

Board of Directors Meeting Agenda
JUNE 9, 2021 • 8:30 AM – 12:30 P.M. ET
SAWGRASS MARRIOTT
1000 TOURNAMENT PLAYERS CLUB BLVD, PONTE VEDRA BEACH, FL 32082
MEETING ROOM: MASTERS ABCD

TO JOIN THE MEETING:
WEBINAR: MICROSOFT TEAMS MEETING LINK
CALL-IN NUMBER: 1 (850) 629-7293
CONFERENCE ID: 871 014 289#

Welcome & Remarks

Stephanie Smith

Mission Moment – Summer Youth Programs and Impact

John Flanagan
CEO, CareerSource Tampa Bay

Florida Economic Development Council Presentation

Marc Hoenstine, CEcD
Chair, Florida Economic Development Council
Director, Economic Development, Duke Energy Florida

Consent Agenda

Stephanie Smith

1. Administrative Policies
 - a. Common Exit
 - b. Rapid Response
 - c. Disaster Recovery Dislocated Worker Grants
 - d. Jobs for Veterans State Grant Staffing Requirements
 - e. Priority of Services for Veterans and Eligible Spouses
 - f. Veteran Intake at CareerSource Florida Network Career Centers
 - g. Trade Adjustment Assistance Training and Other Activities Funding
2. Request to Serve as One-Stop Operator
 - a. CareerSource Palm Beach County
 - b. CareerSource Heartland
3. Request for Designation as Direct Provider of Workforce Services
 - a. CareerSource Chipola
4. February 18, 2021, Board Meeting Minutes

President's Report

Michelle Dennard

Strategic Policy and Performance Council Report

Brittany Birken

Action Items

1. Strategic Policy – Policymaking Authority and Delegation **Dan McGrew**
2. Strategic Policy – Rapid Response and Layoff Aversion System **Andra Cornelius, CEcD**
3. Local Board Composition and Certification **Michelle Dennard**
4. Local Workforce Development Board Subsequent Area Designation **Michelle Dennard**
5. CareerSource Florida Bylaws **Michelle Dennard**
6. Fiscal Year 2021-2022 CareerSource Florida Network Funding **Andrew Collins**

Reimagining Education and Workforce Collaboration for Stronger Outcomes

Michelle Dennard
President and CEO
CareerSource Florida

Dane Eagle
Secretary
Department of Economic Opportunity

Eric Hall
Senior Chancellor
Department of Education

Taylor Hatch
Deputy Secretary
Department of Children and Families

Local Partners Report

Robin King
President, Florida Workforce Development Association
President and CEO, CareerSource Flagler Volusia

Open Discussion/Public Comment

Closing Remarks

Stephanie Smith

Information Items



Scan the QR Code with your smartphone's camera app to access the agenda packet, or go to <http://bit.ly/BODJUN21>

Press Release



FOR IMMEDIATE RELEASE

May 28, 2021

Media Contact: Doug Tobin

TobinD@CareerSourceTampaBay.com / (813) 397-2054

CareerSource Tampa Bay to Place Nearly 700 Youth in Summer Jobs

~Youth to get paired up with employers and learn valuable job skills~

TAMPA, FL – CareerSource Tampa Bay (CSTB) will kick off their Summer Job Connection 2021 Youth Summit at a Tampa hotel. The week-long event starts on Tuesday, June 1, 2021, and runs until Friday, June 4, 2021. This Summer Job Connection Youth Summit is an invitation-only summit. It will have more than 700 young adults from 16 to 24 years of age taking part in essential work readiness training and even an opportunity to look for what may be their first job.

“This is an exciting week for many of the young adults participating in the Summer Job Connection program,” said Jody Toner, Chief Policy and Performance Officer with CareerSource Tampa Bay. “For many of those taking part in the Summer Job Connection program, it will be their first job, and with that, there’s a lot of pride not only for the participant but also their families. Seeing their sons or daughters have the opportunity to participate in this program can change the trajectory of their future.”

Those participating in the program chose three different tracks, including *Paid Work Experience*, *Virtual Career Exploration*, or a *Leadership Academy* called, ‘*Young Leaders of Tomorrow*’. CareerSource Tampa Bay is the employer of record and handles payroll and payment of the young adults participating in the program.

“This is a big help for businesses in Hillsborough County, especially small businesses looking for part-time help this summer,” said CareerSource Tampa Bay’s CEO John Flanagan. “We are excited to team up with our partners in the business community, they provide the mentoring, and we do all of the rest with payroll and administering the program.”

CSTB is also partnering with the *Hillsborough Board of County Commissioners* and the *Hillsborough School District* to make this program possible. Youth involved in the program will hear a taped message from Hillsborough County School Superintendent Addison Davis talking about the advantages of getting into the workforce. The Hillsborough County School District, the largest employer in the county, has the most jobs available for Youth in the Summer Job Connection.

More than 130 businesses have signed up to participate in the program and the Youth will be able to select from more than 1,000 jobs at Summer Job Connection Youth Summit Job Fair

on Friday, June 4. The signup for the program occurred from January to March, 2021 and the program is now closed to only those who registered and received an invitation to this week's event.

Youth hired will be paired up with Summer Job Connection Career Coaches who will work with them on developing job seeking skills, including updating their resumes, appropriate appearance for job, job interview skills, budgeting, and career development. Participants will be a part of an eight-week paid work experience opportunity with a Hillsborough County business. Youth participating in the program will be paid \$12.00 per hour and work a maximum of 30-hours per week. Youth participating in the other tracks will earn incentives on a bi-weekly basis based on completion of program activities. The participants first day of work and activities starts on June 14 and the program will run through August 7, 2021.

REPORTERS INTERESTED IN COVERING THE SUMMIT CONTACT DOUG TOBIN AT 813.538.5514 OR EMAIL TOBIND@CAREERSOURCETB.COM

About CareerSource Tampa Bay

Programs and initiatives are sponsored by CareerSource Tampa Bay and the State of Florida, Department of Economic Opportunity and fully supported by the U.S. Departments of Labor, Health and Human Services, and Agriculture as part of awards totaling \$23,321,277.

CareerSource Tampa Bay works with businesses and candidates to leverage their training, retraining, and competitive opportunities in the workforce. CareerSource Tampa Bay provided 173,319 services to 37,054 active Wagner-Peyser individuals during the program year 2019-2020. CareerSource Tampa Bay, with our five career centers, is the single largest source of job candidates in the region, from entry-level to executive-level candidates.

Businesses can access CareerSource's wide range of services that include recruiting, training for new and existing employees, targeted hiring events, and retention support strategies. All resources and services are provided at no cost to both businesses and job candidates. Programs funded through CareerSource Tampa Bay are equal opportunity programs with auxiliary aids and services available upon request to individuals with disabilities. Persons using TTY/TTD equipment use Florida Relay Service 711. A proud partner of the American Job Center network to learn more, visit www.careersourcetampabay.com.

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Consent Item 1

Approved _____
Disapproved _____

Consent Item 1

CAREERSOURCE FLORIDA ADMINISTRATIVE POLICIES

The Florida Department of Economic Opportunity (DEO), in coordination with the CareerSource Florida professional team, continues its work to develop and enhance administrative policies that guide the accountability and transparency of Florida's workforce development system. These policies are intended to operationalize the state workforce board's strategic plan and vision while establishing a consistent service delivery standard across all 24 local workforce development boards.

The following administrative policies are recommended for approval:

Workforce Innovation and Opportunity Act: New Administrative Policy – Common Exit

This new policy was developed in response to the United States Department of Labor's (USDOL) recent comprehensive review and provides guidance to local workforce development boards related to:

- The requirement for program exits to occur when a participant has not received any Workforce Innovation and Opportunity Act (WIOA) or partner-funded services for 90 consecutive calendar days, has no planned gap in services, and is not scheduled for future services.
- Ensuring that exits will not be prolonged by extending service dates or opening new services unless it is demonstrated and documented that the participant has unmet needs and is actively being served.
- Procedural guidance for the creation, transfer and exit of program participants in a manner that preserves data integrity and ensures a more efficient integrated service delivery system.

Workforce Innovation and Opportunity Act: New Administrative Policy – Rapid Response Program Administration

This new policy was developed to ensure Florida job seekers and businesses receive a standard and consistent quality of service when layoff events occur. The policy provides guidance to local workforce development boards related to:

- Establishing a framework to design and implement a local business engagement strategy and articulates the role of layoff aversion within effective Rapid Response systems.
- The minimum Rapid Response requirements and activities mandated by WIOA.
- The events which require Rapid Response activities and services.
- Reporting requirements for Employ Florida for employers and affected workers.
- Connection to coordinated programs and services to include WIOA Dislocated Worker, Short-Time Compensation, Incumbent Worker Training, Trade Adjustment Assistance and Layoff Aversion Activities.

Workforce Innovation and Opportunity Act: New Administrative Policy – Disaster Recovery Dislocated Worker Grants

The impact of the COVID-19 pandemic on workers in Florida led to an increase in Disaster Recovery Dislocated Worker Grants received by the state and implemented by local workforce development boards. This new policy provides guidance related to:

- Program administration requirements for Disaster Recovery Dislocated Worker Grants, which provide temporary disaster relief jobs, as well as employment and training services to minimize the job losses that are a result of large, unexpected emergencies and natural disasters.
- Participant eligibility and documentation requirements.
- Requirements related to temporary disaster relief jobs, training and employment activities and supportive services.
- Program performance reporting requirements.
- Establishment, approval and evaluation of temporary disaster relief job worksites and employers.

Jobs for Veterans State Grant (JVSG): New Administrative Policy – Staffing Requirements

The Jobs for Veterans State Grant is supported through a federal staffing grant and the timely staffing of positions allows the state to expend funds in accordance with planned budgets submitted to USDOL and ensures no interruption in services to veterans. In summary, this new policy provides guidance to local workforce development boards related to:

- Requirements to fill all Veteran Program-funded position vacancies within 50 days of vacancy.
- The requirement for all Veteran Program staff to attend mandatory training through the National Veteran Training Institute in Dallas, Texas.

- Eligibility requirements for the staffing of Veteran Program positions.
- The requirement for DEO to designate state staffing levels through an analysis of the veteran population using data compiled from the U.S. Department of Veterans Affairs National Center for Veteran Analysis and Statistics.

Jobs for Veterans State Grant: New Administrative Policy – Priority of Service for Veterans and Eligible Spouses

This policy was developed to establish a standard for service to veterans and eligible spouses seeking services from the local workforce development boards and provides guidance related to:

- Requirements to provide priority of service to veterans and eligible spouses for all USDOL-funded programs.
- Eligibility requirements for priority of service.
- Establishing processes to identify veterans at the point of entry at the career center.
- The requirement for local workforce development boards to provide priority of service training annually.

Jobs for Veterans State Grant: Administrative Policy 102 – Veteran Intake at Career Centers

This policy was revised to consolidate Veteran Program requirements from several federal documents for ease of application. In summary, the following changes were made to this policy:

- Streamlines the intake process used to determine eligibility for Veteran Program services in order to improve the veteran customer experience and reduce administrative burden on staff.
- Establishes requirements to identify veterans at the point of entry at the career center and refer all eligible veterans seeking employment services to Veteran Program staff.
- Outlines exemptions to allow Veteran Program staff to immediately engage with and serve veterans referred from partner programs and who have been determined eligible through their Employ Florida registration.

Trade Adjustment Assistance: Administrative Policy 101 – Training and Other Activities Funding

Revisions to this policy were made to improve alignment with current USDOL guidance and improve guidance for Employ Florida reporting. In summary, the following changes were made to this policy:

- Modifies language to align with federal reporting terminology.

- Provides clarification to improve alignment of program and financial expenditure reporting, in accordance with guidance provided by USDOL.
- Expounds upon existing language regarding Employ Florida reporting and determining reasonable participant training costs.

FOR CONSIDERATION

- **Approve the following CareerSource Florida Administrative Policies:**
 - **Common Exit**
 - **Rapid Response**
 - **Disaster Recovery Dislocated Worker Grants**
 - **Jobs for Veterans State Grant Staffing Requirements**
 - **Priority of Services for Veterans and Eligible Spouses**
 - **Veteran Intake at CareerSource Florida Network Career Centers**
 - **Trade Adjustment Assistance Training and Other Activities Funding**



**POLICY
NUMBER
TBD**

Administrative Policy

Title:	Common Exit
Programs:	Workforce Innovation and Opportunity Act, Wagner-Peyser and Trade Adjustment Assistance
Effective:	TBD

I. PURPOSE AND SCOPE

The purpose of this policy is to provide local workforce development boards (LWDBs) the minimum requirements for the common exit of program participants for the Workforce Innovation and Opportunity Act (WIOA), Wagner-Peyser (WP) and Trade Adjustment Assistance (TAA) programs, and procedural guidance for associated processes.

II. BACKGROUND

WIOA establishes performance accountability indicators, aligns performance-related definitions, ensures comparable data collection, and integrates performance reporting requirements to assess the effectiveness of states in achieving positive outcomes for individuals served by the workforce development system.

In accordance with [Training and Employment Guidance Letter \(TEGL\) 10-16, Change 1](#), states are encouraged to implement a common exit policy. Common exit is intended to ensure a more efficient and effective integrated service delivery system, track the coordination of services and align performance reporting.

III. AUTHORITY

[20 Code of Federal Regulations \(CFR\) Part 677](#)

[TEGL 10-16, Change 1](#)

[TEGL 14-18](#)

[TEGL 19-16](#)

[TEGL 21-16](#)

IV. POLICIES AND PROCEDURES

Florida has an established common exit policy implemented through its online case management and labor exchange system, Employ Florida. This policy requires that an individual who is participating in any program covered by the common exit policy will not exit (and be counted in performance) until the individual is no longer being served by any program to which the policy applies.

Florida's common exit policy is applicable to the following programs:

- a) WIOA Title I – Adult, Dislocated Worker, Youth
 - i. National Dislocated Worker Grants (NDWG)
- b) WIOA Title III – Wagner-Peyser
 - i. Jobs for Veterans State Grant (JVSG)
 - ii. Migrant and Seasonal Farmworkers (MSFW)
- c) Trade Adjustment Assistance

Program performance measures, including four of the six WIOA Primary Indicators of Performance, as defined in [TEGL 10-16, Change 1](#), are associated with the participant's exit; therefore, accurate documentation and reporting of exit dates, as well as the services which impact the participant's exit, is critical.

A. Reportable Individual

Reportable individuals register in Employ Florida and may access self-service system functionalities and receive information-only services or activities. Reportable individuals are tracked and reported in performance reports but do not impact program performance and may not be used to impose sanctions. Reportable individuals are not considered participants in a program, so they do not exit and are instead closed as never enrolled. The date of closure for reporting purposes is determined as follows:

- a) Individual does not become a participant.
- b) Individual is served with only self-service and/or information-only services.
- c) 90 days elapsed since being identified as a reportable individual, and the individual has not received additional self-service or information-only services or activity during the 90-day time frame.

Once the above criteria have been met, the date of closure is applied retroactively to the last day of receipt of self-service and/or information-only services or activities. This methodology is used to ensure reportable individuals do not remain in the system indefinitely.

B. Participant

A reportable individual becomes a participant when he/she has met program enrollment requirements for eligibility and received a staff-assisted participating service. The participation date is the date the individual receives the first participating service (and is enrolled in the appropriate program). Participating services that establish or extend participation are identified in the [Employ Florida Service Code Guide](#).

Note: WIOA Youth are not considered participants until they have received the following:

- a) Objective assessment;
- b) Individual Service Strategy (ISS); and
- c) At least one of the 14 Youth Program Elements as described in [20 CFR Part 681.460](#).

C. Extending Participation

Every participating service provided to a participant, once recorded, establishes a new exit date and extends participation for 90 days. Self-service, information-only services or activities, and follow-up services do not delay, postpone or affect the date of exit. The management of participant services includes regular, direct contact with the participant on all aspects of their workforce development needs.

Direct contact is considered to have occurred when the LWDB staff and the participant have exchanged information, or the participant has agreed to the service being provided by LWDB staff. LWDB staff should ensure that direct contact is made at a minimum of every 30 days with the participant to maintain the highest level of individual service. Determined on an individual basis and/or by local operating procedures, more frequent contact may be required. Indirect contact attempts, such as sending workshop flyers or job leads by mail or email or leaving telephone messages without receiving a response, do not constitute direct contact for the purpose of providing a service or keeping an activity open.

Direct contact may be performed in-person or remotely and may be conducted by mail, telephone, email, or other documented means of contact. Such contact should result in a participating service being provided to the participant. Contact where the participant does not engage will not be considered direct and must not result in a participating

service being recorded in Employ Florida. An offer to provide a service or a scheduled appointment to provide a service must only be entered as a case note or non-participating service, as appropriate.

D. Participant Transfer

Participants may relocate from one LWDB to another and continue to receive workforce services without interruption. For WIOA Title I and TAA participants, the Department of Economic (DEO) Bureau of One-Stop and Program Support is responsible for approving the transfer of cases from one LWDB to another in Employ Florida.

Prior to WIOA Title I or TAA participants being transferred in Employ Florida, authorized representatives from both LWDBs must agree to the transfer in writing. This requirement may be met by retaining copies of emails detailing the transfer agreement. Receiving LWDBs should ensure they have received any participant files or documents stored outside of Employ Florida prior to the agreement of transfer.

When a case is transferred from one LWDB to another, the receiving LWDB must accept responsibility for the outcomes and performance associated with that participant. In addition, both LWDBs must maintain documentation on file indicating that the completed transfer was agreed upon. The receiving LWDB will be responsible for ensuring the case file is in good standing and bear responsibility for monitoring issues following the date of accepted transfer. In order to ensure seamless, high-quality service to the participant, transfers will require close coordination within the network of LWDBs. The coordination will include, but not be limited to:

- a) Confirmation of reason for transfer to another LWDB (e.g. relocation, customer request);
- b) Dialogue between LWDBs where customer is enrolled and receiving LWDB prior to transfer;
- c) Review of the participant's case file by the transferring LWDB prior to transfer;
- d) Review of the participant's case file by the receiving LWDB prior to approving transfer;
- e) Discussion and resolution of any identified issues between LWDBs;
- f) Requesting guidance from DEO via email at WIOA@deo.myflorida.com for customers files and Employ Florida services that are not in good standing and cannot be resolved between LWDBs.

Note: LWDBs may not decline to accept transferring customers without consulting DEO.

To initiate a WIOA Title I or TAA participant transfer, the transferring LWDB must close all open activities and plans, and submit the following to PRA@deo.myflorida.com:

- The LWDB and office the participant is being transferred from;
- The LWDB, office and staff member the participant is being transferred to;
- Documentation of the agreed upon transfer from both LWDB's (email); and
- The participant's State ID and Employ Florida Program Application ID.

Note: WIOA Title III (Wagner-Peyser) cases do not require transfer. However, before providing staff-assisted services, staff must update the participant's Employ Florida Wagner-Peyser Program Application and registration to their respective LWDB.

E. Case Closure

When staff have determined a participant no longer requires services because he/she has entered employment or education, become disabled or otherwise incapable of working, or the participant voluntarily opts out of service, the participant's case should be formally closed in Employ Florida. This will immediately stop the addition of any other program services and prompt staff to gather any employment data.

Case closure should not be confused with Exit, which is federally defined and structured. The decision to close the case should be documented accordingly by staff in case notes. While a participant's case may be closed because the participant entered employment or education, the participant may not be ready for exit and follow-up services. Ideally, each participant should remain a program participant long enough to be stable in a job or post-secondary education.

Prior to closing a participant's case, staff must:

- a) Ensure the Individual Employment Plan/Service Strategy (IEP/SS) Plan has been closed out. (see the [Virtual One-Stop User Guide for Staff, Section 4: Individuals - Case Management](#) for further guidance);
- b) Ensure all services have been closed;
- c) Enter any credential(s) earned during the program, including the type, verification and credential date to the Closure Information tab or Credential Section. (see the [Virtual One-Stop User Guide for Staff, Section 6: Programs - WIOA](#) for further guidance);
- d) Make sure any Measurable Skills Gains attained during the program have been added to the participant's Measurable Skills Gain ribbon or, individuals below post-secondary education level literacy/numeracy gains or to the Educational Functioning Level for Measurable Skills Gain ribbon (see the [Virtual One-Stop User Guide for Staff, Section 6: Programs - WIOA](#) for further guidance); and

- e) Add any unsubsidized or On-the-Job Training (OJT) employment entered during the program or at closure to the Add Employment ribbon (see the [Virtual One-Stop User Guide for Staff, Section 6: Programs - WIOA](#) for further guidance).

Note: LWDBs may delete case closures for participants who request or demonstrate a need for continued services if the participant has not exited. For participants who have exited, the case closure may not be deleted if 90 days has lapsed, and a new program application in Employ Florida will be required for the participant.

F. Follow-Up Services

For WIOA Adult and Dislocated Worker programs, follow-up services may begin immediately following placement into unsubsidized employment if no future services (other than follow-up services) are scheduled or expected. For the WIOA Youth program, follow-up services may begin immediately following the last date of service if no future services (other than follow-up services) are scheduled or expected.

Follow-up services do not cause the exit date to change, delay exit or trigger re-enrollment in the program. LWDBs must provide and document WIOA follow-up services in Employ Florida unless the participant refuses services. If a participant refuses follow-up services, staff must document the refusal with a case note in Employ Florida. Guidance regarding the recording of follow-up services in Employ Florida is available in the [Virtual OneStop® User Guide for Staff, Section 6: Programs - WIOA](#). Employ Florida follow-up service codes are outlined in the [Employ Florida Service Code Guide](#).

Note: Follow-up services are not required for TAA or Wagner-Peyser participants, or any WIOA Title I participant exited due to a global exclusion, as described in [Section IV.G.2](#) of this policy.

G. Exits

Individuals who are participating in more than one program covered under the common exit policy will have a single common exit date. The participant's exit occurs when he/she has:

- a) Not received services for at least 90 calendar days from any programs to which the common exit policy applies; and
- b) No future services scheduled, except for self-service, information-only activities, or follow-up services.

The participant's exit date cannot be determined until 90 days have elapsed since the participant last received a participating service and no services are scheduled for the future. The exit date is applied retroactively to the last service date. There are two (2) different types of exits:

1. System Exit

System (soft) exit occurs automatically after participants receive no staff-assisted services for 90 days in either WIOA Title I, WP, or TAA programs. Exit will occur automatically based on actual or projected end dates of reported participating services/activities. For WIOA and TAA, case notes should support the last date of staff-assisted services provided with activity end dates that accurately reflect the actual last service provided.

In some cases, WIOA and/or TAA activities may be completed but the participant continues to receive WP services, which will extend program exit. Exit is often triggered by completion of training, successful transition into employment, or loss of contact. The completion of training and successful transition into employment must be documented in services with corresponding activity end dates. However, if the participant is not engaged in open WIOA activities, loss of contact must only be documented in a case note. WIOA participants who are exited due to a loss of contact must follow the closure guidelines in [Section IV.E](#) of this policy.

2. Manual Exit

Manual (hard) exits are not allowed unless the participant falls into one of the WIOA Title I global exclusion scenarios. Otherwise, participants must be soft exited from the system to be closed out after 90 days of receiving no staff-assisted services.

Participants can be excluded from the Primary Indicators of Performance Measures at the time of closure for any of the following global exclusions that precludes the participant from entering employment or participating in services:

- a) **Institutionalized:** The participant exits the program because he or she has become incarcerated in a correctional institution or has become a resident of an institution or facility providing 24-hour support such as a hospital or treatment center while receiving services as a participant.
- b) **Health/Medical:** The participant exits the program because of a medical treatment and that treatment is expected to last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program.
- c) **Deceased:** The participant is deceased.

- d) **Reservist called to Active Duty:** The participant exits the program because the participant is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days.
- e) **Foster Care (WIOA Youth Only):** The participant is in the foster care system, as defined in 45 CFR 1355.20(a) and exits the program because the participant has moved from the local workforce development area as part of such a program or system.

Note: If a participant is exited due to an exclusion and it is due to a medical reason or disability, staff must collect information in a separate file and not disclose in case notes the details pertaining to the reason for exit. The exclusionary/neutral exit reasons that could disclose medical or disability-related information are:

- a) Health/medical issues; and
- b) Residing in an institution or facility providing 24-hour support, such as prison or hospital.

LWDB staff should submit requests to create a manual closure through global exclusion in writing to the LWDB's Data Integrity Specialist (DIS) or an individual designated by the LWDB as the approving authority for global exclusion. LWDB staff should state the reason for the request and provide the name and state identification of the participant in order to receive approval from the approving authority to create a closure and exclusion on behalf of the LWDB.

If the approval to create the closure and exclusion is granted, then the requesting staff member is solely responsible for ensuring that all the necessary and required documentation has been secured and uploaded to Employ Florida for verification purposes. The approving authority must review all the necessary documentation before the hard exit and exclusion is created. LWDBs should reference the [Virtual One-Stop User Guide for Staff, Section 6: Programs - WIOA, 6-133](#) for further guidance.

H. Mismanagement of Exits

The participant's exit must not be prolonged by staff extending service dates, removing exits or opening new services unless it is demonstrated and documented that the participant has unmet needs and is actively being served. Additionally, Employ Florida service codes that are not training or work experience services must not be future dated to extend participation. Attempts to re-engage a participant do not constitute a participating service for the purpose of providing a service or keeping an activity open. These contacts must instead be documented by case notes or by the appropriate non-participating service. Prolonging exit due to the inability to contact a participant is inappropriate.

The following actions do not constitute a service nor direct contact with a participant for the purpose of extending participation:

- a) Leaving voicemail messages for the participant;
- b) Speaking with relatives of the participant who are not the participant's guardian(s);
- c) Scheduled services or an offer to provide services;
- d) Sending flyers, letters or postcards;
- e) Speaking with the participant's parole officer;
- f) Casual, unscheduled conversations with the participant in public;
- g) Having the participant bring in time sheets and/or attendance records for payment without providing meaningful guidance, service or conducting a review of the participant's IEP; and
- h) Contacts to obtain employment status, educational progress, need for additional services or income support payments without providing meaningful guidance, service or conducting a review of the participant's IEP.

I. State and Local Monitoring

DEO will monitor the requirements outlined in this policy and local operating procedures. Additionally, LWDBs must establish local monitoring policies and procedures that include, at minimum:

- a) Roles of the participant and LWDB staff; and
- b) Local monitoring procedures for implementation of this policy.

V. DEFINITIONS

Common Exit - Occurs when a participant has not received services (excluding self-service, information-only service or activities, or follow-up services) from any program covered by the common exit policy for at least 90 days, and no future services are planned. The common exit date for all programs in which the participant is enrolled will be the end date of the last participating service the participant received.

Data Integrity Specialist - An individual designated by the LWDB, and provided elevated system privileges by the local administrator, to assist with maintaining security protocols and data validation in the state's MIS, Employ Florida.

Non-Participating Service - A service that does not commence or extend program participation. Supportive services, self-service, information-only services, administrative, follow-up services, and locally defined services are non-

participation services. (Exception: for WIOA Youth, supportive services are a participation service).

Participant - An individual who is determined eligible to participate in the program and receives a service funded by the program in either a physical location (CareerSource Florida Network Career Center or affiliate site) or remotely through electronic technologies.

Participation Date - The first day, following a determination of eligibility, (if required), that the individual begins receiving a staff-assisted participating service funded by the program.

Participating Service - A program-funded, staff-assisted service provided to an eligible applicant, other than supportive services, self-service, information-only services, administrative, local defined, or follow-up services. (Exception: for WIOA Youth, supportive services are a participating service).

Reportable Individual - A job seeker who engages with the workforce system on an initial level through non-participation services and may not have met program requirements for eligibility or participation.

VI. RESOURCES

[Workforce GPS Performance Reporting Community](#)

[USDOL WIOA Technical Assistance Resources and Tools](#)

VII. REVISION HISTORY

Date	Description
TBD	Issued by Florida Department of Economic Opportunity.
TBD	Approved by CareerSource Florida Board of Directors.



Administrative Policy

**POLICY
NUMBER
TBD**

Title:	Rapid Response Program Administration
Program:	Workforce Innovation and Opportunity Act (WIOA)
Effective:	TBD

I. PURPOSE AND SCOPE

This policy notifies Local Workforce Development Boards (LWDBs) of the minimum Rapid Response requirements and activities mandated by the [Workforce Innovation and Opportunity Act](#) (WIOA). This policy provides a framework for LWDBs to design and implement a local business engagement strategy and articulates the role of layoff aversion within effective Rapid Response systems.

II. BACKGROUND

WIOA requires states to implement statewide Rapid Response activities to assist employers and impacted workers as quickly as possible following the announcement of a permanent closure, layoff, or natural or other disaster resulting in a mass job dislocation.

Rapid Response promotes economic recovery and vitality by developing ongoing, comprehensive approaches to identifying, planning for, or responding to layoffs and preventing or minimizing the impacts of layoffs on workers, businesses, and communities. Rapid reemployment is a central tenant of Rapid Response and is accomplished by helping affected workers quickly transition to reemployment, minimizing the duration of unemployment, or averting layoffs whenever possible.

III. AUTHORITY

[Public Law 113-128, Section 134\(c\)\(2\)](#)

[20 Code of Federal Regulations \(CFR\), Part 639](#)

[20 Code of Federal Regulations \(CFR\), Part 682](#)

[Training and Employment Guidance Letter \(TEGL\) 19-16](#)

IV. POLICIES AND PROCEDURES

Rapid Response provides customer-focused services to both dislocated workers and employers, ensuring immediate access to services for affected workers to expedite reentry into the workforce. WIOA legislation requires Rapid Response and early intervention assistance be provided to workers to avert or minimize the economic disruption of a mass job dislocation event.

A. State Rapid Response Program Office

The Department of Economic Opportunity (DEO) provides direction to the LWDBs to ensure consistency in the statewide operations and delivery of Rapid Response services. DEO's [State Rapid Response Program Office](#) is responsible for carrying out statewide Rapid Response activities and overseeing Rapid Response activities carried out by the LWDBs. State-level Rapid Response activities are managed by the State Rapid Response Coordinator.

B. Rapid Response Events

The classification of a Rapid Response event is without regard to industry, size of the employer, number of workers potentially affected or the time between notification and layoff date.

There are four types of Rapid Response events:

- a) [Worker Adjustment and Retraining Notification](#) (WARN) event: Any employer that provides written notice of a mass layoff or closure with intent to meet the federal WARN requirements;
- b) Non-WARN event: Any employer experiencing a mass layoff or closure, even if it is not subject to the federal WARN requirements;
- c) [Trade Adjustment Assistance](#) (TAA) event: Any employer for which a TAA petition has been filed with the U.S. Department of Labor (USDOL); and
- d) Natural disasters: Any employer experiencing a mass layoff or closure due to natural or force majeure disasters.

Rapid Response activities assist areas that experience employer closures, mass layoffs, disaster mass job dislocations, or TAA petition filings that precipitate substantial increases in the number of unemployed individuals. Rapid Response services and

activities shall be provided to all employers that experience a mass layoff or closure, regardless of how the LWDB was notified or became aware of the event.

DEO provides LWDBs notification of filed TAA petitions and WARN notices via e-mail to the LWDB's Rapid Response Coordinator and other designated recipients as assigned by the LWDB. LWDBs may add individuals to the Rapid Response event distribution list by submitting an e-mail with the requested recipient's name and e-mail to WARN@deo.myflorida.com.

1. Worker Adjustment and Retraining Notification Administration

The [WARN](#) Act of 1988 requires employers, in certain circumstances, to provide advance notification of layoffs and plant closings in order to provide workers with enough time to seek other employment or retraining opportunities. Employers covered under the WARN Act submit WARN notices to the State Rapid Response Coordinator sixty (60) days in advance of plant closings and/or mass layoffs.

LWDBs may assist employers that meet the criteria set forth in the WARN Act of 1988 and required in [20 CFR Part 639](#), with filing WARN notices by providing the procedures and instructions available in the [Employer's Guide to Advance Notice of Closings and Layoffs](#). WARN filing assistance must be documented in the employer's Employ Florida service plan with employer service code E47 WARN Notice Assistance.

Upon receipt of a WARN notice, DEO shall provide notification via e-mail to the LWDBs where the layoffs are to occur. DEO shall provide a copy of the WARN notice and any known separation details in a notification e-mail to the LWDB within two (2) business days of receipt. If a WARN notice is incomplete, DEO will provide the known details to the LWDBs in the form of an advanced, partial layoff notification.

A summary of all WARN information is available from the DEO public website at www.floridajobs.org. The State Rapid Response Program Office is responsible for updating the list and keeping it current within three (3) business days of receiving a WARN notice. The online WARN Summary Report includes:

- a) Company name and address;
- b) Total number of affected workers;
- c) The affected employer's industry;
- d) WARN notification date;
- e) Layoff dates; and
- f) A copy of the WARN notice.

DEO is responsible for inputting WARN information in the state's online labor exchange and case management system, Employ Florida, within two (2) business days of receipt. LWDBs may enter non-WARN Rapid Response events by following the instructions provided in the [Virtual OneStop® Administration System User Guide](#). The use of the WARN1234 numbering sequence for Rapid Response events is reserved for DEO use only.

2. Non-WARN Events

To serve businesses that are not covered by the WARN Act or a TAA petition, LWDBs must actively work with local business services teams to identify potential Rapid Response events in the local area. Local business services teams and Local Rapid Response Coordinators shall utilize local economic development resources, local Small Business Development Center (SBDC) network offices, and other resources and technology to identify potential Rapid Response events.

3. Trade Adjustment Assistance Petition Filings

The Trade Act of 1974 established the [Trade Adjustment Assistance for Workers Program](#), referred to herein as the TAA Program, to assist workers who have been laid off or whose jobs have been threatened because of foreign trade or competition (trade-affected workers). To establish eligibility, a group of two workers (or their representative) must file a petition with USDOL. Upon receipt of the petition, USDOL investigates to verify the role of foreign trade or competition in the workers' job losses, reduction in hours or reduction in wages.

In accordance with WIOA, the filing of a TAA petition requires LWDBs to deliver rapid response services to the affected workers. TAA petitions filed with USDOL are provided to the State Rapid Response Coordinator by the [USDOL Office of Trade Adjustment Assistance](#) (OTAA). The State Rapid Response Program Office shall provide a copy of the TAA Petition and any known separation details in a notification e-mail to the LWDB responsible for the service area of the employer within two (2) business days of receipt.

4. Natural and Other Disasters

Local Rapid Response Coordinators shall respond to natural disasters and coordinate with the State Rapid Response Coordinator and other local government divisions and organizations to provide Rapid Response services to natural disaster-affected workers. Workers separated due to natural or force majeure disasters must be screened for the eligibility requirements included in the WIOA Dislocated Workers program, per [WIOA § 3 \(15\)\(C\)](#), "unemployed as a result of general

economic conditions in the community in which the individual resides or because of natural disasters.”

Local Rapid Response Coordinators have the flexibility to institute agendas and programs that respond to known, regional disasters such as flooding, hurricanes, freezes, wildfires, heat waves, drought, shelter-in-place orders, evacuations, and health crises. Exceptions to recognized disasters are sudden geological processes, tornadoes, hailstorms, and mass criminal or terrorist events.

C. Local Rapid Response Teams

LWDBs are responsible for the day-to-day coordination of Rapid Response services to businesses and workers that are experiencing layoffs or closures. LWDBs must designate a full-time Local Rapid Response Coordinator as the primary point of contact for Rapid Response. The Local Rapid Response Coordinator is responsible for:

- a) Communicating with DEO and the State Rapid Response Coordinator;
- b) Serving as lead contact for affected employers and dislocated workers;
- c) Leading the LWDB’s Rapid Response team; and
- d) Ensuring Rapid Response activities are documented in Employ Florida.

It is strongly recommended that LWDBs designate a Business Development Representative (BDR) as their Local Rapid Response Coordinator or at a minimum, develop a local integration strategy that includes BDRs as early as possible in the process. Including the BDR at the earliest stage in the process is an effective strategy to foster talent transfer. Effective strategies may include, but are not limited to, offering customized hiring events for the affected workers and earlier identification of grant funds and training opportunities.

The LWDB’s Rapid Response team is comprised of individuals who provide information, resources and services to assist affected employers and workers. The team may include, but is not limited to:

- a) Business development representatives;
- b) Local TAA Coordinators;
- c) Department of Children and Families (DCF) case managers;
- d) Division of Vocational Rehabilitation (DVR) Business Outreach Specialists;
- e) WIOA case managers;
- f) Supplemental Nutrition Assistance Program (SNAP) staff;
- g) Temporary Assistance for Needy Families (TANF) staff; and/or
- h) Local Veteran Employment Representatives (LVER).

Note: Disabled Veteran Outreach Program (DVOP) specialists funded through the Jobs for Veterans State Grant may participate in Rapid Response events only when it

has been predetermined that the dislocated workers include veterans who may be eligible for DVOP services as described in [Administrative Policy 102: Veterans Initial Intake Process at Career Centers](#).

D. Initial Contact

Once the Rapid Response event has been identified, the Local Rapid Response Coordinator will establish contact with the employer and act as the single point of contact for arranging and scheduling all Rapid Response activities. Upon determination of a Rapid Response event, the Local Rapid Response Coordinator must contact the affected employer within two (2) business days to discuss the following:

- a) The employer's schedule for the layoff;
- b) The types of services the employer would be interested in hosting on-site or remotely;
- c) General information on the skills and abilities of the affected workers;
- d) The spaces where employee meetings or other services may take place, including virtual accommodations and other accommodations for disabilities;
- e) The spaces where employees may safely meet to receive services following a natural disaster; and,
- f) The duration of Rapid Response assistance to workers, and the ability for workers to receive services during regular work hours.

E. Rapid Response Services

As part of the LWDB's Rapid Response service delivery system and pursuant to [20 C.F.R. 682.330](#), the following services must be made available, as needed, to affected employers and workers:

- a) Immediate and on-site contact with the employer, representatives of the affected workers which includes an assessment of and a plan to address:
 - i. Layoff plans and schedules of the employer;
 - ii. Background and probable assistance required for the affected workers;
 - iii. Reemployment prospects for workers; and
 - iv. Available resources to meet the short- and long-term assistance needs of the affected workers.
 - v. Investigation of possible trade-impact.
- b) The provision of information about and access to [Reemployment Assistance](#) (RA) benefits and programs, such as Short-Time Compensation (STC), comprehensive career center services, and employment and training activities, including information on the TAA program, Pell Grants, the GI Bill, and other resources.

- c) The delivery of other available services and resources including workshops, classes and job fairs to support reemployment efforts of affected workers;
- d) The provision of emergency assistance adapted to the mass layoff;
- e) Delivery of services to worker groups for which a petition for TAA has been filed; and
- f) The provision of limited, additional assistance to local areas that experience Rapid Response events when such events exceed the capacity of the local area to respond with existing resources.

The above list represents the minimum services that must be readily available and should be offered with the end goal of rapid reemployment. WIOA requires states and local areas conduct layoff aversion activities. However, it is left to the discretion of the local Rapid Response programs to determine which layoff aversion strategies and activities are applicable in each potential layoff situation. Pursuant to [20 C.F.R. 682.340](#), LWDBs may devise Rapid Response strategies or conduct activities that are intended to minimize the negative impacts of dislocation on workers, businesses and communities to ensure rapid reemployment for workers affected by Rapid Response events.

F. Dislocated Worker Program

The Rapid Response Program is a prelude to the WIOA Dislocated Worker Program. The WIOA Dislocated Worker Program provides transitional services designed to assist in the early stages of a layoff. These services are offered in recognition that Dislocated Workers have various levels of need. Some workers only require minimal assistance to successfully return to the workforce, while others may need more.

G. Layoff Aversion

Locally driven layoff aversion strategies and activities are a required component of Rapid Response. A layoff aversion strategy helps employers retain a skilled workforce and/or provides workers rapid transition to new employment. The implementation of local layoff aversion strategies minimizes periods of unemployment for workers impacted by layoffs. Layoff aversion is a central component of a high-performing business engagement strategy, requiring a shared responsibility among numerous partners at the state, regional and local levels.

The intent of layoff aversion is to provide business solutions to companies that want to save jobs. To save jobs, the Rapid Response team must be able to identify an at-risk company well in advance of layoffs, obtain executive level commitment to work together, assess the needs of the company and deliver solutions to address risk factors. LWDBs must work with local community partners and businesses to implement a mechanism to determine at-risk employers.

