outcomes in [OSST](#) and the participant's case file in a timely and accurate manner. It is recommended that documentation of activities occur within two days of provision. Case files must include verification of participation (i.e., timesheets, attendance records, check stubs, etc.), documentation supporting participant reimbursements, support service referrals, and any correspondence related to the participant's progress or challenges. Documentation may be submitted to staff either in-person or virtually (i.e., email, upload to document management system, etc.).

### 1. IEP Development

To ensure effective service delivery and alignment with participant goals, all participants must have an Individual Employment Plan (IEP) developed and maintained in the participant case file and a summary documented via case notes in [OSST](#). IEP development should use the S.M.A.R.T. (Specific. Measurable. Achievable. Relevant. Time-Bound) principles and include sector strategies and career pathways principles as described in CareerSource Florida Workforce Policies [03 – Sector Strategies Policy](#) and P10 – Comprehensive Employment Education and Training Strategy and implemented in WIOA Local Plans.

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SNAP-Program Components and Case Management Policy – January 2026



## 2. IEP Processing Steps and Completion Timeline

The IEP must identify appropriate SNAP E&T components, support services, and co-enrollment opportunities with WIOA or other workforce programs. IEPs should reflect both short-term and long-term employment and educational goals, informed by labor market information and participant interests. The IEP must be initiated during the initial engagement appointment. Completion of the IEP means the IEP has been signed by the participant and staff or otherwise documented in [OSST](#). All contact attempts made to complete or update the IEP must also be documented in case notes.

### D. SNAP E&T Components

A qualifying SNAP E&T component is considered standalone and can count for part or all of the monthly work requirement for ABAWDs and MWPs. WT/SNAP Program Career Planners must assign participants to appropriate SNAP E&T components (upon completion of assessment), document component assignments in [OSST](#), and update the IEP accordingly.

Work components and activities under the SNAP E&T program are outlined in [7 CFR 273.7](#) and further defined in the SNAP E&T State Plan. Participants may be enrolled in one or more qualified components each month to satisfy the program's mandatory work requirement.

Note: Supervised job search and job search training are non-qualifying components unless paired with a qualifying activity. Supervised job search and job search training activities, when offered as part of other E&T program components, are acceptable as long as those activities comprise less than half the total required time spent in the components.

WT/SNAP Program Career Planners must assess participants for co-enrollment opportunities in WIOA and other workforce programs. Co-enrollment can fill service or funding gaps (e.g., training, support services), provide access to additional work-based learning (e.g., On-the-Job Training and apprenticeships), and maximize participant outcomes through layered support. WT/SNAP Program Career Planners must document co-enrollment decisions in [OSST](#) and coordinate with WIOA Career Planners to align services. Details on required components consistent with Florida's state plan include:

#### 1. Supervised Job Search

Supervised Job Search (SJS) activities are guided and tailored to participant needs and employment goals and provide participants with increased opportunities to obtain employment. This component must occur at state approved locations such as CSRC computer labs, CSRC community partner computer labs, public libraries, and on personal computers and/or devices while being supervised. Criteria that may be used to determine whether a location is deemed state-approved include:

- Locations that are open to the public with access to resources for job searching (i.e., computers/tablets, internet access, etc.)
- Locations that serve populations that are typically eligible for and/or recipients of food assistance benefits and fall into a barrier category such as ex-offenders, domestic violence victims, high school dropouts, disabled, etc.
- Locations that have an agreement with the state and/or CSRC that defines mutually agreed upon services to SNAP eligible individuals.
- Locations that are willing to assist individuals who are actively seeking employment and have the means to monitor (supervise) and track time that an individual spends job searching.
- Locations that have qualified and sufficient staff to assist with job searching, as well as monitoring (supervising) and tracking the time an individual spends job searching.

Supervised Job Search may be conducted independently or within a group setting, and may also be conducted remotely, in-person, or a combination of both. CSRC should tailor the delivery of supervised

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job search services to the needs of participants. Participation in this component must be tracked and reflected on the Job Participation Rate Screen and in case notes. Supervised Job Search activities must have a direct link to increasing the employment opportunities of participants. A participant in the Supervised Job Search program must be likely to find a job through the activity, and appropriate jobs must be available for that participant in the community. Effective case management requires that supervised job search is not established as continuous, year-round activity for the program participant. Participants in supervised job search must have at least one meeting a month with a qualified staff member to review job search activities, get feedback, troubleshoot issues, and discuss next steps. This meeting may occur remotely or in-person and be synchronous with the job search activities or asynchronous and must be documented within [OSST](#). Interactive software or other types of automated processes on a computer do not meet the requirement for engagement with a qualified staff person at least once a month. In between meetings with a qualified staff person, CSRC may use other supervisory techniques, such as software that tracks time spent logged into a job search website or computer assessments that automatically identify next steps for the participant.

The hours assigned to Supervised Job Search for ABAWDs are limited to 39 hours monthly. If Supervised Job Search is combined with Job Search Training, the total combined hours cannot exceed 39 hours monthly. For MWPs, the activity is limited to 59 hours monthly. If combined with Job Search Training, the total combined hours cannot exceed 59 hours monthly.

## **2. Job Search Training**

Job Search Training is a component that enhances the job readiness of participants by teaching them job seeking techniques, increasing job search motivation, and boosting self-confidence. Job Search Training assists participants with development of essential job readiness/employability skills, through workshops or sessions to secure/retain employment. This component may consist of, but is not limited to, job skills assessments, classroom instruction, job development and placement services, and other direct training or support activities. It could also teach life and interpersonal skills, time management, decision making skills, appropriate dress for the workplace, career planning, and how to develop a resume.

The hours assigned to Job Search Training for ABAWDs are limited to 39 hours monthly. If combined with Supervised Job Search, the total combined hours cannot exceed 39 hours monthly. For MWPs, the activity is limited to 59 hours monthly. If combined with Supervised Job Search, the total combined hours cannot exceed 59 hours monthly.

## **3. Basic Education and Vocational Training**

The basic education component includes a wide range of activities that improve basic skills and the employability of participants. Such programs include Adult Basic Education (ABE), basic literacy, English as a Second Language (ESL), high school completion or general education equivalency (GED), career and technical education (CTE), and other post-secondary education.

Education components can offer participants an opportunity to earn postsecondary credentials valued by employers and industry, including certificates and degrees, industry-recognized credentials, and licensures.

Vocational Training helps to improve the employability of participants through training in a skill or trade that will allow the participant to move directly into employment. Training is offered at the career centers, through community partners, and training providers who are approved by CSRC and/or CareerSource Florida.



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An ABAWD can complete 80 hours monthly in basic education and/or vocational training to meet the mandatory work requirement. An MWP can complete 120 hours monthly in basic education and/or vocational training to meet the mandatory work requirement.

Participants assigned to education components (basic education/vocational training), may be allowed one hour of study time for each hour of class time completed, as long as documented verification is provided of the actual time spent in the classroom. Education may be provided onsite or through online classes. [OSST](#) must be updated with the number of hours completed (including study time) and documentation maintained in the participant's case file.

Education components (basic education/vocational training) may be combined with the following components.

- a. Supervised Job Search
- b. Job Search Training
- c. Work Experience

WT/SNAP Program Career Planners are strongly encouraged to review program participants who are interested in Vocational Training for co-enrollment in the WIOA program.

#### **4. Work Experience**

Work Experience programs include a planned, structured learning experience that takes place in a workplace for a limited amount of time. These activities are designed to connect participants with employers to build employability skills or job-related skills through actual work experience or training at a worksite. In lieu of wages, participants receive compensation in the form of their monthly food assistance allotment. Work experience sites can be developed with not-for-profit, for profit, private, and public employers. Worksite agreements, as well as job descriptions for each work experience position, must be obtained by staff prior to assigning participants to a worksite.

Participants may identify a worksite that aligns with their career path. However, the participant will not be assigned to work experience at the worksite until an agreement with the site has been executed.

When a participant is assigned to a worksite, the employer cannot replace regular employees with participants performing work experience. The employer must also provide participants with the same or similar work conditions and assignments as regular employees and is required to supervise work activities and complete time sheets for participants.

Hours assigned to work experience must not exceed the allowable hours derived from the benefit calculation. To determine the benefit calculation, staff will use the participant's monthly food assistance allotment divided by the current state minimum wage which equals the monthly required hours. If there is more than one participant within a household, the monthly required hours will be further divided by the number of participants to derive the number of hours that each career seeker will need to complete monthly. If the number of hours determined by the benefit calculation is not enough to satisfy the work requirement for the participant type, additional program components must be assigned.

Work experience may be combined with the following components.

- a. Supervised Job Search
- b. Job Search Training
- c. Education Basic Education
- d. Vocational Training

In case there are additional members in the household receiving SNAP benefit, CSRC must verify with DCF for an accurate number of hours for assigning under Work Experience.



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**5. Job Retention Services/ Employment Retention Services (ERS)**

The Job Retention Services (commonly known as Employment Retention Services or ERS) components are continued supportive services to help a SNAP E&T participant continue in their first months on their job. The activities help participants even if their new employment income makes them no longer eligible to receive SNAP benefits. Participants are eligible for at least 30 days and up to 90 days after securing employment and within 30 days of successful completion of a SNAP E&T program component. Participants are not eligible to receive ERS if they are leaving the SNAP E&T program due to a failure to comply with the general work requirement or an intentional program violation.

All reimbursements considered under ERS must be reasonable, necessary, and directly related to the participant's employment, such as uniforms/clothing required for the job, equipment or tools required for the job, and/or transportation. Other items may be considered for ERS if they meet the criteria.

**E. Support Services and Participant Reimbursements**

Participants may be provided reimbursement for costs associated with program participation, including transportation, work-related expenses, costs for books, supplies and tools, digital supports, clothing and uniforms, and other expenses, as needed and allowable. WT/SNAP Program Career Planners must document participation hours, support services, participant reimbursements, supporting documentation, outcomes and ensure services are reasonable, necessary, and directly related to participation in program components.

WT/SNAP Program Career Planners must obtain and retain documentation, including receipts, for verification and audit purposes. Self-attestation may be used in some circumstances to document expenses; however, staff should use this option as a last resort and must include a justification documented in case notes. Self-attestation forms will be used for items in value of \$100.00 or less. CSRC should use the SNAP [Self Attestation Form Template](#) for documentation purposes.