The LWDB shall determine which strategies and activities are applicable in each situation. Local Rapid Response programs have the flexibility to institute agendas and programs that respond to their local workforce challenges. Layoff aversion strategies include, but are not limited to:

- a) Ongoing engagement, partnership and relationship-building activities with businesses in the community, in order to create an environment for successful layoff aversion efforts and to enable the provision of assistance to affected workers in obtaining reemployment as soon as possible;
- b) Assisting employers in managing reductions in force, which may include early identification of firms at risk of layoffs, assessment of the needs and options for at-risk firms, and the delivery of services to address these needs;
- c) Funding feasibility studies to determine if a company's operations may be sustained through a buyout or other means to avoid or minimize layoffs;
- d) Developing, funding and managing Incumbent Worker Training (IWT) programs or other worker upskilling approaches as part of a layoff aversion strategy or activity;
- e) Connecting companies to state Short-Time Compensation or other programs designed to prevent layoffs or to quickly reemploy dislocated workers, employer loan programs for employee skill upgrading; and other federal, state and local resources as necessary to address other business needs;
- f) Establishing linkages with economic development activities at the federal, state and local levels, including federal Department of Commerce programs and available state and local business retention and expansion activities;
- g) Partnering or contracting with business-focused organizations to assess risks to companies, propose strategies to address those risks, implement services, and measure impacts of services delivered;
- h) Conducting analyses of the suppliers of an affected company to assess their risks and vulnerabilities from a potential closing or shift in production of their major customer;
- i) Engaging in proactive measures to identify opportunities for potential economic transition and training needs in growing industry sectors or expanding businesses;
- j) Coordinate with local government divisions, organizations and local non-profit organizations, to plan for and respond to natural and other disasters; and
- k) Connecting businesses and workers to short-term, on-the-job, or customized training programs and apprenticeships before or after layoff to help facilitate rapid reemployment.

H. Incumbent Worker Training

The Incumbent Worker Training (IWT) program provides reimbursement grants to businesses that pay for preapproved, direct, training-related costs to upgrade the skills of their current employees. The IWT program is used to help avert potential layoffs of employees or to increase the skill levels of employees so they may be promoted within the company and create backfill opportunities for the employers.

When appropriate, Local Business Development Representatives shall provide IWT program information and resources to employers during meetings, interviews and other engagements. For more information regarding IWT, please refer to the [CareerSource Florida Incumbent Worker Training Program Guidelines](#).

I. Short-Time Compensation Program

The provision of information and access to RA benefits and programs, such as [Short-Time Compensation](#) (STC) are required activities under Rapid Response. The STC Program is a voluntary employer program designed to help employers maintain their staff by reducing the weekly working hours during temporary slowdowns instead of temporarily laying off workers.

Employers that wish to participate in the STC Program must apply to be a part of the program before being able to offer it to their workforce. To apply for the STC Program, employers must apply through the DEO [website](#). Applying for STC for employees is exclusively online. The process to apply for the STC Program in Florida requires furnishing requested documents as well as information on the affected employees as outlined in [Chapter 443, Section 1116](#) of the Florida Statutes.

J. Reporting Requirements

As LWDBs initiate contact with the employers that have experienced a Rapid Response event, they are required to document the visits and services provided by entering, at minimum, employer service code E42: Rapid Response/Dislocated Workers Assistance in the employer's Employ Florida service plan. Employers that decline or refuse Rapid Response services must be documented by recording a case note in the employer's case note tab. Supporting evidence of the employer's refusal or declining of services must be retained for source documentation. Instructions for LWDB staff regarding the recording of Employ Florida employer service codes and case notes are available in the [Employ Florida Virtual OneStop® User Guide for Staff](#), Section 16: Manage Employers.

When feasible, affected employees should be registered in the state's online labor exchange and case management system, Employ Florida. Rapid Response activities

provided to affected employees must be reported in the affected employee's Employ Florida, Wagner-Peyser, TAA or WIOA program application(s), as applicable dependent upon which application is active at the time of service delivery, in accordance with the [Employ Florida Service Code Guide](#) and the [Employ Florida Virtual OneStop® User Guide for Staff](#).

K. Monitoring

Rapid Response services and activities must be monitored annually for compliance with requirements by USDOL and DEO. DEO monitors the requirements outlined in this policy and the LWDB's local operating procedures. LWDBs must establish local monitoring policies and procedures that include, at minimum:

- a) Roles of the Local Rapid Response Coordinator;
- b) Role of all other LWDB supporting staff; and
- c) Local monitoring procedures for implementation of this policy.

V. DEFINITIONS

Incumbent Worker Training (IWT) program: This program, funded by the WIOA, was created for the purpose of providing grant funding for continuing education and training of incumbent employees at existing Florida businesses. The program provides reimbursement grants to businesses that pay for preapproved, direct, training-related costs.

Local TAA Coordinator: A merit-staff employee designated by the LWDB to determine TAA eligibility and to provide TAA case management and employment services with the goal of leading participants to suitable employment.

Fringe Benefits: Fringe benefits include, but are not limited to, health insurance, retirement benefits under defined benefit pension plans as defined in subsection 35 of s. 1002 of the Employee Retirement Income Security Act of 1974, 29 U.S.C., contributions under a defined contribution plan as defined in s. 414(i) of the Internal Revenue Code, paid vacation and holidays, and sick leave.

Mass Layoff: Layoffs affecting 50 or more workers or layoffs when a WARN notice has been filed, regardless of the number of workers affected by the layoff announced.

Petition: A request submitted to USDOL to certify an employer as adversely impacted by global trade or competition.

Trade-Affected Worker: An individual who has been totally or partially separated from employment in a firm or subdivision of a firm that has been certified under TAA.

Worker Adjustment and Retraining Notification (WARN) Act: A federal act that helps ensure advance notice in cases of qualified plant closings and mass layoffs per 20 CFR Part 639.

Workforce Innovation and Opportunity Act (WIOA): A federal act that provides direction and guidance for the workforce system in every state. The law prioritizes a market-driven approach to talent development that prepares people seeking employment for the jobs of today and of the future. WIOA is a transformative law designed to strengthen our nation's public workforce system, helping job seekers, particularly those with barriers to employment, access the education, training, and support services they need to obtain and advance in quality jobs and careers, and to help businesses hire and retain the skilled workers they need to succeed in a global economy.

VI. RESOURCES

[Rapid Response Services for Businesses Fact Sheet](#)

[Short-Time Compensation Fact Sheet](#)

[WorkforceGPS Business Engagement Collaborative Community](#)

[State Rapid Response Program](#)

[State Rapid Response Program Resources](#)

[State Worker Adjustment and Retraining Notification Database](#)

[U.S. Department of Labor Employment and Training Administration Rapid Response Services](#)

[WorkforceGPS Rapid Response Process Flow Chart](#)

VII. REVISION HISTORY

Date	Description
TBD	Issued by Florida Department of Economic Opportunity.
TBD	Approved by CareerSource Florida Board of Directors.



**POLICY
NUMBER
TBD**

Administrative Policy

Title:	Disaster Recovery Dislocated Worker Grants
Program:	Workforce Innovation and Opportunity Act
Effective:	TBD

I. PURPOSE AND SCOPE

The purpose of this policy is to provide local workforce development boards with the minimum requirements for administering Disaster Recovery Dislocated Worker Grants.

II. BACKGROUND

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

Disaster Recovery Dislocated Worker Grants may be issued to the state after a federal agency¹ makes a major emergency or natural disaster declaration. These grants can be used to provide disaster-recovery assistance to areas included in the declaration. Such assistance may include temporary disaster-relief jobs in addition to training and career services.

III. AUTHORITIES

[Public Law \(WIOA\) Sections 3\(15\); 170\(a\) and \(d\); 134; 181; 184; 185; 188; 189.](#)

[20 Code of Federal Regulations \(CFR\) 687](#)

[Training and Employment Guidance Letter \(TEGL\) 12-19, Change 1](#)

[TEGL 19-16](#)

¹ Typically, the Federal Emergency Management Agency (FEMA) issues the declarations.

IV. POLICIES AND PROCEDURES

Disaster Recovery Dislocated Worker Grants are meant to address situations beyond those that are the focus of WIOA formula funds. Disaster Recovery Dislocated Worker Grants enable areas impacted by a disaster to employ workers in jobs assisting in recovery and humanitarian efforts, as well as to provide training opportunities that support customers in accessing employment.

When an emergency or disaster has met the criteria for disaster grant funding, the Florida Department of Economic Opportunity (DEO) will coordinate with the impacted local area(s) to assess the need for clean-up and humanitarian efforts, ascertain the availability of eligible individuals to perform the disaster relief work, and provide technical assistance on the application process and operational considerations.

If a need for disaster grant funding is identified, DEO will work with impacted local areas interested in participating to submit either:

- a) An emergency application within 15 days of the disaster declaration using an abbreviated format to facilitate rapid implementation of services (followed by a full application within 60 calendar days of award notification if funding is approved); or
- b) A full application within 60 calendar days of the disaster declaration which must include a narrative describing the project and services, a list of worksites in each county, job titles for the temporary positions being created, and line item budget for each participating county.

A. Funding of Disaster Recovery Dislocated Worker Grants

The U. S. Department of Labor issues its funding decision within 45 calendar days of receipt of a valid application. If the application is approved, DEO will notify the participating local workforce development boards of their sub-grant award amounts.

DEO distributes funds to local workforce development boards in areas affected by a federal disaster/major emergency declaration, based on identified needs and availability of funds. DEO is responsible for ensuring that funds are expended in compliance with grant requirements and for de-obligating and re-obligating funds to meet ongoing needs.

Funds are released to local workforce development boards through Notices of Grant Award/Fund Availability which describe special grant conditions. A Notice of Grant Award/Fund Availability may include grant conditions that restrict the application of some of the provisions of this policy. Disaster grants are issued incrementally. A maximum funding level will be approved, but a lesser amount will be initially disbursed. Requests for additional funds must be submitted when needed and must be supported by enrollments, completion of work goals, and expenditures.

As participating local areas require additional funding to continue operating, DEO may temporarily or permanently reduce another area's maximum funding level or allocation amount to optimize utilization of the grant resources statewide.

B. Participant Eligibility

Local workforce development boards must ensure that individuals receiving services funded by a Disaster Recovery Dislocated Worker Grants meet at least one of the following eligibility requirements:

- a) Temporarily or permanently laid off because of the disaster;
- b) A dislocated worker as defined in WIOA section 3(15);
- c) A long-term unemployed individual; or
- d) A self-employed individual who became unemployed or significantly underemployed as a result of the disaster.

Note: A long-term unemployed individual for Disaster Recovery Dislocated Worker Grants is defined as an individual who has been unemployed for six out of the last 13 weeks. An individual is considered unemployed if they were not employed during the weeks in question and were available for work.

Local workforce development boards must document eligibility² in the participant's Employ Florida program application, including, but not limited to the participant's:

- a) Citizenship or right to work³;
- b) Compliance with the Selective Service Act; and
- c) One of the four grant-specific eligibility requirements listed above.

Examples of documentation demonstrating dislocated worker status include:

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

Circumstances surrounding the disaster may make documentation of eligibility difficult to obtain during the initial stages, however, local workforce development boards are required

² [TEGL 23-19](#) provides guidance on data validation to ensure the accuracy of annual reports, safeguard data integrity, and promote the timely resolution of data anomalies and inaccuracies.

³ A copy of the completed I-9 must be maintained in the file of a participant placed into a temporary disaster-relief position.

to obtain complete eligibility verification within six (6) months of the participant's enrollment or the grant closeout date, whichever occurs first. Local workforce development boards must maintain a written local policy which describes the circumstances under which they will accept self-attestation in lieu of full documentation of eligibility. The policy must also describe when and how the local workforce development board will review the files of participants whose eligibility is based on self-attestation. The timeframe for such review may be based on the situations following a disaster but must not exceed six (6) months or extend beyond the grant closeout date.

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

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

- a) Self-Attestation describing the impact of the disaster, supported by one of more of the following:
 - i. Federal tax return and/or evidence of payment of estimated taxes to the Internal Revenue Service (IRS)
 - ii. Evidence of business closure
 - iii. Business ledger
 - iv. Business license
 - v. Customer/client verification
- b) Self-attestation may be accepted as an exception if other documents are not available (and are subject to reverification). When self-attestation is accepted due to its being the only verification method, the local workforce development board must describe efforts made to obtain other, independent documentation.

To verify that an individual was unemployed six out of the last 13 weeks, the following documentation may be used:

- a) Self-attestation supported by wage records for the quarter in which the WIOA application is taken (and previous quarter if relevant)⁴.
- b) Self-attestation may be accepted as an exception if other documents are not available (and are subject to re-verification). When self-attestation is accepted due

⁴ Probative wage records will not be available at the time of application and must be verified the following quarter(s).

to its being the only verification method, the local workforce development board must describe efforts made to obtain other, independent documentation.

Note: If wage records indicate that there may be a discrepancy between the self-attestation and the reported earnings, the local workforce development board must follow up to resolve the discrepancy.

C. Veteran and Eligible Spouse Priority of Service

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

D. Disaster Recovery Dislocated Worker Grants Allowable Activities

In most cases, Disaster Recovery Dislocated Worker Grants projects must include a temporary disaster relief employment component⁵. Participants may be enrolled into temporary disaster relief employment, as well as career and training services, concurrently, sequentially, or as stand-alone services. However, certain Disaster Recovery Dislocated Worker Grants may limit the availability of certain activities as specified within the accompanying Notice of Grant Award/Fund Availability.

Prioritization of types of services must be determined in coordination with local emergency planning and recovery agencies.

1. Temporary disaster relief jobs

Disaster-relief employment is temporary employment of eligible individuals for the purposes described in WIOA Section 170(b)(1)(B) and (d), 20 CFR 687.180(b) and (c), and TEGL 12-19. Local workforce development boards must demonstrate that disaster-relief employment created under a Disaster Recovery Dislocated Worker Grant aligns with the categories of humanitarian assistance or cleanup activities. Post-disaster response and recovery activities address needs associated with mass care/sheltering, public health and health care, (re)housing, debris/infrastructure removal and repair, support to business owners, emotional/psychological support, public health and health care, and mitigation⁶ activities.

Humanitarian assistance provided by temporary disaster-relief workers generally includes actions designed to alleviate suffering and maintain human dignity in the immediate aftermath⁷ of disasters. The humanitarian assistance provided by disaster-

⁵ Note that Disaster Recovery Dislocated Worker Grants due to the relocation of evacuees from a disaster-affected area do not require a temporary disaster-relief employment component.

⁶ Allowable mitigation activities are those that are directed at correcting existing damage. Activities that are in preparation for future disasters are not allowed.

⁷ The immediate aftermath involves time and causality. With every declared disaster, there will be physical damage which results in the dislocation of individuals, families, and businesses, as well as economic and emotional damage.

relief workers must relate directly to needs created by the disaster and economic consequences due to the disaster. Disaster-relief positions that deliver humanitarian assistance to address humanitarian needs cannot be used to fund the actual humanitarian aid. For example, funding could be used to support food delivery workers at food shelters but not the food itself.

Eligible participants may be enrolled into temporary disaster-relief jobs under a Disaster Recovery Dislocated Worker Grant for up to 12 months or 2,080 hours, unless the U.S. Department of Labor approves an extension for up to an additional 12 months through a grant modification.

Participants must be paid the higher of the comparable rate of pay for individuals employed in similar occupations by the same employer, and no less than the federal or state minimum wage. In accordance with WIOA Section 181(a)(1)(A), generally, participants must be compensated at the same rates, including periodic increases, as employees who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills.

Where applicable, fringe benefits should be paid in accordance with the policies of the worksite employer. If other employees of the worksite employer are doing similar work and receiving hazard pay, disaster-relief temporary workers can also be paid hazard pay rates for their work⁸.

2. Training and career services

Training and career services, as described in local policies and procedures, may be offered to eligible participants to help them obtain reemployment that leads to self-sufficiency when they are unlikely to return to their prior employment. These services may include, for example, job search/job readiness activities, literacy instruction including English as a second language, occupational skills training and/or work-based training for career pathways that lead to high-demand jobs in high-growth industries.

Participants must meet eligibility requirements and/or prerequisites detailed in WIOA section 134(c)(2) and (3), 20 CFR 680 and other U.S. Department of Labor guidance for accessing specific services. An Individual Employability Plan must detail the need for training services as well as certain individualized career services, such as work experiences, literacy/GED prep/ESOL, short-term prevocational services, out-of-area job searches/relocation.

3. Supportive services

Supportive services are allowable to enable a participant's involvement in grant activities. Supportive services for a Disaster Recovery Dislocated Worker Grant must align with the local workforce development board's supportive service policy and be

Temporary disaster-relief workers may be provided to help deal with these crises since they are the immediate consequence of the disaster for the time necessary to help affected individuals recover.

⁸ Overtime is allowable.

consistent with WIOA and state requirements⁹. Transportation, childcare, and dependent care are examples of allowable supportive services, as are tools, protective clothing, etc.

In order to be ready to respond to natural disasters/major emergencies, local workforce development boards should include in their local policies and procedures supportive services that may be unique to potential disaster/emergency situations. For example, there may be a need for insect repellent for individuals conducting cleanup of damaged public property — a supportive service that a local workforce development board might not provide under normal circumstances¹⁰. Additionally, local workforce development boards should describe in their policies and procedures how they will deal with extraordinary circumstances that may arise due to a declared disaster.¹¹

Needs-Related Payments may be made to those individuals enrolled in training services who do not qualify for or have exhausted benefits under Reemployment Assistance or Disaster Unemployment Assistance. WIOA section 134(d)(3)(B) limits the availability of Needs-Related Payments for dislocated workers as follows: “a dislocated worker who has ceased to qualify for unemployment compensation may be eligible to receive needs-related payments under this paragraph only if such worker was enrolled in training services—(i) by the end of the 13th week after the most recent layoff that resulted in a determination of the worker’s eligibility for employment and training activities for dislocated workers under this subtitle; or (ii) if later, by the end of the 8th week after the worker is informed that a short-term layoff will exceed 6 months.” Local workforce development boards should address how they may facilitate providing Needs-Related Payments to dislocated workers who need training to become re-employed.

Note: Individuals who receive wages from disaster-relief temporary jobs are not eligible for Needs-Related Payments.

⁹ See 20 CFR 680.900, *et seq.*, and CareerSource Florida [Administrative Policy AP-109, Supportive Services and Needs Related Payments](#).

¹⁰ The COVID-19 pandemic saw a need for personal protective equipment, as well as electronic tablets and access to the Internet for remote temporary disaster-relief positions.

¹¹ In response to the COVID-19 pandemic, the U.S. Department of Labor informed Dislocated Worker Grant grantees that it may permit exceptions to allow grantees to pay relocation and lodging costs for medical personnel as described in the [COVID-19 Frequently Asked Questions](#), even if such costs are typically not covered by state or local policy. A request for this limited exception must be included in an application for a COVID-19 Dislocated Worker Grant or in a grantee’s modification request. It must include enough justification and be approved by the Grant Officer before a grantee begins paying relocation and lodging expenses as described in the [COVID-19 Frequently Asked Questions](#). Note that the relocated workers must meet the eligibility requirements described above.

4. Program outputs and performance outcomes

With the issuance of TEGL 12-19, Change 1, the U.S. Department of Labor is requiring states to describe measurable goals with milestones and timelines when DEO submits full applications¹² and modification requests¹³.

Local workforce development boards must provide measurable goals with milestones and timelines in the following areas:

- a) Planned number of participants to be served in temporary disaster-relief employment
- b) Planned worksite employers with description of worksites, tasks, length of time needed, and number of workers needed¹⁴ (and, for modifications, percentage of work completed)
- c) Planned number of participants to be enrolled in training, including on-the-job training, targeted industries and occupations, anticipated length of training
- d) Planned number of participants to be enrolled in work experiences, types of work experience sites, anticipated length of activity
- e) Planned number of participants to receive supportive services, types of supportive services
- f) Planned number of participants to be placed in employment upon completion of grant activities
- g) Planned other outcomes, such as continuation in training/other WIOA services after the grant ends, credential attainment

Local workforce development boards must provide information to DEO to describe their planned levels of service and planned expenditures. Progress is tracked monthly through a review of participant data in Employ Florida and financial information entered in DEO's financial management systems. Local workforce development boards must also use provide planned worksite information and submit monthly updates to DEO. Such information is to be submitted via the DWG@deo.myflorida.com mailbox.

For participants who only receive disaster relief employment, the same performance data collection requirements apply as for other Dislocated Worker Grant participants. However, participants who receive only disaster relief employment are not included in the primary indicators of performance unless they receive other allowable career and training services provided through the grant or through co-enrollment in another WIOA core or partner program that shares a common exit with Dislocated Worker Grant in the state's common exit policy.

However, performance outcomes are measured for individuals enrolled in training and/or career services through the grant or through co-enrollment in another WIOA or partner program that shares a common exit. Consequently, local workforce development boards are responsible for performance outcomes for any Disaster

¹² A full application is due within 60 to 90 days from the Disaster Declaration date.

¹³ Modification requests are submitted to request additional funds or to make substantive changes.

¹⁴ For example, City of XX Parks & Recreation, debris cleanup for 12 city parks, anticipated time frame 12 months, number of workers: 12 laborers and two supervisors.

Recovery Dislocated Worker Grant-funded participant who receives career or training services through workforce-funded activities.

Local workforce development boards are responsible for the placement of Disaster Recovery Dislocated Worker Grant participants into suitable, unsubsidized employment and must conduct quarterly follow-up through the 4th quarter after exit to document post-exit outcomes in the participant's Employ Florida WIOA Program Application.

E. Disaster-Relief Worksites

Disaster-relief worksites must be in the geographic area covered by the qualifying event and within the local workforce development board's jurisdiction. WIOA requires that cleanup activities respond to the impacts of the disaster. Local workforce development boards must give the highest priority to clean-up of the disaster area's most severely damaged public facilities and to the cleanup and the provision of humanitarian assistance to economically disadvantaged portions of the disaster area. The administration of grant funds must be in coordination with projects administered by emergency management and disaster recovery agencies.

Note: The provision of disaster-relief activities that focus on prevention and planning for future disasters is not an allowable activity for a temporary disaster-relief worker.

1. There is no limitation on what type of entity may be a worksite employer¹⁵.

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

- a) The local workforce development board's policies and procedures establish a priority of disaster-relief activities in coordination with the county's disaster-recovery team¹⁶ that identifies the need for and use of private for-profit worksites, as applicable;
- b) The delivery of temporary disaster-relief activities through a private for-profit worksite is coordinated through a governmental entity or CBO; and
- c) The funding of temporary disaster-relief positions shall not duplicate or supplant other funding.

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

- a) The specific work on private properties has been approved by the U.S. Department of Labor;

¹⁵ Under previous guidance, only governmental and nonprofit entities were allowable worksites.

¹⁶ In some communities, groups are sanctioned by the County Emergency Operations Center, and any number or type of non-profits could be the county's proxy for disaster relief activities. (This may include the Red Cross, Salvation Army, United Way, faith-based groups and others.)

- b) The work is necessary to remove health and safety hazards to the larger community located on private lands or around homes or other structures and only to return them to a safe and habitable level and not to improve them¹⁷;
- c) The work is intended to address or alleviate specific economic or employment-related impacts of the disaster, such as clean-up work needed for disaster-affected employers to resume operations¹⁸;
- d) Priority is to be given to older individuals and individuals with disabilities; and
- e) Funds may not be used to cover the cost of materials to do repairs.

Local workforce development boards must establish policies and procedures to implement disaster-recovery work on private properties that include the following provisions:

- a) How work on private properties falls within the local workforce development board's priority of disaster-relief activities;
- b) How the local workforce development boards will ensure that priority is given to the homes of older individuals, individuals with disabilities. A second priority is for the homes of low-income individuals;
- c) Submission to DEO of requests to have temporary disaster-relief workers work on private properties for DEO to seek U.S. Department of Labor approval; and
- d) The U.S. Department of Labor approves the worksite/temporary-relief job.

3. Coordination with FEMA and non-duplication of funds

Disaster-relief activities must be coordinated with the appropriate local emergency management agencies to avoid duplication of benefits¹⁹ and ensure that grant activities appropriately respond to the affected community's needs after a disaster. Local workforce development boards must also coordinate with federal agencies responding to the disaster either through direct contact or through state or local agencies working with the federal agencies.

As FEMA and Disaster Recovery Dislocated Worker Grant funds can pay for similar services, the best way to ensure the local workforce development boards is not duplicating FEMA funding is to obtain a written statement from the county, city and/or non-profit as to what services and/or funding FEMA is or will be supplying to the entity and what disaster-recovery services will be provided by disaster-relief temporary workers. This will provide documentation to show that Disaster Recovery Dislocated Worker Grant funds are not duplicated with FEMA-funded services/activities. The written statement should include a brief description of what staff, equipment, supplies, etc., are being paid through FEMA vs. Disaster Recovery Dislocated Worker Grant

¹⁷ For example, fallen trees on private properties that become a hazard to the community or debris fields from storm adjacent to a navigable waterway and at risk of clogging the waterway water could be removed.

¹⁸ If the cost of repairs to a damaged structure is to be covered by insurance, only stabilizing activities may take place, such as placement of tarps on roofs, removal of damaged sheetrock and insulation, etc.

¹⁹ Duplication occurs when a beneficiary receives assistance from multiple sources for a total that exceeds the need.

sources. When a Disaster Recovery Dislocated Worker Grants funded disaster-relief temporary job participant works at a site which is later approved for FEMA reimbursement, and it is time for FEMA to reimburse the costs of the project, the wages of the temporary job participants must be deducted from the cost of the project before FEMA reimburses 75% of the cost of the project to the local government.

Local workforce development boards must establish policies and procedures that describe how the local workforce development boards will assess the availability of other resources, such as assistance from FEMA, private insurance, etc. to ensure non-duplication of funds and recover grant funds when other funds become available for the same activities. The established policies and procedures must also address a plan to recover grant funds expended for activities or services for which other funds become available from FEMA, public or private insurance, or other available resources.

Note: Disaster Recovery Dislocated Worker Grant funds may not be used to match FEMA funds.

4. Use of equipment for temporary disaster-relief workers

Generally, Disaster Recovery Dislocated Worker Grants funds may not be used to purchase equipment²⁰. [Administrative Policy 87 Prior Approval Administrative Policy for Local Workforce Development Boards](#) requires prior approval by DEO before funds awarded to a local workforce development board may be used to purchase equipment for such cases which may be subject to exception.

If equipment needed for the temporary disaster-relief worker to complete their assigned task is not available from the worksite employer, such equipment may be rented, as allowed by the local workforce development board's policies and procedures²¹. Equipment rental expenses must be detailed as a separate line item in the budget(s) submitted by Local workforce development boards to DEO.

5. Prioritizing Disaster-Relief Worksites

Local workforce development boards must be prepared to deploy the most appropriate temporary disaster-relief jobs based on the criteria listed in TEGL 12-19, as well as through consultation with local government, community and faith-based organizations, economic development and industry stakeholders, etc. Priorities for the types of disaster-relief jobs should be based on an assessment of the following factors:

- a) Physical impact on public properties
- b) Human impact on the elderly, people with disabilities, low-income and other special needs populations

²⁰ Equipment means tangible [personal property](#) (including information technology systems) having a useful life of more than one year and a per-unit [acquisition cost](#) which equals or exceeds the lesser of the capitalization level established by the [Non-Federal entity](#) for financial statement purposes, or \$5,000. 2 CFR 200.33.

²¹ Note that if the cost of the equipment rental increases the cost per temporary disaster-relief worker so that it exceeds \$20,000, DEO may need to obtain approval for the increased cost from the U.S. Department of Labor.

- c) Impact on organizations that are needed to respond to the disaster or emergency (governmental, community and faith-based)
- d) Impact on local businesses, industry sectors, and the overall economic health of the area

6. Approval and Tracking of Worksites

Local workforce development boards are responsible for approving temporary disaster-recovery worksites and job duties for temporary disaster-relief workers. Worksite and job description information must be maintained and reported to DEO according to a schedule and in a format provided by DEO for each Disaster Recovery Dislocated Worker Grants. Worksite files must include:

- a) The worksite agreement between the local workforce development board and the employer including non-duplication requirements (see subsection 3 above);
- b) Approved job descriptions;
- c) Evidence of appropriate OSHA/safety training;
- d) Evidence that supervisor orientation²² has taken place;
- e) Description of supplies and equipment needed and responsibility for providing such²³; and
- f) Copies of payroll records.

Note: If a staffing agency is the employer of record, the agreement must describe how the staffing agency will be engaged with the worksite employer and the temporary disaster-relief employees. The agreement needs to clearly identify the roles and responsibilities of each party, including who is responsible for day-to-day supervision, safety instruction, providing documentation of hours worked and wages paid, and compliance with labor standards in work-based activities described in WIOA section 181(b).

7. Employer of Record

Each temporary disaster-relief worker must have an employer of record²⁴. The employer of record is responsible for maintaining all personnel and payroll records related to the employment of temporary disaster-relief workers, including employer and employee withholdings, and other benefits, if applicable²⁵. The employer of record may be responsible for unemployment claims filed by temporary disaster-relief workers when their assignment ends.

Note: The employer of record is required to secure workers' compensation for temporary disaster-relief workers and ensure that the workers receive adequate OSHA/security training. In any event, local workforce development boards are

²² Worksite supervisor orientation includes allowable activities, timekeeping, discipline, etc.

²³ The worksite file identifies the supplies and equipment that will be needed for the temporary disaster-relief employee(s) to fulfill their job duties. As supplies are provided to individual participants, these are recorded as supportive services in Employ Florida.

²⁴ The local workforce development board, a staffing agency, or another entity may be the employer of record.

²⁵ Payroll records can be electronic or physical.

responsible for ensuring and maintaining documentation that worker orientation and OSHA/safety training has occurred.

DEO may procure a contract with a staffing agency to be the employer of record for temporary disaster-relief workers. Such a contract is available to local workforce development boards, but local workforce development boards may make their own arrangements for selecting an employer of record for their Disaster Recovery Dislocated Worker Grant. Local workforce development boards may issue purchase orders with the DEO-procured staffing agency for the placement of temporary workers in a Disaster Recovery Dislocated Worker Grant project pursuant to DEO's contract with the staffing agency.

F. Monitoring

Local workforce development boards must adopt local policies and procedures to implement and monitor the state and federal requirements.

Each worksite must be monitored by the local workforce development board as part of its formal programmatic and fiscal monitoring plan. The formal monitoring must be conducted by an independent person or entity not engaged in worksite development/management or case management. The worksite monitor must engage with worksite supervisors and temporary disaster-relief workers on-site²⁶. Monitoring visits must be documented in a written report and address corrective actions, as needed.

If at any time, the local workforce development board becomes aware of temporary disaster-relief workers being employed in activities that are not disaster-relief activities, immediate action must be taken to remedy the finding and/or terminate the agreement.

V. RESOURCES

[COVID-19 Frequently Asked Questions – WIOA Dislocated Worker Program](#)

[National Dislocated Worker Grants – WIOA Desk Reference](#)

[National Voluntary Organizations Active in Disaster Resource Center](#)

VI. REVISION HISTORY

Date	Description
TBD	Approved by CareerSource Florida Board of Directors.
TBD	Issued by Florida Department of Economic Opportunity.

²⁶ A virtual meeting via video and audio conferencing must be conducted when on-site visits are not safe.



Administrative Policy

**POLICY
NUMBER
TBD**

Title:	Staffing Requirements
Program:	Jobs for Veterans State Grant
Effective:	TBD

I. PURPOSE AND SCOPE

The purpose of this policy is to provide local workforce development boards the minimum staffing requirements for staff supported by the Jobs for Veterans State Grant.

II. BACKGROUND

The Jobs for Veterans State Grant is a federally funded, formula-based staffing grant that supports the hiring of staff to provide individualized career and training-related services to veterans and eligible persons with significant barriers to employment and to assist employers in filling their workforce needs with job-seeking veterans and eligible spouses. Florida is currently the third largest recipient of Jobs for Veterans State Grant funding in the nation.

As a condition to receive funding, the Florida Department of Economic Opportunity (DEO) must submit a grant application and state plan narrative to the U.S. Department of Labor Veterans' Employment and Training Service every three years. This plan includes, but is not limited to, a description of the populations of veterans that will receive targeted services, provisions for priority of service for veterans, and performance goals. Each year thereafter, DEO must submit an annual funding modification to the approved state plan to describe any adjustments to the plan narrative and affirm the total number of full-time positions that will be supported by the State's Jobs for Veterans State Grant funding allocation.

III. AUTHORITY

[Title 20, Part 678](#)

[38 United States Code \(U.S.C.\), Chapter 41](#)

[Veterans Program Letter \(VPL\) 01-19](#)

[VPL 03-14](#)

[VPL 03-14, Change 1](#)

[VPL 03-14, Change 2](#)

IV. POLICIES AND PROCEDURES

Florida has established a fully integrated workforce services delivery system with DEO as the designated entity responsible for the administration of all workforce services programs, including the Jobs for Veterans State Grant. DEO provides workforce services through CareerSource Florida's 24 local workforce development boards and their network of local career centers.

Jobs for Veterans State Grant-funded staff are fully integrated into the career center to form a comprehensive team that provides services to veterans that address their employment and training needs. Local workforce development boards have assigned Jobs for Veterans State Grant-funded staff allocated according to veteran population and the needs of the community. Jobs for Veterans State Grant-funded staff are state merit staff, jointly managed by the local workforce development boards in accordance with current grantee-subgrantee agreements.

A. Jobs for Veterans State Grant-Funded Staff

The Jobs for Veterans State Grant supports the salary, benefits and fair-share cost of staff positions employed under a merit personnel system. These staff are included in the comprehensive career center required partner staff, which consists of all staff employed by programs or activities operated by partners listed in [20 CFR 678.400](#).

The Jobs for Veterans State Grant program, in and of itself, does not constitute the entirety of Florida's veterans' services. Rather, the program is a partner within Florida's workforce development system. The Jobs for Veterans State Grant program fills a specific role in the career center delivery of services to veterans and other eligible persons. The Jobs for Veterans State Grant program directly supports the following positions:

1. **Disabled Veteran Outreach Program (DVOP) Specialist:** DVOP specialists are jointly managed staff assigned to the local workforce development board to provide individualized career services to veterans with significant barriers to employment and other eligible individuals through the case management process in accordance with Title 38, U.S. Code and current Veteran Program Letters (VPLs). The local workforce development board must fill DVOP positions with eligible veterans and give preference to those with disabilities as defined in [38 U.S. Code § 4103A](#) with priority given to special disabled veterans and then disabled veterans.

2. **Local Veteran Employment Representative (LVER):** LVER staff are jointly managed staff assigned to the local workforce development board who actively advocate for employment and training opportunities with business, industry, and community-based organizations on behalf of veterans, consistent with Title 38, U.S. Code and current VPLs. LVER positions are filled in accordance with [38 U.S. Code § 4104](#); with priority given to disabled veterans and then eligible veterans.
3. **Consolidated Position (DVOP/LVER):** A Jobs for Veterans State Grant-funded staff person who performs both the duties of the DVOP Specialist and LVER. Consolidated DVOP/LVER positions must promote a more efficient administration of Jobs for Veterans State Grant program services to employers and veterans with an emphasis on veterans with disabilities.

B. Local Staffing Level Designations

The deliberate assignment of Jobs for Veterans State Grant staffing levels to local workforce development boards is paramount to the success of the Jobs for Veterans State Grant program. The proportion of DVOP and LVER staff, as well as the total number of Jobs for Veterans State Grant-funded, full-time positions assigned to each local workforce development board, is determined by DEO through an analysis of veteran population using data compiled from the Department of Veterans Affairs National Center for Veteran Analysis and Statistics. The statewide, total number of Jobs for Veterans State Grant-funded, full-time positions, by classification, is tracked and maintained by the State Veterans Program Coordinator (SVPC) and submitted annually to USDOL VETS.

Local workforce development boards may request a modification to the proportion of DVOP and LVER staff or the number of Jobs for Veterans State Grant-funded positions in their local area by submitting a written justification for the requested changes to the Jobs for Veterans State Grant at VETS@deo.myflorida.com. Local workforce development boards are not authorized to eliminate or modify Jobs for Veterans State Grant-funded positions without approval from DEO.

C. Jobs for Veterans State Grant-Funded Position Vacancies

In accordance with U.S. Code, Title 38, Chapter 41, the state is required to expend Jobs for Veterans State Grant funds in accordance with planned budgets submitted to USDOL VETS. To ensure Jobs for Veterans State Grant funds are expended within the grant period, local workforce development boards must ensure Jobs for Veterans State Grant-funded position vacancies are posted and filled with qualified veterans in a prompt manner. Failure to properly staff Jobs for Veterans State Grant-funded positions may result in a loss of Jobs for Veterans State Grant program funding and subsequently impact the State's ability to serve Florida's veterans.

Jobs for Veterans State Grant-funded vacancies must be advertised and filled through the People First Job Center at <https://jobs.myflorida.com>. Local workforce development boards may post vacancies through the People First Job Center immediately upon learning of the anticipated vacancy, there is no requirement to wait until the position is vacant. The local workforce development board may use a single posting to fill multiple vacancies for a period of up to 6 months. Local workforce developments may contact the DEO Bureau of Human Resource Management for assistance regarding posting vacancies through the People First Job Center.

Jobs for Veterans State Grant funds may be used to support the advertising of Jobs for Veterans State Grant vacancies through private job boards (i.e. Indeed, Monster) in addition to Employ Florida; however, applicants must be redirected to apply through the People First Job Center. Cross-advertising may increase the pool of qualified veteran candidates and allow greater flexibility with regards to the nomenclature of the position title.

Local workforce development boards must ensure Jobs for Veterans State Grant-funded positions are filled with a qualified veteran by submitting a completed hiring package to DEO within 50 days of the position becoming vacant. Local workforce development boards that are unable to meet this timeline must provide notification to the SVPC with written justification for any foreseen delay in filling the vacancy within 25 days of the position becoming vacant. Notifications may be sent to the SVPC via email at VETS@deo.myflorida.com. The SVPC may provide written approval for any delay in filling vacancies for extenuating circumstances, if deemed appropriate by DEO.

D. Pass-Through Funding

Jobs for Veterans State Grant funds are awarded to pay for specialized staff that provide services to veterans and other eligible persons. DEO is required to provide USDOL VETS a quarterly analysis to ensure the majority of Jobs for Veterans State Grant expenditures are used to support salaries for personnel and fringe benefits.

Pass-through funding is issued to local workforce development boards in a manner that ensures DEO remains in alignment with Jobs for Veterans State Grant requirements. If a local workforce development board is not receiving sufficient pass-through funding to support the fair share cost of Jobs for Veterans State Grant staff, they may submit a written request for additional funding to VETS@deo.myflorida.com. Upon review and approval by the SVPC and [DEO's Bureau of Financial Management](#), additional funds may be issued.

Pass-through funding provided by Jobs for Veterans State Grant to local workforce development boards must be expended in accordance with federal cost principles outlined in [2 CFR 200, Subpart E](#). Local workforce development boards with questions about allowability of specific costs should contact DEO's Bureau of Financial Management for assistance.

E. National Veterans' Training Institute Mandatory Training

All Jobs for Veterans State Grant-funded staff must attend a mandated training offered by the National Veterans' Training Institute (NVTI) located in Dallas, Texas, and administered by Management Concepts, Inc. This training must be completed within 18 months of the position start date. All costs for training, to include travel and lodging, are provided for by the Jobs for Veterans State Grant. The SVPC will coordinate with individual local workforce development boards to schedule NVTI training for Jobs for Veterans State Grant-funded staff.

Note: Training opportunities through NVTI are available for local workforce development board executive directors, career center managers and other relevant staff, as approved by the DOL VETS State Director and the requestor's management. If approved, all costs for training, to include travel and lodging, are provided for by the Jobs for Veterans State Grant. A full list of available trainings is located at <https://www.nvti.org/Training/Class-Descriptions>. To request training for non-Jobs for Veterans State Grant staff, local workforce development boards must submit a NVTI Training Application Form (Attachment A) to the SVPC by email at VETS@deo.myflorida.com.

F. Monitoring

Local Jobs for Veterans State Grant programs must be monitored annually for compliance with state and federal requirements by DEO. DEO will monitor the requirements outlined in this policy and local operating procedures. Additionally, local workforce development boards must establish local monitoring policies and procedures that include, at minimum:

- a) The duties assigned to DVOP specialists and LVER staff by the local workforce development board;
- b) The way DVOP specialists and LVER staff are integrated into the local workforce development board's employment service delivery system; and
- c) Local monitoring procedures for implementation of this policy.

V. DEFINITIONS

Disabled Veteran - A veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary, or a person who was discharged or released from active duty because of a service-connected disability.