**F. Braiding Funding and Leveraging Resources**

CSRC is encouraged to braid SNAP E&T funds with WIOA and other local, state, or community resources to expand access and supplement service capacity to training and support services, increase reimbursement opportunities, and support innovative service delivery models.

WT/SNAP Program Career Planners and CSRC must actively pursue opportunities to braid SNAP E&T funds with other workforce and community resources to maximize participant access to training, support services, and employment opportunities; fill service gaps not covered by a single funding source; and increase the efficiency and impact of program investments.

CSRC should establish clear agreements with their partners, define roles and responsibilities, and track outcomes to ensure transparency and accountability. CSRC should also maintain documentation of such agreements and a list of applicable partnerships.

**G. Provider Determination**

There may be instances where a participant may be ill-suited for a particular Education and Training component, despite the participant's best efforts to remain in the program. Based on the WT/SNAP Program Career Planner's assessment of the participant's fit with the work component and after documented efforts to explore all available alternative program components, the WT/SNAP Program Career Planner may record the participant as failing the work requirement. All assessments of fit and

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documented efforts to identify an alternative work component must be maintained as part of case management prior to this determination and must contain documented supervisor approval. The SNAP E&T program, in accordance with [7 CFR 273.7](#) (c)(18)(i)(A), allows for CSRC to process a provider determination for DCF to consider an exemption.

## H. Case Management and Compliance Monitoring

### 1. Ongoing Case Management

WT/SNAP Program Career Planners must maintain regular contact with SNAP E&T participants to monitor progress and address ongoing barriers. WT/SNAP Program Career Planners must update [OSST](#) with customer participation hours, progress notes, and changes in status.

### 2. Participation Tracking

WT/SNAP Program Career Planners must enter participation hours, support services, participant reimbursements, supporting documentation, outcomes and applicable documentation in [OSST](#) as soon as possible but no later than by the 10th business day following the end of the month.

Participants in partial month participation are required to participate (in any combination) in a minimum of 4 work hours per day, or 20 hours per week and MWPs are required to participate in a minimum of 6 work hours per day, or 30 hours per week. In this instance, the ABAWD/MWP will not be required to complete the required monthly participation hours. Participants in partial month participation who complete the partial hours for the given month will be considered compliant. For example, an ABAWD was referred for participation on June 9th with 15 business days remaining in the month. The ABAWD must complete 60 hours (15 days multiplied by 4 hours daily) to be considered compliant; anything less will be considered non-compliance.

### 3. Targeted Case Management

Case management must be proactive, participant-centered, and focused on achieving measurable outcomes. Updates must be documented in [OSST](#), including progress notes, participation hours, and any changes to service strategies. WT/SNAP Program Career Planners must review and update the IEP based on CSRC's Local Operating Procedures or when there is a significant change in the participant's status, goals, or assigned activities. The approved IEP form may be accessed on FloridaCommerce's website.

### 4. Noncompliance and Good Cause Consideration

If a SNAP E&T participant fails to comply with the requirements of the program, WT/SNAP Career Planners must initiate good cause consideration (GCC) review and document all issues. GCC participant cases must be referred to DCF for determination.

## I. Data Entry and Reporting

### 1. [OSST](#) System Use

a. WT/SNAP Program Career Planners must record all case management activities for participants including participation hours, support services, participant reimbursements, supporting documentation, and outcomes in [OSST](#). All data must be accurate and timely to support performance reporting. It is recommended that data entry is completed within 2 business days from provision.

**Commented [JT1]:** I cannot link this IEP as it is not on the Florida Commerce website. I will link our local approved versions for ABAWDS and MWPs in the procedure.





SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)  
EMPLOYMENT AND TRAINING (E&T)  
PROGRAM COMPONENTS AND CASE MANAGEMENT POLICY  
ORIGINAL APPROVAL DATE: 01/28/2026  
REVISION DATE: --/--/--  
BOARD EFFECTIVE DATE: 01/28/2026

**2. [Employ Florida](#) Integration**

- a. WTP/SNAP Program Career Planners working with SNAP E&T customers must ensure the participant registers in [Employ Florida](#) for job seeking, uploading resumes, exploring labor market services, and to document job referrals, placements, and employment outcomes.

**J. Exemptions**

In accordance with [7 CFR 273.7\(i\)](#), DCF is responsible for determining outcomes from a good cause review for a SNAP recipient who does not complete applicable SNAP work requirements. Outcomes of the review may result in a determination of good cause or a sanction. Allowable exemptions are subject to change based on programmatic guidance.

WTP/SNAP Program Career Planners must ensure all necessary information is in case notes related to GCC request for an exemption. This will allow DCF staff to make an appropriate and accurate E&T decision for SNAP participants.

## AGENDA ITEM SUMMARY

<b>Title</b>	Local Targeted Occupations List (LTOL) for 3rd Quarter of PY 2025-2026
<b>Strategic Goal</b>	Strong Advancement of Existing and Emerging Local Targeted Industry Clusters
<b>Policy/Plan/Law</b>	Workforce Innovation & Opportunity Act
<b>Action Required</b>	Review and Approve the LTOL for the 3rd Quarter of Program Year 2025-2026
<b>Background</b>	<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>
<b>Staff Recommendation</b>	Staff reviewed local labor market information and resources regarding the LTOL. Staff are recommending one addition to the LTOL for the 3rd Quarter. Staff recommends approval of this LTOL for the 3rd Quarter of PY 2025-2026.
<b>Supporting Materials</b>	CareerSource Research Coast Local Targeted Occupations List
<b>Board Staff</b>	<p>Shelly Batton            Director of Programs  <a href="mailto:sbatton@careersourcerc.com">sbatton@careersourcerc.com</a>            (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:

- 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**	Occupation Title*	Regional				Statewide				LMEC		In	
			% Growth	Annual Openings	2024 Hourly Wage		% 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	

# 2025-2026 Local Targeted Occupations List

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- 4 High 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 Training Code	In Targeted Industry?	Qualifying Level***
			Annual % Growth	Annual Openings	2024 Hourly Wage		Annual % Growth	Annual Openings	2024 Hourly Wage				
					Mean	Entry			Mean	Entry			
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
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

# 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**	Occupation Title*	Regional				Statewide				LMEC		In	
			% Growth	Annual Openings	2024 Hourly Wage		% Growth	Annual Openings	2024 Hourly Wage		Training Code	Targeted Industry?	Qualifying Level***	
					Mean	Entry			Mean	Entry				
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	
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	
43-5031		Public Safety Telecommunicators	1.40	19	27.34	22.53	1.70	666	26.99	18.30	2	No	O	
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	

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SOC Code*	HSHW**	Occupation Title*	Regional				Statewide				LMEC	In Targeted Industry?	Qualifying Level***
			Annual % Growth	Annual Openings	2024 Hourly Wage		Annual % Growth	Annual Openings	2024 Hourly Wage				
					Mean	Entry			Mean	Entry			
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
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)



### REQUEST FOR ADDITION TO LOCAL TARGETED OCCUPATIONS LIST

Each occupation must meet the following:

- a. Positive Growth
- b. Entry Wage of \$15.18
- c. Mean Wage of \$18.67

To be considered High Skill/High Wage, occupations must meet the following:

- a. Entry Wage of \$18.67
- b. Mean Wage of \$29.25

Is this a critical occupation? Yes

Person completing this report: Dawn Riccardi

Please complete one form for each occupation you would like considered.

Occupation Title: Public Safety Telecommunicators

Occupation SOC Code: 43-5031.00

Employer Name, Address, and Phone	Number of Current Full-Time Employees in this Occupation	Average Hourly Wage for These Employees	Projected Openings
SLC Fire District 5160 Milner Drive, Fort Pierce	27	\$31.51	3
SLC BOCC 2300 VIRGINIA AVE, Fort Pierce	49	\$32.05	9
City of Vero Beach 1050 20th Street Vero Beach, FL 32960	10	\$23.50	2

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

Request for Addition to Local Targeted Occupations List – July 2025



## AGENDA ITEM SUMMARY

<b>Title</b>	Hope Florida Program Update
<b>Strategic Plans/Goals</b>	Optimal Use of Resources
<b>Policy/Plan/Law</b>	Workforce Innovation and Opportunity Act (WIOA)/Role of LWDB's
<b>Action Requested</b>	None - Information Only
<b>Background</b>	<p><b>Hope Florida - A Pathway to Prosperity:</b> 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>
<b>Staff Recommendations</b>	None - Information Only
<b>Supporting Material</b>	None - Information Only
<b>Board Staff</b>	<p>Tracey McMorris Vice-President of Operations/COO <a href="mailto:tmcmorris@careersourcerc.com">tmcmorris@careersourcerc.com</a> (866) 482-4473 ext. 528</p>

# Agenda Item 8

## AGENDA ITEM SUMMARY

<b>Title</b>	CareerSource Research Coast (CSRC) Business Services Update
<b>Strategic Plans/Goals</b>	Strategic Planning, Commitments, and Projects
<b>Policy/Plan/Law</b>	Workforce Development Board of the Treasure Coast By-Laws
<b>Action Requested</b>	None - Information only
<b>Background</b>	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.
<b>Staff Recommendation</b>	None - Information Only
<b>Supporting Material</b>	None - Information Only
<b>Board Staff</b>	Christina Coble Director of Programs <a href="mailto:ccoble@careersourcerc.com">ccoble@careersourcerc.com</a> (866) 482-4473 ext. 617