Eligible Spouse - Spouse of any of the following:

- a) Any veteran who died of a service-related disability;

- b) Any member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:
 - i. Missing in action;
 - ii. Captured in line of duty by a hostile force; or
 - iii. Forcibly detained or interned in line of duty by a foreign government or power.

Eligible Veteran - A person who:

- a) Served on active duty for a period of more than 180 days and was discharged or released from such duty with other than a dishonorable discharge;
- b) Was discharged or released from active duty because of a service-related disability;
- c) As a member of a reserve component under an order to active duty pursuant to section 12301(a), (d), or (g), 12302, or 12304 of title 10, served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge; or
- d) Was discharged or released from active duty by reason of a sole survivorship discharge (as that term is defined in [section 1174\(i\) of title 10](#)).

Significant Barrier to Employment - A barrier that impedes the veteran from employment as designated by the U.S. Department of Labor, outlined in [Administrative Policy 102 Veteran Intake at CareerSource Florida Network Career Centers](#).

Special Disabled Veteran - A veteran who is entitled to compensation (or who, but for the receipt of military retired pay, would be entitled to compensation) under laws administered by the Secretary for a disability rated at 30 percent or more, or rated at 10 or 20 percent in the case of a veteran who has been determined to have a serious employment handicap; or a person who was discharged or released from active duty because of service-related disability.

VI. ATTACHMENTS

A. NVTI Training Application Form

VII. REVISION HISTORY

Date	Description
TBD	Approved by CareerSource Florida Board of Directors.
TBD	Issued by Florida Department of Economic Opportunity.



Administrative Policy

**POLICY
NUMBER
111**

Title:	Priority of Service for Veterans and Eligible Spouses
Program:	Workforce Innovation and Opportunity Act, Wagner-Peyser Act Trade Adjustment Assistance, Migrant Seasonal Farmworker Program, Jobs for Veterans State Grant, National Dislocated Worker Grants
Effective:	TBD

I. PURPOSE AND SCOPE

The purpose of this administrative policy is to provide local workforce development boards (LWDBs) the minimum requirements for implementing priority of service for veterans and eligible spouses for all U. S. Department of Labor (DOL) funded programs and services.

II. BACKGROUND

The Jobs for Veterans Act (JVA), codified at 38 United States Code (U.S.C.) 4215, established a priority of service requirement for covered persons (i.e., veterans and eligible spouses) in qualified job training programs. While recipients of DOL funds for qualified job training programs have been required to provide priority of service since 2002, the publication of 20 CFR Part 1010, Priority of Service for Covered Persons Final Rule, which took effect on January 19, 2009, signaled that recipients of USDOL funds for these job training programs should review, and, if necessary, enhance their current policies and procedures to ensure that adequate protocols are in place to ensure priority is given to veterans and eligible spouses.

III. AUTHORITY

[Chapters 41 and 42, Title 38, U.S.C.](#)

[Public Law 107-288](#)

[20 Code of Federal Regulations \(CFR\), Part 1010](#)

[Veterans Program Letter \(VPL\) 07-09](#)

[Training and Employment Guidance Letter \(TEGL\) 10-09](#)

IV. POLICIES AND PROCEDURES

Priority of service means covered persons are given priority over non-covered persons for the receipt of employment, training, and placement services funded in whole or in part by DOL, including, but not limited to:

- a) Workforce Innovation and Opportunity Act (WIOA) Title I, (Adult, Youth and Dislocated Worker);
- b) WIOA Title III, (Wagner-Peyser);
- c) Trade Adjustment Assistance (TAA);
- d) Migrant and Seasonal Farmworkers (MSFW);
- e) National Dislocated Worker Grants (NDWG); and
- f) Senior Community Service Employment Program (SCSEP).

A. Eligibility

Covered persons may self-attest their status as eligible for priority of service. The only services that require eligibility verification are those cases where a decision is made to commit funding (e.g., WIOA training) to a covered person over another non-covered individual. Covered persons, for purposes of the provision of priority of service, are defined as follows:

- a) **Veteran:** A person who served at least one day in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable, as specified in 38 U.S.C 101(2). Active service includes full-time federal service in the National Guard or a reserve component. It does not include full-time duty performed strictly for training purposes, nor does it include full-time active duty performed by National Guard personnel who are mobilized by state rather than federal authorities.
- b) **Eligible Spouse:** The spouse of:
 - i. A veteran who died of a service-connected disability.
 - ii. A member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:
 - a. Missing in action;
 - b. Captured in the line of duty by a hostile force;
 - c. Forcibly detained or interned in the line of duty by a foreign government or power;
 - d. A spouse of any veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs; or
 - e. A spouse of any veteran who died while a total, service-connected disability was in existence.

Note: The statutory requirements for the Jobs for Veterans State Grant (JVSG) require application of a more narrowly defined definition of veteran (i.e., eligible veteran). For purposes of receiving individualized career services from a Disabled Veteran Outreach Program (DVOP) specialist, “eligible veteran” means a person who meets any of the following:

- a) Served on active duty for a period of more than 180 days and was discharged or released with a character of service other than dishonorable;
- b) Was discharged or released from active duty by reason of a sole survivorship discharge;
- c) Was discharged or released from active duty because of a service-connected disability; or
- d) As a member of a reserve component under an order to active duty, served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with a character of service other than dishonorable.

B. Identifying Covered Persons

LWDBs must develop and implement measures, to include Local Operating Procedures (LOPs) to identify covered persons who access career centers and/or programs and notify them with timely and useful information on priority of service for covered persons. These measures include, but are not limited to:

- a) **Point of Entry:** Ensuring staff (receptionists, welcome team) ask individuals at the point of entry if he/she, or his/her spouse, is currently serving, or has ever served, in the U.S. military;
- b) **Electronic Intake Systems:** Ensuring electronic kiosk intake systems allow individuals to self-identify as a covered person;
- c) **Prominently Displayed Notices:** To encourage covered persons to self-identify, LWDBs must develop and prominently display notices and signs strategically throughout the career center, to include the front intake area;
- d) **Staff Training:** All career center personnel must receive priority of service training on an annual basis. The LWDB’s Local Veteran Employment Representative (LVER) must provide the required training. If a LVER is not available to conduct the training, the LWDB will temporarily assign another qualified staff member to conduct the training. LWDBs are encouraged to use the [Priority Of Service Training Template](#), developed by the Department of Economic Opportunity’s (DEO’s) State Veterans’ Program Office;
- e) **Websites:** LWDB websites must include an explanation of priority of service for covered persons; and
- f) **Orientations:** Orientations, conducted remotely or in person, must include an explanation of priority of service for covered persons.

C. Applying Priority of Service

The application of priority of service varies depending on the eligibility requirements of the program. The four basic categories for WIOA Title I funded programs are listed below:

1. Universal Access Programs

For workforce programs that operate or deliver services to the public without targeting specific groups (e.g., Wagner-Peyser, WIOA basic career services), veterans and eligible spouses receive priority of service over all other program participants. Priority of service provides covered persons access to a service earlier than a non-covered person, or if a service or resource is limited, the person receives access instead of or before the non-covered person.

For example, if a veteran arrives at a career center and there is a waiting list to use a resource room computer, the covered person moves the front of that list. Priority of service does not mean staff ask a non-covered person to cease using the resource room computer to allow the covered person access. Covered persons do not supplant non-covered persons who are already in receipt of a resource or service.

2. Programs with Eligibility Criteria

Eligibility criteria identify basic conditions that each participant in a specific program is required to meet. For example, for the WIOA Adult, Dislocated Worker, and Youth programs, every participant is required to meet program eligibility requirements (e.g., age, selective service registration, etc.). A veteran or eligible spouse must first meet all the eligibility criteria to be considered eligible for participation in the program. Once determined eligible for participation, the covered person receives priority for participation in the program and receipt of services.

3. Programs with Statutory Priorities

In addition to the eligibility criteria all participants are required to meet, some programs have priorities that target certain populations and establish a rank order for enrolling or serving participants. While veterans' priority is required under federal law and cannot be waived, it is not intended to displace existing eligibility requirements and statutory priorities. Therefore, in these instances, veterans and eligible spouses must first meet both the program's eligibility and statutory priority criteria to receive priority for participation in the program and receipt of services (i.e. WIOA Adult). LWDBs must administer priority of service in accordance with the rank order prescribed in [Administrative Policy 105: Priority of Service](#).

4. Programs with Discretionary Priorities

Programs with discretionary priorities may try to provide a certain level of service to a group. However, the law does not mandate that the target group be served before other eligible individuals. With respect to priority of service, the only feature that distinguishes discretionary targeting programs from universal access programs is the additional application of the discretionary targeting criterion to non-covered persons. Therefore, LWDBs must apply priority of service in the order below:

- a) Veterans and eligible spouses;
- b) Non-covered persons within the discretionary targeting group; then
- c) Non-covered persons outside the discretionary targeting group.

D. Reporting Priority of Service

To accommodate priority of service at point of entry, Geographic Solutions has implemented notification pop-ups in the state's case management and online labor exchange system, Employ Florida. The pop-ups notify newly registered veterans and covered persons and ensures these newly registered veterans and covered persons are aware of their entitlement to priority of service and the scope and types of services available under priority of service. When a covered person self identifies at the point of registration in Employ Florida, the system automatically generates a service code 089 (Automated Veteran Priority of Service Notification) on the participant's Wagner-Peyser Program Application.

In instances where a covered person does not self-identify at registration, but is later determined to be eligible, staff must ensure the covered person is provided information regarding their priority of service rights and document this staff-assisted service through Employ Florida service code 189 (Notification of Veteran Priority of Service) and include the appropriate documentation/case note that aligns with the requirements prescribed in the [Employ Florida Service Code Guide](#).

E. Monitoring

Priority of service for veterans and eligible spouses must be monitored annually for compliance with state and federal requirements. DEO will monitor the requirements outlined in this policy inclusive of local operating procedures. Additionally, LWDBs must establish local monitoring policies and procedures that include, at minimum, how the LWDB will:

- a) Ensure covered persons are notified of their entitlement to priority of service, including the full array of employment, training, and placement services available, and applicable eligibility requirements for programs and services.
- b) Enable individuals to identify themselves as veterans or eligible spouses at the point of entry to the system for priority.
- c) Monitor the implementation of priority of service.
- d) Ensure continuous priority of service training for career center staff.

V. DEFINITIONS

Covered Person - An individual who meets the definition of veteran, or eligible spouse and as such, is eligible for priority of service.

Disabled veteran - A veteran who is entitled to compensation, or who, except for the receipt of military retirement pay, would be entitled to compensation, under the Department of Veterans Affairs, or a veteran who was discharged or released from active duty because of a service-connected disability.

Disabled Veterans' Outreach Program (DVOP) Specialist - A specialized case manager funded by the JVSG who provides basic and individualized career services and facilitates placements to meet the employment needs of eligible veterans with significant barriers to employment or who are part of a special population as designated by DOL.

Local Veteran Employment Representative (LVER) - A representative funded by the JVSG who:

- a) Conducts outreach to employers in the area to assist veterans in gaining employment, including conducting seminars for employers and, in conjunction with employers, conducting job search workshops and establishing job search groups;
- b) Ensures priority of service is administered within the career center in accordance with federal in-state requirements; and
- c) Facilitates employment, training, and placement services furnished to veterans in a state under the applicable state employment service delivery systems.

Non-Covered Person - Any individual who meets neither the definition of veteran, nor the definition of eligible spouse.

Veteran (for Priority of Service) - A person who served at least one day in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable, as specified in 38 U.S.C 101(2). Active service includes full-time federal service in the National Guard or a reserve component. It does not include full-time duty performed strictly for training purposes, nor does it include full-time active duty performed by National Guard personnel who are mobilized by state rather than federal authorities.

VI. RESOURCES

[Department of Economic Opportunity Priority of Service Training Template](#)

[Training and Employment Notice \(TEN\) No. 15-10](#)

[Veterans and Spouses WIOA Desk Reference](#)

Priority of Service Poster Template

VII. REVISION HISTORY

Date	Description
TBD	Approved by CareerSource Florida Board of Directors.
TBD	Issued by Florida Department of Economic Opportunity.



Administrative Policy

**POLICY
NUMBER
TBD**

Title:	Veteran Intake at Career Centers
Program:	Wagner-Peyser Act, Jobs for Veterans State Grant
Effective:	TBD

I. PURPOSE AND SCOPE

The purpose of this policy is to provide local workforce development boards (LWDBs) the minimum requirements for establishing an initial intake screening process for transitioning service members, veterans, and eligible spouses at career centers throughout the CareerSource Florida network.

II. BACKGROUND

Florida is committed to serving transitioning service members, veterans, and their families by providing the necessary resources to prepare them to obtain meaningful careers and maximize employment and training opportunities. Florida serves transitioning service members, veterans, and their families through the Workforce Innovation and Opportunity Act (WIOA), Wagner-Peyser Act, Jobs for Veterans State Grant (JVSG), and Military and Family Employment Advocacy (MFEA) employment programs.

The JVSG enables the hiring of Disabled Veteran Outreach Program (DVOP) specialists and Local Veteran Employment Representative (LVER) staff to provide employment services to veterans. JVSG is but one component of an umbrella of programs that are required by law to ensure veterans receive quality employment and training services. The JVSG staff fill a niche in that overall set of services for veterans and must be used to provide specialized services for specific segments of the veteran population, in accordance with current U. S. Department of Labor (DOL) Veteran Program Letters (VPL).

III. AUTHORITY

[Public Law 113-128, Section 134\(c\)\(2\)](#)

[38 United States Code \(U.S.C.\), Chapter 41](#)

[38 U.S.C., Chapter 42](#)

[Training and Employment Guidance Letter \(TEGL\) 19-13](#)

[TEGL 19-13, Change 1](#)

[TEGL 19-13, Change 2](#)

[TEGL 20-13, Change 2](#)

IV. POLICIES AND PROCEDURES

LWDBs must establish a local written procedure or policy to collect demographic information of self-attesting transitioning service members, veterans, and eligible spouses at the point of career center entry and help them understand the options and services available to them, to include priority of service and enhanced career services available through DVOP specialists, when applicable.

A. Identifying Transitioning Service Members, Veterans, and Eligible Spouses

LWDBs must enable transitioning service members, veterans, and eligible spouses to self-identify at the point of entry of all career centers so that they may take full advantage of priority of service and be apprised of the full range of services available to them. Veterans may be identified through several means, including, but not limited to:

- Ensuring staff (receptionists, welcome team) ask individuals at the point of entry if he/she, or his/her spouse, is currently serving, or has ever served, in the United States military;
- Prominent priority of service signage that encourages veterans and eligible spouses to self-identify;
- Electronic kiosk intake systems which allow the individual to self-identify as a transitioning service member, veteran, or eligible spouse; or
- Staff review of the individual's military service section of the state's Management Information System, Employ Florida.

Note: Veterans are identified in Employ Florida by an American flag icon.

B. Initial Intake Screening for Enhanced Services

It is expected that the Wagner-Peyser and Workforce Innovation and Opportunity Act (WIOA) programs will provide employment services to most veterans, which will permit JVSG-funded DVOP specialists to focus their efforts on eligible veterans with Significant Barriers to Employment (SBEs) and/or special populations designated by DOL, as described in [Section IV.B.2.](#) of this policy.

As such, LWDBs must establish a local written policy to ensure DVOP specialists serve targeted populations designated by DOL. The local policy must include initial intake procedures to screen individuals visiting the career center for the purpose of obtaining employment assistance who identify as transitioning service members, veterans, or eligible spouses for eligibility for DVOP services. LWDBs must ensure the staff member who conducts the initial intake screening is a non-JVSG staff member who is well-informed of the services and programs available in the career center.

To facilitate the initial intake screening, LWDBs may use the Veteran Intake Form (See Attachment A – Veteran Intake Form), or locally established equivalent, to determine the individual's service level needs and eligibility for enhanced services from a DVOP specialist. The Veteran Intake Form may be modified by the LWDB or integrated into a local electronic intake kiosk, if the core elements which identify the demographics outlined in [Sections IV.B.1](#) and [IV.B2](#) of this policy are retained.

Individuals determined eligible for DVOP specialist services must immediately be referred to a DVOP specialist. Individuals who are not found to be eligible must be provided services by the first available qualified and appropriate career center staff member. In instances where a DVOP specialist is not available, individuals who would normally be served by DVOP specialists must be served by the next available qualified and appropriate career center staff member. Services to SBE and special population veterans must not be delayed or postponed due to the unavailability of a DVOP specialist.

1. Eligible Veteran and Spouse

In accordance with [Title 38, U.S.C.](#), LWDBs must apply a more narrowly defined definition of veteran (i.e. eligible veteran) or veteran/military spouse (i.e. eligible spouse) when determining eligibility for services from a DVOP specialist. LWDBs must establish a local process to ensure all individuals referred to, and/or who receive services from DVOP specialists, meet the definition of eligible veteran or eligible spouse. Individuals who meet the definition of one of the special population groups as described in [Section IV.B.2\(i-1\)](#) of this policy are exempt from this requirement and may be served by a DVOP specialist regardless of their status as an eligible veteran or eligible spouse.

a) Eligible veteran means a veteran who meets any of the following:

- i. Served on active duty for a period of more than 180 days and was discharged or released with a character of service other than dishonorable;
- ii. Was discharged or released from active duty because of a service-connected disability;
- iii. Was discharged or released from active duty by reason of a sole survivorship discharge; or
- iv. As a member of a reserve component under an order to active duty, served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with a character of service other than dishonorable.

b) Eligible spouse means the spouse of any of the following:

- i. A veteran who died of a service-connected disability;
- ii. A member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:
 - a. Missing in action;
 - b. Captured in the line of duty by a hostile force;
 - c. Forcibly detained or interned in the line of duty by a foreign government or power;
- iii. A spouse of any veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs; or
- iv. A spouse of any veteran who died while a total, service-connected disability was in existence.

2. Significant Barriers to Employment and Special Populations

In addition to meeting the definition of eligible veteran or spouse, LWDB local procedures and policies must ensure individuals referred to and/or who receive services from a DVOP specialist qualify under one of the following categories:

a) Disabled Veteran

A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans

Affairs or was discharged or released from active duty because of a service-connected disability. This category of SBE is not applicable to non-veteran, eligible spouses.

This category also includes special disabled veterans, who are defined as veterans who have been rated at 30 percent disabled or more, or rated at 10 or 20 percent disabled in the case of a veteran who has been determined under [Title 38, U.S.C. 3106](#) to have a serious employment barrier.

Note: Veterans who have a pending disability claim with the U.S. Department of Veterans Affairs qualify for DVOP services under this category, as the LWDB must assume the decision for the veteran's claim will be in the affirmative.

b) Homeless

As defined in [Title 42, U.S.C. 11302\(a\) and \(b\)](#), the definition of homeless for the purpose of determining eligibility for DVOP services includes eligible veterans and spouses:

- a. Who lack a fixed, regular, and adequate nighttime residence;
- b. With a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
- c. Who is living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including hotels and motels paid for by federal, state, or local government programs for low-income individuals or by charitable organizations, congregate shelters, and transitional housing);
- d. Who resides in a shelter or place not meant for human habitation and who is exiting an institution where he or she temporarily resided;
- e. Who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions in the individual's or family's current housing situation, including where the health and safety of children are jeopardized, and who have no other residence and lack the resources or support networks to obtain other permanent housing.
- f. Veterans and eligible spouses who:
 - 1) Will imminently lose their housing, including housing they own, rent, or live in without paying rent, are sharing with others, and rooms in hotels or motels not paid for by federal, state, or local government programs for low-income individuals or by charitable organizations, as evidenced by:

- i. A court order resulting from an eviction action that notifies the individual or family that they must leave within 14 days;
 - ii. Having a primary nighttime residence that is a room in a hotel or motel and where they lack the resources necessary to reside there for more than 14 days; or
 - iii. Credible evidence indicating that the owner or renter of the housing will not allow the individual or family to stay for more than 14 days, and any oral statement from an individual or family seeking homeless assistance that is found to be credible.
- 2) Have no subsequent residence identified; and
 - 3) Lack the resources or support networks needed to obtain other permanent housing.

c) Recently Separated, Long-Term Unemployed

A veteran who has been separated from military service within the past three (3) years and who has been unemployed for 27 or more weeks, in the previous 12 months. The total unemployed weeks may be non-consecutive. This category is not applicable to non-veterans or eligible spouses.

d) Offender

An offender, as defined by [WIOA Section 3 \(38\)](#), is an individual who is currently incarcerated or who has been released from incarceration at any time.

Note: Individuals who were previously incarcerated but were later determined innocent or had charges dismissed are also eligible under this category.

e) Lacks High School Diploma or Equivalent

Eligible veterans or spouses who lack a high school diploma or equivalent.

Note: [The Florida Department of Education](#) provides for the award of a standard high school diploma, with no testing requirement, to eligible veterans who meet the following criteria:

- Left a public or non-public school located in any state prior to graduation and entered the armed forces of the United States;
- Is a current resident of the state of Florida or was previously enrolled in any high school in this state or was a resident of the state of Florida at the time of death; and

- Was honorably discharged from the armed forces of the United States.

f) Low Income

As defined by [WIOA Section 3 \(36\)](#), low income means an individual who:

- a. Receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through:
 - i. Supplemental Nutrition Assistance Program (SNAP); or
 - ii. Temporary Assistance for Needy Families (TANF) program; or
 - iii. Supplemental security income program; or
 - iv. State or local income-based public assistance.
- b. Is in a family with total family income that does not exceed the higher of:
 - i. The [poverty line](#); or
 - ii. Seventy (70) percent of the [Lower Living Standard Income Level](#) (LLSIL);

g) Special Population: Veterans Ages 18 to 24

Veterans who are between the ages of 18 to 24 at the time of application.

h) Special Population: Vietnam Era Veterans

The term “veteran of the Vietnam era” means an eligible veteran whose active military, naval, or air service was between August 5, 1964, and May 7, 1975, (regardless of whether the individual had ever been stationed or served (in-country) in the Republic of Vietnam).

In the case of a veteran who physically served in the Republic of Vietnam, the date range is expanded to the period between February 28, 1961, and May 7, 1975.

i) Special Population: Transitioning Service Members, Capstone

Transitioning service members are assessed on Career Readiness Standards (CRS) by unit commanders during Capstone sessions. Capstone sessions are offered to transitioning service members to help them make adequate preparations for post-military careers before they leave active duty.

When a service member is assessed as not meeting CRS (e.g., if a member does not have an adequate civilian resume), the commander then facilitates a “warm

handover” of the service member to an LWDB staff member or DVOP for individualized career services. For each transitioning service member, unit commanders evaluate and document CRS and readiness for transition to civilian employment on the member’s [DD eForm 2648 - Service Member Pre-Separation / Transition Counseling and Career Readiness Standards eForm for Service Members Separating, Retiring, Released from Active Duty \(REFRAD\)](#).

j) Special Population: Transitioning Service Members Ages 18 to 24

Transitioning service members who are between the ages of 18 to 24 at the time of application.

k) Special Population: Transitioning Service Members Reduction in Force

Transitioning service members who are being separated from active U.S. military service due to a reduction in force.

l) Special Population: Military Treatment Facility and Warrior Transition Unit (Transition Service Members/Spouses/Caregivers)

Members of the Armed Forces who are wounded, ill, or injured and receiving treatment in a Military Treatment Facility (MTF), also known as military hospitals, or Warrior Transition Unit (WTU), also known as Soldier Recovery Units; and the spouses or other family caregivers of such wounded, ill, or injured members.

C. Employ Florida Recording

The provision of the veteran intake screening must be recorded in Employ Florida using Employ Florida service code 159 (Initial Intake Screening – DVOP Services) and include a case note that aligns with the requirements prescribed in the [Employ Florida Service Code Guide](#). Service code 159 (Initial Intake Screening – DVOP Services) does not trigger nor extend participation.

Note: An initial assessment as recorded by Employ Florida service code 102 (Initial Assessment) must no longer be used solely to determine eligibility for DVOP services. The purpose of the intake screening is to refer those individuals who are eligible for DVOP specialist services without delay. The first service from the DVOP specialist will be an objective assessment to determine service level needs.

The LWDB staff member conducting the veteran intake must, in addition to providing the intake screening, ensure priority of service has been explained to covered persons

in accordance with [Administrative Policy 111: Priority of Service for Veterans and Covered Persons](#).

D. Exceptions

Veterans referred by certain partner programs, or engaged during planned DVOP specialist outreach, upon verification of their eligible veteran/person status, may immediately be referred to, or served by (in certain circumstances) the DVOP specialist. Additionally, the DVOP specialist may make initial remote contact to veterans who have completed an Employ Florida registration and self-attested to having an SBE and/or are designated as a special population veteran. The exceptions to the veteran intake policy include:

1. Outreach

DVOP specialists are required to conduct outreach to areas where veterans congregate in order to engage SBE and special population veterans. If a DVOP specialist engages with a veteran during planned outreach, the DVOP may evaluate the veteran for JVSG eligibility and, if eligible, immediately provide individualized career services. The DVOP specialist must record a case note in the participant's objective assessment that states the veteran was initially engaged during outreach and record Employ Florida service code 117 in the individual's Wagner-Peyser program application in accordance with the [Employ Florida Service Code Guide](#). If the DVOP specialist engages a non-eligible veteran during outreach, the DVOP specialist will refer the individual to a non-JVSG staff member to assist with any required services.

2. Employ Florida

The initial intake screening categories are an integrated function of the state's case management and online labor exchange system, Employ Florida. The system's individual registration and Wagner-Peyser program application capture information from the individual that indicates eligibility for DVOP services. Individuals who meet the eligible veteran or spouse criteria with an SBE, or who are designated as a special population, are identified by an SBE icon below their name.

DVOP specialists may be the initial, remote contact for eligible SBE and special population veterans and spouses who have registered in Employ Florida for the purpose of explaining and promoting available career center services, including JVSG services. This remote contact must be recorded in Employ Florida in the form of a case note. If the individual presents at the career center for employment services as a result of the DVOP contact, the individual may be immediately

referred to the DVOP specialist. The DVOP must record a case note in the participant's objective assessment that states the veteran was initially engaged as a result of targeted, Employ Florida outreach.

3. Veteran Readiness and Employment Program, Chapter 31

The Veteran Readiness and Employment program, formally known as Vocational Rehabilitation and Employment (VR&E), is a joint collaboration between the U.S. Veterans Administration (VA) and the Florida Department of Economic Opportunity (DEO) to provide employment services to disabled veterans who have completed, or are about to complete, their VR&E-funded education. All veterans participating in the VR&E program are disabled veterans; therefore, they meet the SBE requirement for DVOP services.

4. Homeless Veteran Reintegration Program

The Homeless Veterans' Reintegration Program (HVRP), authorized by [Title 38, U.S.C., Chapter 20](#), is an employment focused competitive grant program of the Department of Labor, Veterans' Employment and Training Service (DOL-VETS), and is the only federal grant to focus exclusively on competitive employment for homeless veterans.

In accordance with Veteran Program Letter (VPL) 03-16, HVRP grantees must ensure HVRP veterans are co-enrolled with their local career center. Co-enrollment means the HVRP participant must receive, at minimum, one program-funded service from the LWDB. This may be accomplished by having Wagner-Peyser or other non-JVSG staff assist the veteran with the following:

- Notification of priority of service;
- Orientation to available programs and services in the career center;
- Employ Florida account registration assistance;
- Ensuring the HVRP grantee's five-digit grant number is entered in the veteran tab of the veteran's Employ Florida Wagner-Peyser Program Application, as detailed in the [Virtual OneStop® User Guide for Staff, Section 5: Programs – Wagner-Peyser](#).

Note: Employ Florida service code 189 (Notification of Priority of Service) does not trigger program participation for the purpose of performance reporting. This process is to ensure the veteran referred by HVRP is not enrolled in the LWDB's performance unless he/she is interested in receiving workforce services.

After the veteran has been informed of priority of service and all available workforce programs, and if the HVRP veteran meets the definition of an eligible veteran/person, he/she may be referred immediately to the DVOP for services, if

desired. If the HVRP veteran is requesting employment services and does not meet the definition of an eligible veteran, they must be served by the first available non-JVSG career center staff member.

E. State and Local Monitoring

Services and activities provided under JVSG must be monitored annually for compliance with JVSG requirements by DEO. DEO will monitor local activities, policies, and procedures for alignment with the requirements outlined in this policy.

V. DEFINITIONS

Caregiver - As defined by [Title 38, U.S.C. 1720G\(d\)](#), with respect to an eligible veteran, a caregiver means an individual who provides personal care services to support the veteran's:

- a) Health and well-being;
- b) Everyday personal needs (like feeding, bathing, and dressing); and/or
- c) Safety, protection, or instruction in their daily living environment.

Career Center - Also known as a One-Stop Center or American Job Center (AJC), career centers are designed to provide a full range of assistance to job seekers under one roof. Established under the Workforce Investment Act and reauthorized in the Workforce Innovation and Opportunity Act of 2014, these centers offer training referrals, career counseling, job listings, and similar employment-related services.

Case Notes - Online statements entered in Employ Florida by the staff member who identifies a participant's status for a specific data element, the date on which the information was obtained, and the career planner who obtained the information.

Covered Person - A veteran or eligible spouse who is entitled to priority of service as defined in Administrative Policy 111: Priority of Service for Veterans and Covered Persons.

Disabled Veteran Outreach Program (DVOP) Specialist - Specialists who provide individualized career services and facilitate placements to meet the employment needs of veterans and eligible persons who have significant barriers to employment or have otherwise been designated by the U.S. Department of Labor Veterans' Employment and Training Service (VETS).

Individualized Career Services - Services required to retain or obtain employment, consistent with [20 CFR 678.430](#). Generally, these services involve significant staff time

and customization to the veteran's needs. Individualized career services include services such as: specialized assessments, developing an individual employment plan, counseling, work experiences (including transitional jobs), etc.

Priority of Service - With respect to any qualified job training program, a covered person shall be given priority over nonveterans for the receipt of employment, training, and placement services provided under that program, notwithstanding any other provision of law. In order to be eligible for priority of service, a veteran must have served at least one day in the active military, naval, or air service, and have been discharged or released under conditions other than dishonorable, as specified in [Title 38, U.S.C. Section 101](#).

Remote Contact - Customer contacts, or contact attempts, by the staff member which are facilitated through phone, text message, video conference, or electronic mail (e-mail).

Service Connected - Means, with respect to disability or death, that such disability was incurred or aggravated, or that the death resulted from a disability incurred or aggravated, in the line of duty in the active military, naval, or air service.

Transitioning Service Member - A member of the U. S. military who will separate from active service in the next 12 months or who will retire from active service in the next 24 months.

VI. ATTACHMENTS

Attachment A - Veteran Intake Form

VII. RESOURCES

[Jobs for Veterans' State Grant Disabled Veteran Outreach Program Desk Reference](#)

[Jobs for Veterans State Grant Primer](#)

[Military Spouse Desk Reference](#)

DEO Veteran Intake at Career Centers Flow Chart

[VPL 03-16](#)

VIII. REVISION HISTORY

Date	Description
TBD	Approved by CareerSource Florida Board of Directors.
TBD	Issued by Florida Department of Economic Opportunity.



Administrative Policy

**POLICY
NUMBER 101**

Title:	Trade Adjustment Assistance Training and Other Activities Funding
Program:	Trade Adjustment Assistance (TAA)
Effective:	July 9, 2019

I. PURPOSE AND SCOPE

The purpose of this policy is to provide to local workforce development boards (LWDBs) the requirements for Trade Adjustment Assistance (TAA) Training and Other Activities (TaOA) funding.

II. BACKGROUND

The Trade Act of 1974 established the Trade Adjustment Assistance for Workers Program, herein known as the TAA program, to assist workers who have been laid off or whose jobs have been threatened because of foreign trade or competition (trade-affected workers). The TAA program has been amended several times in the last 40 years, most significantly in 2002, 2009, 2011 and 2015. The 2015 amendment, known as the Trade Adjustment Assistance Reauthorization Act of 2015 (TAARA 2015), reauthorized the TAA program and is the most current. Trade-affected workers may be covered and eligible to apply for TAA benefits and services under either the 2002, 2009, 2011 or 2015 amendments.

To be eligible for TAA benefits, a group of two or more workers must establish that they were separated from their employment either because their jobs moved outside the United States or because of an increase in directly competitive imports. To establish eligibility, a group of workers (or their representative) must file a petition with the U.S. Department of Labor (USDOL). Upon receipt of the petition, USDOL investigates to verify the role of foreign trade in the workers' job losses. If USDOL determines the workers meet TAA requirements, it will issue a certification which renders the workers eligible to apply to a local career center for individual services and benefits, to include training, employment and case management services, job search and relocation allowances, Trade Readjustment

Allowance (TRA), Reemployment Trade Adjustment Assistance (RTAA), and the Health Coverage Tax Credit (HCTC).

The TAA program is funded by a federal entitlement grant. Funds are allocated to the states via the USDOL Office of Trade Adjustment Assistance's grant allocation formula that considers past and anticipated program usage. States may expend training and reemployment service funds in the year of allocation or in either of the next two fiscal years. Fund allocations to LWDBs are made available through a Notice of Grant Award/Funding Availability that specifies which cost object the issued funds support.

The TAA program operates through three types of grants: Training and Other Activities, Trade Readjustment Allowances, and Reemployment Trade Adjustment Assistance. This policy covers the administration of funding allocated to LWDBs for Training and Other Activities. The Trade Readjustment Allowances and Reemployment Trade Adjustment Assistance are funded by a separate uncapped grant administered by the Florida Department of Economic Opportunity (DEO) and are not allocated to the LWDB. The Health Coverage Tax Credit is a federal tax credit that pays 72.5 percent of qualified health care insurance premiums for trade-affected workers and their families. This TAA program benefit is administered by the Internal Revenue Service.

III. AUTHORITY

[Trade Adjustment Assistance Act of 1974, as amended](#)

[Trade Adjustment Assistance Reform Act \(TAARA\) of 2002](#)

[Trade and Globalization Adjustment Assistance Act \(TGAAA\) of 2009](#)

[Trade Adjustment Assistance Extension Act \(TAAEA\) of 2011](#)

[Trade Adjustment Assistance Reauthorization Act \(TAARA\) of 2015](#)

[20 Code of Federal Regulations \(CFR\) Part 617](#)

[20 Code of Federal Regulations \(CFR\) Part 618](#)

[41 Code of Federal Regulations \(CFR\) Chapters 300-304 Federal Travel Regulation \(FTR\)](#)

[Training and Employment Guidance Letter \(TEGL\) 05-15](#)

[TEGL 15-12](#)

[TEGL 22-08](#)

[TEGL 18-20](#)

IV. POLICIES AND PROCEDURES

LWDBs must ensure TaOA funds are used as the first option to support allowable expenses for trade-affected workers eligible for and receiving services under TAA, including those who are co-enrolled in the Workforce Innovation and Opportunity Act Dislocated Worker

program. TaOA funds allocated to LWDBs fall into four cost categories: Training, Case Management, Job Search and Relocation, and Administrative funds.

A. Training Funds

Training funds are primarily used to directly fund training expenditures for eligible TAA participants. TAA participants who lack the education and skills to return to suitable employment may be eligible for training. If the results of the comprehensive assessment reveal the TAA participant requires training, and the participant is interested in training, the Local TAA Coordinator must provide individual counseling to determine suitable training, offer information on available training programs, and provide guidance on how to apply for such training. Eligible trade-affected workers request training services through the appropriate LWDB. The Trade Act requires that the LWDB must approve training for a trade-affected worker if the following six (6) program criteria are met:

- a) There is no suitable employment available for the worker;
- b) The worker would benefit from appropriate training;
- c) There is a reasonable expectation of employment following completion of such training;
- d) Training is reasonably available to the worker from either governmental agencies or private sources;
- e) The worker is assessed and qualified to undertake and complete such training; and
- f) The training is suitable for the worker (based upon the worker's capabilities, background and experience) and available at a reasonable cost.

Once approved and documented in the participant's Employ Florida TAA Program Application, training may be paid on the participant's behalf directly to the service provider or through a voucher system using TAA program funds at the local level. There is no federal or state limit on the amount of program funding that can be expended on training for a trade-affected worker so long as the cost is determined to be reasonable. Reasonable means that the costs of the training are not unreasonably high in comparison with the average cost of training of other workers in similar occupations at other providers. LWDBs may expend program funds on the following TAA training services (and all allowable benefits that accompany the services): classroom training, registered apprenticeship, on-the-job training, and customized training.

Examples of allowable costs accommodating training services include, but are not limited to: books, required supplies, course fees, registration fees, travel and subsistence costs for training outside the local commuting area, and other items or services deemed necessary by the training institution for the completion of training.

1. Employ Florida Reporting

Local TAA Coordinators must report training expenditures for TAA participants in the state's online labor exchange and case management system, Employ Florida, at the point of invoice. The point of invoice is the receipt date of the invoice. Electronically received invoices are date stamped via e-mail. Therefore, the received date and the invoice date shall be the same. Mailed invoices should be stamped on the day of receipt. Therefore, the received date, stamped date, and invoice date shall be the same. As such, LWDBs must establish procedures that ensure the LWDB's financial team and Local TAA Coordinator receive access to invoices for TAA training expenditures and report those expenditures at the same time. Local TAA Coordinators must report TAA training expenditures in Employ Florida under the participant's TRA Payments subsection of the TAA program application. LWDB financial teams report TAA training expenditures in the Subrecipient Enterprise Resource Application (SERA).

LWDBs are required to report TAA-approved training costs in Employ Florida under the participant's TRA Payments subsection of the TAA application. TAA participant data is reported quarterly to USDOL through the Participant Individual Record Layout (PIRL). The TAA program has performance measures that seek to ensure data accuracy and gauge the program's effectiveness. Quarterly, DEO receives a report card from USDOL referred to as the Trade Adjustment Assistance Data Integrity (TAADI) report. The TAADI is a standardized review of high-quality data that is essential to evaluating the program's effectiveness and monitoring service delivery. The TAADI report requires cross validation between participant data and fiscal data. This process ensures expenditure data recorded in the PIRL, as reported within Employ Florida, align with corresponding data on the state's TAA financial report, Employment and Training Administration (ETA) Form 9130.

B. Case Management Funds

States are required to use at least five percent of their program allocation to provide case management and employment services to TAA participants, except for those covered under TAARA of 2002. Under TAARA of 2002, case management funds may not be used to support employment services for participants certified under this amendment. Workforce Innovation and Opportunity Act (WIOA) and/or Wagner-Peyser funds must be used to support employment services for TAA participants covered under TAARA of 2002.

In accordance with Section 235 of the Trade Act of 1974 P.L. 93-618, as amended, LWDBs must offer and document the following eight employment services to trade-affected workers:

- a) Comprehensive assessments;
- b) Specialized assessments;

- c) Provision of labor market information;
- d) Individual career counseling;
- e) Development of an Individual Employment Plan;
- f) Information on training and financial aid;
- g) Information on the availability of supportive services; and,
- h) Short-term pre-vocational services.

The following list of activities are also considered to be case management and are allowable uses of case management funds:

- a) Outreach related to the public education and promotion of the TAA program's eligibility, benefits, and services to potentially trade-affected employers;
- b) Conducting Rapid Response TAA informational sessions;
- c) Entering data into Employ Florida, including entering service codes and case notes;
- d) Establishing and updating training benchmarks;
- e) Developing and tracking training plans (including verifying satisfactory participation);
- f) Monitoring TAA participant files;
- g) Developing, updating, and monitoring IEPs to include removing employment barriers;
- h) Costs associated with training TAA and LWDB staff on the TAA program, including activities and services available to TAA participants;
- i) Maintaining and enhancing tools and equipment (including electronic equipment) that would improve case management services;
- j) As a mandatory workforce program partner, program-related supplies, equipment, travel, postage, utilities, rental, and maintenance of office space for the Local TAA Coordinator;
- k) Indirect costs associated with the program; and
- l) Any other staff costs related to case management.

1. Local TAA Coordinators

As outlined in Training and Employment Guidance Letter (TEGL) No. 01-10, the TAA program operates in accordance with merit principles established under the Wagner-Peyser Act. Under this guidance, DEO, as the state workforce agency, is required to use TAA funds to hire merit-staff employees to provide case management and employment services to trade-affected workers, and apply to these personnel the standards for a merit system of personnel administration in accordance with Office of Personnel Management regulations at 5 CFR Part 900, subpart F.

To ensure case management and employment services are provided by state personnel, each LWDB is required to designate at least one merit-staff employee under their functional supervision as the Local TAA Coordinator. Local TAA Coordinators are primarily funded by Wagner-Peyser to provide TAA services to trade-affected workers. The case management cost category supports direct charges for Local TAA Coordinator salary and benefits.

C. Job Search and Relocation Allowances

LWDBs may receive funding to provide job search and relocation allowances. This funding should be used for TAA participants who have no reasonable expectation of securing suitable employment within the state-defined commuting area (see DEO memorandum, [State Definition of Trade Adjustment Assistance Commuting Area](#)).

Job search allowance is a support service that may be used to subsidize transportation and subsistence (lodging and meals) costs related to job search activities outside the state-defined commuting area. The amount payable is 90 percent of the total costs for transportation and 90 percent of the total costs for subsistence. Costs for transportation are determined by the prevailing amount authorized under U.S. General Services Administration's (GSA) privately-owned vehicle mileage reimbursement rates. Costs for subsistence payments are determined by the federal per diem rate as defined by GSA. Reimbursement for these expenses may not exceed \$1,250 for any worker.

Relocation allowance is a support service that may be used to subsidize the moving costs of TAA participants who have secured permanent employment outside of the state-defined commuting area. The amount payable is 90 percent of the reasonable and necessary expenses of moving the participant, their family, and their household items. Relocating TAA participants may also be eligible for a lump sum equivalent to three times their weekly wage, up to a maximum of \$1,250. Under TAARA of 2002, TAAEA of 2011 and TAARA of 2015, participants can receive an allowance equal to 90 percent of each of their job search and relocation expenses, up to a maximum of \$1,250 for each benefit. Under TGAAA of 2009, participants may receive up to \$1,500 for each benefit.

Job search and relocation funds shall be requested by LWDBs on an as-needed basis. LWDBs may request job search and relocation funds by emailing the request to the State Trade Program Office at TAA@deo.myflorida.com. The State Trade Coordinator will review all requests and route to the DEO Bureau of Financial Management for approval.

D. Administrative Funds

Administrative funding is limited to 10 percent of the state's total allocation. Administrative funding is used primarily to support state-level administration of the

TAA program including Trade Readjustment Allowances and Reemployment Trade Adjustment Assistance. Funds for the Trade Readjustment Allowances and Reemployment Trade Adjustment Assistance are issued directly to DEO by USDOL and are not issued to the LWDBs.

E. Initial Allocation Funding Methodology

At the beginning of each state program year (PY), DEO will automatically carry over the remaining allocation from the previous PY. If an LWDB does not have carry over funds, and a TAA petition is certified in their service area, the LWDB may request an initial allocation by emailing the request to the State Trade Program Office at TAA@deo.myflorida.com. The State Trade Coordinator will review requests and route to the DEO Bureau of Financial Management for approval. It is recommended that LWDBs with recently certified petitions submit the request to DEO after the TAA informational session with the trade-affected workers has been held. This will allow the LWDB to submit a request for funds that considers:

- a) The number of trade-affected workers;
- b) Estimated participant levels (based upon the workers who indicated an interest in receiving TAA services and benefits in the informational session or one-on-one meeting); and
- c) The projected cost of training.

LWDBs are expected to expend these funds within the period defined in the Notice of Grant Award/Fund Availability. LWDBs must ensure these funds are used in addition to, and not to offset, any funds the LWDB receives under Wagner-Peyser, WIOA or any other program.

F. Supplemental Funds

After LWDBs expend initial allocations for the PY, LWDBs may request additional TAA program funds by emailing the request to the State Trade Program Office at TAA@deo.myflorida.com. The State Trade Coordinator will review requests and route to the DEO Bureau of Financial Management for approval. For supplemental funding requests, it is recommended that the LWDB's Chief Financial Officer review and approve each submission.

G. State and Local Monitoring

Services and activities provided under TAA must be monitored annually for compliance with TAA requirements by DEO. DEO will monitor the requirements outlined in this policy and local operating procedures. If necessary and the documents are not easily located in Employ Florida, then DEO shall request documents from the

LWDB during a monitoring review. Additionally, LWDBs must establish local monitoring policies and procedures that include, at minimum:

- a) Roles of the Local TAA Coordinator and LWDB financial staff; and
- b) Local operating and monitoring procedures for implementation of this policy.

V. DEFINITIONS

Local TAA Coordinator - A merit-staff employee designated by the LWDB to determine TAA eligibility and to provide TAA case management and employment services with the goal of leading participants to suitable employment.

Petition - A request submitted to USDOL to certify an employer as adversely impacted by global trade or competition.

Reemployment Trade Adjustment Assistance (RTAA) - A wage subsidy for trade-affected workers 50 years of age or older who return to work paying less than their trade-impacted employment.

Subsistence - A monetary allowance to offset the costs of housing and meals when a participant must attend a training facility outside his or her normal commuting area.

Suitable Employment - Work of a substantially equal or higher skill level than the trade-affected worker's past trade-affected employment, with wages no less than 80 percent of the trade-affected worker's average weekly wage from the trade-affected employment.

TAA Participant - Any trade-affected worker who completes the initial TAA application and is enrolled in the TAA program by a Local TAA Coordinator by receiving a staff-assisted service.

Trade-Affected Worker - An individual who has been totally or partially separated from employment in a firm or subdivision of a firm that has been certified under TAA.

Trade Readjustment Allowance (TRA) - An income support payment for trade-affected workers who have exhausted Unemployment Compensation while attending TAA-approved full-time training or, if waived from training, while conducting work search.

VI. REVISION HISTORY

Date	Description
TBD	Approved by CareerSource Florida Board of Directors.
TBD	Issued by Florida Department of Economic Opportunity.

Consent Item 2

Approved _____
Disapproved _____

Consent Item 2

REQUESTS TO SERVE AS ONE-STOP OPERATOR

The federal Workforce Innovation and Opportunity Act (WIOA) requires local workforce development boards (LWDBs) to use a competitive procurement process to select their one-stop operators, and to conduct a competitive procurement of one-stop operators at least once every four years.

However, WIOA does not prohibit a local board from requiring competitive procurement more frequently. A local workforce development board may select a one-stop operator through sole source selection only under the criteria outlined in 20 CFR 678.610 and 20 CFR 200.320(f). Sole source procurement can only be done if:

- the item or service is available only from a single source,
- the public exigency or emergency for the item or service will not permit a delay resulting from competitive solicitation,
- the federal awarding agency or pass-through entity expressly authorizes non-competitive proposals in response to a written request from the non-federal entity, or
- after solicitation of several sources and competition is determined inadequate, whether for reasons of number or quality of proposals/bids.

Local boards that use the sole source selection must prepare and maintain written documentation describing the entire process of making such a selection. Sole source procurement must be done in accordance with locally established internal control and conflict of interest policies and procedures pursuant to 20 CFR 679.430.

CareerSource Palm Beach County and CareerSource Heartland each submitted a request to serve as a one-stop operator consistent with what the Act allows. The Florida Department of Economic Opportunity reviewed these requests and confirms the requirements to be designated as the one-stop operator have been sufficiently met. DEO recommends approval for the time periods for which the local boards have requested to serve as one-stop operator.

The CareerSource Florida professional team recommends the CareerSource Florida Board of Directors approve these requests.

FOR CONSIDERATION

Approve the following:

- CareerSource Palm Beach County's request to operate as a one-stop operator.
- CareerSource Heartland's request to serve to operate as a one-stop operator.

Supporting Documents

- CareerSource Palm Beach County's request for CareerSource Palm Beach County to be named as one-stop operator July 1, 2020-June 30, 2023.
- CareerSource Heartland's request for CareerSource Heartland to be named as one-stop operator July 1, 2021 – June 30, 2025



**CAREERSOURCE PALM BEACH COUNTY, INC.
REQUEST FOR SELECTION AS THE ONE-STOP OPERATOR**

Local Workforce Development Board (LWDB) 21

The Workforce Development Board of Palm Beach County, CareerSource Palm Beach County, Inc.

Julia Dattolo, Interim President/CEO

jdattolo@careersourcepbc.com, (561) 340-1060 Ext. 2363

CareerSource Palm Beach County, Inc. as the LWDB for Workforce Area 21, which includes Palm Beach County, Florida submits its application to serve as the One-Stop Operator effective August 25, 2020. The Local Workforce Development Board seeks approval of its designation as One Stop Operator in accordance with CareerSource Administrative Policy 097. The signatures below certify agreement to the request by the LWDB and the assurance the LWDB will operate in accordance with its Workforce Service Plan and applicable federal and state laws and regulations.

Chief Elected Official


Signature

Mayor Dave Kerner
Name (printed or typed)

Mayor, Palm Beach County
Board of County Commissioners
Title

08-26-, 2020
Signature Date

Chairman, Local Workforce Development Board


Signature

David Talley
Name (printed or typed)

Chairman, Board of Directors
Title

August 11,, 2020
Signature Date



CAREERSOURCE PLM BEACH COUNTY, INC. (LWDB 21) REQUEST FOR SELECTION AS THE ONE-STOP OPERATOR

Background: The workforce development board of Palm Beach County, CareerSource Palm Beach County, Inc. (CareerSource) has operated as the direct services provider of workforce services since July 10, 2007 for Local Workforce Development Area 21 serving Palm Beach County. In the Direct Services Model, CareerSource has reduced costs, improved operations and improved the image and knowledge of the local career center system in the communities served. As the direct services provider CareerSource has met and/or exceeded the State's Individual Training Account expenditure requirement each year since enactment and has met and exceeded Federal/State Workforce Common Measures/Primary Indicators of Performance.

Prior to Program Year 2017/2018, CareerSource also fulfilled the role of the One-Stop Operator since 1997. Upon the release of CareerSource Florida Administrative Policy #097, which outlined the requirements for Local Workforce Development Boards to follow in competitively procuring and selecting One-Stop Operators under WIOA, CareerSource began the process to comply. CareerSource released a Request for Proposals (RFP) on December 1, 2016 soliciting proposals for the selection of a One-Stop Career Center Operator. The RFP solicited an entity with the expertise, creativity and capability to act as the One-Stop Career Center Operator within Palm Beach County, Florida. Eligible applicants must have experience providing WIOA workforce services. Through CareerSource's competitive procurement process, a subrecipient agreement was awarded to Cambridge Consulting, LLC for the period of June 30, 2017 through June 30, 2021 depending upon performance and to be renewed annually as approved by the board.

On July 22, 2019 Cambridge Consulting, LLC submitted a letter of resignation to the CareerSource President/CEO to become effective December 31, 2019. Through lessons learned and updated WIOA guidance, CareerSource updated the definition of the roles and responsibilities of the CareerSource One-Stop Operator. Please refer to Attachment A. For compliance under WIOA, CareerSource began the process of competitively procuring another One-Stop Career Center Operator. On January 17, 2020, CareerSource released a One-Stop Operator RFP to accept proposals from vendors for the period of July 1, 2020 through June 30, 2021. Please refer to Attachment B. CareerSource conducted an open and competitive procurement process, fully compliant with CareerSource's local procurement policies outlined in the CareerSource Administrative Plan and consistent with the procurement standards of the Uniform Guidance at 2 CFR 200.318 through 200.326. All documentation related to the entire procurement process is in place and available for review if requested.

CareerSource received one (1) proposal for the One-Stop Operator RFP. The proposal did pass technical review and was rated by a team consisting of four (4) CareerSource administrative staff including the Interim President/CEO, Chief Operating Officer, Vice President, Administration and Manager-Performance Analysis. Based upon the review of the rating team and the cumulative rating score of 195 out of 400, the rating team recommended the proposal not be approved.

At the May 7, 2020 Board of Directors meeting, the recommendation to not approve the proposal received for the One-Stop Operator, was passed. The Board of Directors also approved for CareerSource administrative staff to move forward with releasing another RFP for One-Stop Operator services and to contact the State of Florida Department of Economic Opportunity regarding the availability of their approving CareerSource as the One Stop Operator.



Based upon the direction of the Board of Directors administrative staff released a second One-Stop Operator RFP to accept proposals from vendors. Please refer to Attachment B. Proposals were due July 6, 2020. The procurement was an open and competitive procurement process, fully compliant with CareerSource's local procurement policies outlined in the CareerSource Administrative Plan and consistent with the procurement standards of the Uniform Guidance at 2 CFR 200.318 through 200.326. All documentation related to the entire procurement process is in place and available for review if requested.

CareerSource received one (1) proposal in response to the second One-Stop Operator RFP. The proposal did pass technical review and was rated by a team consisting of four (4) CareerSource administrative staff including the Interim President/CEO, Chief Operating Officer, Vice President, Administration and Manager-Performance Analysis. Based upon the review of the rating team and the cumulative rating score of 162 out of 400, the rating team recommended the proposal not be approved.

At the July 16, 2020 Board of Directors meeting, the recommendation to not approve the proposal received for the One-Stop Operator, was passed. The Board of Directors also approved for CareerSource administrative staff to move forward with requesting approval from the Local Chief Elected Official and Governor allowing CareerSource Palm Beach County, Inc. to serve as the One-Stop Operator for LWDB 21.

Reason for Sole Source Selection: According to WIOA, a Local Board may be selected as a One-Stop Operator under limited conditions as described in 20 CFR 678.610, 2 CFR 200.320(f) and only with agreement of the local chief elected official and the Governor. The condition/criteria that CareerSource meets in order to be selected through sole source is as follows:

- After solicitation of a number of sources, competition is determined to be inadequate, for reasons of number and quality of proposals received.

As identified, through two (2) formal RFP procurements, CareerSource has received only one (1) bid. The first RFP issued in January of 2020, received one (1) proposal. The proposer ProjectNow, LLC scored 195 out of total cumulative score of 400. The second RFP issued only resulted in the same one proposer whose score was only at 162 out of total cumulative score of 400, through experience and lessons learned, CareerSource has clearly defined the role and responsibilities a One-Stop Operator must carry out in order to promote the efficiency and effectiveness of our comprehensive one-stop career center system. CareerSource has had the opportunity to evaluate performance and costs against original expectations. As previously mentioned, CareerSource had successfully performed One-Stop Operator functions in the role of the direct services provider of workforce services from January 2007 until June 30, 2016.

CareerSource has not received any monitoring or audit findings that indicate we have been out of compliance. To identify the delineation of duties of the Board as the One-Stop Operator and Direct Services Provider, the duties of the One-Stop Operator have been clearly defined and will be reported to the CareerSource Board of Directors. The duties of CareerSource as the direct services provider are outlined in the LWDB Local Plan. These duties are overseen by the CareerSource President/CEO. The CareerSource Board of Directors are responsible for governance, policy, strategy, oversight and financial integrity while the CareerSource President/CEO manages the day to day provision of workforce services.

The CareerSource Board of Directors follow CareerSource Florida's Board Contracting and Conflict of Interest Policy which is reviewed during board member orientation and reiterated in CareerSource's Administrative Plan. Declarations of Conflict of Interest is an agenda item on every board and committee meeting agenda that includes voting items.



CareerSource contracts with an independent monitoring firm for programmatic/fiscal monitoring. CareerSource specifically requests this firm to monitor the One-Stop Operator functions. CareerSource also contracts with a separate firm for auditing purposes.

Included with this request to be designated as the One-stop Operator for CareerSource Palm Beach County, Inc., LWDB 21, please find the following attachments:

- Updated definition of the roles and responsibilities of the One-Stop Operator - Attachment A
- Copy of the January 17, 2020 and April 28, 2020 One-Stop Operator RFPs - Attachment B
- Proof of Public Notice via our website - Attachment C
- PY 20-21 One Stop Operator Cost Price Analysis – Attachment D
- Documentation of the approval of the Local Chief Elected Official, page 86, 6.E.2.– Attachment E

Upon receipt of this request, should additional information or documentation be required, please contact Julia Dattolo, Interim President/CEO at (561) 340-1060 Ext. 2363 or via email to jdattolo@careersourcepbc.com.



February 22, 2021

Michelle Dennard, President/CEO
CareerSource Florida
PO Box 13179
Tallahassee, FL 32317

Dear President Dennard:

Heartland Workforce Investment Board, Inc., d/b/a CareerSource Heartland (CSH), known as Local Workforce Development Board 19, respectfully submits this sole source request to continue to serve as the One-Stop Operator for this local area.

CSH has served as One-Stop Operator and direct services provider since November 1, 2008. Following the Workforce Innovation and Opportunity Act requirement to competitively procure a One-Stop Operator, CSH issued a request for proposals (RFP) on October 5, 2020. Responses were due on November 6, 2020.

Prior to issuing the RFP, cost comparison was conducted through a review of the RFPs of Local Workforce Development Boards' (LWDB) 3 and 7, since they are similar to LWDB 19 in budget, demographics and/or geography. LWDB 7 estimated a cost of \$10,000; LWDB 3 estimated \$4,000. Since LWDB 3's expected tasks and partner listing more closely mirrored our expectations and partners, we estimated the cost of our One-Stop Operator service delivery to be approximately \$6,000.

Public notice was placed on our website on October 5, 2020 and remained posted through November 6, 2020. Eighteen additional solicitations to submit proposals were emailed to institutions of higher learning, government agencies, for-profit and not-for-profit entities, CPA firms, and chambers of commerce.

CSH received no proposals.

On January 15, 2021, following considerable discussion, CSH's Finance and Operations Committee voted to recommend to the CSH Board of Directors that CSH submit a request to CareerSource Florida to continue to serve as the One-Stop Operator. The Committee and the Board were advised that a local board may be designated as a One-Stop Operator only with the agreement of the local chief elected official and the Governor. On January 20, 2021, the CSH Board accepted the Committee's recommendation and directed CSH staff to submit a request to continue to act as the One-Stop Operator. On January 26, 2021, the CSH Executive Board unanimously voted to accept the Board's decision.

As previously mentioned, CSH has successfully performed One-Stop Operator functions since November, 2008. Copies of our requests and approvals to perform these functions are on file with CareerSource

An equal opportunity employer/program

Florida (CSF) and the Department of Economic Opportunity (DEO), and can be provided upon request. Our partnerships and Memoranda of Understanding are outlined in our 2020-2024 Local Plan, which was approved by, and is on file with, CSF and DEO. We have not received any monitoring or audit findings that indicate we have not been successful in the performance of our duties as a One-Stop Operator.

To identify the delineation of duties of the Board as the One-Stop Operator and Direct Service Provider:
The duties of the One-Stop Operator are:

- Oversight of the coordination of service delivery among the required one-stop partners and service providers, including assurance that practices are in place to encourage services to individuals with barriers to employment;
- Provision of quarterly reports indicating how the One-Stop operation was evaluated to determine compliance, including any necessary actions, recommendations or suggestions for improvement.

The duties of the Direct Service Provider are:

- Workforce Innovation and Opportunity Act (WIOA) Eligibility determination
- Outreach, intake, orientation
- Initial assessment of skills and support service needs
- Labor exchange services (job search and placement assistance, career counseling) and services to businesses
- Referrals to other programs
- Provision of labor market information
- Provision of training provider performance and program cost information
- Provision of information on local board accountability measures
- Provision of information on availability of, and referral to, support services, or SNAP and TANF services
- Provision of information and assistance on filing claims for Reemployment Assistance
- Provision of assistance in establishing eligibility for financial aid assistance for programs not funded through WIOA
- Provision of services needed to obtain and/or retain employment, such as comprehensive assessment, IEP development, group and/or individual counseling, career planning, internship and Work Experience, financial literacy, out of area job search, etc.
- Provision of follow-up services

The CSH Board adheres to the “Carver Model” of governance, in which the Board maintains its role as a strategic planning and policy board and oversight body, focusing on governance, strategy, oversight, ethics, financial integrity, and performance standards. This model allows the CSH Board to manage the One-Stop Operator activities and the CSH President/Chief Executive Officer to manage day to day operations (daily service provision), which provides the firewall as required by the WIOA. The Board sets the strategies and governance, and holds the President/CEO accountable to translate those items into operational policies, procedures, and implementation.

Regarding Conflict of Interest, the CSH Board of Directors follow CareerSource Florida's Board Contracting and Conflict of Interest policy, which is reviewed during board member orientation and reiterated in Article VI, Sections 4 and 5 of the Board's bylaws, which state:

SECTION 4. Conflict of Interest

- a. No member of the CSH Board of Directors shall discuss any matter before the Board or its Committees/Councils that would financially benefit the member or their company or any organization they are affiliated with without first declaring a conflict of interest. Any member of the Board of Directors who has a perceived conflict of interest, as defined by Florida law and/or guidance from the state workforce board, must complete a conflict of interest form. It is the intention of the Board of Directors that all members will comply with any guidance outlining conflicts of interest, as prescribed by federal and state law.
- b. Each Board member shall be responsible for assuring there is no conflict of interest, or appearance thereof, in all matters voted on and shall be personally responsible for declaring any conflict of interest, or perception thereof, of which the member is aware.
- c. No member of the Board shall make or second a motion or cast a vote on any matter under deliberation by the Board or its Committees/Councils which has a direct bearing on services to be provided by the member or any organization with which the member is associated.
- d. No member of the Board shall make or second a motion or cast a vote on any matter before the Board or its Committees/Councils which would financially benefit the member or his/her organization or company.
- e. All members of the Board may vote on the Local Plan of Service.

SECTION 5. Abstentions

- a. Any member with a conflict of interest, or appearance thereof, shall abstain from voting on such matters.
- b. All abstentions due to a conflict of interest shall be publicly acknowledged and recorded in the minutes.

We are confident that the firewall and conflict of interest policies are current and consistent with WIOA requirements.

Regarding monitoring, an independent entity will be hired to monitor CSH's performance as a One-Stop Operator. The results will be reported to the Chief Elected Official.

Included with this request to be designated as the One-Stop Operator for CareerSource Heartland LWDB 19, please find the following attachments:

- Copy of our One-Stop Operator RFP
- Proof of public notice via our website

- Proof of emailed solicitations
- Documentation showing how long the public notice was posted
- Documentation of approval of the chief elected official of this action

Upon receipt of this request, should additional information or documentation be required, please contact me at (863) 385-3672 x 1303, or via email to ddoubleday@careersourceheartland.com.

Thank you for your consideration.

Respectfully,



Donna Doubleday
President/CEO

Attachments as indicated

**CareerSource Heartland
Request to Serve as One-Stop Operator**

LWDB Number: 19

LWDB Name: CareerSource Heartland

Contact Name: Donna Doubleday, President/CEO

Contact Phone Number: 863-385-3672 x1303

The Local Workforce Development Board submits its application to serve as One-Stop Operator, effective July 1, 2021.

The signatures below certify agreement to the request by the Local Workforce Development Board and the assurance that the Local Workforce Development Board will operate in accordance with applicable federal and state laws and regulations.

Chief Elected Official


Signature

Kelly Owens

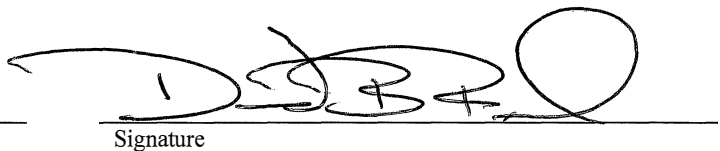
Name (printed or typed)

Commissioner, Okeechobee County
Board of County Commissioners/Chair,
CHS Executive Board

Title

2/19/2021
Signature Date

Chairman, CareerSource Heartland Board


Signature

David Royal

Name (printed or typed)

Chair, CSH Board of Directors

Title

2/19/2021
Signature Date



REQUEST FOR PROPOSAL FOR ONE-STOP OPERATOR

Date Issued: October 5, 2020

Deadline for Responses: November 6, 2020 @ 3:00 P.M. ET

Each Respondent must complete and submit the following:

1. Attachment A – Proposal Cover Page
2. Attachment B – Administrative and Financial Capabilities Checklist
3. Line Item Budget as Attachment C (format not provided)
4. One (1) signed original response marked "ORIGINAL"; and
5. Four (4) copies marked "COPY".

Submit Responses to: CareerSource Heartland
Attention Brian Mercurio
5901 US Hwy 27 S, Suite 1
Sebring, Florida 33870

Questions:

1. Deadline for questions is October 16, 2020 (see "Proposed Schedule")
2. Submit questions by email to: bmercurio@careersourceheartland.com
3. Reference "ONE STOP OPERATOR" in the email subject line.

Answers/responses will be posted on the CareerSource Heartland website at:

<http://www.careersourceheartland.com>

I. Introduction/Purpose

The vision for One-Stop career centers under the Workforce Innovation and Opportunity Act (WIOA), hereinafter called the Act, is characterized by providing excellent customer service to job seekers and employers, customer-centered service delivery, and continuous improvement. This vision is the foundation of the One-Stop Operator services being solicited through this Request for Proposal (RFP) as we strive to ensure that quality services are delivered in the most efficient and effective way possible, through full integration and coordination of One-Stop career center partners and resources that support seamless service delivery.

In accordance with the requirements of the Act, CareerSource Heartland (CSH) is seeking the services of an appropriate individual or organization with the expertise to serve as our One-Stop Operator, capable of carrying out the duties of the One-Stop Operator as described in the Act.

As described in WIOA Section 121, One-Stop Operators must be an entity (public, private, or non-profit) or a consortium of entities (including a consortium of entities that, at a minimum, includes three (3) or more of the one-stop partners described in subsection (b)(1)), of demonstrated effectiveness, located in the Local Workforce Development Area (LWDA). Such entities may include:

- An institution of higher education
- An employment service State agency established under the Wagner-Peyser Act
- A community-based organization, non-profit organization, or intermediary
- A private for-profit entity
- A government agency
- Another interested organization or entity which may include a local chamber of commerce or other business organization, or a labor organization

The initial contract period starts July 1, 2021 and ends June 30, 2022, with the potential for two (2) one-year renewals thereafter.

II. Description of CareerSource Heartland

General Information

CareerSource Heartland (CSH) is a private, not-for-profit 501(c)3 corporation, governed by an independent Board of Directors, and appointed by the respective Boards of County Commissioners to serve as the administrative entity and fiscal agent for DeSoto, Hardee, Highlands, and Okeechobee Counties in Florida. CSH administers local workforce development and welfare reform programs as part of the State of Florida and Federal Government's initiatives.

CSH has four (4) career centers staffed with individuals who are dedicated to helping the employers and citizens of DeSoto, Hardee, Highlands, and Okeechobee Counties with their employment needs. We work to connect local businesses with qualified employees, provide access to a statewide database of job openings, offer quick links to the most up-to-date job market research, assist with resume writing and interviewing techniques and offer educational workshops to sharpen job search skills. We also work with local economic development organizations, local leaders in education, private industry, and community-based organizations to enhance programs that will result in a skilled, talented workforce that meets local employer needs and demands.

CareerSource Heartland Board

The CSH Board of Directors is comprised of representatives of businesses, local educational entities, labor organizations, community-based organizations, economic development agencies, one-stop partners and other individuals deemed appropriate. All members are appointed/confirmed by the CSH Executive Board.

CareerSource Heartland Executive Board

In accordance with guidance established in the LWDA's Heartland Workforce Investment Consortium *Inter-local Agreement*, one Local Elected Official (LEO) from each Board of County Commissioners (BOCC) of the four (4) member counties will be appointed to serve as that BOCC's representative on the CSH Executive Board. The Executive Board is the vehicle through which elected officials in the member counties participate in the planning, approval and operation of CSH's employment and training assistance programs, as mandated by law. A Chair and Vice-Chair will be selected from among the LEOs that comprise the Executive Board. The Executive Board Chair is designated as the LWDA's Chief Elected Official, for authentication purposes.

III. Scope of Services to be Provided/Funding

CSH is seeking an organization with the expertise and established track record for providing services required of a One-Stop Operator. For purposes of this RFP, CSH defines the basic role of a One-Stop Operator as an entity that will coordinate the service delivery of participating one-stop partners and service providers within the CSH career centers. The selected entity will be responsible for working with CSH to assure that CSH is coordinating services across program lines and with other organizations required by the Act. The selected service provider shall, at a minimum be responsible for:

1. Providing quarterly reports indicating how the One-Stop center was evaluated to determine compliance, any necessary actions, recommendations and/or suggestions for improvement including, but not limited to, practices outlined in item three (3) below.
2. Disclosing any potential conflict(s) of interest arising from the relationship of the One-Stop Operator with particular training service providers or other service providers.
3. Recommending practices that encourage the One-Stop partners to provide services to individuals with barriers to employment, including individuals with disabilities, who may require longer-term services, such as intensive employment training and education services.
4. Complying with Federal regulations and procurement policies.

CSH has been approved to provide, and will continue to provide, direct career services as defined by the WIOA §134(c)(2) and shown below. As a result, this RFP's Scope of Services does not include the One-Stop Operator providing training services or providing any of the following career services or information:

- Eligibility determination
- Outreach, intake, orientation
- Initial assessment of skills and support service needs
- Labor exchange services (job search and placement assistance and career counseling) and services to businesses
- Referrals and coordination with other programs
- Providing Labor Market Information (LMI)
- Providing performance and program cost information of training contractors
- Providing performance information on the local Board with regard to accountability measures
- Providing information on the availability of, and referral to, support services, Supplemental Nutrition Assistance Program (SNAP), and Temporary Assistance for Needy Families (TANF)
- Providing information and assistance on filing claims for Reemployment Assistance (RA)
- Providing assistance in establishing eligibility for financial aid for programs not funded through WIOA
- Providing services in order to obtain and retain employment, such as comprehensive assessment, IEP (Individual Employment Plan) development, group and individual counseling, career planning, internship and Work Experience, financial literacy, out of area job search, ESOL (English to Speakers of Other Languages), etc.
- Providing follow-up services

Funding Availability

CSH will make sufficient funding available from various State and Federal sources to deliver the services requested in this RFP and does not anticipate the necessity of committing funding in excess of \$6,000 per year. This amount is provided for planning purposes only and does not commit CSH to award a contract for this amount.

IV. Specific Information Requested in the Response

Should your organization be interested in providing the One-Stop Operator services as described in the Scope of Services section of this RFP, please prepare, and submit a response including the information in the order shown below.

1. Cover letter that includes a statement that the organization understands the scope of services sought and a statement guaranteeing the price for the term of the contract. The cover letter must be signed by an individual with the authority to legally bind the organization to the response presented.
2. Scope of Services. Respondent should explain its proposed approach to providing One-Stop Operator services.
3. A resume or organization history showing that the responding party has a background in providing workforce services and has a clear understanding of the Act.
4. Attachment A – Proposal Cover Page
5. Attachment B – Administrative and Financial Capabilities Checklist
6. Budget.
 - a. Provide a total cost for the delivery of the services described in the Scope of Services section of this RFP, as well as budget detail by line item as Attachment C.
 - b. Indicate the number of hours per year to deliver the services requested in this RFP.
 - c. A for-profit entity submitting a proposal must present any proposed profit in a separately identifiable budget line item. Profit must be negotiated separately from costs to ensure it is fair and reasonable and is based on the proposers' efforts and risks in achieving the intended results.
7. Other information. Responses may include any additional information which your organization wishes to provide for consideration. If there is no additional information to include, please state, "There is no additional information our organization wishes to present" – or simply indicate "none".

Proposed Schedule

This schedule may be altered at any time at the discretion of CSH.

Description	Dates
Release of RFP	October 5, 2020
Question and Answer Period	October 5 – October 16, 2020
Proposal Deadline	November 6, 2020 @ 3:00 pm ET
Raters Review Period	November 16 – December 11, 2020
Finance & Operations Committee Meeting	On/about January 11, 2021
Anticipated Final Decision at Board Meeting	January 20, 2021
Provision of services begin	July 1, 2021

Standards

Respondents may be any individual or entity/entities as described on page two (2), organized in accordance with State and Federal laws, with successful experience in workforce development.

No parties debarred or suspended from doing business with the State of Florida or the Federal government will be eligible to do business with CSH.

Response Format

Respondents must follow the instructions in this RFP in order to be considered fully responsive. Submissions must be concise and easily understood.

Responses must be submitted on 8.5" x 11" pages, printed or typewritten and single-spaced. Text should be presented single-sided on each separate page.

Respondents must submit one (1) copy with original signatures, marked "Original"; and four (4) paper copies, marked "Copy".

Responses must be submitted in a sealed package that is clearly marked, by the date and time indicated in the schedule/timeline on page six (6). Responses submitted after that date/time will not be considered and will be returned to the sender.

All responses will become the property of CSH; and, in accordance with TEGL 15-16, information contained in the proposals submitted will be maintained in a manner that is confidential to avoid the use of the information by another responder to their advantage and to prevent collusive bidding.

The cost of preparing a response to this RFP shall be borne entirely by the Respondent.

Delivery of Proposals

The delivery of the Proposal prior to the deadline is solely and strictly the responsibility of the Respondent. Any Proposal, or portion thereof, received after the submittal deadline will be returned unopened to the sender.

All responses are to be submitted no later than November 6, 2020 @ 3:00 p.m. ET to the address and contact person listed below.

CareerSource Heartland
Attention: Brian Mercurio
5901 US Hwy 27 S, Suite 1
Sebring, Florida 33870

Requests for Interpretation of RFP

All requests for interpretation or clarification of the RFP document must be submitted in writing to Brian Mercurio and received by CSH within the question and answer period shown on page six (6) of this RFP. Responses will be posted on the CareerSource Heartland website at www.careersourceheartland.com. Any follow-up interpretation or clarification responses will be added, as appropriate, to the CSH website for review.

V. Contract Terms and Conditions

The RFP and the evaluation and selection process shall in no way be deemed to create a binding contract or agreement of any kind between CSH and a Respondent. All legal rights and obligations between the successful Respondent, if any, and CSH will come into existence only when a contract is fully executed by both parties, and the legal rights and obligations of each party shall at that time be only those rights and obligations which are set forth in the contract and any other document specifically referenced in that contract.

The term of this contract shall be for a period commencing July 1, 2021 and terminating June 30, 2022. At the sole discretion of CSH, the contract may be renewed on an annual basis for up to two (2) additional years, based on performance, organizational strategies, and/or funding availability. Invoices for services must be submitted quarterly, no later than the 10th of the month following quarter end.

The successful Respondent(s) may not make an assignment of their obligations resulting from award of a contract in response to this RFP without the written consent of CSH

Sub-recipient vs. Contractor

In accordance with USDOL TEGL 15-16 issued January 17, 2017, any entity selected to provide the requested One-Stop Operator services, including for-profits, nonprofits, educational organizations, and State or Local governments, shall be considered a subrecipient when acting as a One-Stop Operator, and therefore must comply with the Uniform Guidance at 2 CFR Part 200 (including contractual provisions in 2 CFR 200.326), as well as requirements identified by the USDOL under 2 CFR part 2900 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards). A summary of the Uniform Administrative Guidance requirements along with links to the above referenced Code of Federal Regulations (CFRs) can be found on the USDOL website at this link:

<https://www.dol.gov/agencies/eta/grants/resources/uniform-guidance>

Evaluation and Selection

The evaluation of each response to this RFP will be based on the Respondent's overall expertise and experience in delivering the services requested in this RFP and the proposed cost. Consideration will be given to the entity's integrity, compliance with public policy (Uniform Guidance), record of past performance, and financial and technical resources.

A Rating Team will be made up of board members selected by the CSH President/CEO. The Rating Team's decision regarding which organization it deems to be the most suitable and qualified for this project will be based on the Criteria for Selection. Their recommendation(s) will be presented to CSH's Finance & Operations Committee, with a final decision/selection made by the Board of Directors and Executive Board. Respondents will be notified of that decision. CSH will then set up a meeting with the organization selected and commence negotiations relative to specific: 1) scope of services; 2) timetables for implementation; and 3) costs. If negotiations are unsuccessful, CSH retains the right to: 1) initiate contract negotiations with the next most qualified Respondent; 2) resolicit for the services; 3) identify an Operator and develop a contract under a sole-source method consistent with 2 CFR 200.320(f); or 4) postpone/cancel the RFP and apply for sole source status. CSH retains the sole authority to make its selection based on what it determines to be in its best interest. CSH, at its sole discretion, may reject any

and all responses as not meeting the needs of this project. CSH anticipates that a selection decision will be made by January 20, 2021.

Final award of a contract will be contingent upon:

- Identification of a Respondent qualified and capable of successfully providing the services sought by CSH in this RFP and performing under the terms and conditions of this procurement and the resulting contract;
- Successful negotiation of a contract at a price CSH determines to be fair, competitive, and reasonable; and
- The availability of sufficient funding.

Appeal Procedure

In accordance with applicable regulations, proposers who are denied funding have the right to appeal. The following steps must be taken to appeal funding decisions.

1. Submit a letter, within three (3) business days from the date of the decision to award the contract (January 20, 2021), to the CareerSource Heartland President/CEO stating that an appeal to the contract award is being filed and the specific reasons for that appeal based on one (1) or more of the four (4) criteria below:
 - a. Clear and substantial error or misstated facts by the review team upon which the CSH Board of Directors made its decision;
 - b. Unfair competition or conflict of interest in the decision-making process;
 - c. An illegal or improper act or violation of law (must be specified); and/or,
 - d. Other legal basis on grounds that may substantially alter the CSH Board of Directors' decision.

The CSH President/CEO will review the appeal and respond within 10 business days.

2. In the event the President/CEO's response is not satisfactory to the proposer, an appeal to the CSH Joint Administrative Review Committee may be requested. The request must be addressed in writing within 15 days from receipt of response from the CSH President/CEO to:

CareerSource Heartland
Attention: Joint Administrative Review Committee
5901 US Hwy 27 S, Suite 1
Sebring, Florida 33870

The appeal will be heard at a time set by the CSH Board of Directors Chair. The decision of the CSH Joint Administrative Review Committee is final.

VI. Criteria for Selection

Criteria	Weight Factor
Requirements a. The response was received by the due date and time. b. The response was presented in the required format, all questions in this RFP answered, an original and the correct number of copies were provided.	MANDATORY
Experience of the Respondent and key staff that would be involved in the delivery of these one-stop services as described in this RFP.	50 points
Cost Reasonableness. The Respondent's budget information reflects reasonable costs for the staff and services as detailed in the Scope of Service.	50 points
Total Points	100

NOTE:

Total points do not necessarily determine the outcome but serve as a tool for discussion.

The evaluation of each response to this RFP will be based on the Respondent's overall expertise and experience in delivering the services requested in this RFP and proposed cost. Consideration will be given to the entity's integrity, compliance with public policy (Uniform Guidance), record of past performance, and financial and technical resources.

The Rating Team recommendation will be presented to the Finance & Operations Committee. Committee recommendations are presented to the Board of Directors for final decision/selection.

Attachment A: Proposal Cover Page
Contact Brian Mercurio for Word format of this document

COMPANY PROFILE

Company Name:			
Address:			
City:	State:	Zip Code:	County:
Mailing address if different from above:			
Contact Person:		Title:	
Work Number:	Cell Number:	Fax Number:	
Email:		Website:	
Business Date of Inception:	Years in Business:	Total # of Full Time Employees:	
Legal Structure of Business: Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Non-Profit <input type="checkbox"/> For-Profit <input type="checkbox"/>			
<input type="checkbox"/> Other – please identify:			
Employer's Federal ID:	Unemployment Compensation ID:	Dunn & Bradstreet ID:	
Primary NAICS and/or SIC Code:		Is your company current on all Federal and State of Florida tax obligations? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Florida Division of Corporations Information (please provide copy of latest Annual Report)			
Does your company/organization have an approved Indirect Cost Rate?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, which agency approved the rate? (please provide proof of Indirect Cost Rate)			

Describe your business, product(s), and/or services(s)

--

BUDGET SNAPSHOT (a complete Line-Item Budget should be provided as Attachment C – format not provided)

Total cost for delivery of services as described in the Scope of Services	
Total anticipated number of hours per year to deliver the services	
Proposed Profit (For-Profit Entity)	
Indirect Cost Rate (if applicable)	

I, _____, certify that as the official representative for the organization named above, I have read the Request for Proposal for One-Stop Operator and the attached proposal from my organization, and agree that the information presented is an accurate representation of my organization and the activities and/or services we are willing to provide to CareerSource Heartland. I also agree to the terms and certifications required of subrecipients by CareerSource Heartland.

Name and Title _____

Signature and Date _____

Attachment B: Administrative and Financial Capabilities Checklist

Contact Brian Mercurio for Word format of this document

Please respond to each statement or question by checking "yes" or "no". Briefly explain "no" answers on a separate page.