# Agenda Item 9

## AGENDA ITEM SUMMARY

<b>Title</b>	Taylor Hall Miller Parker (THMP) Financial & Programmatic Monitoring Review
<b>Strategic Plans/Goals</b>	Effective Utilization of Current and Timely Operational Intelligence for all Stakeholders
<b>Policy/Plan/Law</b>	DEO Grantee/Sub-Grantee Agreement, CSRC Administrative Plan
<b>Action Requested</b>	None - Information Only
<b>Background</b>	<p>CSRC is responsible for monitoring all functions of administration and program operations to ensure maximum effectiveness and efficiency of all management, programmatic and fiscal systems. Monitoring should ensure that abuses in program operations are identified in a timely manner, resulting in the prevention and/or elimination of any misuse of funds.</p> <p>Per State requirements, CSRC conducts self or internal monitoring on a scheduled basis. Various staff members with programmatic experience are utilized to ensure that programs follow federal/state/local regulations and policies. Internal monitoring is also completed to track performance, reach goals, and provide for continuous improvement.</p> <p>THMP conducts an annual review of CareerSource Research Coast programs and special projects, including career center operations.</p>
<b>Staff Recommendations</b>	CSRC staff will provide the Committee with the results of the monitoring completed by THMP during the week of September 29, 2025.
<b>Supporting Materials</b>	Taylor Hall Miller Parker (THMP) Financial & Programmatic Monitoring Report
<b>Board Staff</b>	Shelly Batton Director of Programs <a href="mailto:sbatton@careersourcerc.com">sbatton@careersourcerc.com</a> (866) 482-4473 ext. 518

CAREERSOURCE RESEARCH COAST

PROGRAM YEAR 2025-2026

FINANCIAL & PROGRAMMATIC MONITORING  
AS OF OCTOBER 3, 2025

REPORT #1



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



Independent Accountants' Report  
On Applying Agreed-Upon Procedures

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

We have performed the procedures enumerated below in the attached sections on the fiscal and programmatic records of CareerSource Research Coast (CareerSource) as of October 3, 2025, for the program year ending June 30, 2026. CareerSource's management is responsible for the fiscal and programmatic records.

An agreed-upon procedures engagement involves the practitioner performing specific procedures that the engaging party has agreed to and acknowledged to be appropriate for the intended purpose of the engagement and reporting on findings based on the procedures performed. CareerSource has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of conducting fiscal and programmatic monitoring. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

For reporting purposes, findings and observations are as follows:

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

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

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

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

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

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

*Taylor Hall Miller Parker, P.A.*

October 15, 2025

I. CareerSource

*Local Policies*

1. We selected the contract assurances for vendors and sub-recipients and inspected them for compliance with the most recent updates to 2 CFR 200, the Grantee/Subgrantee Agreement and the procurement section of FloridaCommerce's 2024-2025 Financial Monitoring Tool.

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

Observations:

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

1. Currently, CareerSource is using the same contract assurances attachment for both the vendor and subrecipient contracts. Although some of the assurances are identified on the attachment for subrecipients only, some other assurances listed are not required vendor assurances. Additionally, the contractor, whether a vendor or subrecipient, is referred to as a subrecipient throughout the document.

Recommendation:

During fieldwork we provided an updated list of required vendor assurances using the appropriate reference. CareerSource should consider utilizing different attachments for assurances for vendors and subrecipients.

*Procurement Review*

1. We randomly selected the NDWG Employer of Record procurement for the Program Year 25-26, obtained the procurement and contract files, and inspected the contract and/or procurement files to determine whether proper procedures were followed and properly documented, using FloridaCommerce's 2024-2025 Financial Monitoring Tool.

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

*Financial Review*

1. We selected a random sample of 10 small purchases (\$250,000 or less), including American Express credit card charges for the closing date 8/29/25, from the period ended September 15, 2025, reviewed current policies and procedures, and determined whether:
  - a. check data agreed to invoice(s);

- b. the ACH payment traced to the transaction on the bank statement or the check contained an authorized signature and endorsement agreed to payee, or bank guaranteed lack of endorsement, if applicable;
- c. the disbursement was supported by proper documentation and approval;
- d. purchasing procedures were followed and a cost or price analysis was performed, if applicable;
- e. the cost was allowable, reasonable, and necessary;
- f. the cost was properly charged (i.e., benefiting program or cost pool) and classified;
- g. payment traced to the general ledger posting;
- h. prior approval procedures were followed in accordance with FloridaCommerce guidance, when applicable;
- i. the cost was properly capitalized or tracked for inventory purposes in accordance with local policy, as applicable; and
- j. contracts in excess of \$35,000 were posted on CareerSource's website in accordance with the FloridaCommerce grantee/subgrantee agreement.

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

Observations:

1. As a result of applying the procedures to the sample selected, we observed the following that should be addressed to improve financial information and documentation:
  - Business Telephone & Network (ck# 84305, \$7,424.40)
    - There was no cost estimate or quote for the project/job to support the micro-purchase decision for, or approval of, the job/project prior to beginning the work. This job/project appears to be a separate procurement from the micro-purchase documented on a Purchase Authorization & Justification Form at the beginning of the fiscal year that allowed use of the vendor based on an agreed-upon hourly rate.
  - American Express (EP# 250915Amex) – Closing date 8/29/2025
    - Comcast Business (\$2,852.08) – The Purchase Authorization & Justification Form did not clearly substantiate selection of this vendor based on the documented quotes.



Recommendation:

CareerSource should review the items above and take action as determined appropriate to improve financial documentation and ensure that purchasing decisions are properly supported.

2. We obtained CareerSource's Cost Allocation Plan (CAP), randomly selected the Program Support Cost Pool (Fund 82) and One-Stop Career Center Cost Pool (Fund 83) for the month of August 2025, and performed the following:
  - a. Determined whether the method of allocation agreed with the cost allocation plan.
  - b. Traced allocation bases to supporting documentation, including the supporting time data or expenditure reports.
  - c. Recalculated cost pool allocation base percentages.
  - d. Traced allocable cost data to supporting expenditure reports.
  - e. Recalculated month-end allocations and traced to the general ledger.