Category	Yes	No
All employees meet the minimum qualifications specified in their job descriptions.		
All W-4's and I-9's with appropriate documentation are on file.		
Withholding and FICA deposits have been made in full on a timely basis.		
Insurance and bonding policies are current, and all appropriate staff are covered.		
The books of account are auditable.		
Administrative and internal accounting controls are adequate to safeguard program assets.		
The accounting system adequately accounts for program funds.		
Financial reports fairly present accrued program expenditures by established cost categories.		
Budgetary procedures are adequate to control expenditures.		
The agency has a written accounting procedures manual that includes procedures for coding of expenditures by: <ul style="list-style-type: none"> a. contract year or program year; b. funding source; c. cost category, sub-category, and activity if necessary. 		
The agency has a written accounting procedures manual that includes procedures for: <ul style="list-style-type: none"> a. bank reconciliations; b. monthly close-out; c. general ledger transactions; d. recording of accruals; e. cost allocation; f. segregation of duties; g. budgetary control; h. cash management; i. cash receipt and disbursement; j. payroll; k. reconciliation of any petty cash fund; l. refunds/credits. 		
Internal controls for cash receipts ensure that: <ul style="list-style-type: none"> a. cash is properly controlled and promptly deposited when received; b. funds are deposited in a bank in interest bearing checking accounts and secured by FDIC or other security. 		

Administrative & Financial Capabilities Checklist Page 2	Yes	No
Internal controls for checks ensure that negotiable instruments are: <ul style="list-style-type: none"> a. pre-numbered; b. adequately safeguarded; c. properly mutilated when voided; d. not payable to cash; e. not post-dated. 		
Internal controls for cash disbursements ensure that: <ul style="list-style-type: none"> a. invoices are approved prior to payment; b. documentation accompanies checks to be signed; c. documentation is stamped to prevent reuse; d. control over signature machine or facsimile stamp is adequate, if used; e. disbursements are made only by check or EFT; f. checks are not returned to preparer after signing. 		
Internal controls for bank reconciliation ensure that: <ul style="list-style-type: none"> a. they are performed timely; b. they are performed by someone who does not perform cash functions; c. unusual items are investigated promptly. 		
Internal controls for payroll ensure that: <ul style="list-style-type: none"> a. time sheets are used and signed by both the employee and supervisor; b. payrolls are approved by management for accuracy and existence of bonafide employees; c. preparation and check distribution functions are segregated; d. leave time is properly controlled. 		
Internal controls for purchases ensure that: <ul style="list-style-type: none"> a. purchase orders are pre-numbered and controlled; b. receiving reports are prepared and compared to P.O. and invoice; c. returned purchases are controlled; d. payments are made within discount periods. 		
The agency's budget has no areas for potential cost overruns.		
The agency is not trying to make up for a shortfall in another program by using the funds from this program, or supplanting.		

I hereby certify that I have completed this Administrative and Financial Capabilities Checklist accurately and to the best of my knowledge, and that all "NO" responses are clarified on the following/attached page. Further, I, the financial officer or CEO or other authorized representative of the proposing agency, accepts responsibility for providing financial services adequate to ensure the establishment and maintenance of an accounting system with internal controls adequate to safeguard program funds.

Proposing Entity

Name and Title of Authorized Official	Signature	Date
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Brian Mercurio

From: Brian Mercurio
Sent: Monday, October 5, 2020 8:10 AM
To: ITHelp
Subject: FW: Post Public Notice & RFP for One-Stop Operator to CSH website
Attachments: Public Notice for One-Stop Operator - Final.pdf; RFP - CSH One Stop Operator.pdf

REMINDER EMAIL

From: Brian Mercurio <bmercurio@careersourceheartland.com>
Sent: Thursday, October 1, 2020 8:09 AM
To: ITHelp <ITHelp@careersourceheartland.com>
Subject: Post Public Notice & RFP for One-Stop Operator to CSH website

Keith / Caleb,

Please **post the attached public notice and RFP for One-Stop Operator to the CSH website.** Please make the notice and RFP viewable on the website on October 5th.

Thanks,



REQUEST FOR PROPOSAL FOR ONE-STOP OPERATOR

Date Issued: October 5, 2020

Deadline for Responses: November 6, 2020 @ 3:00 P.M. ET

Each Respondent must complete and submit the following:

1. Attachment A – Proposal Cover Page
2. Attachment B – Administrative and Financial Capabilities Checklist
3. Line Item Budget as Attachment C (format not provided)
4. One (1) signed original response marked "ORIGINAL"; and
5. Four (4) copies marked "COPY".

Submit Responses to:

CareerSource Heartland
Attention Brian Mercurio
5901 US Hwy 27 S, Suite 1
Sebring, Florida 33870

Brian Mercurio

From: Brian Mercurio
Sent: Tuesday, November 17, 2020 11:21 AM
To: ITHelp
Subject: CSH Website - Remove Public Notices

Keith / Caleb,

Please remove the public notice for the 10/28 Board Meeting as well as the One-Stop Operator Request for Proposal.

<https://careersourceheartland.com/about/public-documents/public-records/>

Thanks,

Brian Mercurio

From: Brian Mercurio
Sent: Monday, October 5, 2020 9:49 AM
Subject: RFP for One-Stop Operator Services

Bcc: 'Thomas.leitzel@southflorida.edu'; 'Sidney.Valentine@southflorida.edu';
'Erik.Christensen@southflorida.edu'; 'Christopher.vanderkaay@southflorida.edu';
'Linda.Dobson-Hacker@southflorida.edu'; 'CWtmoore@irsc.edu'; 'drivett@irsc.edu';
'rbrown@irsc.edu'; 'psteed@cfrpc.org'; 'khal@cfrc.org';
'chamber@desotochamberfl.com'; 'director@hardeecc.com'; 'ceo@sebring.org';
'members@theapcc.net'; 'Chamberexecutive@lpfla.com';
'paulette@okeechobeebusiness.com'; 'info@okeechobeebusiness.com';
'm.hines@desotobocc.com'; 'j.kersey@desotobocc.com';
'lawrence.mcnaul@hardeecounty.net'; 'danielle.deleon@hardeecounty.net';
'rvosburg@highlandsfl.gov'; 'mdrake@highlandsfl.gov'; 'rchartier@co.okeechobee.fl.us';
'trowland@co.okeechobee.fl.us'; 'jborza@tpma-inc.com'; 'rfps@rescare.com';
'laura.wheaton@rescare.com'; 'dhall@thmp-cpa.com'; 'zufoulen@eckerd.org';
'tfoster@rescare.com'

Good Morning!

CareerSource Heartland, 5901 US Hwy 27 S, Suite 1, Sebring, Florida 33870, a 501(c)3 organization, is soliciting proposals from qualified entities to provide One-Stop Operator Services for the 2021-2022 fiscal year with potential for two, one-year renewals.

Deadline for proposal submission is November 6, 2020, 3 p.m. EST. Please click the link below to be taken to our website where the complete RFP can be viewed and/or downloaded.

<https://careersourceheartland.com/wp-content/uploads/Post-on-10-5-RFP-CSH-One-Stop-Operator.pdf>

CSH is a direct provider of career services as defined by the WIOA §134(c)(2). Therefore, for purposes of this RFP, CSH defines the basic role of a One-Stop Operator as an entity that will review and coordinate the service delivery of participating one-stop partners and service providers within the CSH career centers and evaluate CSH's compliance as required by the Act.

Please direct **questions/comments** regarding the RFP to Brian Mercurio at bmercurio@careersourceheartland.com

Thank you,

INDEPENDENT NEWSMEDIA INC. USA

Lake Okeechobee News
107 SW 17th Street, Suite D
Okeechobee, Florida 34974
863-763-3134

STATE OF FLORIDA
COUNTY OF OKEECHOBEE

Before the undersigned authority personally appeared Katrina Elsken Muros, who on oath says she is the Publisher of the Lake Okeechobee News, a weekly Newspaper published in Okeechobee County, Florida, that the attached copy of an advertisement being a Public Notice

in the matter of Notice

in the 19th Judicial District of the Circuit Court of Okeechobee County, Florida, was published in said newspaper in the issues of

10/7/2020

Affiant further says that the said Lake Okeechobee News is a newspaper published at Okeechobee, in said Okeechobee County, Florida, and that said newspaper has heretofore been published continuously in said Okeechobee County, Florida each week and has been entered as second class mail matter at the post office in Okeechobee, in said Okeechobee County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

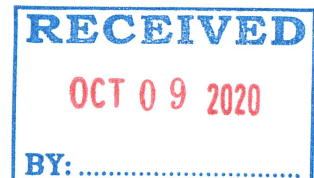
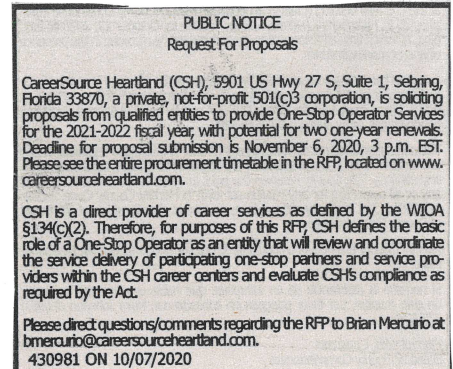
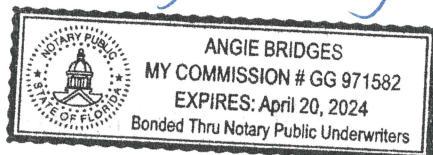
Katrina Elsken Muros

Katrina Elsken Muros

Sworn to and subscribed before me this 17th day of October 2020 AD

Notary Public, State of Florida at Large

Angie Bridges



AFFIDAVIT OF PUBLICATION

The Herald-Advocate

Published Weekly at Wauchula, Florida

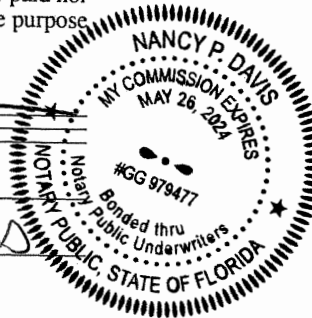
STATE OF FLORIDA,
COUNTY OF HARDEE

Before the undersigned authority personally appeared Kim Deen
who on oath says he is the Secretary of The Herald-Advocate, a
newspaper published at Wauchula, in Hardee County, Florida; that the attached copy of advertise-
ment, being a Public Notice - Request for Proposals
in the matter of Career Source Heartland
in the Oct. 8, 2020 Court, was published in said newspaper in the issues
of Oct. 8, 2020

Affiant further says that the said Herald-Advocate is a newspaper published at Wauchula, in
said Hardee County, Florida, and that the said newspaper has heretofore been continuously published
in said Hardee County, Florida, each week and has been entered as periodicals matter at the
post office in Wauchula, in said Hardee County, Florida, for a period of one year next preceding the
publication of the attached copy of advertisement; and affiant further says that he has neither paid nor
promised any person, firm or corporation any discount, rebate, commission or refund for the purpose
of securing this advertisement for publication in the said newspaper.

Sworn to and subscribed before me this 8th day of Oct.
A.D. 2020

My Commission Expires May 26, 2024



PUBLIC NOTICE
Request For Proposals

CareerSource Heartland (CSH), 5901 US Hwy 27 S, Suite 1, Sebring, Florida 33870, a private, not-for-profit 501(c)3 corporation, is soliciting proposals from qualified entities to provide One-Stop Operator Services for the 2021-2022 fiscal year, with potential for two one-year renewals. Deadline for proposal submission is November 6, 2020, 3 p.m. EST. Please see the entire procurement timetable in the RFP, located on www.careersourceheartland.com.

CSH is a direct provider of career services as defined by the WIOA §134(c)(2). Therefore, for purposes of this RFP, CSH defines the basic role of a One-Stop Operator as an entity that will review and coordinate the service delivery of participating one-stop partners and service providers within the CSH career centers and evaluate CSH's compliance as required by the Act.

Please direct questions/comments regarding the RFP to Brian Mercurio at bmercurio@careersourceheartland.com.



PUBLISHER'S AFFIDAVIT OF
PUBLICATION STATE OF FLORIDA
COUNTY OF CHARLOTTE:

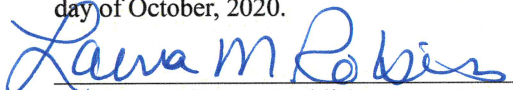
Before the undersigned authority personally appeared **Melinda Prescott**, who on oath says that she is the Legal Clerk of the Sun Newspapers, a newspaper published at Charlotte Harbor in Charlotte County, Florida; that the attached copy of advertisement, being a **Legal Notice** was published in said newspaper in the issues of:

10/07/2020

as well as being posted online at www.yoursun.com and www.floridapublicnotices.com. Affiant further says that the said newspaper is a newspaper published at Charlotte Harbor, in said Charlotte County, Florida, and that the said newspaper has heretofore been continuously published in said Charlotte County, Florida, Sarasota County, Florida and DeSoto County, Florida, each day and has been entered as periodicals matter at the post office in Punta Gorda, in said Charlotte County, Florida, for a period of 1 year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.


(Signature of Affiant)

Sworn and subscribed before me this 7th
day of October, 2020.


(Signature of Notary Public)

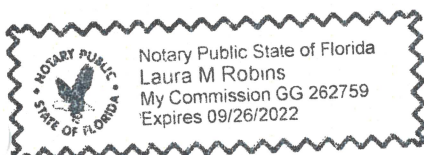
Personally known X OR ___ Produced
Identification

**PUBLIC NOTICE
Request For Proposals**

CareerSource Heartland (CSH), 5901 US Hwy 27 S, Suite 1, Sebring, Florida 33870, a private, not-for-profit 501(c)3 corporation, is soliciting proposals from qualified entities to provide One-Stop Operator Services for the 2021-2022 fiscal year, with potential for two one-year renewals. Deadline for proposal submission is November 6, 2020, 3 p.m. EST. Please see the entire procurement timetable in the RFP, located on www.careersourceheartland.com.

CSH is a direct provider of career services as defined by the WIOA §134(c)(2). Therefore, for purposes of this RFP, CSH defines the basic role of a One-Stop Operator as an entity that will review and coordinate the service delivery of participating one-stop partners and service providers within the CSH career centers and evaluate CSH's compliance as required by the Act.

Please direct questions/ comments regarding the RFP to Brian Mercurio at bmercurio@careersourceheartland.com.
Publish: October 7, 2020
401318 3766309






PUBLISHER'S AFFIDAVIT OF
PUBLICATION STATE OF FLORIDA
COUNTY OF DESOTO:

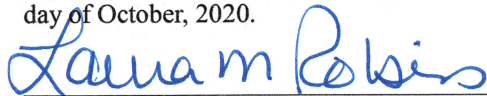
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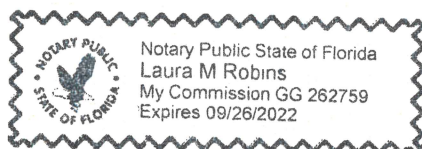
as well as being posted online at www.yoursun.com and www.floridapublicnotices.com. Affiant further says that the said Desoto Sun Weekly newspaper is a newspaper published at Charlotte Harbor, in said Charlotte County, Florida, and that the said newspaper has theretofore been continuously published in said Charlotte County, Florida, on each Wednesday in Sarasota County, Florida and DeSoto County, Florida, each day and has been entered as periodicals matter at the post office in Punta Gorda, in said Charlotte County, Florida, for a period of 1 year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.


(Signature of Affiant)

Sworn and subscribed before me this 7th
day of October, 2020.


(Signature of Notary Public)

Personally known X OR Produced
Identification



**PUBLIC NOTICE
Request For Proposals**

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Please direct questions/ comments regarding the RFP to Brian Mercurio at bmercurio@careersourceheartland.com.
Publish: October 7, 2020
401318 3766309

AFFIDAVIT OF PUBLICATION

HIGHLANDS NEWS-SUN

Published – Daily

SEBRING, HIGHLANDS COUNTY, FL

STATE OF FLORIDA,
COUNTY OF HIGHLANDS

Before the undersigned authority personally appeared Janet Emerson, who on oath says that she is an authorized employee of the Highlands News-Sun published at Sebring, in Highlands County, Florida; that the attached copy of advertisement, being a notice in the matter of
PUBLIC NOTICE
REQUEST FOR PROPOSALS
ONE-STOP OPERATOR SERVICES FOR 2021-2022 FISCAL YEAR
was published in said newspaper in the issues of

OCTOBER 6, 2020

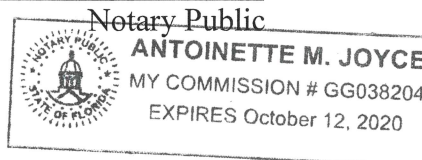
Affiant further says that the said HIGHLANDS NEWS-SUN is a newspaper published at Sebring, in said Highlands County, Florida, and that the said newspaper has heretofore been continuously published in said Highlands County, Florida, and has been entered as second class, mail matter at the post office in Sebring, in said Highlands County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Janet Emerson

Sworn to and subscribed before me this 6th day of October, 2020

Antoinette M. Joyce

(Notary Stamp)



PUBLIC NOTICE Request For Proposals

CareerSource Heartland (CSH), 5901 US Hwy 27 S, Suite 1, Sebring, Florida 33870, a private, not-for-profit 501(c)3 corporation, is soliciting proposals from qualified entities to provide One-Stop Operator Services for the 2021-2022 fiscal year, with potential for two one-year renewals. Deadline for proposal submission is November 6, 2020, 3 p.m. EST. Please see the entire procurement timetable in the RFP, located on www.careersourceheartland.com.

CSH is a direct provider of career services as defined by the WIOA §134(c)(2). Therefore, for purposes of this RFP, CSH defines the basic role of a One-Stop Operator as an entity that will review and coordinate the service delivery of participating one-stop partners and service providers within the CSH career centers and evaluate CSH's compliance as required by the Act.

Please direct questions/comments regarding the RFP to Brian Mercurio at bmercurio@careersourceheartland.com.
Oct. 6, 2020

Consent Item 3

Approved _____
Disapproved _____

Consent Item 3

REQUEST FOR DESIGNATION AS DIRECT PROVIDER OF WORKFORCE SERVICES

The federal Workforce Innovation and Opportunity Act (WIOA) allows local workforce development boards (LWDBs) to be direct providers of basic and individualized career services (also referred to as “workforce services”), with the agreement of the chief elected official in the local area, LWDB, and the Governor. Section 445.007(6), Florida Statutes, allows for LWDBs to be designated as direct providers of intake, assessment, eligibility determinations or other direct provider services, except training services. Further, it requires the state workforce development board to establish the criteria by which an LWDB may request permission to operate under this section and the criteria under which such permission may be granted. This includes but is not limited to reduction in the cost of providing the permitted services and the requirement that such permission shall be granted for a period not to exceed three years for any single request submitted by the LWDB.

The following local board requests approval for designation as a direct provider of workforce services.

- **CareerSource Chipola**

The three-year authorization for the above local board will begin on July 1, 2021, and end June 30, 2024. The board has provided all required documentation as described in CareerSource Florida [Administrative Policy 083: Direct Provider of Workforce Services](#). The Department of Economic Opportunity has reviewed the submitted documentation and, as the state workforce agency and administrative entity, recommends approval.

The CareerSource Florida professional team also recommends the CareerSource Florida Board of Directors approve the following request.

FOR CONSIDERATION

Approve the following:

- CareerSource Chipola's request to be designated as a Direct Provider of Workforce Services

Supporting Documents

- CareerSource Chipola's request to be designated as a Direct Provider of Workforce Services for the time period of July 1, 2021, through June 30, 2024.



April 22, 2020

Trina Travis
One Stop and Program Support
Department of Economic Opportunity
107 E. Madison St.
Tallahassee, FL 32399

Ms. Travis:

As instructed by the Board of Directors of CareerSource Chipola I am submitting a request for CareerSource Chipola to continue as a direct provider of services except for training services.

As a rural workforce development board we have found the ability to provide services directly is of significant benefit to the region and to the taxpayers that provide funding for the system. If you have any questions about our request please contact me.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Richard Williams".

Richard Williams
Executive Director
CareerSource Chipola

4636 Highway 90 E, Suite K, Marianna, FL 32446
850.633.4417, 850.482.3590/Fax
www.careersourcechipola.com

Equal Opportunity Employer. Auxiliary aids and services are available.
upon request to individuals with disabilities via the Florida Relay Service at 711.

CareerSource Chipola
LWDB 3
Request for Extension of Authority to Provide Direct Services

Background

CareerSource Chipola was first granted authority to provide direct services from July 1, 2012 through June 30, 2015. The authority was later extended through June 30, 2018 and extended again to June 30, 2021. The original application requesting permission cited several reasons for the request and outlined a new operation model that when utilized would allow the region to cut costs as well as improve efficiency. The new model was also touted as a way to improve communication and give the board greater flexibility in responding to the needs of the region.

As you will see in this request, all of the expectations we had within the region have been realized. We provide the following information required and respectfully request the board be granted a three-year extension of our authority to provide direct services.

Review of how the provision of direct services during the prior period fit the business model that the LWDB proposed in its original request, and any proposed changes in the business model or the particular workforce services the RWB intends to provide during the extension period.

CareerSource Chipola is requesting an extension of our authority to provide all workforce services within the region except training services.

CareerSource Chipola followed the business model originally described in our previous application and the results have been outstanding for the region. We were able to eliminate layers of middle management, and as such, reduced staffing costs by more than \$220,000.

The board was able to consolidate job duties and we increased communication across program lines. When you compare the ability of success coaches (case managers), to work across program lines, there is no comparison between where we were prior to providing direct services and where we are today. Under our current model, staff have a greater ability to combine silos of funding in a manner that provide our customers with a greater chance for success. This proved to be crucial in the aftermath of Hurricane Michael, as our staff combined multiple sources of funding seamlessly to give our employers and job seekers more assistance using the additional disaster funds.

We have increased our connection with the business community and are able to have more staff directly engaged with connecting job seekers and employers.

The flexibility we brought to the system upon becoming a direct service provider allowed the board to implement an electronic document system without delays caused by contract

issues, allowed the region to respond more quickly to Hurricane Michael and implement necessary recovery programs without additional layers of administration that would slow the process. These outside funds were added to our mix of services and did not require the board to negotiate with a provider for implementation. This gave us the ability to react quicker and move staff around the region as needed during the disaster and the aftermath we still face.

The board changed to having just two classifications of employment at the one-stop level, and the two classifications, customer service specialist and success coach, have served us well during the previous three years. Having just two classifications has increased the ability of the board to better adjust staff responsibilities based upon current needs in response to changing conditions in the region.

It is important to note that it is much easier for the board to make the necessary changes as a direct service provider since there is no third-party negotiation required or necessary. This means that as events impact the regional economy, we are able to better move resources to areas of need.

Effective Date

We are requesting the extension be effective July 1, 2021 through June 30, 2024 as allowed by regulations that govern direct service.

Review of Previous request and explanation of how it is still in the best interest of the RWB's customers that the RWB continue to provide these services.

As was previously stated the board originally requested in part due to a lack of willing service providers interested in providing comprehensive services in the region. The previous bidding period resulted in only one provider responding and that provider later decided they were not willing to continue as a service provider.

In reviewing the operations of the previous service provider, the board determined that significant cost savings could be realized if the board provided direct services. The board also realized that by providing direct services the board would be in a much better position to shift resources as the local conditions changed.

The above conditions remain, and the board still believes it is in the best interest of the board to provide direct services. In addition to cost savings, the board remains in a significantly better position to shift resources to meet local demand. For example, during our time as a direct operator the board was challenged with helping a local industry that had decided to relocate out of the country. As a direct service provider, the board was able to immediately reallocate resources in response to the challenge. The industry later decided not to relocate out of the country and in press releases concerning the situation gave the CareerSource Chipola board credit for helping to put the company in a position to remain in Florida.

We have also reviewed applications received by an adjacent region in response to an RFP for a service provider and noted the impact the proposals would have on available resources for our region. The financial impact of additional required positions, overhead and other associated costs would directly impact amount of services provided to residents and employers of the region.

If the board went back to a contracted service provider model, the board would be compelled to pay a percentage of any management contract for services that support the contract and not the individual job seekers/employers in our region. Given the size of our region, and the smaller amount of funds allocated, our board believes it is important to maximize funds available to support the business and job seeker community.

Firewall

We anticipate no changes to the current firewall between the board as an oversight entity and as a direct service provider. We strongly believe a review of the monitoring provided by DEO will show that our current system is effective. We clearly understand the dual roles we currently operate under and the necessity of keeping a firewall between those roles. While we anticipate no change, we will continue to evaluate our current system and pledge to make changes to address any significant weaknesses discovered and/or to make any changes deemed necessary by CareerSource Florida, the Florida Department of Economic Opportunity or our local government consortium.

Management staff are direct employees of CareerSource Chipola while center staff are employed through Landrum HR.

Center staff have been organized into teams with specific responsibilities related to the program or programs they serve. Success Coaches are provided a budget as well as guidelines for program enrollment and it is up to the Success Coaches to enroll and manage their cases. Team leads perform reviews of cases and records with additional reviews being performed by LWDB staff. The LWDB management team conducts continuous reviews of case files.

If issues are detected within case files, a determination is made as to the nature of the issue and the response necessary. The monitoring is used not only to assure quality but to also determine if additional training is needed, and if that training is for an individual or for the team in general. If an issue were to be detected related to fraud or misuse of funds it would be reported as required both locally and by state policy.

Another step taken to provide additional protections and mitigation of risks is the contract with a One-Stop Operator to ensure programs are operated as required by law and that programs are working together in a seamless fashion. The One-Stop Operator provides a quarterly report to the LWDB that is reviewed by the management team as well as the Board of Directors. The One-Stop Operator was selected through a competitive bid process.

The One-Stop Operator has full access to staff and operates independent of the LWDB management team.

Another example of protections taken is on the financial side. Management reviews records to assure case files for expenditures match reports and support documentation. While each Success Coach is responsible for their own cases, there are multiple reviews prior to payment of the expense. In addition to checking cases for programmatic issues, those reviewing the financial requests make sure the funds are not duplicative across program lines, are paid to an approved vendor or provider, and are in-line with the training provided. Anyone, from Success Coaches to management staff, reviewing a financial request has the ability to stop the process thus not allowing it to move forward until the question raised has been answered.

Funding Source

The board seeks to be a direct provider for all workforce services in the region with the exception of training services. Workforce funding includes, but is not limited to WIOA Adult, WIOA Dislocated Worker, WIOA Youth, WIOA special projects using state level funds, Welfare Transition Program, Supplemental Nutritional Assistance Program (SNAP), Wagner-Peyser, Reemployment Assistance, Veterans Programs, Reemployment Services and Eligibility Assessment (RESEA), National Dislocated Worker Grant for disaster responses, and other smaller programs as funding is provided through the Florida Department of Economic Opportunity or CareerSource Florida. In addition to funding provided through traditional workforce funding models in Florida, the board will also continue to seek outside funding sources that are consistent with our workforce mission.

This authority provides the board with the ability to operate programs as the board deems necessary while also allowing the board to contract out services if the board of directors deems that to be a more efficient or better way to deliver services in any particular area of responsibility. CareerSource Chipola is not opposed to contracting for services where, in the view of the board of directors, such contracts would be beneficial to the region. As an example, the region currently contracts out some youth services as the board determined such services could be better provided by an outside contractor.

Cost Analysis

As stated earlier, the initial cost savings estimated by the LWDB was \$220,000. This was determined by calculating the salary and benefits of the positions eliminated when the original switch was made from a contracted service provider to direct services. It must be noted these costs are from 2012 and we have not included the impact of inflation over time. These positions included a Project Director, Center Directors, Accounting Staff, and a position dedicated to review and monitoring.

Based on a review of recent response to an RFP for a direct service provider from a nearby region we estimate that in the last program year we experienced an approximate savings of more than \$600,000 in additional overhead, allocated and direct costs, as well as profit due to the influx of disaster grant funding into the region as a direct result of Hurricane Michael, Hurricane Sally, and Covid -19. We also believe the elimination of staff that served to support the requirements of the contract instead of job seekers and employers has resulted in an increase in direct client contact and improved results.

In that successful proposal used to determine potential savings the applicant charged overhead, allocated and indirect costs that are just over 15.5% of the amount awarded. When this percentage is applied just to the direct program expenditures as reported in our most recent audit the amount charged for overhead, allocated and indirect costs would be at least \$617,174. This amount does not include any additional costs that may have been necessary to negotiate due to the inclusion of three disaster grants for the region over the last year.

As local conditions have changed, we have been able to combine job duties in areas that previous contracts would not have allowed. This combination of job duties also results in more efficient services and/or a reduction in cost to the region.

We have no reason to believe that a new service provider contract would be more efficient or more cost effective than our current model; however, as noted above, if the board of directors determined an outside contract would be more efficient, more cost effective, or better for the region the board would be willing to once again contract services.

Other Realized Improvements

CareerSource Chipola serves five rural counties that were in the first Governor designated Rural Area of Opportunity. This designation was given due to the poor economic conditions that exist in the rural counties served by CareerSource Chipola. The rural nature of the region and the conditions that exist within the region appear to have had significant impact on the region's ability to attract qualified applicants interested in running programs in the region. The last time the board bid for services the only provider that responded was a school district that is no longer interested in operating a one-stop center.

CareerSource Chipola also serves as the managing organization for Opportunity Florida, a ten-county economic development alliance that serves only counties in a Rural Area of Opportunity. Being a direct services provider has allowed us to increase the level of cooperation between the business community and workforce development across the region.

One of the benefits of being a direct service provider has been the board's ability to immediately respond to needs within the region. When working with the economic

development community on a project, there is no need to bring in a contractor staff to determine what can and cannot be accomplished under a current contract. This makes it easier for the board to respond as necessary.

The board was able to add a career resource center on the campus of Chipola College without concern about required contract changes or additional costs. This change was able to be implemented without the additional costs to the board that would have been required under our last service provider contract. CareerSource Chipola works directly with training providers to respond to employer needs and the ability to move quickly is, in part, a direct result of the board being established as a direct service provider.

Being a direct service provider enables the board to better spread duties among staff based on both ability and workload, it has given us the ability to respond quickly to changing demands, and it has saved the board money that would otherwise have been spent on additional staffing required by the contracting agency.

Conclusion

We believe that a review of the services provided in the region will show the region has been responsive to local needs and that being a direct service provider places the region in a better position to maintain that high level of responsiveness.

Furthermore, we know our performance reports for covering the time the LWDB has served as a direct service provider will show the organization has a strong record of service to the region and the taxpayer.

At the direction of our Board of Directors, we submit this request and respectfully request the state grant this waiver.

Consent Item 1

Approved _____
Disapproved _____

Consent Item 4

FEBRUARY 2021 BOARD MEETING MINUTES

In accordance with Article VII, Section 7.3 of the approved bylaws, the corporation is required to keep correct and complete books and records of accounts and shall keep minutes on the proceedings of the board of directors.

FOR CONSIDERATION

Approval of February 2021 Board Meeting Minutes, to include any modifications or changes noted by the board.

**DRAFT MINUTES
CAREERSOURCE FLORIDA
BOARD OF DIRECTORS MEETING
February 2021**

CALL TO ORDER

Acting Chair Brittany Birken called the meeting of the CareerSource Florida Board of Directors to order at approximately 1 p.m. ET on February 18, 2021, by welcoming board members and partners to the meeting. Ms. Birken asked Lisa Cramer to call roll.

ROLL CALL/QUORUM

A quorum was present with the following board members in attendance:

Jennifer O'Flannery Anderson
Senator Loranne Ausley
Brittany Birken
Holly Borgmann
Tim Center
Chancellor Eric Hall*
Duane De Freese
Robert Doyle
Dane Eagle

Sophia Eccleston
Bill Johnson
Chancellor Henry Mack
Jonathan Miller
Bryan Nelson
Samuel Robbin
Patsy Sanchez
Stephanie Smith
Emmanuel Tormes

*Designee

Board members not in attendance were Gov. Ron DeSantis, Elli Hurst, Allison Kinney and Rick Matthews.

WELCOME & REMARKS

Ms. Birken introduced new board member Holly Borgmann. Ms. Borgmann serves as the vice chair of the Enterprise Florida Board of Directors and is the vice president of government affairs for ADT Security Services.

At the previous Board of Directors meeting, seven newly appointed board members were introduced. The board heard from Premier Virtual CEO Steve Edwards and CareerSource Palm Beach County Vice President of Business Development Michael Corbit about the strong outcomes of the first statewide virtual Paychecks for Patriots hiring events for veterans and military families.

Several administrative policies were approved by the board and the CareerSource Florida annual independent audit was accepted, noting a 20th consecutive year with no findings.

MISSION MOMENT

Lockheed Martin Strategic Workforce and Apprenticeship Lead Ami Motsenbocker and CareerSource Citrus Levy Marion Executive Vice President Dale French discussed a new apprenticeship program in partnership with CareerSource Florida and the College of Central Florida.

A kickoff meeting with CareerSource Florida was held in July 2019. A strategic plan was created with CareerSource Florida to add 2,936 jobs in Florida over five years. The strategic plan development and implementation included:

- Stakeholder communication
- A defined process
- Site visits and tours
- Staff training
- Setting expectations
- Recruitment and outreach

In the first year, 844 new jobs were supported by the Quick Response Training (QRT) Fund. Lockheed Martin sponsors its own U.S. Department of Labor (USDOL) national apprenticeship programs. There are 31 registered occupations across four business areas. As of January 28, 2021, there were 397 Lockheed Martin apprentices in Florida.

CONSENT AGENDA

Ms. Birken introduced the Consent Agenda:

Consent Item 1 – Consideration of Dec. 2020 Meeting Minutes

Consent Item 2 – Local Workforce Development Area and Board Governance

Consent Item 3 – Supportive Services and Needs-Related Payments

Consent Item 4 – CareerSource Okaloosa Walton Request to Serve as One-Stop Operator

Motion: Sophia Eccleston

Second: Bryan Nelson

Ms. Birken opened the floor for discussion and corrections. Hearing none, Ms. Birken opened the floor for public comment. Hearing none, Ms. Birken called for a vote. The motion passed. None opposed. President Dennard will sign and annotate the board's approval of the minutes for the official record.

ACTION ITEMS

An ongoing responsibility of the CareerSource Florida Board is the annual review of the list of industry certifications available to Florida's middle and high school students through the Career and Professional Education (CAPE) Act.

Ms. Birken invited CareerSource Florida Policy Analyst Warren Davis to introduce the first action item. Mr. Davis explained the CAPE Act helps attract, expand and retain targeted high-value industries and sustain a strong knowledge-based economy. It is coordinated with relevant and appropriate industries to prepare students for further education or employment. The CareerSource Florida Board of Directors makes recommendations to the Florida Department of Education's State Board of Education on industry certifications to secondary students. School districts are awarded Full-Time Equivalent (FTE) funding for students who earn these certifications.

Action Item 1 – Career and Professional Education (CAPE) Act

Motion: Jennifer O’Flannery Anderson

Second: Duane De Freese

Ms. Birken opened the floor for discussion. Hearing none, Ms. Birken opened the floor for public comment. Hearing none, Ms. Birken called for a vote. The motion passed. None opposed.

Action Item 2 – Expanded Use of Individual Training Account Funds

CareerSource Florida’s Vice President of Strategic Policy and Performance Dan explained the action item would give local workforce development boards the opportunity to allocate Workforce Innovation and Opportunity Act (WIOA) funds from required ITA expenses toward additional supportive services to improve accessibility to and retention of individuals in WIOA training programs.

Chancellor Henry Mack asked what the return on investment is and what the benefit of the ITA is. Mr. McGrew said this item is particularly about the local workforce development boards having a state requirement to expend 50 percent of their Adult Dislocated Worker Funds toward training and allowing additional supportive services that would assist participants in accessing the training programs. Approval of this action item would allow local workforce development boards to review their own policies to determine how to best utilize flexibility to make it easier for participants in their community to attend and access training. Related to ROI question, the board was directed in the meeting chat to [a one-pager developed](#) by the CareerSource Florida professional team and previously shared with the state workforce development board, legislative leaders and other partners that highlights key outcomes of Florida’s workforce investment.

Motion: Patsy Sanchez

Second: Bill Johnson

Ms. Birken opened the floor for discussion. Hearing none, Ms. Birken opened the floor for public comment. Hearing none, Ms. Birken called for a vote. The motion passed. None opposed.

Action Item 3 – Pursual of Allowable WIOA Waivers from U.S. Department of Labor

Mr. McGrew presented a recommendation to the board seeking authorization for CareerSource Florida and the Department of Economic Opportunity (DEO) to pursue allowable USDOL waivers that promote the state strategic goals and support local workforce development boards’ ability to promote economic recovery.

Motion: Jennifer O’Flannery Anderson

Second: Bryan Nelson

Ms. Birken opened the floor for discussion. Hearing none, Ms. Birken opened the floor for public comment. Hearing none, Ms. Birken called for a vote. The motion passed. None opposed.

PRESIDENT’S REPORT

President Dennard mentioned the state workforce development board and its professional team continue to pledge full support and collaboration regarding policy improvements.

President Dennard, DEO's Chief of the Bureau of One Stop and Program Support Casey Penn and CareerSource Northeast Florida CEO Bruce Ferguson were invited to present on oversight and accountability of the Florida workforce system to the Education and Employment Committee, the House's workforce policy committee. CareerSource Florida is working collaboratively with the DEO to provide timely responses to the resulting follow-up data and information requests.

USDOL Comprehensive Review

CareerSource Florida and DEO welcomed the USDOL team onsite one year ago to start the process for a state comprehensive review and have worked closely with federal partners during their review of the state operations at DEO and CareerSource Florida, as well as at CareerSource South Florida, the local board selected for monitoring review and covered in a new report. Federal partners concluded their review last August and the USDOL's monitoring report was provided to DEO Executive Director Dane Eagle last month.

The report outlined 50 findings, two areas of concern and four promising practices. Of the 50 findings, 30 are related to local operations and implementation of federal workforce programs by CareerSource South Florida; 14 covered DEO's areas of responsibility; four are attributed to the state workforce development board; and two are jointly within the purview of DEO and CareerSource Florida. Of the 30 local CareerSource South Florida findings, four also relate to issues regarding a joint employment program with the Florida Department of Elder Affairs. Many of the findings are described as technical in nature and some of the issues, as federal partners have acknowledged, already have been addressed since their review concluded. Some findings will require additional new or revised state administrative policies, for which DEO is leading this work in consultation with CareerSource Florida and local workforce development boards. DEO, CareerSource Florida and CareerSource South Florida are working collaboratively to ensure all findings are satisfactorily addressed in a timely manner.

Florida Talent Development Council Strategic Plan

Last December, President Dennard was appointed Vice Chair and offered to update the strategic plan on behalf of the council to incorporate council discussions and progress the council made during the plan's first year, keeping in mind the first year of plan implementation included a global pandemic. That update is currently underway.

Strategic Initiatives Update

The CareerSource Florida professional team continues to move forward on state strategic initiatives to advance business engagement, credential attainment and apprenticeship expansion. Several initiatives here highlighted to demonstrate progress since the last board meeting.

Ms. Birken asked if anyone had any questions for President Dennard. Chancellor Henry Mack requested board members receive a copy of the data responses DEO and CareerSource Florida send to the House Education and Employment Committee. President Dennard agreed to send a copy of the responses. Chancellor Mack expressed concern over Florida's Eligible Training Provider List and the application process, and asked if board members could be looped in. Chancellor Mack also expressed concern over the quality of some of the training providers and the role of the board in the ITA process. President Dennard said any board member can be a part of the process and CareerSource Florida will work to address any concerns.

COUNCIL REPORT

Strategic Policy and Performance Council Update

Brittany Birken shared that during the Strategic Policy and Performance Council Meeting, Mr. McGrew and his team provided an overview on key council initiatives. Mr. McGrew also provided a deeper dive into the workforce development system. The council heard from Jimmy Heckman, administrator of economic research and analysis at DEO. Mr. Heckman provided a demonstration of economic data available on the Florida Insight online tool. Casey Penn provided an update on WIOA performance.

A LEADERSHIP DIALOGUE

Leaders from Enterprise Florida, the Florida Small Business Development Center Network, CareerSource South Florida, USDOL and the Florida Chamber Foundation discussed how important talent development is in supporting economic recovery.

Enterprise Florida President and CEO Jamal Sowell said businesses wanting to move to Florida are interested in the talent and workforce system. The three main industries that have had a lot of interest over the past couple years are financial services, aviation and aerospace, and manufacturing.

Florida Small Business Development Center Network Interim CEO Cheryl Kirby said Florida is a small business state. Sixty percent of Florida's net new job gains since 2012 have come from small businesses with fewer than 100 employees. The network has assisted small businesses in securing more than \$219 million in disaster assistance.

CareerSource South Florida Executive Director Rick Beasley thanked the CareerSource Florida Board of Directors for addressing talent development in Florida. CareerSource South Florida's initiatives in response to COVID-19 are a re-employment hub, virtual employment and training services, rapid response initiatives, TechHire Boot Camp enhancements, and a layoff aversion fund.

Jeff Ryan is a workforce analyst under the Division of Workforce Investment at USDOL. Mr. Ryan stated the workforce system has one job, to ensure workers can obtain and retain good jobs. Thriving businesses need talent, the workforce system develops talent that needs employment opportunities and business engagement programs tie these together. He said business engagement is a comprehensive, value added set of strategies, activities and partnerships designed to support and promote economic prosperity.

Florida Chamber Foundation Chief Economist Dr. Jerry Parrish said if Florida were an independent country, it would be the 17th largest economy in the world, but the goal is to be 10th. Dr. Parrish announced the Florida Chamber Foundation is in the early stages of a workforce needs project, specifically focusing on Florida's eight target industries: aerospace and aviation, cleantech, defense and homeland security, finance and professional services, information technology, life sciences and healthcare, logistics and distribution, and manufacturing.

Ms. Birken asked if anyone had any questions. Larry O'Dor, a member of the public, requested veteran assistance with workforce services.

PARTNER'S UPDATE

Ms. Birken invited Florida Workforce Development Association President Robin King to provide an update. Ms. King detailed several best practices of the local workforce development boards.

OPEN DISCUSSION/PUBLIC COMMENT

Ms. Birken opened the floor for additional public comment. There were no additional comments.

CHAIRMAN'S CLOSING REMARKS

Ms. Birken thanked everyone for joining the meeting and for their participation. While the state continues to recover from the impacts of the COVID-19 global pandemic, the continuing commitment to supporting the Governor, job seekers and Florida's businesses is vitally important and greatly appreciated. Even in some of the most challenging economic times, CareerSource Florida continues to uphold its corporate pillars to collaborate, innovate and lead and does so with integrity, transparency, and accountability.

BOARD SECRETARY CERTIFICATION

In accordance with Article VII, Section 7.3, I hereby certify these minutes reflect the proceedings by the Board of Directors of CareerSource Florida, have been reviewed by the Board, and approved or approved with modifications which have been incorporated herein.

Michelle Dennard
Board Secretary

Date

POLICY DEVELOPMENT FRAMEWORK

INTRODUCTION

This comprehensive policy development framework, developed by CareerSource Florida and the Florida Department of Economic Opportunity (DEO), is designed to support the vision, mission, values, strategies and operations of the CareerSource Florida network and its statewide policy and investment board while strengthening the state workforce development system.

Policy development and implementation is a critical aspect of managing organizational performance. Systematic identification of the need for policy, a structured policy development process, an effective policy evaluation and approval process and consistent approaches for effective outreach, communications and training are essential components of a comprehensive policy framework. Organizations with sound approaches for the development and deployment of strategic and administrative policies are better positioned for successfully executing strategy and conducting effective and efficient day-to-day operations.

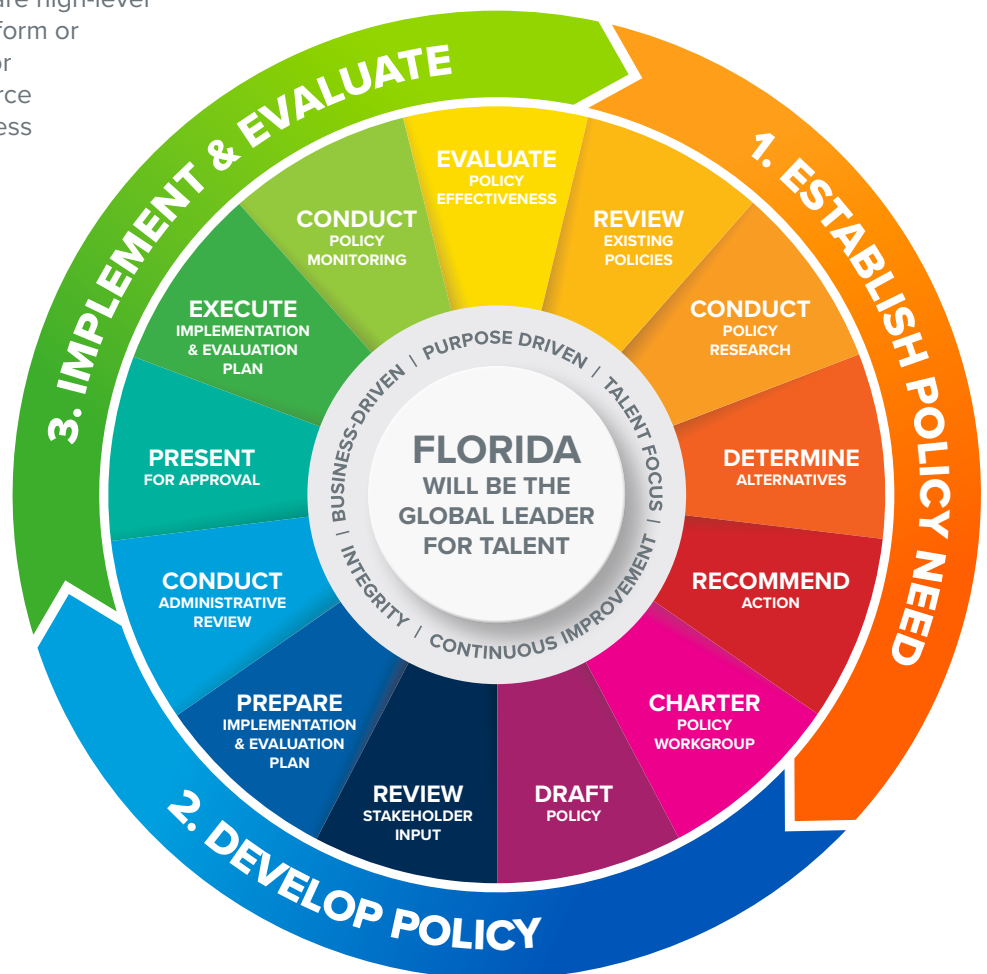
This framework describes how strategic and administrative policies are developed and approved and provides alternatives to formal policy.

CareerSource Florida Strategic Policies are high-level principles or directional statements to inform or clarify federal or state legislative policy or workforce system strategies. CareerSource Florida Administrative Policies are business rules, requirements, processes and responsibilities that expand, explain or further specify federal or state legislative policy.

The framework is applied at the state level and is recommended as a guide for the development of local operating procedures and policies. The framework also may be useful to any state workforce system partner in policy development and implementation.

The policy development framework consists of three major components:

1. Establish Policy Need;
2. Develop Policy; and
3. Implement and Evaluate.



Research identifies best practices in policy development. The key features listed below are considered and incorporated in the development of strategic and administrative policies for Florida's workforce system and include features associated with high-performing organizations:

MISSION, VISION AND VALUES-BASED

Policies drive and support the mission, vision and values of the CareerSource Florida network as established by the CareerSource Florida Board of Directors and carried out by the professional team.

Policy development considers how policies support Florida's vision to be the global leader for talent and mission to connect businesses with qualified and skilled job seekers for employment and career development that leads to economic prosperity. Policies reflect the network values of business-driven, continuous improvement, integrity, talent focus and purpose-driven.

Policies clearly uphold statutes and regulations, striving to exceed minimum requirements to accelerate and achieve the vision with integrity and transparency.

SYSTEMS PERSPECTIVE

Design and deployment of new policies considers potential impacts to existing policies, programs, key customer groups, workforce partners or stakeholders.

Consideration is given to alignment of policies with plans, programs, processes and measures.

Risks are identified and actively managed.

The policy development framework is agile, allowing for efficient and simplified policy development and revision based on changing conditions.

BUSINESS, JOB SEEKER, PARTNER AND STAKEHOLDER FOCUS

Design and deployment of new policies is transparent and clearly reflects attention to the needs and perspectives of businesses, job seekers, workforce partners and stakeholders affected by the policy.

Ample opportunities are created for stakeholder input during policy development and throughout the policy lifecycle.

PRAGMATIC AND OPERATIONAL: VALUING PEOPLE AND RESOURCES

Policy development considers the appropriate management and organizational structures needed for policy implementation. Factors include available financial, technical and human resources required for sustained successful and effective deployment.

Strategic and administrative policies include implementation plans for communicating changes and training employees as needed. Policy development and implementation is timely.

Administrative policies outline the roles and responsibilities of internal and external partners including guidance for how local boards implement programs.

INNOVATIVE AND EVIDENCE-BASED

New or revised policies consider innovative approaches, including new technologies, that reach beyond standard procedures. Innovative ideas can originate from a variety of sources including businesses, job seekers, key partners, stakeholder groups, cutting-edge research or board member insights.

Decisions on policy content are based on the best available information. Policy development considers performance data, key research findings and benchmarking of best practices in workforce systems and other organizations. Policies can be piloted on a smaller scale to collect additional evidence of effectiveness prior to full implementation.

FOCUSED ON SUCCESS, MEASURABLE RESULTS AND EVALUATION

Strategic and administrative policies clearly define expected successful performance outcomes. Metrics and/or other forms of information are prepared to accurately gauge the effectiveness and impact of policies over time. Where appropriate, the policy development framework takes a long-term view based on statistical trends and informed predictions of social, political, economic and cultural factors. Long term is generally considered at least four years into the future of the likely effect and impact of the policy. This timeframe considers evolving trends in workforce issues and supports policy alignment and synchronization with the strategic planning cycle.

For more information, please visit careersourceflorida.com.

Action Item 1

Approved _____
Disapproved _____

Action Item 1

CAREERSOURCE FLORIDA STRATEGIC POLICY – POLICYMAKING AUTHORITY AND DELEGATION

As the principal workforce policy organization for the state of Florida, CareerSource Florida, the state workforce development board, is responsible for providing policy direction to ensure workforce programs are aligned to federal, state, and local workforce development priorities. The CareerSource Florida Board of Directors, the CareerSource Florida professional team and the Department of Economic Opportunity developed a comprehensive policy development framework designed to support the vision, mission, values, strategies and operation of the state's workforce development system. The CareerSource Florida Policy Development Framework defines best practices for joint development and implementation of strategic and administrative policies and defines documents that serve as alternatives to formal policies.

The CareerSource Florida Policymaking Authority and Delegation Strategic Policy distinguishes between strategic and administrative policies and delegates different policymaking decisions to various entities including the CareerSource Florida professional team and CareerSource Florida's administrative entity, the Department of Economic Opportunity.

All CareerSource Florida strategic policies are presented to the state workforce development board to be considered for approval.

CareerSource Florida administrative policies and operational guidance include business rules, requirements, processes and responsibilities that expand, explain or specify federal and state legislative policy and board-approved strategic policy. These policies are developed by the Department of Economic Opportunity Bureau of One Stop and Program Support in consultation with the CareerSource Florida professional team using best practices from the Policy Development Framework. Administrative policies and operational guidance are reviewed by the CareerSource Florida professional team, which determines if these policies require approval by the state workforce development board.

The CareerSource Florida professional team notifies the state workforce development board of all strategic and administrative policies issued.

FOR CONSIDERATION

- **Approve CareerSource Florida Policymaking Authority and Delegation Strategic Policy directing the CareerSource Florida professional team to present all strategic policies to the CareerSource Florida Board of Directors to be considered for approval.**
- **Approve CareerSource Florida Policymaking Authority and Delegation Strategic Policy delegating authority to the CareerSource Florida professional team, in consultation with the Department of Economic Opportunity, to use its discretion in determining how to issue administrative policies and guidance.**
- **Adopt the CareerSource Florida Policy Development Framework and authorize the CareerSource Florida professional team, in consultation with the Department of Economic Opportunity, to update and revise the Framework as necessary to ensure its effectiveness in managing organizational performance.**



Strategic Policy

TBD

Title:	Statewide Workforce Development Board Policymaking Authority and Delegation
Adopted:	
Effective:	

I. PURPOSE AND SCOPE

This policy clarifies the policymaking authority of CareerSource Florida, the state workforce development board, and the delegation of various policymaking roles. The state workforce development board establishes the administrative and operational role of the CareerSource Florida professional team and CareerSource Florida's administrative entity, the Florida Department of Economic Opportunity (DEO), in providing policy direction and guidance to the state's local workforce development boards (LWDBs) and other impacted parties.

II. BACKGROUND

Public Law 113-128, the federal Workforce Innovation and Opportunity Act (WIOA), describes the formation of state workforce development boards. 20 CFR, Section 679.160 authorizes state workforce development boards to hire staff to assist in carrying out the functions described in WIOA Section 101(d). These functions include the development, implementation and modification of the state workforce development plan and the review of statewide policies, statewide programs and recommendations on actions that should be taken by the state to align workforce development programs to support a comprehensive and streamlined workforce development system (20 CFR 679.130).

The CareerSource Florida Board of Directors serves as the principal workforce policy organization for the state as described in Chapter 445.004(2), Florida Statutes. The purpose of the state board is to establish and direct the vision for the state workforce system, known as the CareerSource Florida network, to align with strategic partners within workforce investment, education and economic development systems.

Consistent with the Amended Bylaws of CareerSource Florida, Section 4.11, the state workforce development board may "delegate the performance of any duties or the exercise of

any powers to such officers and agents as the board may from time to time, designate by resolution.” Pursuant to Chapter 445.004(13), “[The Department of Economic Opportunity] may consult with the state board to issue technical assistance letters on the operation of federal programs and the expenditure of federal funds by the state board or any local workforce development board. A technical assistance letter must be in writing, must be posted on the department’s website, and remains in effect until superseded or terminated. A technical assistance letter is not a rule of general applicability under s. 120.54 and is not a declaratory statement issued under s. 120.565 or an order issued under s. 120.569. Section 120.53 does not apply to technical assistance letters.”

Consistent with its agreement with the Department of Economic Opportunity, CareerSource Florida, Inc., the CareerSource Florida professional team, provides administrative support for the state workforce development board. As described in CareerSource Florida Strategic Policy 2020.06.04.A.2 – State Workforce Development Board Roles and Responsibilities, the CareerSource Florida professional team shall develop and coordinate, under the direction and guidance of the board, the strategic policy development and financial and programmatic direction of its vision for the state’s workforce system. The CareerSource Florida professional team assists in developing and implementing strategic and administrative policies.

The Department of Economic Opportunity serves as the fiscal and administrative entity for the programs outlined in Chapter 445.004(5)(b), Florida Statutes. DEO consults with the CareerSource Florida professional team to develop and implement strategic and administrative policies to local workforce development boards and workforce partners. This includes developing the Statewide Workforce Innovation and Opportunity Act Plan, policies, communiques, memoranda, guidance letters, reports and publications. DEO monitors compliance with the state workforce development board’s policies and the expenditure of federal funds by both the state workforce development board and local workforce development boards.

III. POLICIES AND PROCEDURES

A. Policy Development Framework

The governance structure of CareerSource Florida facilitates strategic planning. As the principal workforce policy organization for the state of Florida, CareerSource Florida, the state workforce development board is focused on strategic policy and aligning federal, state and local workforce development priorities. This policy delegates operational policymaking decisions to the CareerSource Florida professional team and CareerSource Florida’s administrative entity, the Department of Economic Opportunity.

The CareerSource Florida Board of Directors, the CareerSource Florida professional team and the Department of Economic Opportunity follow a comprehensive policy development framework designed to support the vision, mission, values, strategies and operation of the state’s workforce development system. The Policy Development Framework applies to the CareerSource Florida Board of Directors, the CareerSource Florida professional team and DEO and defines a best practice process for joint development and implementation of strategic and administrative policies as well as the documents that serve as alternatives to formal policies. Alternatives to formal strategic administrative policy and workforce guidance include communiques, memoranda, and programmatic resource guides that

provide information and guidance and are used to enhance and supplement the deployment of formal policies.

The Policy Development Framework (the Framework) differentiates between strategic and administrative policies and identifies best practices for developing and implementing these policies. The Framework describes how policies and alternatives to formal policies are developed, approved and implemented.

Strategic Policies

CareerSource Florida Board of Directors strategic policies include high-level principles or directional statements that inform or clarify federal or state legislative policy or workforce system strategies for the state of Florida. These policies direct statewide workforce efforts through a variety of means including but not limited to establishing standards or priorities for workforce delivery, directing workforce funding, and defining statewide strategic goals. Strategic policies set expectations and direct decision making at the state level and may result in the development of administrative policies by DEO and/or local policies by the local workforce development boards.

Strategic policies are presented to, approved and adopted by the state workforce development board.

Administrative Policies, Operational Guidance and Workforce Guidance¹

CareerSource Florida administrative policies and operational guidance are developed by the Department of Economic Opportunity Bureau of One Stop and Program Support in consultation with the CareerSource Florida professional team using best practices from the Policy Development Framework. Administrative policies and operational guidance include business rules, requirements, processes and responsibilities that expand, explain or further specify federal and state legislative policy as well as board approved strategic policy.

Administrative policies and operational guidance are developed and revised using best practices defined in the Policy Development Framework. Administrative policies and operational guidance are binding on the workforce system and are subject to audit and monitoring by DEO.

Administrative policies and operational guidance are reviewed by the CareerSource Florida professional team, which determines if these policies require approval by the state workforce development board. The state workforce development board is notified of all administrative policies issued.

Workforce guidance is information that explains a legislative, strategic or administrative policy. Guidance may include best practices, supporting information, recommendations, Technical Assistance Letters, memoranda, communiques, desk aids, resource guides and other resources. Workforce guidance is reviewed and issued by DEO and may include consultation with the CareerSource Florida professional team.

¹ Note: The term “guidance” is used synonymously by workforce system stakeholders to describe administrative policy, operational guidance and workforce guidance.

B. Criteria for State Workforce Development Board Approval

The following criteria is presented for determining what policies require the state workforce development board's approval.

State Workforce Development Board of Directors Approval Criteria:

- State Workforce Development Plans
- Strategic policies
- Administrative policies that govern the state workforce development board or the CareerSource Florida professional team
- Board led, state-level projects and initiatives
- New grant initiative policies
- Policies that include potential sanctioning measures and appeal protocols to local workforce development boards for non-compliance
- Policies involving procurements or contracts
- LWDB requirements that require state workforce development board approval
- Policies as determined by the CareerSource Florida professional team to be approved by the state workforce development board

The following criteria is presented for determining what policies do not require the state workforce development board's approval but do require consultation with the CareerSource Florida professional team and require that the state workforce development board be notified of new administrative policies or changes to existing guidance:

DEO-Issued Operational Guidance Criteria:

- Business rules, requirements and processes related to the implementation and operation of workforce programs and grants (operational, programmatic and financial)
- Compliance-related administrative policies and guidance that operationalize federal or state laws and regulations as well as board-approved strategic policies.
- Instructions or guidelines for workforce programs and grants
- Auditing/monitoring implications

The following criteria is presented for determining what workforce guidance may be issued by the Department of Economic Opportunity without the state workforce development board's approval:

Workforce Guidance Criteria That:

- Explains or clarifies a legislative, strategic or administrative policy, or operational guidance.
- Provides clarification regarding program or system requirements.
- Resource information that shares best practices, supporting information, recommendations, examples, etc.
- Time-sensitive communication that requires immediate communication and implementation by the LWDBs.

C. Periodic Review of CareerSource Florida Policies

The state workforce development board delegates that the CareerSource Florida professional team and the Department of Economic Opportunity shall consult to review strategic and administrative policies, and operational and workforce guidance. The CareerSource Florida professional team and the Department of Economic Opportunity shall determine policy effectiveness and efficiency and make recommendations to the CareerSource Florida Board of Directors for the revision or rescission of policies, as necessary.

For retention, strategic policies must focus on strategy or existing initiatives rather than operational aspects of workforce system oversight. Policies that are determined to be more operational in nature may be transferred to DEO for administration. Obsolete or ineffective policies may be eliminated by action or consent of the CareerSource Florida Board of Directors.

When significant changes are made to applicable legal standards, such as federal, state, or administrative law, DEO must determine if revisions are necessary to update existing policies. Administrative policies and operational guidance are reviewed by DEO and the CareerSource Florida professional team, which determines if revision or elimination of these policies require approval by the state workforce development board.

In some instances, when significant changes are made to federal or state law or guidance, it may be necessary for the CareerSource Florida professional team, in consultation with the Department of Economic Opportunity, to rescind an existing policy until action can be taken by the CareerSource Florida Board of Directors. The state workforce development board is notified of administrative policies that are scheduled for revision or elimination and the board is notified when revisions or elimination are complete.

IV. AUTHORITIES

[Public Law 113-128, The Workforce Innovation and Opportunity Act \(WIOA\)](#)

[Chapter 445.003 – 445.004, Florida Statutes](#)

[20 CFR Sections 679.100 - 130](#)

[CareerSource Florida Strategic Policy 2020.06.04.A.2 – State Workforce Development Board Roles and Responsibilities](#)

V. HISTORY

Date	Description
TBA	CareerSource Florida Strategic Policy — Statewide Workforce Development Board Policymaking Authority and Delegation Approved by CareerSource Florida Board of Directors.

VI. RESOURCES

[Strategic and Administrative Policy Development Framework²](#)

[Policy Development Summary](#)

² Note: This document is subject to change as CareerSource Florida and DEO adjust, streamline or refine the components of the framework.

Action Item 2

Approved _____
Disapproved _____

Action Item 2

CAREERSOURCE FLORIDA STRATEGIC POLICY – RAPID RESPONSE AND LAYOFF AVERSION SYSTEM

The federal Workforce Innovation and Opportunity Act (WIOA) requires states to deliver Rapid Response services to assist employers and impacted workers prior to and immediately following the announcement of a permanent closure, layoff or natural or other disaster resulting in a mass job dislocation. Allowable activities are defined in [Title 20 Code of Federal Regulations Part 682](#) and [Employment and Training Administration, Training and Employment Guidance Letter No. 19-16](#).

Layoff Aversion activities are part of the Rapid Response system and are also defined in WIOA. These activities promote economic recovery and vitality by developing ongoing, comprehensive approaches to identifying, planning for, or responding to layoffs or dislocations and preventing or minimizing their impacts on workers, businesses and communities. The Rapid Response system involves engagement with employers of all sizes, stakeholders and critical partners in developing workforce solutions that save jobs and give companies access to skilled workers necessary to increase growth and economic productivity while decreasing the negative impacts of unemployment and ensuring more immediate resources are available to individuals with greater needs.

The Rapid Response and Layoff Aversion System Strategic Policy requires local workforce development boards to utilize funding reserved for Rapid Response and Layoff Aversion to establish comprehensive, proactive Rapid Response systems with an emphasis on Layoff Aversion activities that dedicate resources to specific allowable activities.

FOR CONSIDERATION

- **Approve Rapid Response and Layoff Aversion System Strategic Policy**



Strategic Policy

TBD

Title:	Rapid Response and Layoff Aversion System
Adopted:	
Effective:	

I. PURPOSE

The federal Workforce Innovation and Opportunity Act (WIOA) encourages states to implement and promote programs and strategies that are consistent, high quality, timely and provide innovative responses within a comprehensive economic transition model that supports a broad vision for Rapid Response and embraces Layoff Aversion as one of its central tenets.

It is the intent of the state workforce development board for state and local Rapid Response teams to develop high quality, comprehensive and effective Rapid Response and Layoff Aversion strategies that maximize their ability to assist businesses, especially small businesses, in their local community. Rapid Response and Layoff Aversion activities should be focused on proactively engaging with businesses to prevent layoffs as well as reacting to announced layoffs and assisting affected workers.

II. BACKGROUND

WIOA requires states to provide statewide Rapid Response activities to assist employers and impacted workers prior to and immediately following the announcement of a permanent closure, layoff or natural or other disaster resulting in a mass job dislocation. This requires informed, strategic local business engagement.

Rapid Response and Layoff Aversion activities authorized under WIOA deliver solutions to address the needs of businesses in transition and throughout the business lifecycle (growth,

expansion, maintenance, or downsizing), including comprehensive business engagement and Layoff Aversion strategies. These activities maximize available assistance to local areas that experience natural disasters, mass layoffs, plant closings, or other events that impact businesses and increase the number of unemployed individuals. These activities include but are not limited to upskilling, Reemployment Assistance benefits, Short-Time Compensation, and employment services that help companies retain valuable skilled workers.

Effective Rapid Response and Layoff Aversion services promote economic recovery and vitality by developing ongoing, comprehensive approaches to identifying, planning for, or responding to layoffs or dislocations and preventing or minimizing their impacts on workers, businesses, and communities. It includes engagement with employers of all sizes, economic development organizations, chambers of commerce, small business development centers, business associations, and other critical partners in developing workforce solutions that improve the economic well-being and quality of life for a community, by creating and/or retaining jobs that facilitate growth and provide a stable tax base and support a competitive, resilient local workforce.

Small businesses represent a large percentage of the overall businesses in the state of Florida. Accordingly, many layoffs do not fall within the federal Worker Adjustment and Retraining Notification Act (WARN) requirements and may go undetected because they affect fewer than 50 employees. A strong rapid response/layoff aversion program will assist businesses of all sizes.

The benefits of an effective Rapid Response and Layoff Aversion system include saving jobs and giving companies of all sizes access to skilled workers necessary to increase growth and economic productivity while decreasing the negative impacts of unemployment and ensuring more immediate resources are available to individuals with greater needs.

III. STRATEGIC POLICY

Local workforce development boards shall implement a comprehensive, proactive Rapid Response system with an emphasis on Layoff Aversion activities that dedicate resources and efforts to the following:

- Strategic planning, business intelligence data gathering, and analysis designed to predict, prepare for, and mitigate layoff events.
- Strategies designed to maintain effective business engagement with companies of all sizes and industries within the community.
- Outreach and education regarding the provision of comprehensive, employer-based Layoff Aversion services to include Short-Time Compensation, federal emergency grant

and loan programs, local and community assistance programs, and incumbent worker training to avert layoffs and facilitate connections to other support services.

- Establishing early warning systems to identify businesses that may be at risk of closing, so that immediate support may be provided to avoid layoffs. Establishing local points of contact within the early warning system network to communicate and be accountable for Rapid Response services.
- Defining quantitative outcomes sought including but not limited to return on investment, employees retained or positions filled, business market penetration, and number of established partnerships.
- Defining service level standards and response times when notified of pending layoffs.

The allowable activities are defined in [20 CFR 682 Subpart C of the WIOA regulations \(covering 20 CFR 682.300 through 682.370\)](#) and described in [Training and Employment Guidance Letter No. 19-16](#).

For workers who are at risk of dislocation due to mass layoffs, plant closings, state or federal declared emergencies, or foreseeable events where local workforce development boards and the Department of Economic Opportunity are informed that layoffs may result in unemployed individuals, the maximum allowable percentage of funds may be reserved.

The Department of Economic Opportunity is the state administrative agency for Title I of WIOA. The Department has the responsibility for the distribution and management of the WIOA statewide Rapid Response funds. Of the total federal WIOA Dislocated Worker funding provided to the state, 25 percent may be reserved by federal law for the purposes of establishing and operating a Rapid Response system.

Funds shall be set aside to maintain an emergency reserve and fund the operational costs of the DEO Rapid Response Unit.

Pursuant to this policy, Rapid Response funds shall be used by local workforce development boards to establish Rapid Response and Layoff Aversion systems and provide Rapid Response and Layoff Aversion systems as described above.

IV. SCOPE

This policy applies to CareerSource Florida, the Florida Department of Economic Opportunity (DEO), and all 24 local workforce development boards. Local workforce development boards shall describe strategies for implementing and sustaining effective Rapid Response and Layoff Aversion systems in their local workforce development plans.

V. AUTHORITY

[Public Law 113-128, the Workforce Innovation and Opportunity Act](#)

[Chapter 445.003-445.007, Florida Statutes](#)

[Training and Employment Guidance Letter No. 19-16](#)

[20 CFR Part 665, Subpart C, Section 665.300 – Section 665.340](#)

[20 CFR Part 680, Subpart C, Section 682.300 – Section 682.370](#)

[CareerSource Florida Administrative Policy 100 – Work-based Training.](#)

VI. REVISION HISTORY

Date	Description
TBD	Amends and replaces Strategic Policy 2003.03.19.A.3 Rapid Response Process Modifications

Action Item 3

Approved _____
Disapproved _____

Action Item 3

Local Board Composition and Certification

Once every two years, one local workforce development board (LWDB) must be certified for each local area in the state, based on the local board membership requirements described in WIOA sec. 107(b) and 20 CFR 679.320. Section 445.004(11), Florida Statutes, requires the state board, in consultation with the Department of Economic Opportunity (DEO), to ensure that local the workforce development boards have a membership consistent with the requirements of federal and state law. For a second or subsequent certification, certification also must be based on the extent to which the local area ensures workforce investment activities carried out in the local area enabled the local area to meet the corresponding performance accountability measures and achieve fiscal integrity as defined in WIOA sec. 106(e)(2).

The state board shall recertify LWDBs every two years. Upon satisfactory review of an LWDB's certification documents, DEO will provide a recommendation on certification to the state board.

DEO reviewed and confirmed that all 24 local boards submitted local board rosters. DEO reviewed each roster against the federal requirements as well as CareerSource Florida's [Administrative Policy 91: Local Workforce Development Board Composition and Certification](#). The following is a summary of the most common potential membership representation issues:

- Lack of at least two workforce labor organization members;
- Lack of at least one joint labor/apprenticeship organization member; or
- Not achieving the 20% requirement for members representing workforce within the local area.

Consistent with WIOA, and as allowed within Administrative Policy 91, the appointment of labor organization representation and appointment of a member either by joint labor or from an apprenticeship program is required if such representation or if such a program exists. In instances where there was no such representation, the local area was granted this flexibility after having exhausted attempts to secure such a member.

DEO has shared the results of the board roster review with each respective area. All have been made aware of the area(s) that need to be addressed or have already confirmed they are taking steps to address the issues, where possible. As such, DEO recommends certification of the boards that have met the required standards and conditional certification

for those boards that are experiencing the above or other outstanding issues. Those who are conditionally approved will be required to provide status updates and submit updated rosters to show compliance with board composition requirements. All deficiencies will be rectified within 12 months (consistent with filling local board vacancies in Administrative Policy 91) of conditional approval.

FOR CONSIDERATION

- Certify local workforce development boards that have met the required standards
- Conditionally certify local workforce development boards that do not meet the requirements contingent upon receipt of additional information within the required timeframe

CareerSource Florida
Local Workforce Development Board Membership Analysis

Local Board #	Local Board Name	Executive Director	Total # of Local Board Members	# of Members Representing Workforce Within the Local Area	Meets 20% Requirement?	BU - Business	Meets Majority Requirement?	WOLO - Labor Organization (*min 2)	WOJ - Joint Labor/ Apprenticeship (*min 1)	WOD - CBO Representing Individuals with Disabilities (optional)	WOV - CBO Representing Veterans (optional)	WOY - CBO Representing Youth (optional)	ETPA - Ed/Training - Adult Ed and Literacy	ETPC - Ed/Training - Higher Ed (including Comm Colleges)	ETPO - Ed/Training Other Providers (optional)	GRED - Gov Reps - Economic Development	GRES - Gov Reps - Employment Service	GRVRD - Gov Reps - Vocational Rehabilitation	GRO - Gov Reps Other (optional)	OTHER (optional)
1	CareerSource Escarosa	Marcus McBride	14	3	21.4%	9	64.3%	0	1	1	0	1	1	1	0	1	CSF and DEO are reviewing options to address the WP - Employment Services member.	1	0	0
2	CareerSource Okaloosa Walton	Michele Burns	27	6	22.2%	14	51.9%	2	1	1	1	1	1	2	1	1		1	0	1
3	CareerSource Chipola	Richard Williams	22	4	18.2%	15	68.2%	1	0	1	1	1	1	1	0	1		1	0	0
4	CareerSource Gulf Coast	Kimberly Bodine	18	4	22.2%	10	55.6%	2	0	0	1	1	1	1	1	2		1	0	0
5	CareerSource Capital Region	Jim McShane	22	5	22.7%	11	50.0%	1	1	1	1	1	1	2	0	2		1	1	0
6	CareerSource North Florida	Diane Head	15	3	20.0%	8	53.3%	2	1	0	0	0	1	1	0	1		1	0	0
7	CareerSource Florida Crown	Robert Jones	22	5	22.7%	12	54.5%	2	0	1	2	0	1	1	1	1		1	0	1
8	CareerSource Northeast Florida	Bruce Ferguson	18	4	22.2%	11	61.1%	2	2	0	0	0	1	1	0	1		1	0	0
9	CareerSource North Central Florida	Phyllis Marty, Interim	21	4	19.0%	13	61.9%	3	1	0	0	0	0	1	0	1		1	0	0
10	CareerSource Citrus Levy Marion	Rusty Skinner	29	6	20.7%	16	55.2%	2	1	1	1	1	3	2	0	2		1	0	1
11	CareerSource Flagler Volusia	Robin King	22	5	22.7%	14	63.6%	2	1	0	1	1	1	1	0	1		1	2	1
12	CareerSource Central Florida	Pam Nabors	32	8	25.0%	18	56.3%	2	2	2	1	1	2	1	0	2		1	1	1
13	CareerSource Brevard	Marci Murphy	24	5	20.8%	13	54.2%	2	1	1	0	1	1	1	1	1		1	2	0
14	CareerSource Pinellas	Jennifer Brackney	29	7	24.1%	15	51.7%	1	1	3	0	2	1	1	1	1		1	1	0
15	CareerSource Tampa Bay	John Flanagan	33	7	21.2%	19	57.6%	2	1	3	1	0	1	1	0	1		1	3	0
16	CareerSource Pasco Hernando	Jerome Salatino	20	5	25.0%	11	55.0%	2	1	1	0	1	1	1	0	1		1	0	0
17	CareerSource Polk	Stacy Campbell-Domineck	23	5	21.7%	12	52.2%	2	1	1	1	0	2	2	1	1		1	1	0
18	CareerSource Suncoast	Ted Ehrlichman	25	6	24.0%	13	52.0%	2	1	1	0	2	2	2	0	1		1	1	0
19	CareerSource Heartland	Donna Doubleday	24	6	25.0%	13	54.2%	2	1	2	1	0	1	1	1	2		1	2	0
20	CareerSource Research Coast	Brian Bauer	24	6	25.0%	13	54.2%	2	1	0	1	2	2	3	0	1		1	2	0
21	CareerSource Palm Beach	Julia Dattolo	22	5	22.7%	12	54.5%	2	1	1	0	1	1	1	1	2		1	0	1
22	CareerSource Broward	Carol Hyton	28	6	21.4%	17	60.7%	2	1	0	0	3	1	1	1	2		1	0	1
23	CareerSource South Florida	Rick Beasley	29	7	24.1%	17	58.6%	3	3	0	1	0	1	2	0	2		1	2	0
24	CareerSource Southwest Florida	Joe Paterno	25	6	24.0%	15	60.0%	2	1	2	1	0	2	2	0	3		1	1	2

Green = compliant
Red = deficient
Yellow = exception allowed per policy or qualified member pending CLEO/consortium approval.

Action Item 4

Approved _____
Disapproved _____

Action Item 4

SUBSEQUENT DESIGNATION OF LOCAL AREAS

The Workforce Innovation and Opportunity Act (WIOA) requires that every two years after local workforce development boards are initially designated, the chief elected officials and local workforce development boards in local areas submit a request for subsequent designation of the local area. The Governor shall approve the request if for the two most recent program years, the local area performed successfully; sustained fiscal integrity; and, in the case of a local area in a planning region, met the regional planning requirements described in WIOA Section 106(c)(1).

- **Performed Successfully** means the local area met or exceeded the levels of performance the Governor negotiated with the local workforce development board and chief elected official for core indicators of performance, and the local area has not failed any individual measure for the last two consecutive program years for which data are available in accordance with a state-established definition, provided in the WIOA State Plan, of met or exceeded performance.

For subsequent designation determinations made at the conclusion of Program Year 2018, or at any point thereafter, a finding of whether a local area performed successfully must be based on all six of the WIOA indicators of performance as described at 20 CFR 677.155(a)(1)(i) - (vi), for the two most recently completed program years.

Note: According to guidance from USDOL, sufficient data is not yet available to determine “performed successfully” for this cycle of Local Area Designation. Therefore, performance data to determine “performed successfully” was not used for this year’s determinations. PY2020 (which is the current year) will be the first year to hold states accountable. DEO will continue to monitor the LWDBs’ performance as the agency prepares for future subsequent local area designations.

- **Sustained Fiscal Integrity** means that the USDOL Secretary has not made a formal determination that the grant recipient or the administrative entity of the area mis-expended funds due to willful disregard of the requirements of the provision involved, gross negligence or failure to comply with accepted standards of administration for the two-year period preceding the determination.

The Department of Economic Opportunity reviewed and confirmed that the local workforce development boards submitted [requests for subsequent designation of a local area](#) as described in Public Law 113-128, Chapter 2, Sections 106 – 107 — Workforce Development Areas.

Chapter 445.004(5), Florida Statutes, states that the state workforce development board has all the powers and authority not explicitly prohibited by statute which are necessary or convenient to carry out and effectuate its purposes as determined by WIOA.

FOR CONSIDERATION

- Approve subsequent local area designation requests as submitted, contingent upon any additional information or approval signatures required.

Approved _____
Disapproved _____

Action Item 5

AMENDED BYLAWS OF CAREERSOURCE FLORIDA, INC.

CareerSource Florida, Inc. (CareerSource Florida), is a not-for-profit corporation organized and existing under the laws of the state of Florida. CareerSource Florida is registered, incorporated, organized and operated in compliance with Florida law and operates at the direction of Florida's state workforce development board.

CareerSource Florida provides administrative support for the state workforce development board and is the principal workforce policy organization for the state. Chapter 445.004, Florida Statutes describes the creation of CareerSource Florida and the state board, its membership, duties and powers.

Chapter 445.003, Florida Statutes describes the implementation of Public Law 113-128, the Workforce Innovation and Opportunity Act (WIOA) and the federal requirements, exceptions and required modifications under which the state workforce development board and its professional team operate.

CareerSource Florida is administratively housed within the Florida Department of Economic Opportunity and operates under agreement with the department.

The Bylaws of CareerSource Florida were updated and approved by the CareerSource Florida Board of Directors on September 21, 2015. Revisions to the bylaws are being made in response to:

- Guidance received by the U. S. Department of Labor during a recent comprehensive review for the state of Florida
- Changes to Florida Law requiring revisions to the Amended Bylaws of CareerSource Florida, Inc., to implement the Workforce Innovation and Opportunity Act; Chapter 445, Florida Statutes; and the Reimagining Education and Career Help Act (2021).

A summary of the revisions made in this version are included below:

- **Article IV, Section 4.2, Structure of the Board** modified to include the lead state officials with primary responsibility for the Florida Division of Vocational Rehabilitation; the Florida Division of Blind Services; the Florida Department of Children and Families; the vice chairperson of the Board of Directors of Enterprise Florida, Inc.; and other entities representing programs identified in WIOA or state

statute as determined necessary. Note the addition of Florida Division of Blind Services and Florida Department of Children and Families is contingent upon House Bill 1507 becoming law.

- **Article IV, Section 4.5, Vacancies** updated to describe process for notifying the Governor's appointments office when a board member resigns, retires or their current term expires for consideration of reappointment or replacement.
- **Article IV, Section 4.6, Removals** updated to describe removal of appointed board members for cause; requirement for attendance at board meetings; and process for advising statutorily designated directors of provisions for removal.
- **Article V, Section 5.3 Removal** updated to describe removal of officers or agents appointed by the Governor or the Board of Directors — "for cause" defined to include, but is not limited to, "engaging in fraud or other criminal acts, incapacity, unfitness, neglect of duty, official incompetence and irresponsibility, misfeasance, malfeasance, nonfeasance, gross mismanagement, waste, or lack of performance."
- **Article VI, Section 6.3 Special Committees** updated to describe how special committees and councils are chartered and how they may be dissolved upon completion or conclusion of duties as chartered.
- **Article VII, Section 7.9 Annual Report** updated to include specific information required in the corporation's annual report to the Governor and leadership of the Florida Legislature, contingent upon House Bill 1507 becoming law.