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

3. We randomly selected the SERA cash draw worksheet for the September 16, 2025, cash order and determined whether the request for funds was supported by documentation of the anticipated expenditures and properly reported to FloridaCommerce by expenditure classification.

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

4. We randomly selected the 2024 WIOA Dislocated Worker (NFA ID# 43951), 2024 WIOA Youth (NFA ID# 43783), 2023 WIOA State Level – Rapid Response Navigator (NFA ID# 45543), 2024 Welfare Transition (NFA ID# 44775), 2024 Wagner-Peyser (NFA ID# 44026), and 2024 DVOP (NFA ID# 44861) grants, obtained the Financial Report Summary (FRS) and supporting documentation for each NFA for the most recent month reported to FloridaCommerce (August 2025), and performed the following:
  - a. Confirmed the mathematical accuracy.
  - b. Traced monthly and year-to-date expenditures to supporting schedules and the general ledger.
  - c. Traced life-to-date expenditures to supporting schedules.
  - d. Determined whether costs were properly reported among the SERA cost categories.

- e. Determined whether administrative costs were limited to the appropriate guidelines.

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

#### *Customer-Related Expenditures*

1. We selected a random sample of four WIOA On-the-Job Training (OJT) payments from the period ended September 22, 2025, and performed the following for a random sample of employer invoices included with the payment:
  - a. Confirmed the mathematical accuracy.
  - b. Determined whether the amount invoiced/reimbursed agreed with the OJT agreement/training plan.
  - c. Determined whether appropriate documentation as required by the contract/agreement was submitted to support payment.
  - d. For a sample of customers identified on the invoice, we determined whether:
    1. the customer was properly registered in Employ Florida (EF);
    2. an OJT activity was recorded; and
    3. the employment wage rate at case closure agreed with the information provided by the employer, if applicable.
  - e. Traced the payment to the general ledger.
  - f. Determined whether the check contained authorized signatures and endorsement agreed to payee, or bank guaranteed lack of endorsement, if applicable.

*Pulp Gallery, Inc. (ck# 84258, \$1,471.58)*

*Armellini Express Lines, Inc. (ck# 84262, \$1,393.92)*

*City of Vero Beach PD (ck# 84266, \$2,969.70)*

*Southpaw Plumbing & Metering Services, LLC (ck# 84281, \$548.88)*

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

2. We selected a random sample of two WT Summer Teen Pregnancy Prevention Program invoices from the period July 1, 2025, through September 22, 2025, and performed the following:
  - a. Determined whether check data agreed to invoice(s).

- b. Determined whether the check contained an authorized signature and endorsement agreed to payee, or bank guaranteed lack of endorsement, if applicable.
- c. Determined whether the invoice and payment were supported by proper approval.
- d. Confirmed the mathematical accuracy.
- e. Determined whether the amount invoiced agreed with the contract amount (off-the-shelf pricing).
- f. Determined whether appropriate documentation as required by CareerSource was submitted to support payment.
- g. For a random sample of 10 participants (five from each invoice), determined whether:
  - 1. the participant's attendance was documented with a signed Daily Program Attendance Form, and
  - 2. a TANF Summer Youth Program Eligibility form was completed and signed.
- h. Determine whether the payment was properly classified and traced to CareerSource's general ledger.

*Boys and Girls Club of St. Lucie County (ck# 84264, \$5,362.00)*  
*END It Corporation (ck# 84269, \$12,600.00)*

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

#### *Support Service Cards*

- 1. Through inquiry of CareerSource staff, we obtained an understanding of the current support service cards purchasing, issuance, tracking, and reconciliation processes utilized.
- 2. We selected a random sample of 10 customers (nine WT and one WIOA) receiving support service cards during this program year to determine whether:
  - a. the service and amounts were properly documented in OSST or EF,
  - b. the service was supported by appropriate documentation and agreed to the issuance per the Master Tracking Log Spreadsheet,
  - c. for WIOA customers, documentation supporting that the card was used for the documented need and intended purpose was obtained, and

d. the payment traced to the general ledger.

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

## II. Subrecipient Financial

### *Subrecipient Risk Assessment*

1. We obtained a list of subrecipients for PY 2025-2026 and, based on this list, determined if a risk assessment as required by 2 CFR 200.332 had been completed for the following subrecipients:

- Eckerd Connects
- Workforce Coordination Consulting, LLC

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

### *Eckerd Connects*

1. We obtained a list of subrecipients for PY 2025-2026 and, based on this list, selected the most recent payment request submitted by Eckerd Connects for the WIOA Youth grant (month of August 2025) and performed the following:

- a. Confirmed the mathematical accuracy.
- b. Traced line-item costs to the subrecipient's general ledger.
- c. For a random sample of payroll disbursements, obtained the supporting detail by employee salary and related benefits to determine whether the costs were allowable and properly allocated and whether payroll allocation percentages recalculated and traced to supporting documentation and PARs (Personnel Activity Reports).
- d. For a random sample of operating and travel disbursements, determined whether the costs were supported by appropriate documentation and proof of payment and that they were allowable and properly allocated and classified.
- e. Determined whether costs were charged/allocated in accordance with the subrecipient's Cost Allocation Plan.
- f. Determined whether indirect costs were properly billed in accordance with the subrecipient's approved indirect rate.
- g. For the work experience invoices from UpRys LLC, traced costs to supporting documentation and, for a random sample of work experience payments, determined whether:
  1. costs were supported by a payroll register;
  2. gross pay recalculated and deductions appeared reasonable;

3. the pay rate was authorized;
  4. hours paid traced to the supporting timesheet, and the timesheet was properly approved;
  5. a properly signed worksite agreement and an internship description existed;
  6. the customer was registered in EF with a paid work experience activity open;
  7. the payroll service fee recalculated in accordance with the agreement; and
  8. costs were properly classified as WIOA In-School Youth (ISY) or Out-of-School Youth (OSY).
- h. For a random sample of participant incentive and support service billings, traced the amount billed to the supporting documentation and determined whether:
1. costs were supported by proper documentation and approval, proof of payment, and receipt by the participant;
  2. the participant was registered in EF as a WIOA Youth with a corresponding incentive activity open; and
  3. the cost was properly classified as ISY or OSY.
- i. Determined whether the subrecipient adhered to the line-item contract budget.
- j. Determined whether costs were properly reported between ISY and OSY.
- k. Determined whether the contract was posted on CareerSource's website in accordance with the FloridaCommerce grantee/subgrantee agreement.

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

Observations:

1. As a result of applying the procedures to the sample selected, we observed the following that should be addressed to improve financial information and documentation:
  - The timesheet for participant D.G. (EF ID# 16687268) for the two-week pay period ended 8/17/2025 was signed by the participant and site supervisor prior to hours being worked/reported for the second week. Per correspondence, the timesheet was resubmitted after hours were recorded for the second week; however, signatures and dates were not updated.

Recommendation:

Subrecipient staff responsible for processing work experience payments should ensure that timesheets reflect an after-the-fact approval of all hours worked by both the participant and site supervisor prior to processing.

*Workforce Coordination Consulting, LLC*

1. We randomly selected the August 2025 payment request submitted by Workforce Coordination Consulting, LLC as the One-Stop Operator and performed the following:
  - a. Confirmed the mathematical accuracy.
  - b. Determined whether the billings were computed as specified in the contract.
  - c. Determined if the required contract elements, provisions, clauses, and/or assurances for sub-recipient contracts were included in the contract document.
  - d. Completed the section of the FloridaCommerce monitoring tool related to One-Stop Operators.
  - e. Determined the contract was posted on CareerSource's website in accordance with the FloridaCommerce agreement.
  - f. Traced payment to the general ledger posting.

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

2. We randomly selected and reviewed the Fourth Quarter Program Year 2024-25 Quarterly Report (Dated 7/10/25) submitted by the One-Stop Operator to substantiate and report the status of the following primary One-Stop Operator responsibilities/roles:
  - Coordinate and collaboration of the service delivery of participating One-Stop Partners
  - MOUs/IFAs
  - Disclose conflicts of interest
  - Complying with Federal Regulations and Procurement Policies
  - Provide recommendations to improve coordination of services among Partners and continuous improvement strategies

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

### III. WIOA Adult/DW

#### *File/System Review*

1. We selected a random sample of 10 WIOA Adult, Dislocated Worker, and Special Project customers from new enrollments in Employ Florida (EF) during PY24-25 and PY25-26 and inspected customer files and EF for evidence of eligibility and program documentation, using information on FloridaCommerce's 2024-2025 WIOA Adult/DW Programmatic Review Tool.

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

#### Observations:

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

1. For Z.D. (EF ID# 16742948), the annualized family income (AFI) calculation documented in the customer file was not based on the total gross pay listed on each paystub, and the AFI listed on the WIOA application in EF did not agree with the calculated figure; these errors did not affect the WIOA low-income determination for priority of service.

#### Recommendation:

During fieldwork, the AFI calculation was corrected and the WIOA application in EF was updated as appropriate; no further corrective action is necessary.

2. For Z.D. (EF ID# 16742948), the WIOA application in the case file was missing the signature page.

#### Recommendation:

During fieldwork, the appropriate signatures were obtained, and the signature page was placed in the customer file; no further corrective action is necessary.

2. We selected a random sample of three WIOA Adult and Dislocated Worker customers whose cases exited during PY24-25 and inspected customer files and EF for evidence of proper case closure and follow-up, using information on FloridaCommerce's 2024-2025 WIOA Adult/DW Programmatic Review Tool.

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



#### IV. WIOA Youth

##### *File/System Review*

1. We selected a random sample of 10 WIOA Youth customers served by Eckerd Connects from new enrollments in Employ Florida (EF) during PY24-25 and PY25-26 and inspected customer files and EF for evidence of eligibility and program documentation, using information on FloridaCommerce's 2024-2025 WIOA Youth Programmatic Review Tool.

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

2. We selected a random sample of three Eckerd Connects WIOA Youth customers whose cases exited during PY24-25 and inspected customer files and EF for evidence of proper case closure and follow-up, using information on FloridaCommerce's 2024-2025 WIOA Youth Programmatic Review Tool.