FOR CONSIDERATION

- **Approve Amended Bylaws of CareerSource Florida, Inc.**

**BYLAWS OF
CAREERSOURCE FLORIDA, INC.
AS AMENDED JUNE 9, 2020**

**ARTICLE I
NAME, INCORPORATION,
TAX EXEMPT STATUS,
PURPOSES AND POWERS**

- Section 1.1. Name. The name of this Corporation shall be CareerSource Florida, Inc., and shall from time to time be referred to as “**CAREERSOURCE FLORIDA.**”
- Section 1.2. Incorporation. The Corporation is a not-for-profit corporation organized and existing under the laws of the State of Florida.
- Section 1.3. Tax Exempt Status. The Corporation is an organization which is exempt from federal income taxation under Code Section 501(c)(3) of the Internal Revenue Code of 1954 and the Regulations thereunder as the same now exist or as they may hereafter be amended from time to time.
- Section 1.4. Mission and Purposes. The primary mission and purposes for which this Corporation is formed are:
- A. To act as the principal workforce policy organization for the State of Florida.
 - B. To design and implement strategies that help Floridians enter, remain in and advance in the workplace, becoming more highly skilled and successful, benefiting these Floridians, Florida businesses and the entire state, and to foster the development of the state’s business climate.
 - C. To assess, on an ongoing basis, Florida’s workforce competitiveness as measured against other locations, to identify and regularly reevaluate Florida’s workforce development strengths and weaknesses, and to incorporate such information into the strategic planning process of this Corporation.
 - D. To incorporate the needs of small and minority businesses into the workforce development responsibilities assigned to the organization.
 - E. To establish comprehensive policy related to the education and training of target populations to ensure the effective use of federal, state, local, and private resources in reducing the need for public assistance.
 - F. To identify barriers to coordination and alignment among workforce related

programs and activities and develop solutions to remove such barriers.

- G. To guide workforce education and training programs by informing the public of the credentials that have value in the current or future job market.
- H. Notwithstanding anything to the contrary, this Corporation shall exercise only such powers as are in furtherance of the exempt purposes of organizations set forth in Section 501(c)(3) of the Internal Revenue Code of 1954 and the regulations thereunder as the same now exist or as they may be hereafter amended from time to time.

Section 1.5. Powers. The Corporation shall have and exercise all rights and powers that may be stated in its Articles of Incorporation, Bylaws, and as permitted by the laws of the State of Florida for not-for-profit corporations, including, but not limited to, the power to do all acts necessary or proper for the administration of its affairs and the attainment of its purposes, provided, however, that when dealing directly with the State of Florida, the exercise of said rights and powers by the Corporation shall not be inconsistent with the provisions of Public Law 113-128, the Workforce Innovation and Opportunity Act of 2014 (WIOA), Chapter 445.004(5), Florida Statutes and amendments thereto.

ARTICLE II OFFICES

Section 2.1. Principal Office. The principal office of this Corporation in the State of Florida shall be located in Leon County.

Section 2.2. Other Offices. The Corporation may establish additional offices as the Board of Directors may from time to time determine.

ARTICLE III LIMITATIONS OF METHODS

Section 3.1. Limitation of Methods. The Corporation shall be non-partisan, non-sectional and non-sectarian and shall take no part or lend its influence or facilities to the nomination, election, or appointment of any candidate for public office.

ARTICLE IV DIRECTORS

Section 4.1. Function. The Board of Directors shall serve as the state workforce development board as identified in the Workforce Innovation and Opportunity Act Pub. Law No. 113-128, Title I, s. 101. The Board of Directors is vested with the management of the business and affairs of the Corporation, and all corporate powers shall be exercised by or under the authority of the Board subject to law, the Articles of Incorporation and these Bylaws established by the Governor, and, when dealing directly with the State of Florida, the provisions of Chapter 445.004, Florida Statutes.

Section 4.2. Structure of the Board. The structure and composition of the Board of Directors must be consistent with Public Law 113-128, Section 101 and Chapter 445.004(3), Florida Statutes.

The Board of Directors shall consist of appointed members and statutorily designated members. The number of members of the Board of Directors shall be determined by the Governor, who shall consider the importance of minority, gender, and geographic representation in making appointments to the state board. Membership must represent diverse geographic areas of the state, including urban, rural, and suburban areas.

A majority of the membership of the Board must be representatives of businesses or organizations in the state who:

- (A) Are the owner or chief executive officer for the business or organization, or an executive with the business or organization with optimum policymaking or hiring authority;
- (B) Represent businesses, or organizations that represent businesses that, at a minimum, provide employment and training opportunities that include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the state;
- (C) Are appointed from a list of potential members nominated by state business organizations and business trade associations;
- (D) At a minimum, include one member representing small business as defined

by the U.S. Small Business Administration;

- (E) Must include two or more representatives of labor organizations nominated by state labor federations;
- (F) Must include one representative who must be a member of a labor organization or training director from a joint labor-management registered apprenticeship program, or, if no such joint program exists in the state, a member of a labor organization or training director who is a representative of a registered apprenticeship program;
- (G) May include one or more representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of individuals with barriers to employment, including organizations that serve veterans or provide or support competitive, integrated employment for individuals with disabilities; and
- (H) May include one or more representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

The balance of the members:

- (A) Must include representatives of the government including:
 - a. The lead state officials with primary responsibility for the following core programs and partner agencies —
 - i. The adult, dislocated worker, and youth programs authorized under title I of WIOA and the Wagner-Peyser Act;
 - ii. The Adult Education and Family Literacy Act (AEFLA) program authorized under Title II of WIOA;
 - iii. The State Vocational Rehabilitation (VR) program authorized under the Rehabilitation Act of 1973, as amended by Title IV of WIOA;
 - iv. The State Department of Education Division of Blind Services;
 - v. The State Department of Children and Families; and
 - vi. Other entities representing programs identified in WIOA as

determined necessary.

- b. Two or more chief elected officials (collectively representing both cities and counties, where appropriate).

(B) Must include the vice chairperson of the board of directors of Enterprise Florida, Inc.

(C) May include other appropriate representatives and officials designated by the Governor, such as, but not limited to, state agency officials responsible for one-stop partner programs, economic development or juvenile justice programs in the state, individuals who represent an Indian tribe or tribal organization as defined in Public Law 113-128 Sec. 166(b), and state agency officials responsible for education programs in the state, including chief executive officers of community colleges and other institutions of higher education.

No fewer than one-half of the appointments to the Board must be representatives of small businesses and at least five members must have economic development experience.

Section 4.3. Term of Office-Appointed Directors. Directors, or members of the board, appointed by the Governor may serve no more than two terms and must be appointed for three-year terms. When a board member is appointed to fill a vacancy due to the departure of a board member before the end of a three-year term, the appointee shall be appointed to serve only the remainder of that term, after which the replacement may be appointed for one more or two more full, three-year terms. All members of the Board of Directors shall serve at the pleasure of the Governor.

Section 4.4. Appointment and Term. The commencement and termination of the terms of the appointed directors shall coincide with the fiscal year of the Corporation.

Section 4.5. Vacancies. When a member of the Board of Directors resigns or otherwise ceases to be a member of the board, CareerSource Florida will notify the Governor's appointments office in writing of the name of the member who has left the board, the area of representation filled by the individual on the board, such as small business, labor organization, chief elected official, etc., and the

dates of the term for which the individual was appointed to serve. CareerSource Florida also will notify the Governor's appointments office when a board member's current term expires for consideration of reappointment or replacement.

Board members shall be appointed from nominations received by the Governor including, but not limited to, those appointed by the President of the Senate and Speaker of the House of Representatives. A vacancy on the Board of Directors shall be filled for the remainder of the unexpired term pursuant to Section 4.3.

Section 4.6. Removals. Appointed members of the Board of Directors may be removed for cause by the Governor. An appointed director's absence from three (3) consecutive regular Board of Directors meetings may result in removal of said appointed director from the Board at the discretion of the Chair. If a statutorily designated director misses three (3) consecutive regular Board of Directors meetings, such Board member shall receive a letter from the Chair advising of the provision.

Section 4.7. Meetings. The Board of Directors shall meet at a place provided for by administration of the Corporation, or by resolution of the Board. The Board of Directors shall hold the following types of meetings:

- A. Regular Meetings. Regular meetings of the Board shall be held on a quarterly basis each year.
- B. Special Meetings. Special meetings of the Board may be called by the Chair of the Board.
- C. Both regular and special meetings as well as committees, subcommittees and other subdivisions may be held in person or use any method of telecommunications to conduct meetings, including establishing a quorum through telecommunications, provided that the public is given proper notice of the telecommunications meeting and is given reasonable access to observe and, when appropriate, participate.

Section 4.8. Quorum and Voting. A majority of the total current membership of the Board of Directors shall constitute a quorum for a meeting of the Board of Directors. A majority of those voting is required to organize and conduct the business of the Board, except that a majority of the entire Board of Directors is required to

adopt or amend the Bylaws.

Section 4.9. Notice of Meetings. Written notice shall be provided stating the place, the day and hour of said meeting of members, and the purpose or purposes of the meeting shall be stated in the notice. Said notice shall comply with any and all notice and procedural requirements of Florida's Government-in-the-Sunshine Law and shall be delivered personally by electronic mail to each member entitled to vote at such meeting, not less than seven (7) nor more than 45 days prior to the date of such meeting, by or at the request of the Chair of the Board of Directors or the President if the Board of Directors is calling the meeting. In case of special meetings, or when required by these Bylaws or by law, the purpose or purposes for which the meeting is called shall be stated in the notice.

Section 4.10. Compensation. Members of the Board of Directors shall serve without compensation, but members, the President, and staff may be reimbursed for all reasonable, necessary, and actual expenses, as determined by the Board of Directors pursuant to Chapter 112.061, Florida Statutes.

Section 4.11. Powers. Except as otherwise provided in the Articles of Incorporation, governing federal or state law, or by the Governor, the powers of this Corporation shall be exercised, its properties controlled, and its affairs conducted by the Board of Directors, which may, however, delegate the performance of any duties or the exercise of any powers to such officers and agents as the Board may from time to time, designate by resolution.

Section 4.12. Indemnification of Officers and Directors. To the extent permitted by and in accordance with the provisions of Florida law, the Corporation may indemnify and hold harmless each person who shall serve at any time hereafter as a director or officer of the Corporation from and against any and all claims and liabilities to which such person shall become subject by reason of his/her having heretofore or hereafter been a director or officer of the Corporation, or by reason of any action alleged to have been heretofore or hereafter taken or omitted by him/her as such director or officer, and shall reimburse each such person for all legal and other expenses reasonably incurred by him/her in connection with any such claim or liability; provided, however, that no such person shall be indemnified against, or be reimbursed for, any expense incurred in connection with any claim or liability arising out of his/her own negligence or willful

misconduct. The rights accruing to any person under the foregoing provisions of this Section shall not exclude any other right to which he/she may be lawfully entitled, nor shall anything herein contained restrict the right of the Corporation to indemnify or reimburse such person in any proper case even though not specifically herein provided for. The Directors of this Corporation shall not be personally liable for its debts, liabilities, or other obligations.

Section 4.13.

Duties. In addition to all customary duties to be carried out by the Board of Directors, as set forth herein and as provided by law, the duties of the Board of Directors of this Corporation shall include:

- A. Annually establishing, reviewing, and/or amending performance goals for the Corporation designed to fulfill the mission of the Corporation to create more high-quality jobs and develop a higher quality of life for all Floridians.
- B. Assisting in the coordination of the State of Florida's workforce development efforts.
- C. The Board of Directors of CareerSource Florida, Inc., and its officers shall be responsible for the prudent use of all public and private funds and shall ensure that the use of these funds is in accordance with all applicable laws, Bylaws, or contractual requirements.
- D. In the performance of its functions and duties, the Board of Directors may establish and implement policies, strategies and programs for CareerSource Florida, Inc. These policies, strategies, and programs shall promote workforce development, which shall lead to more and better jobs with higher wages for all geographic regions and communities of the state, including rural and urban-core areas, and for all residents.
- E. Except as delegated or authorized by the Board of Directors, individual members have no authority to control or direct the operations of CareerSource Florida, Inc., or the actions of its officers and employees, including the President.

Section 4.14.

Public Disclosure. Each Director of the Corporation who is not otherwise required to file financial disclosure pursuant to Section 8, Article II of the State of Florida Constitution, or Chapter 112.3144, Florida Statutes shall file disclosure of financial interests pursuant to Chapter 112.3145, Florida Statutes.

Section 4.15. Chair of the Board. The Chair of the Board shall be a board member selected by the Governor from the business representatives described in Public Law 113-128 Section 107(b)(1)(C). The Chair shall exercise general supervision and control over all activities of the Corporation and shall preside at all meetings of directors. The Chair may sign, with the Secretary or other officer duly authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments the execution of which has been authorized by the Board of Directors, except in cases where the signing and execution thereof shall have been expressly delegated by the Board of Directors, by these Bylaws, by resolution, or by law to some other officer as may be prescribed by the Directors.

Section 4.16. Permanent Designees. Those board members who are statutorily designated members of the Board pursuant Public Law 113-128 Section 107 may, at the board member's discretion, appoint a proxy or permanent designee to serve on the Board in the board member's absence, subject to the Board's acceptance of the designee by regular vote. The board member shall retain the right to attend and vote at any and all regular meetings, but the permanent designee, once accepted by the Board, may, in the board member's absence, attend and vote at any and all meetings and such attendance and vote shall be as if the board member attended and voted himself/herself for all By-Law attendance and voting requirements, including, but not limited to, establishing a board quorum. If the alternative designee is a business representative, he or she must have policymaking and hiring authority within the organization the designee represents.

ARTICLE V OFFICERS

Section 5.1. Appointed Officers. The Officers of the Corporation shall consist of a President, a Secretary and a Treasurer, designated by the Board. The Board of Directors or the President also may appoint such other Officers as the Board may deem appropriate.

Section 5.2. Duties. The Officers of the Corporation shall have the following duties:

A. President. The President of the Corporation shall be hired by the

Board of Directors and shall serve at the pleasure of the Governor in the capacity of an Executive Director and Secretary of the Corporation. The Chair of the Board of Directors shall establish and adjust the compensation of the President. The President is the chief administrative and operational officer of the Board of Directors and of CareerSource Florida, Inc., and shall direct and supervise the administrative affairs of the Board of Directors and any other boards of CareerSource Florida, Inc. The Board of Directors may delegate to its President those powers and responsibilities it deems appropriate, except for the appointment of a President. The President shall have authority to hire and terminate all employees and to determine their compensation within approved budget limitations. The President shall have overall responsibility for the development, planning and implementation of the workforce development program for the Corporation in accordance with policies established by the Board of Directors. The President shall establish staff policies, participate in the preparation of annual budgets, engage the services of outside professionals, and otherwise attend to the day-to-day operation of the Corporation and carry out the instructions of the Board of Directors. The President may also be designated by the Board of Directors as the Secretary of the Corporation. The President shall keep a record of the proceedings of the Board of Directors and is the custodian of all books, documents, and papers filed with the Board of Directors, the minutes of the Board of Directors, and the official seal of CareerSource Florida, Inc. The President shall be under a signed employment contract with the Corporation and shall be a salaried employee of the Corporation.

B. Secretary. The Secretary shall see that all notes are duly given in accordance with these Bylaws or as required by law; keep a membership register containing the names and addresses of all directors of the Corporation, and with respect to any membership which has been terminated, will record that fact together with the date of termination; exhibit to any director of the Corporation, or to his/her agent, or to any person or agency authorized by law to inspect them, at all reasonable times and on demand, these Bylaws, the Articles of Incorporation, the membership register, the minutes or recordings of any meeting, and the

other records of the Corporation.

C. Treasurer. The Treasurer shall be the Chief Financial Officer of the Corporation and shall have charge and custody of and be responsible for all funds and securities of the Corporation; receive and give receipts for moneys due and payable to the Corporation from any source whatsoever, and deposit all such moneys in the name of the Corporation in such banks, trust companies, or other depositories as shall be selected by the Board of Directors; and in general perform all duties incidental to the Office of Treasurer and such other duties as may from time to time be assigned to him/her by the Chair or by the Board of Directors. The President will establish the process for selecting and hiring the Chief Financial Officer and other officers of the organization.

Section 5.3. Removal. Any officer or agent appointed by the Governor or the Board of Directors may be removed by the Governor or the Board of Directors for cause or whenever, in its judgment, the best interests of the Corporation will be served by that removal. For cause includes, but is not limited to, engaging in fraud or other criminal acts, incapacity, unfitness, neglect of duty, official incompetence and irresponsibility, misfeasance, malfeasance, nonfeasance, gross mismanagement, waste, or lack of performance.

Section 5.4. Compensation. All compensation paid shall comply with all applicable federal and state law.

ARTICLE VI COUNCILS

Section 6.1. Standing Councils. The Chair may appoint councils or committees to fulfill its responsibilities, to comply with federal or state requirements, or to obtain technical assistance, and may incorporate members of local workforce development boards into its structure. The Chair of CareerSource Florida shall determine the number of members to serve on each council unless defined by federal or state requirements. Each council shall be composed of individuals appointed by the Chair of CareerSource Florida from the membership of the Board of Directors and may also include individuals from outside CareerSource Florida who possess relevant experience or expertise in the subject area of the

council. Unless defined by federal or state requirements, a majority of the membership of each council must be members of the Board of Directors of CareerSource Florida. The Chair of CareerSource Florida shall name a Chair and Vice Chair for each council from among the members of the council who are also members of the Board of Directors. Each council may meet at the call of its Chair or at the direction of the Board of Directors of CareerSource Florida.

Section 6.2. Executive Committee. The Executive Committee, if established, shall consist of the Chair and at least six additional board members, one of whom must be a representative of organized labor, selected by the Chair. At the discretion of the Chair, a representative of the organization of local workforce development board chairs selected by the Chair may serve on the Executive Committee, such position being non-voting but counting towards quorum. The Executive Committee and the President shall have such authority as the Board of Directors delegates to it, except that the Board may not delegate the authority to take action that requires approval by a majority of the entire Board of Directors.

Section 6.3. Special Committees. Special committees and councils may be chartered and established by resolution of the Board of Directors. The scope and function, including any budget allocation, shall be set forth in the resolution. Any special committee chartered by resolution of the Board of Directors may be dissolved at the recommendation of the committee chair and the discretion of the Board upon completion or conclusion of its duties as chartered.

Section 6.4. Compensation. Members of standing committees, executive committees, working groups, task forces, or similar organizations created by this Corporation shall serve without compensation, but may be reimbursed for reasonable, necessary, and actual expenses, pursuant to Chapter 112.061, Florida Statutes.

ARTICLE VII OPERATIONS

Section 7.1. Fiscal Year. The Corporation's fiscal year shall be July 1 through June 30.

Section 7.2. Execution of Documents. The President of CareerSource Florida shall have the authority to enter into contracts as the Board may approve, or as approved by the Board through the enactment of policies pertaining to matters of

procurement and program delivery.

Section 7.3. Books and Records. The Corporation shall keep correct and complete records of accounts and shall keep recordings of and minutes on the proceedings of the Board of Directors. The Corporation shall keep at its principal place of business a membership register giving the names, addresses and other details of each member of the Board of Directors, and the original or a copy of its Bylaws, including amendments to date certified by the Secretary of the Corporation. Pursuant to Chapter 445.004, (5)(g), Florida Statutes, the Corporation shall archive its records with the Bureau of Archives and Records Management of the Division of Library and Information Services of the Department of State.

Section 7.4. Inspection of Books and Records. Pursuant to Chapter 119, Florida Statutes and Chapter 286, Florida Statutes, all books and records of the Corporation, except records designated as confidential, may be inspected by any person or his agent or attorney, for any purpose at any reasonable time upon request. The request shall be submitted to the President who shall designate the time and place for such inspection.

Section 7.5. Contracts. The Corporation shall have the authority to contract with public and private entities as necessary to further the directives of the Corporation. All contracts executed by the Corporation must include specific performance expectations and deliverables, pursuant to Chapter 445.004(5)(c), F.S.

Section 7.6. Budget. The Board of Directors of this Corporation shall adopt for each fiscal year an operating budget for the organization that specifies the intended uses of the state's operating investment. A budget shall be prepared annually prior to the commencement of the fiscal year. The President shall be responsible for preparation and submission of a preliminary annual budget for consideration by the Board, which will be presented for approval to the Board of Directors. In addition, the allocation and expenditure of the funds of the Corporation shall be governed by the budget previously approved for the current fiscal year. The budget may be amended by the Board of Directors as required to maintain the financial integrity of the Corporation.

Section 7.7. Financial Contributions. The Board of Directors may accept on behalf of the Corporation any contribution or bequest for the general and special purposes of this Corporation. The Board of Directors may, on behalf of the Corporation,

accept donations of money or securities upon such terms as they shall approve, and may hold such cash or securities in the name of the Corporation or of such nominee or nominees as the Board of Directors may appoint, and may collect and receive the income thereof and devote the principal or income of such donations to such purposes within the scope of the activities of the Corporation as the Board of Directors may determine. The Board of Directors may enter into an agreement with any donor to continue to devote the principal or income of his/her donation to such particular purpose as the donor may designate, provided that such purpose is duly approved or ratified by resolution of the Board of Directors; and after such agreement, the principal or income of that particular donation shall be devoted in accordance with such agreement for the time specified therein.

Section 7.8. Deposits. All funds of the Corporation shall be deposited to the credit of the Corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

Section 7.9. Annual Report. By December 1 of each year, the state board, in consultation with the department, shall submit to the Governor, the President of the Senate, the Speaker of the House of Representatives, the Senate Minority Leader, and the House Minority Leader a complete and detailed annual report setting forth:

- 1) All audits and investigations,
- 2) The operations and accomplishments of the state board,
- 3) The number of mandatory partners located within one stop centers, and
- 4) The progress on implementing solutions to address barriers to coordination and alignment among programs and activities.

ARTICLE VIII AMENDMENT

Section 8.1. Amendment. Subject to the limitations of the Articles of Incorporation, these Bylaws, Chapter 617, F.S., the Corporations Not for Profit Law of Florida, and Chapter 2000-165, Laws of Florida, the Bylaws of this Corporation may be amended, repealed, or added to, or new Bylaws may be adopted by a resolution of a majority of the Board of Directors.

ARTICLE IX
PROHIBITION AGAINST SHARING IN CORPORATE EARNINGS

Section 9.1. Prohibition Against Sharing in Corporate Earnings. No member, director, officer, employee, or member of a committee, or person connected with the Corporation, or any other private individual shall receive at any time any of the net earnings or pecuniary profit from the operations of the Corporation, provided that this shall not prevent the payment to any such person of such reasonable compensation for services rendered to or for the Corporation in effecting any of its purposes as shall be fixed by the Board of Directors; and no such person or persons shall be entitled to share in the distribution of any of the Corporate assets upon the dissolution of the Corporation.

All members of the Corporation shall be deemed to have expressly consented and agreed that upon such dissolution or termination of the affairs of the Corporation, whether voluntary or involuntary, the assets of the Corporation, after all debts have been satisfied, then remaining in the hands of the Board of Directors shall be distributed within the intentment of Section 501(c)(3) of the Internal Revenue Code of 1954 and its Regulations as they now exist or as they may be amended.

ARTICLE X
EXEMPT ACTIVITIES

Section 10.1. Exempt Activities. Notwithstanding any other provision of these Bylaws or the Articles of Incorporation, no member, director, officer, employee, or representative of this Corporation shall take any action or carry on any activity by or on behalf of the Corporation not permitted to be taken or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code of 1954 and its Regulations as they now exist or as they may be amended.

ARTICLE XI

DISSOLUTION OF CORPORATION

Section 11.1. Dissolution. In the event of the liquidation or dissolution of the Corporation, whether voluntary or involuntary, no member shall be entitled to any distribution or division of its remaining property or its proceeds, and the balance of all money and other property received by the Corporation from any source, after the payment of all debts and obligations of the Corporation, shall be used or distributed to the State of Florida within the intentment of Section 501(c)(3) of the Internal Revenue Code of 1954 and the Regulations thereunder.

I HEREBY CERTIFY that these amended Bylaws have been approved by the Board of Directors on this day of June____, 2021.

, Chairman
CareerSource Florida, Inc.

I HEREBY CERTIFY that these amended Bylaws are a true and correct copy of the current Bylaws of CareerSource Florida, Inc.

Michelle Dennard, as Secretary
CareerSource Florida, Inc.

Action Item 6

Approved _____
Disapproved _____

FISCAL YEAR 2021-2022 CAREERSOURCE FLORIDA NETWORK FUNDING

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Get There Faster: Fiscal Year 2021-2022 Workforce Innovation and Opportunity Act Governor's Reserve Funds Plan for Improved Workforce and Education Systems Alignment

The federal Workforce Innovation and Opportunity Act (WIOA) allows governors to reserve 15 percent of state funds (discretionary funds) to support innovative projects that enhance opportunities for employment and economic opportunity, particularly for job seekers who face barriers to employment. Under the leadership of Governor Ron DeSantis, the CareerSource Florida Board of Directors, the designated state workforce development board, will use WIOA funding to chart new and expanded pathways to employment, education, training and support services for Floridians who need additional workforce-readiness help on their path to self-sufficiency and economic prosperity. To support this vision, the Governor's discretionary funds will be allocated to support initiatives that close achievement and attainment gaps for Floridians, build on evidence-based practices to serve job seekers facing barriers to employment and promote strategic and cross-sector partnerships.

The Governor's available discretionary funds for state strategic initiatives are \$25,649,814 after combining the balance of WIOA unobligated funding brought forward from the prior year with the federal WIOA grant award for the new fiscal year, and accounting for statewide administrative and program services.

Aligning Funding Recommendations with the REACH Act and Get There Faster Initiative

The following funding recommendations reflect strategic initiatives and priorities directed by Governor DeSantis to strengthen alignment among CareerSource Florida, the Florida Department of Economic Opportunity (DEO), and the Florida Department of Education (FDOE), among others, to enhance WIOA implementation and further support Florida's robust economic recovery.

These recommendations also align with priorities of House Bill 1507, the Reimagining Education and Career Help (REACH) Act, which was unanimously approved by the Florida Legislature in the 2021 Legislative Session and is pending action by the Governor. The REACH Act seeks to better align the state's education and workforce systems with a focus on equity and efficiency to achieve a stronger, more competitive Florida. The REACH Act was created to address the

evolving needs of Florida's economy by increasing collaboration and cooperation among state agencies and education institutions to improve access to training and employment for Floridians seeking services through the workforce system.

The passage of the REACH Act affords the opportunity to immediately catalyze cross-agency and cross-functional systems improvements. The REACH Act defines the workforce development system as “the entities and activities that contribute to the state’s talent pipeline system through education, training, and support services that prepare individuals for employment or career advancement, and the entities that are responsible for oversight or conducting those activities such as CareerSource Florida, Inc., local workforce development boards, one-stop career centers, the Department of Economic Opportunity, the Department of Education, and the Department of Children and Families.”

As part of Governor DeSantis’ goal for Florida to be best in the nation for workforce education (specifically in credential attainment) by 2030 (Executive Order 19-31), in March 2021, Governor DeSantis announced the \$75 million Get There Faster education initiative. The REACH Act reflects many of the principles of this initiative, which seeks to expand access and enrollment in quality, in-demand Career and Technical Education (CTE) courses, postsecondary credentials, and work-based learning programs. The Get There Faster education initiative is designed to accelerate career pathways for K-12 and postsecondary students that result in high-value certifications, credentials, and outcomes to drive Florida’s economic recovery.

As illustrated in the table below, CareerSource Florida, DEO and FDOE will collaborate with stakeholders to implement these initiatives that will be complemented by Get There Faster: WIOA Governor’s Reserve Funds to address gaps for those Floridians in need of employment and training help and help ensure Florida builds and sustains a strong and competitive talent pipeline.

Bridging the gap among legislative actions, the new Get There Faster education initiative and state funding provided in the General Appropriation Act (GAA), the WIOA discretionary funds will help to better serve targeted populations of adult and youth learners and job seekers who are seeking self-sufficiency through upskilling and employment. Through the use of these funds, employment, training, career services and case management will be available to more Floridians via new competitive grant opportunities that emphasize collaborative solutions to complex problems resulting in barriers to economic mobility and opportunity.

The REACH Act and GAA Already Support	Invest in System Improvements and Gap Coverage
<ul style="list-style-type: none"> • The REACH Act incorporates many aspects of the Governor’s <i>Get There Faster</i> initiative. • The REACH Act creates and the GAA funds the Open Door Grant Program with \$15M for school district workforce education programs and \$20M for state colleges with federal Governor’s Emergency Education Relief funds. 	<p>Therefore, the WIOA Governor’s Reserve funds can cover gaps in the REACH Act and the GAA for targeted populations of at-risk youth and adult learners, who are seeking self-sufficiency and upskilling through postsecondary education and training.</p>

<ul style="list-style-type: none"> • The REACH Act requires one-quarter of the appropriated grant funds to be prioritized to serve students attending rural institutions. • Per the GAA, FDOE can already submit budget amendments to use federal Elementary and Secondary School Emergency Relief funds and Child Care funds to launch or expand workforce initiatives that support the capacity of high-quality K-12 and early learning programs. 	<p>Targeted Populations:</p> <ol style="list-style-type: none"> 1. Veterans and Military Spouses, with a focus on homeless and disabled veterans or their spouses with barriers to employment; 2. Low-Income Returning Adult Learners, especially those without a high school diploma, with a focus on IT-related credentials; and 3. At-Risk Floridians, public assistance recipients including those recovering from substance use disorders or justice involvement.
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\$19,100,000 in Priority Commitments for Get There Faster WIOA Competitive Grant Opportunities

Seeking to ensure more Floridians have access to education, training and good jobs, Get There Faster WIOA funding will be available to address priority commitments through competitive grant opportunities. Eligible applicants include local workforce development boards, state colleges and technical colleges, which may apply individually or in partnership. Applicants must demonstrate how their proposed initiatives will be sustained to have long-term impact in enabling program participants to gain and retain employment and attain self-sufficiency. Responses from technical colleges and state colleges must demonstrate collaboration with the local workforce development board(s) to ensure all participants are determined WIOA eligible and provided case management services.

Success Measures for Get There Faster WIOA Competitive Grants

Successful grant applications will align with WIOA priorities for employment, wages and training. Grants should incentivize enrollment and completion in degree and certification programs that demonstrate high value to Florida employers and businesses. Grant applications should help postsecondary education systems connect more people with high-demand jobs for the future while reaffirming the value of workforce credentials. Successful proposals should allow public assistance recipients and other individuals with barriers to employment to achieve the skills needed to enhance their employability and increase their opportunity for economic self-sufficiency.

Success measures should have a nexus to the type of occupations and jobs for which Floridians are training, with extra weight given to training and placement in jobs and careers that are categorized as high demand either now, in the future, or both, and mid-to-high wage. Such success measures also can be linked to implementation of the REACH Act and the work of the Labor Market Estimating Conference.

The selection of grant recipients will be made through a collaborative process by the professional teams of CareerSource Florida, DEO and FDOE. Funds will be available for grant awards focused

on the following targeted opportunity groups:

Veterans and Military Spouses (\$7,000,000) – Provide targeted, in-demand employment opportunities through career, training, and supportive services to military veterans and spouses of active-duty military or veterans facing barriers to employment, with a focus on homeless and disabled veterans.

Veteran unemployment increased from 2.8 percent annually in 2019 to 5 percent in 2020; meanwhile, veteran labor force participation decreased from 45.1 percent to 43.0 percent over this time.

In addition to employment and training opportunities, these funds will support convening community partners to ensure supportive services are available to assist veterans on their path to economic self-sufficiency to include:

- Housing assistance
- Financial counseling
- Access to military benefits
- Mental health and substance use disorder counseling
- Transportation and childcare services

Low-Income Returning Adult Learners (\$5,000,000) – Provide adults and youth seeking education and training the opportunity to earn industry-recognized cloud computing or other IT-related credentials of value identified by FDOE. Through partnerships enabled among Florida's 48 technical colleges, 28 state colleges and/or 24 local workforce development boards, low-income returning adult learners and youth who reside in high poverty Florida zip codes would be prioritized for support to participate in an available postsecondary degree or non-degree training program or an apprenticeship program.

Grant applicants must demonstrate how they will provide the following services to low-income adult learners and youth:

- Enrollment in Amazon Web Services, CompTIA, Microsoft, and other certification programs, covering the cost of the certifications
- Employer engagement, including placement in jobs after completion
- Referrals to community partners for wrap-around services
- Support services to assist individuals in successful program completion, including but not limited to transportation and books/fees
- Work readiness activities, including soft skills training, interview techniques, etc.

Data from DEO indicate youth and Floridians with less education were among the hardest hit by the pandemic's economic toll. The unemployment rate in 2020 for Floridians with less than a high school diploma was 13.3 percent. Among young Floridians, females ages 16-19 experienced a 22.8 percent unemployment rate in 2020, while the rate increased to 12.2 percent for those 20-24. Similarly, young male Floridians ages 16-19 also experienced high annual unemployment, 17.9 percent in 2020, followed by those ages 20-24, who experienced a 13.3 percent unemployment rate.

At-risk Floridians (\$5,000,000) – Provide at-risk individuals who are receiving public assistance, such as Temporary Assistance for Needy Families (TANF) and/or Supplemental Nutrition Assistance Program (SNAP) benefits, recovering from substance use disorders, or returning citizens who were justice-involved the opportunity to receive the education and work skills needed

to enhance their employability and likelihood to achieve economic self-sufficiency. Participants will receive ongoing intensive employment services and support aimed at removing employment barriers, increasing participants' likelihood of obtaining and maintaining unsubsidized employment, and decreasing their reliance on public assistance benefits.

Grant applicants must demonstrate how they will provide the following services to public assistance recipients:

- Enrollment in secondary and/or postsecondary education that leads to an industry-recognized credential of value
- Dedicated jobs program case manager and job coach (responsible for coordination with employers, job placement, employment mentoring, progress monitoring, etc.)
- Work-based learning job placement
- Comprehensive assessments (i.e., skills assessments, interest inventory, etc.)
- Work readiness activities (soft skills training, interviewing techniques, employability skills, etc.)
- Job matching and referrals
- Coordinated referral and service delivery with other agencies for services, such as medical assessments, housing, mental wellness, substance use disorder, and domestic violence, as needed
- Transitional support services to include, but not be limited to, follow up, childcare, transportation, employment-related equipment/supplies, etc.

As Florida's workforce system reimagines how to improve alignment and bolster outcomes through better collaboration and a more efficient use of resources across the broader workforce development ecosystem, these grants will help propel the rebounding economy and strengthen families and communities by supporting an inclusive economic recovery. Grant applicants will need to demonstrate a commitment to achieving enhanced access, alignment and accountability by engaging multiple partners and demonstrating an efficient and effective use of multiple funding sources consistent with the goals of WIOA and the REACH Act. Training that leads to the attainment of credentials of value and connects participants from the targeted opportunity groups to employment that leads to self-sufficiency and long-term employment is critical. Demonstrated employer engagement also is essential to ensure results-driven solutions that address the rapidly evolving needs of job seekers and employers.

Demand-Driven Expansion of Priority Commitments (\$2,100,000) – Through the disciplined process of validating project ideas and activities, there is a recognized need to continually evaluate new and timely project proposals that address state priorities as well as changes in Florida's economy that demand action. As these opportunities arise, the state workforce development board must be prepared to take proactive steps to analyze and address changing conditions.

CareerSource Florida will collaborate with the Executive Office of the Governor, DEO, FDOE, and other strategic partners to monitor the demands of the above priorities and where necessary use these funds to supplement those services above that are in greatest demand. If there is no need to use some or all of these funds to meet the demands of the above priorities, then additional workforce proposals may be identified and considered, including additional funding for the Rural Workforce Initiatives referenced below.

These demand-driven and flexible funds will best position Florida to address emerging needs and respond with workforce development strategies and initiatives throughout the year.

\$3,500,000 in Direct Support for the Priority Commitments

In addition to the WIOA competitive grant opportunities, Governor DeSantis has prioritized areas of emphasis for direct WIOA funding support to further advance rural workforce and economic development, workforce readiness, and apprenticeship expansion.

Rural Workforce Initiatives (\$2,000,000) – Rural Florida, despite its vast area, is characterized by several common challenges and the per capita personal income gap between Florida’s metro and non-metro areas has widened in recent years.

To support a unified focus on enhancing the economic vitality of rural communities, the state of Florida has identified 29 counties and six cities in three additional counties as Rural Areas of Opportunity. These counties and cities face extraordinary economic and service challenges for people with barriers to employment, including but not limited to transportation, broadband access, and declining labor force participation.

CareerSource Florida is among the statutory state agencies and entities charged with improving services to Florida’s economically distressed rural communities through the Rural Economic Development Initiative. In support of this charge, rural workforce support funding would be allocated to local workforce development boards in rural communities based on a demonstrated need as reviewed and approved by CareerSource Florida and DEO.

Areas of emphasis must include expanding access to job seeker services and collaboration with state and/or technical colleges, including a focus on serving participants in the priority initiatives above.

Florida Ready to Work Foundational Skills Initiative (\$1,000,000) – Foundational skills, often referred to as soft skills or employability skills, are imperative to workforce success and are transferable among industries and occupations. During the pandemic, in particular, such in-demand skills, including communication, management/leadership, and critical thinking, also were recognized as “resilient skills.”

In a Florida Skills Gaps and Job Vacancy Study, commissioned by the CareerSource Florida Board of Directors, employers were asked about the importance and availability of a range of foundational skills in four primary categories: communication, leadership, problem-solving and reliability/time management. The study found that Florida employers ranked gaps in foundational skills — twice as often as technical skills — as a primary barrier to business and economic growth.

Foundational skills training, by definition, is a first, pre-preparation, pre-screening step in determining readiness for WIOA-funded training. Foundational skills training is a tool most often used to ensure potential WIOA participants — adults, dislocated workers and youth — have the necessary pre-requisite skills and initiative to successfully complete WIOA-funded training and thereby maximize the return on investment of WIOA funding.

These additional Florida Ready to Work funds are intended to serve participants in the priority initiatives above. This funding would provide foundational or soft skills training to WIOA-eligible participants to help address critical skills gaps that impede workforce readiness and competitiveness.

Florida Apprenticeship Standards Builder (\$500,000) – CareerSource Florida will work in partnership with FDOE to build a fully operational Registered Apprenticeship Standards Builder. This online clearinghouse will serve as a portal to allow for the uploading and downloading of

work processes and related training instruction best practices for apprenticeship programs. The portal will provide an intuitive entry point for employers seeking to develop competency-based apprenticeship programs and modularize standards that will reduce the time needed to create standards of key occupations in key sectors, especially those targeted by the Florida Chamber Foundation's Workforce 2030 report for diversifying the state economy (i.e., advanced manufacturing, financial technology, healthcare, and aviation/aerospace, among others). The portal will allow businesses building apprenticeship programs to draw from a wide variety of already available skills outlines to customize competency-based work process outlines for new apprenticeship programs. The portal also will provide a user-friendly job task analysis. Provided skills outlines would delineate suggested skills required to be competent in apprenticeship occupations and allow users to pick those skills most relevant for their customized program. The Standards Builder could provide newly developed skills outlines for occupations and utilize existing skills outlines developed by national experts.

\$2,500,000 in Direct Support for Florida's Incumbent Worker Training Grant Program

Incumbent Worker Training Grant Program (\$2,500,000) – When workers lack needed training and businesses experience skills gaps, a company's ability to compete, expand and retain workers can be compromised. Florida's Incumbent Worker Training (IWT) grant program addresses such needs. The IWT program was created to provide grant funding for continuing education and training of incumbent employees at existing Florida businesses. It has proven to be a popular resource for small businesses. With a new focus on building capacity at the local level, there is an anticipated increase in demand for training for existing workers to help grow the businesses within our state.

The REACH Act provides additional guidance related to the prioritization of IWT participants. Priority will be given in the following order:

- Businesses that provide employees with opportunities to acquire new or improved skills by earning a credential on the Master Credentials List.
- Hospitals operated by nonprofit or local government entities that provide nursing opportunities to acquire new or improved skills
- Businesses whose grant proposals represent a significant upgrade in employee skills
- Businesses with 25 employees or fewer, businesses in rural areas, and businesses in distressed inner-city areas
- Businesses in a qualified targeted industry, businesses whose grant proposals represent a significant upgrade in employee skills, or businesses whose grant proposals represent a significant layoff avoidance strategy

The CareerSource Florida professional team will ensure grant application processes and guidelines comply with all requirements upon any new criteria becoming state law.

Customer Relationship Management (CRM) System (Salesforce) Licenses (\$500,000) – Under the Expanding Business Engagement initiative, CareerSource Florida, along with a group of local workforce development boards, reviewed and selected a technology platform to help the state and local workforce development boards begin consistently tracking the number and types of businesses they serve. After a thorough review, Salesforce.com was selected as the network-wide CRM platform.

Shaped by CareerSource Florida network business professionals, the Salesforce instance provides a consistent process for tracking businesses served and helps in identifying and

deepening the network's business market penetration. With Salesforce, Florida's workforce system now has a cross-local resource in place with a singular aim of improving services to business — seamlessly and efficiently — as a true network.