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

V. Wagner-Peyser

*Services Review*

1. We selected a random sample of 20 Wagner-Peyser customers from Employ Florida (EF) and inspected documentation in EF for the period July 1, 2025, through September 29, 2025, to determine whether proper procedures were followed and the services provided were properly documented, using FloridaCommerce's 2024-2025 Wagner-Peyser Programmatic Review Tool.

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

Observations:

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

1. For the following Veteran customer who is on the State JVSG training team, services were recorded for training purposes using the staff's own EF account rather than the State's EF training site:

Customer	EF ID#	Center
J.L.	15087696	Career Center - 4608

Recommendation:

Staff should utilize the State's EF training site for training purposes. A case note should be added to EF to explain why services were recorded in EF if they cannot be deleted.

*Job Order Review*

1. We selected a random sample of 10 Wagner-Peyser job orders with open dates of July 1, 2025, or subsequent and inspected the job orders documented in EF, using information on FloridaCommerce's 2024-2025 Wagner-Peyser Programmatic Review Tool to determine whether proper procedures were followed.

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

VI. Welfare Transition Program (WTP)

*File/System Review*

1. We selected a random sample of 12 cases that were active in the Welfare Transition Program (WTP) during the period July 1, 2025, through October 2, 2025, and utilized information on the 2024-2025 WTP Monitoring Tool developed by FloridaCommerce to inspect the State system (OSST) and case files for evidence of compliance.

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

Observations:

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

*Orientation/Assessment*

- An Intake Survey was not administered for participant A.G. (OSST ID# 2947886).

*Employment*

- An Employment follow-up (30-day) was missing from the OSST Follow-Up Record for participant M.C. (OSST ID# 583501).

*Case Management*

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

Participant	OSST ID#
M.C.	583501
J.P.	4104174

- Documentation to properly justify the open deferrals (Deferred-Other) in OSST was missing from the case files for participants:

Participant	OSST ID#
T.G.	4541669
P.F.	2290583

*Pre-penalties and Sanctions*

- An incorrect sanction lift date was recorded in OSST for participant M.G. (OSST ID# 5132128).

Recommendation:

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

2. We selected a random sample of two cases that were listed as Transitional in the Welfare Transition Program during the period July 1, 2025, through September 29, 2025, and utilized information on the 2024-2025 WTP Monitoring Tool developed by FloridaCommerce to inspect case files and determine whether the participants were eligible for the transitional services provided and cases were properly processed.

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

## VII. Supplemental Nutrition Assistance Program (SNAP)

### *File/System Review*

1. We inspected a random sample of six cases that were active in the Supplemental Nutrition Assistance Program (SNAP) during the period July 1, 2025, through October 3, 2025, and utilized the SNAP local operating procedures, the SNAP Florida State Plan for Federal Fiscal Year 2025, and the 2024-2025 SNAP Monitoring Tool developed by FloridaCommerce to inspect the State system (OSST) and case files for evidence of compliance.

#### Findings:

1. As a result of applying the procedures to the sample selected, we confirmed that cases were processed in compliance with SNAP requirements, except for the following:

##### *Sanctions*

- Participant D.P. (OSST ID# 5027375) was not held accountable to submit participation documentation during the month of August as assigned. A sanction was not requested for the case.

#### Recommendation:

Specific details related to the finding are noted by case on the THMP monitoring work papers provided to CareerSource. SNAP case managers, supervisors, and management should take action to ensure that sanctions are requested timely for failures to submit requisite hours as assigned.

#### Observations:

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

##### *Work Components*

- The Work Experience assignment in OSST was correct for participant Y.H. (OSST ID# 5152665); however, the signed Individual Plan of Action retained in the case file assigned more hours than allowed per the benefit calculation.
- Eighty hours of Work Component activity was assigned on the Individual Plan of Action for participant D.P. (OSST ID# 5027375); however, no hours were assigned in OSST.

##### *Case Management*

- Case notes did not provide a clear picture of what was happening with the case for participant D.P. (OSST ID# 5027375).

Recommendation:

Specific details related to the observations are noted by case on the THMP monitoring work papers provided to CareerSource. In an effort to promote continuous improvement, case managers, supervisors, and management should review the above comments, as well as work papers provided to CareerSource, and take action to improve SNAP case management, file documentation, and system information. SNAP case managers should ensure that Work Component assignments are properly recorded in OSST and the Individual Plan of Action retained in the case file.

# Agenda Item 10

## 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
  - Wagner-Peyser Program Coordinator
  - Staff Training
  - In-house Hiring Events
  - Reemployment Assistance Improvements
  - Outreach Specialist
- b. Welfare Transition (WT) Program, Supplemental Nutrition Assistance Program (SNAP)
  - Caseloads
  - Funding
- c. Workforce Innovation and Opportunity Act (WIOA) Program - Adult/Dislocated Worker/Youth
  - Training Grants
  - WIOA Youth Internal Performance
  - WIOA Youth Participants
- d. Jobs for Veterans State Grant (JVSG)
  - Paychecks for Patriots
  - Veteran Performance Incentive Award