Discretionary Funding Summary

Total 2021/22 WIOA Funds Available	\$25,649,814
Less Proposed Discretionary Board Projects:	
Competitive Grant Opportunities	(19,100,000)
Rural Workforce Initiatives	(2,000,000)
Florida Ready to Work Foundational Skills	(1,000,000)
Apprenticeship Standards Builder	(500,000)
Incumbent Worker Training	(2,500,000)
Salesforce CRM Licenses	(500,000)
Balance Remaining for State Projects	\$49,814

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FOR CONSIDERATION

Approval of the Program Year 2021/22 Workforce Innovation and Opportunity Act Initiatives.

Action Item 1, Continued

WAGNER-PEYSER (WP)

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Wagner-Peyser 7(b) Funds – Section 7(b) of the Wagner-Peyser Act reserves 10 percent (or \$3,815,766) of the available grant funds allocated to Florida (\$38,157,663) for use by the Governor for state-level activities including outreach, special projects, and performance incentives. The remaining grant funds are available for additional eligible activities.

Total PY 2021 WP 7(b)	\$3,815,766
Plus Est. Bal. of Unreserved W-P 7(b) Funds	60,451
Total WP 7(b) Funds Available	\$3,876,217

The following recommendations are presented to the board for the establishment of commitments for 2021-2022 to support vital outreach and special projects.

As the state's economy continues to rebound with employers demanding more workers and more Floridians seeking to return to work, now more than ever, job seekers, workers and employers need to know where they can go for employment and training help. Leveraging state funding to enhance education about and access to critical Florida workforce services for job seekers, workers and businesses in need of employment, training, and hiring assistance is essential to the successful delivery of workforce services in all 67 Florida counties that are served by 24 local workforce development boards and the more than 100 career centers they direct.

Florida has historically been a national leader in its outreach efforts to job seekers including targeted populations and employers such as small businesses and those in sectors targeted for economic diversification. Florida also was the first state in the nation to develop a unified brand for its workforce boards — state and local — and every career center, helping the CareerSource Florida network better connect job seekers and businesses, enhance employer engagement, and improve local, regional and statewide collaboration.

Statewide Public Outreach (\$1,500,000) – Spurred by Governor DeSantis' bold priorities for economic recovery and growth, Florida's economic rebound continues. In April 2021, the unemployment rate was 4.8 percent, remaining below the national average of 6.1 percent. Florida's unemployment rate has remained below the national rate for nine consecutive months and decreased by 9.2 percentage points over the year. Meanwhile, the labor force in April 2021 increased by 73,000 over the month, reaching its highest point since the beginning of the pandemic.

As the CareerSource Florida network continues its work to connect employers with qualified, skilled talent and Floridians with employment and career opportunities, outreach to workforce system customers and potential customers who would benefit from the availability of public workforce services and resources remains a key need and priority.

While economic indicators demonstrate that Florida continues to move in the right direction, we have

an opportunity to further strengthen these efforts. In Florida, there are currently more than 460,000 job opportunities available and businesses struggling to find qualified workers. Additionally, there are 487,000 unemployed Floridians who are looking for work.

Florida, as the nation's third-largest state and with a diverse citizenry, must continue to ensure there is clear and consistent public information statewide about workforce priorities and programs, which requires a customer-focused investment that traditionally has been a core component of the state workforce development board's annual financial allocations.

The comprehensive REACH Act, which would take effect July 1, 2021, further underscores the need for the development and execution of a new-year strategic and collaborative public outreach plan. Through a series of significant system changes, the REACH Act requires, among other things:

- Further alignment and support across the broader workforce development system to help more Floridians achieve self-sufficiency.
- Creation of a “no-wrong-door” approach to providing access to workforce development system services.
- Creation of an online opportunity portal to provide Floridians with access to available federal, state and local services and evaluative tools to determine employability and long-term self-sufficiency as well as broader access to education and training options, real-time labor market information, career planning and career services tools, along with other support for workforce training linked to middle- and high-wage, in-demand jobs.
- The appointment by CareerSource Florida of a Credentials Review Committee to identify degree and non-degree credentials of value, develop a Master Credentials List for performance funding, and establish policy direction for funding that prioritizes outcomes and leverages resources to support vulnerable populations.

Additionally, there is an anticipated need to provide effective outreach and engagement to support priorities in the new Get There Faster: WIOA Governor's Reserve Funds Plan that include, but are not limited to, new, multi-year education, training and employment initiatives to help veterans, military spouses, and low-income returning adult learners and youth, as well as at-risk Floridians including those on public assistance and those recovering from substance use disorders or justice involvement; additional funding support for rural communities to address their unique workforce challenges; the continuing need to close Florida's skills gaps with a focus on in-demand foundational skills; and the upskilling and competitiveness of Florida workers including those employed by small businesses.

These funds would support CareerSource Florida-led collaborative, integrated communications planning and tactics for statewide and regional outreach through public information, media relations, public service announcements, advertising outreach to job seekers and employers, social media outreach, partner engagement and other strategies. The priority for public outreach would be to advance the customer-centered goals of the REACH Act and effective implementation of the new Get There Faster: WIOA Governor's Reserve Funds Plan.

The revisioning of these outreach funds would necessitate a new competitive procurement of the existing outreach contract for a more efficiently selected array of services that simultaneously allows for funding the Substance Dependency Recovery and Reentry Navigators proposed below.

Military Family Employment Advocacy Program (\$850,000) – The Military Family Employment Advocacy Program (MFEAP) was established by Section 445.055, F.S., to provide employment advocates and services at Florida career centers with high military populations associated with military bases. Persons eligible for assistance through this program include spouses and dependents of active-duty military personnel, Florida National Guard members and military reservists located in Florida.

CareerSource Florida has allocated Wagner-Peyser 7(b) funds to the following local workforce development boards since state Fiscal Year 2008-2009 to keep this successful program operational:

- CareerSource Escarosa
- CareerSource Okaloosa Walton
- CareerSource Gulf Coast
- CareerSource Northeast Florida
- CareerSource Brevard
- CareerSource Tampa Bay
- CareerSource South Florida

There are approximately 37,000 military spouses who currently reside in Florida, and 60 percent of them live in local areas served by these seven boards. The current funding helps facilitate the work of 10 MFEAP advocates currently assigned to career centers in Pensacola, Fort Walton Beach, Panama City, Jacksonville, Cocoa, the Tampa Bay area and Miami-Dade County. The MFEAP advocates' sole focus is to assist active-duty military spouses and dependents in obtaining and retaining gainful employment. Many of the advocates are co-located at family support centers within military bases.

Substance Dependency Recovery and Reentry Navigators (\$1,500,000) – Florida continues to face an ongoing health crisis with substance dependency disorders. This funding will be used to expand efforts across the state to create and maintain linkages with addiction service providers and the workforce development system and build the capacity of staff of local workforce development boards and their partners to provide meaningful services to individuals in recovery so that job seekers with substance use disorders may obtain employment that leads to self-sufficiency. Additionally, the funds will be used to work with employers and provide technical assistance regarding hiring and retaining workers in recovery and existing staff with substance use disorders. Currently, the state is operating two Opioid Dislocated Worker Grants from the U.S. Department of Labor. Last year, the state workforce development board provided a first round of funding that was used to start a pilot project with five local workforce development boards — CareerSource Citrus Levy Marion, CareerSource Brevard, CareerSource Pinellas, CareerSource Research Coast and CareerSource Southwest Florida. This funding will be used to expand to other local workforce development areas.

Additionally, formerly incarcerated individuals or those who have an arrest record often find it difficult to secure meaningful employment. This program will provide Reentry Navigators who will coordinate with employers to hire individuals with barriers to employment due to their arrest record. Similar to the substance dependency recovery navigator, the funds also will be used to develop and strengthen local partnerships and provide meaningful services prior to and following the release of individuals from incarceration so that returning citizens may re-enter the workforce and obtain employment that leads to self-sufficiency.

Wagner-Peyser 7(b) Funding Summary

In the event the foregoing reserves and commitments are approved by the state workforce development board, an estimated balance of **\$26,217** will remain available for additional projects or as a carry forward into the next fiscal year. Please note this amount is an estimate because certain current year funds may not be available for carry-forward purposes or allocated funds may not be expended at the level expected during the fiscal year.

Total 2021/22 WP 7(b) Funds Available	\$3,876,217
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Less Proposed Discretionary Board Allocations:

Statewide Public Outreach	(1,500,000)
Military Family Employment Advocacy Program	(850,000)
Recovery & Reentry Navigators	(1,500,000)

Balance Remaining	\$26,217
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FOR CONSIDERATION

Approval of the Program Year 2021/22 Wagner Peyser 7(b) projects.

FISCAL YEAR 2021-2022 CAREERSOURCE FLORIDA NETWORK FUNDING OVERVIEW

Each year, Florida is notified of several federal awards and state appropriations to be received during the upcoming fiscal year. This overview covers the Florida Workforce System's major funding streams: the federal Workforce Innovation and Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF) and Wagner-Peyser Act (WP).

In most cases, the manner for distributing these funds among the state and 24 local workforce development boards is defined in the authorizing federal act or in the state appropriations bill; however, the specific state and local calculations are not known until updated allocation factors are applied to the funding awards. This overview defines these specific allocations in accordance with the authorizing grants and provides information on specific reserves, commitments and local workforce development board allocations.

Funding provided under WIOA must be allocated in accordance with the authorizing federal act (Public Law 113-128, as amended). This act defines specific allocation methodologies for its three principal funding streams (Adult, Youth, and Dislocated Worker) to be followed in allocating funding to local workforce development boards. It also defines allowances for funding levels for the state rapid response initiative and state-level set-aside funds (also referred to as the Governor's Reserve or as discretionary state board funding).

In the case of TANF state-appropriated funds, the Florida Legislature allocates a certain level of funding to the workforce system but does not define specific local allocations or the specific allocation methodology that the state board must use. However, the Legislature does define specific line-item appropriations or specific proviso language, which would be deducted from total funding available prior to the allocation of TANF funds to local workforce development boards. Funds distributed directly to the local workforce development boards through these appropriations must be maximized, with such distributions to be based on the anticipated client caseload and the achievement of performance standards.

Specific information is presented to the state workforce development board as follows:

1. **Workforce Innovation and Opportunity Act Funding** consisting of the Adult, Youth and Dislocated Worker funding streams with three primary allocation categories:
 - a. Local Workforce Development Board Allocations
 - b. State-Level Set-Aside or Governor's Reserve
 - c. State Rapid Response Funds
2. **Temporary Assistance for Needy Families Funding** including:
 - a. State-Level Allocations and Initiatives
 - b. Local Workforce Development Board Allocations and Initiatives

3. Wagner-Peyser Act Funding:

- a. Wagner-Peyser 7A
- b. Wagner-Peyser 7B

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

FEDERAL PROGRAM YEAR 2021 for Fiscal Year 2021/22 – \$140,847,913 (Prior Year 2020/21 – \$134,967,855; increase of \$5,880,058 or 4.36%)

BASIC PURPOSE AND ELIGIBILITY:

1. Career services and training services for adults, youth and dislocated workers through the CareerSource Florida network; and,
2. Broad, nearly universal eligibility for career services, but more restrictive eligibility for training services based on priority for individuals with low income, employment barriers and/or dislocation from employment.

SPECIFIC MANDATES/LIMITATIONS: There are multiple federal restrictions and regulations governing allocation to state and local workforce development boards, including the use of funds, reporting, etc. Further, state law mandates percentages of WIOA funds that must be used for Individual Training Accounts (ITAs) at the local level.

DISTRIBUTION MECHANISMS: Federal laws specify formulas for distributing WIOA funds among states and for sub-state allocations, primarily based upon relative shares of workforce, unemployment and poverty factors. WIOA (Public Law 113-128) provides that for Adult and Youth funding streams, 85% of the total federal award must be distributed to local workforce development boards by formula, allowing the Governor to reserve up to 15% at the state level for operational expenses, performance-based incentive payments to boards, program management and oversight, and state board-authorized initiatives. Similarly, WIOA Dislocated Worker funds also allow 15% to be transferred to the state-level “pool,” with another 25% of the total federal award allocated for purposes of funding a state-level program for rapid response assistance to dislocated workers, including emergency supplements to local workforce development boards. The remaining 60% of the federal dislocated worker funds are then distributed to the boards based on a formula that uses local economic factors.

SPECIFIC FUND DISTRIBUTIONS FOR FY 2021/22: The PY2021 funding allotments to the states, published in TEGL 19-20, are reflected in this board overview. For specific identification of amounts to be received under the various WIOA categories by the state and local workforce development boards, refer to the flowchart titled “***Florida Funding for Workforce Innovation and Opportunity Act.***”

As shown on the following chart, a total of **\$140,847,913** will be awarded to Florida from Program Year 2021 funds for Fiscal Year 2021/22, up by **\$5,880,058** or an increase of **4.36%** from the previous year’s grant award. From the total WIOA funds awarded, **\$21,127,183**, is allocated by the federal act to the state-level set-aside pool; the statewide Dislocated Worker Program for the Rapid Response Unit is allocated **\$12,822,681** of the federal dislocated worker funding; and the balance of **\$106,898,049** is allocated to the 24 local workforce development areas.

	<u>FY 2020/21</u>	<u>FY 2021/22</u>	<u>Change</u>
Total WIOA Grant Award	\$ 134,967,855	\$ 140,847,913	\$5,880,058
State Set-Aside	20,245,179	21,127,183	882,004
Rapid Response	12,713,373	12,822,681	109,308
Local Allocations	102,009,303	106,898,049	4,888,746

LOCAL WORKFORCE DEVELOPMENT BOARD (LWDB) ALLOCATIONS

As shown on the *Florida Funding for Workforce Innovation and Opportunity Act* chart for Program Year 2021, a total of **\$106,898,049** is available through direct formula allocations to local workforce development areas from the adult, youth and dislocated worker funds. The spreadsheet titled "*Program Year 2021 Workforce Innovation and Opportunity Act, Local Workforce Development Board Formula Allocations*," shows the total allocations of WIOA funds with a comparison to the prior year, and the four sets of spreadsheets that follow it reflect the individual allocations for each of the three funding streams.

STATE SET-ASIDE ALLOCATIONS

15% State Set-Aside Allocation – As shown in the *Florida Funding for Workforce Innovation and Opportunity Act* chart, the federal act allocates a portion of each of the WIOA Adult, Youth and Dislocated Worker funding streams for use by the Governor for state-level initiatives. For Fiscal Year 2021/22, the amount currently allocated to the state is **\$21,127,183**.

After statewide administrative and program costs of the Department of Economic Opportunity (DEO) and CareerSource Florida, Inc., are deducted from the total WIOA funds available, the remaining balance is available for the Governor's discretionary projects. At the Governor's direction, the state board determines specific allotments for purposes of state demonstration and pilot projects as well as other workforce development initiatives.

	<u>FY 2021/22</u>
Total WIOA Set-Aside Pool	\$21,127,183
Plus Estimated Balance of Recaptured Funds (includes Est. Balance of Rapid Response 15% State Level)	13,266,398
Total WIOA Funds Available	\$34,393,581
Less Statewide Administrative and Program Services: DEO/CareerSource Florida and LWDB Support and Shared Services	(8,743,767)
Balance of Funds Available for State Board Discretion	\$25,649,814

Discretionary Board Allocations – The Governor has available discretionary funding in the amount of **\$25,649,814**, after combining the balance of WIOA unobligated funding brought forward from the prior year with the new year's WIOA grant award and accounting for statewide administrative and program services.

WIOA – STATE RAPID RESPONSE FUNDS

As noted previously, **25%, or \$12,822,681**, of the total federal WIOA Dislocated Worker funding (\$51,290,725) provided to the state for Fiscal Year 2021/22 may be reserved by federal law for the purposes of establishing and operating the state-level Rapid Response Unit and providing emergency allocations to address local dislocation events. From this amount, the state board is required by Chapter 445, F.S., to maintain an emergency reserve, and to fund the operational costs of the DEO Rapid Response Unit.

The following tabulation shows the distribution of the total federal award for 2021/22:

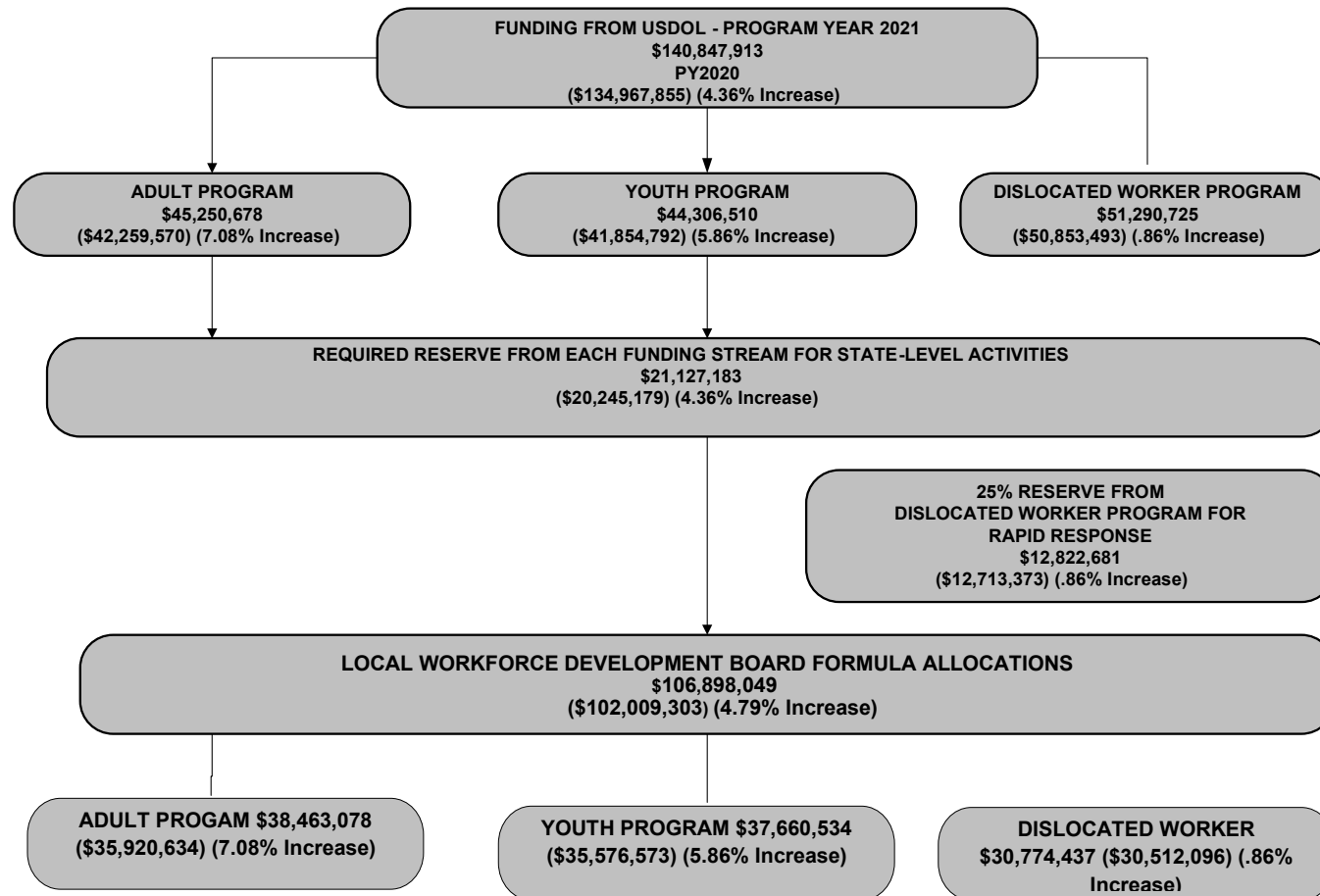
Total Dislocated Worker Funds (21/22)	\$51,290,725
Less Local Pass-Through (60%)	(30,774,437)
Less State-Level Set Aside (15%)	<u>(7,693,607)</u>
Balance for State-Level Rapid Response Reserve (25%)	\$12,822,681

From the total Rapid Response funding available to the board from new-year funding, program management costs of **\$2,400,000** are being withheld as well as a **\$1,000,000** emergency reserve to address major events that may occur during Fiscal Year 2021/22.

Total Rapid Response State-Level Allocation	\$12,822,681
Less: Proposed Rapid Response Program Unit Costs	(2,400,000)
Less: Proposed Emergency Reserve (<i>Chapter 445, F.S.</i>)	(1,000,000)
Less: Rapid Response Allocations	(4,711,340)
Less: Supplemental Dislocated Worker Allocation	<u>(4,711,341)</u>
Balance	\$0

In order to ensure that Florida implements a comprehensive, proactive local rapid response system, **\$4,711,340** will be distributed to LWDBs. Supplemental Dislocated Worker funds will be distributed in the amount of **\$4,711,341** back to the boards via formula allocation. The **\$1,000,000** emergency reserve will allow DEO to fund supplemental requests from local workforce development boards during the upcoming fiscal year for major dislocations and plant closures as well as the needs of the unemployed and long-term unemployed.

FLORIDA FUNDING FOR WORKFORCE INNOVATION AND OPPORTUNITY ACT



**Program Year 2021 Workforce Innovation and Opportunity Act
Local Workforce Development Board Formula Allocations**

LOCAL WORKFORCE DEVELOPMENT BOARDS		WIOA ADULT	WIOA YOUTH	WIOA DISLOCATED WORKER	PY 2021 FINAL ALLOCATION	PY 2020 FINAL ALLOCATION	DIFFERENCE	%
1	CareerSource Escarosa	\$757,453	\$929,041	\$557,229	\$2,243,723	\$2,420,112	(\$176,389)	-7.29%
2	CareerSource Okaloosa Walton	\$306,862	\$251,235	\$227,416	\$785,513	\$754,559	\$30,954	4.10%
3	CareerSource Chipola	\$307,346	\$268,041	\$133,460	\$708,847	\$705,597	\$3,250	0.46%
4	CareerSource Gulf Coast	\$430,743	\$378,374	\$477,720	\$1,286,837	\$1,449,698	(\$162,861)	-11.23%
5	CareerSource Capital Region	\$832,202	\$1,584,645	\$444,948	\$2,861,795	\$3,149,608	(\$287,813)	-9.14%
6	CareerSource North Florida	\$300,302	\$286,470	\$130,435	\$717,207	\$735,163	(\$17,956)	-2.44%
7	CareerSource Florida Crown	\$258,429	\$310,717	\$116,558	\$685,704	\$761,866	(\$76,162)	-10.00%
8	CareerSource Northeast Florida	\$2,430,822	\$2,464,969	\$2,285,974	\$7,181,765	\$8,053,452	(\$871,687)	-10.82%
9	CareerSource North Central Florida	\$555,406	\$1,123,076	\$610,333	\$2,288,815	\$2,155,449	\$133,366	6.19%
10	CareerSource Citrus Levy Marion	\$1,278,426	\$1,222,997	\$636,354	\$3,137,777	\$3,434,518	(\$296,741)	-8.64%
11	CareerSource Flagler Volusia	\$1,089,968	\$1,030,642	\$876,948	\$2,997,558	\$2,870,169	\$127,389	4.44%
12	CareerSource Central Florida	\$5,251,369	\$5,318,585	\$4,986,481	\$15,556,435	\$10,364,142	\$5,192,293	50.10%
13	CareerSource Brevard	\$799,781	\$699,285	\$715,063	\$2,214,129	\$2,229,622	(\$15,493)	-0.69%
14	CareerSource Pinellas	\$1,461,575	\$1,187,924	\$1,224,651	\$3,874,150	\$3,396,337	\$477,813	14.07%
15	CareerSource Tampa Bay	\$2,518,175	\$2,704,652	\$2,030,828	\$7,253,655	\$8,189,435	(\$935,780)	-11.43%
16	CareerSource Pasco Hernando	\$1,107,729	\$1,004,962	\$914,508	\$3,027,199	\$3,202,189	(\$174,990)	-5.46%
17	CareerSource Polk	\$1,583,755	\$1,528,095	\$984,787	\$4,096,637	\$4,470,476	(\$373,839)	-8.36%
18	CareerSource Suncoast	\$1,022,443	\$845,754	\$788,194	\$2,656,391	\$2,563,094	\$93,297	3.64%
19	CareerSource Heartland	\$556,971	\$593,436	\$253,685	\$1,404,092	\$1,567,584	(\$163,492)	-10.43%
20	CareerSource Research Coast	\$1,085,046	\$964,333	\$919,374	\$2,968,753	\$3,015,495	(\$46,742)	-1.55%
21	CareerSource Palm Beach County	\$2,299,884	\$2,147,432	\$2,073,398	\$6,520,714	\$6,568,102	(\$47,388)	-0.72%
22	CareerSource Broward	\$3,238,333	\$2,824,273	\$3,257,871	\$9,320,477	\$7,909,835	\$1,410,642	17.83%
23	CareerSource South Florida	\$6,872,573	\$6,089,898	\$4,644,623	\$17,607,094	\$16,326,515	\$1,280,579	7.84%
24	CareerSource Southwest Florida	\$2,117,485	\$1,901,698	\$1,483,599	\$5,502,782	\$5,716,286	(\$213,504)	-3.74%
STATEWIDE TOTALS		\$38,463,078	\$37,660,534	\$30,774,437	\$106,898,049	\$102,009,303	\$4,888,746	4.79%

**Program Year 2021 Workforce Innovation and Opportunity Act
Adult Program Local Workforce Development Board Formula Allocations**

LOCAL WORKFORCE DEVELOPMENT BOARDS	AREA OF SUBSTANTIAL UNEMPLOYMENT			ECONOMICALLY DISADVANTAGED		LWDB	HH	PY 2021 FINAL	PY 2020 FINAL		
	LABOR		UNEMPLOYED	Total	Excess						
	FORCE	Total									
				Total	Excess	SHARE	*	ALLOCATION	ALLOCATION	DIFFERENCE	%
1 CareerSource Escarosa	114,954	7,434	6.5%	41,790	38,968	0.019692993	*	\$757,453	\$800,503	(\$43,050)	-5.38%
2 CareerSource Okaloosa Walton	46,607	3,014	6.5%	21,615	20,033	0.007978084		\$306,862	\$277,949	\$28,913	10.40%
3 CareerSource Chipola	3,631	253	7.0%	25,000	24,496	0.007990673	*	\$307,346	\$306,497	\$849	0.28%
4 CareerSource Gulf Coast	50,527	3,272	6.5%	21,215	20,059	0.011198862	*	\$430,743	\$550,046	(\$119,303)	-21.69%
5 CareerSource Capital Region	90,047	5,856	6.5%	40,125	37,809	0.021636379	*	\$832,202	\$904,571	(\$72,369)	-8.00%
6 CareerSource North Florida	22,113	1,427	6.5%	25,780	25,210	0.007807546		\$300,302	\$299,105	\$1,197	0.40%
7 CareerSource Florida Crown	5,903	385	6.5%	20,915	20,331	0.006718898	*	\$258,429	\$285,826	(\$27,397)	-9.59%
8 CareerSource Northeast Florida	416,819	26,916	6.5%	128,970	118,913	0.063198855	*	\$2,430,822	\$2,717,289	(\$286,467)	-10.54%
9 CareerSource North Central Florida	58,213	3,780	6.5%	30,035	28,185	0.014439966	*	\$555,406	\$604,819	(\$49,413)	-8.17%
10 CareerSource Citrus Levy Marion	165,109	10,685	6.5%	58,350	55,847	0.033237752	*	\$1,278,426	\$1,395,820	(\$117,394)	-8.41%
11 CareerSource Flagler Volusia	244,728	15,798	6.5%	58,470	54,739	0.028338022		\$1,089,968	\$951,725	\$138,243	14.53%
12 CareerSource Central Florida	1,387,138	92,079	6.6%	217,270	199,948	0.136530121		\$5,251,369	\$3,104,663	\$2,146,706	69.14%
13 CareerSource Brevard	172,365	11,143	6.5%	44,825	41,288	0.020793471		\$799,781	\$743,985	\$55,796	7.50%
14 CareerSource Pinellas	325,012	20,982	6.5%	79,745	73,605	0.037999432		\$1,461,575	\$1,154,776	\$306,799	26.57%
15 CareerSource Tampa Bay	467,760	30,224	6.5%	119,555	110,254	0.065469917	*	\$2,518,175	\$2,841,496	(\$323,321)	-11.38%
16 CareerSource Pasco Hernando	248,053	16,064	6.5%	58,025	54,177	0.028799806	*	\$1,107,729	\$1,128,116	(\$20,387)	-1.81%
17 CareerSource Polk	306,813	20,097	6.6%	66,330	62,498	0.041175982	*	\$1,583,755	\$1,740,233	(\$156,478)	-8.99%
18 CareerSource Suncoast	234,552	15,161	6.5%	54,215	49,671	0.026582458		\$1,022,443	\$928,766	\$93,677	10.09%
19 CareerSource Heartland	51,899	3,376	6.5%	31,355	30,406	0.014480659	*	\$556,971	\$614,134	(\$57,163)	-9.31%
20 CareerSource Research Coast	227,324	14,686	6.5%	53,715	50,184	0.028210070	*	\$1,085,046	\$1,054,352	\$30,694	2.91%
21 CareerSource Palm Beach County	558,694	36,120	6.5%	114,350	105,356	0.059794602		\$2,299,884	\$2,223,785	\$76,099	3.42%
22 CareerSource Broward	830,074	53,563	6.5%	152,310	139,463	0.084193278		\$3,238,333	\$2,565,226	\$673,107	26.24%
23 CareerSource South Florida	655,905	42,308	6.5%	318,205	300,776	0.178679771	*	\$6,872,573	\$6,536,834	\$335,739	5.14%
24 CareerSource Southwest Florida	480,400	31,005	6.5%	112,795	105,116	0.055052403		\$2,117,485	\$2,190,118	(\$72,633)	-3.32%
STATEWIDE TOTALS	7,164,640	465,628	6.5%	1,894,960	1,767,332	1.000000000		\$38,463,078	\$35,920,634	\$2,542,444	7.08%

**Program Year 2021 Workforce Innovation and Opportunity Act
Youth Program Local Workforce Development Board Formula Allocations**

LOCAL WORKFORCE DEVELOPMENT BOARDS	AREA OF SUBSTANTIAL UNEMPLOYMENT			ECONOMICALLY DISADVANTAGED		LWDB SHARE	HH *	PY 2021 FINAL ALLOCATION	PY 2020 FINAL ALLOCATION	DIFFERENCE	%
	LABOR FORCE	UNEMPLOYED Total	Rate	Total	Excess						
1 CareerSource Escarosa	114,954	7,434	6.5%	9,625	6,803	0.024668821	*	\$929,041	\$1,010,161	(\$81,120)	-8.03%
2 CareerSource Okaloosa Walton	46,607	3,014	6.5%	3,155	1,573	0.006671037		\$251,235	\$230,984	\$20,251	8.77%
3 CareerSource Chipola	3,631	253	7.0%	2,530	2,026	0.007117288	*	\$268,041	\$270,332	(\$2,291)	-0.85%
4 CareerSource Gulf Coast	50,527	3,272	6.5%	2,665	1,509	0.010046953	*	\$378,374	\$473,231	(\$94,857)	-20.04%
5 CareerSource Capital Region	90,047	5,856	6.5%	16,765	14,449	0.042077080	*	\$1,584,645	\$1,756,250	(\$171,605)	-9.77%
6 CareerSource North Florida	22,113	1,427	6.5%	3,205	2,635	0.007606648	*	\$286,470	\$289,539	(\$3,069)	-1.06%
7 CareerSource Florida Crown	5,903	385	6.5%	3,795	3,211	0.008250461	*	\$310,717	\$355,231	(\$44,514)	-12.53%
8 CareerSource Northeast Florida	416,819	26,916	6.5%	23,895	13,838	0.065452301	*	\$2,464,969	\$2,792,446	(\$327,477)	-11.73%
9 CareerSource North Central Florida	58,213	3,780	6.5%	12,630	10,780	0.029821045	*	\$1,123,076	\$1,247,263	(\$124,187)	-9.96%
10 CareerSource Citrus Levy Marion	165,109	10,685	6.5%	9,135	6,632	0.032474226	*	\$1,222,997	\$1,339,167	(\$116,170)	-8.67%
11 CareerSource Flagler Volusia	244,728	15,798	6.5%	9,540	5,809	0.027366630		\$1,030,642	\$923,331	\$107,311	11.62%
12 CareerSource Central Florida	1,387,138	92,079	6.6%	41,870	24,548	0.141224356		\$5,318,585	\$3,263,429	\$2,055,156	62.98%
13 CareerSource Brevard	172,365	11,143	6.5%	6,955	3,418	0.018568121		\$699,285	\$666,981	\$32,304	4.84%
14 CareerSource Pinellas	325,012	20,982	6.5%	10,995	4,855	0.031542948		\$1,187,924	\$901,274	\$286,650	31.80%
15 CareerSource Tampa Bay	467,760	30,224	6.5%	24,470	15,169	0.071816600	*	\$2,704,652	\$3,097,249	(\$392,597)	-12.68%
16 CareerSource Pasco Hernando	248,053	16,064	6.5%	8,835	4,987	0.026684756	*	\$1,004,962	\$1,043,562	(\$38,600)	-3.70%
17 CareerSource Polk	306,813	20,097	6.6%	11,275	7,443	0.040575489	*	\$1,528,095	\$1,668,836	(\$140,741)	-8.43%
18 CareerSource Suncoast	234,552	15,161	6.5%	7,835	3,291	0.022457310		\$845,754	\$762,937	\$82,817	10.86%
19 CareerSource Heartland	51,899	3,376	6.5%	5,350	4,401	0.015757512	*	\$593,436	\$666,756	(\$73,320)	-11.00%
20 CareerSource Research Coast	227,324	14,686	6.5%	7,875	4,344	0.025605928	*	\$964,333	\$947,246	\$17,087	1.80%
21 CareerSource Palm Beach County	558,694	36,120	6.5%	19,235	10,241	0.057020746		\$2,147,432	\$2,051,372	\$96,060	4.68%
22 CareerSource Broward	830,074	53,563	6.5%	23,310	10,463	0.074992909		\$2,824,273	\$2,210,953	\$613,320	27.74%
23 CareerSource South Florida	655,905	42,308	6.5%	45,510	28,081	0.161705064	*	\$6,089,898	\$5,757,197	\$332,701	5.78%
24 CareerSource Southwest Florida	480,400	31,005	6.5%	17,310	9,631	0.050495771		\$1,901,698	\$1,850,846	\$50,852	2.75%
STATEWIDE TOTALS	7,164,640	465,628	6.5%	327,765	200,137	1.000000000		\$37,660,534	\$35,576,573	\$2,083,961	5.86%

**Program Year 2021 Workforce Innovation and Opportunity Act
Dislocated Worker Program Local Workforce Development Board
Formula Allocations**

LOCAL WORKFORCE DEVELOPMENT BOARDS	20% UC CLAIMANTS	25% UC CONCENTRATION	25% MASS LAYOFF	30% LONG-TERM UNEMPLOYED	LWDB SHARE	HH *	PY 2021 FINAL ALLOCATION	PY 2020 FINAL ALLOCATION	DIFFERENCE	%
1 CareerSource Escarosa	4,195	14,811	65,659	615	0.018106869	*	\$557,229	\$609,448	(\$52,219)	-8.57%
2 CareerSource Okaloosa Walton	2,140	7,499	36,961	260	0.007389754	*	\$227,416	\$245,626	(\$18,210)	-7.41%
3 CareerSource Chipola	583	2,440	12,035	86	0.004336715	*	\$133,460	\$128,768	\$4,692	3.64%
4 CareerSource Gulf Coast	1,666	5,800	32,147	223	0.015523277	*	\$477,720	\$426,421	\$51,299	12.03%
5 CareerSource Capital Region	2,986	11,154	48,994	462	0.014458364	*	\$444,948	\$488,787	(\$43,839)	-8.97%
6 CareerSource North Florida	771	2,903	12,347	107	0.004238409	*	\$130,435	\$146,519	(\$16,084)	-10.98%
7 CareerSource Florida Crown	676	2,760	12,920	105	0.003787505	*	\$116,558	\$120,809	(\$4,251)	-3.52%
8 CareerSource Northeast Florida	15,239	51,480	224,281	2,310	0.074281571	*	\$2,285,974	\$2,543,717	(\$257,743)	-10.13%
9 CareerSource North Central Florida	2,119	8,263	258,332	320	0.019832458	*	\$610,333	\$303,367	\$306,966	101.19%
10 CareerSource Citrus Levy Marion	4,172	15,336	67,064	596	0.020678013	*	\$636,354	\$699,531	(\$63,177)	-9.03%
11 CareerSource Flagler Volusia	6,922	22,763	111,474	1,044	0.028495998	*	\$876,948	\$995,113	(\$118,165)	-11.87%
12 CareerSource Central Florida	46,972	131,013	698,837	8,174	0.162033216	*	\$4,986,481	\$3,996,050	\$990,431	24.79%
13 CareerSource Brevard	5,640	19,014	92,912	860	0.023235625	*	\$715,063	\$818,656	(\$103,593)	-12.65%
14 CareerSource Pinellas	10,946	34,244	169,560	1,621	0.039794427	*	\$1,224,651	\$1,340,287	(\$115,636)	-8.63%
15 CareerSource Tampa Bay	17,654	54,543	257,794	2,565	0.065990742	*	\$2,030,828	\$2,250,690	(\$219,862)	-9.77%
16 CareerSource Pasco Hernando	6,783	23,380	109,570	1,027	0.029716485	*	\$914,508	\$1,030,511	(\$116,003)	-11.26%
17 CareerSource Polk	9,432	28,516	133,005	1,523	0.032000153	*	\$984,787	\$1,061,407	(\$76,620)	-7.22%
18 CareerSource Suncoast	7,261	25,064	119,173	1,048	0.025611969	*	\$788,194	\$871,391	(\$83,197)	-9.55%
19 CareerSource Heartland	1,270	5,209	19,851	183	0.008243366	*	\$253,685	\$286,694	(\$33,009)	-11.51%
20 CareerSource Research Coast	6,067	20,831	95,101	911	0.029874611	*	\$919,374	\$1,013,897	(\$94,523)	-9.32%
21 CareerSource Palm Beach County	17,191	54,292	188,925	2,697	0.067374044	*	\$2,073,398	\$2,292,945	(\$219,547)	-9.57%
22 CareerSource Broward	31,513	88,505	487,432	4,876	0.105862886	*	\$3,257,871	\$3,133,656	\$124,215	3.96%
23 CareerSource South Florida	44,501	107,070	747,323	7,407	0.150924718	*	\$4,644,623	\$4,032,484	\$612,139	15.18%
24 CareerSource Southwest Florida	13,309	44,603	211,102	2,011	0.048208825	*	\$1,483,599	\$1,675,322	(\$191,723)	-11.44%
STATEWIDE TOTALS	260,008	781,493	4,212,799	41,031	1.000000000		\$30,774,437	\$30,512,096	\$262,341	0.86%

**Program Year 2021 Workforce Innovation and Opportunity Act
Supplemental Dislocated Worker Program Local Workforce Development Board
Formula Allocations**

LOCAL WORKFORCE DEVELOPMENT BOARDS	20% UC CLAIMANTS	25% UC CONCENTRATION	25% MASS LAYOFF	30% LONG-TERM UNEMPLOYED	LWDB SHARE	PY 2021 FINAL ALLOCATION	PY2021 SUPPLEMENTAL	TOTAL
1 CareerSource Escarosa	4,195	14,811	65,659	615	0.018106869	\$557,229	\$85,308	\$642,537
2 CareerSource Okaloosa Walton	2,140	7,499	36,961	260	0.007389754	\$227,416	\$34,816	\$262,232
3 CareerSource Chipola	583	2,440	12,035	86	0.004336715	\$133,460	\$20,432	\$153,892
4 CareerSource Gulf Coast	1,666	5,800	32,147	223	0.015523277	\$477,720	\$73,135	\$550,855
5 CareerSource Capital Region	2,986	11,154	48,994	462	0.014458364	\$444,948	\$68,118	\$513,066
6 CareerSource North Florida	771	2,903	12,347	107	0.004238409	\$130,435	\$19,969	\$150,404
7 CareerSource Florida Crown	676	2,760	12,920	105	0.003787505	\$116,558	\$17,844	\$134,402
8 CareerSource Northeast Florida	15,239	51,480	224,281	2,310	0.074281571	\$2,285,974	\$349,966	\$2,635,940
9 CareerSource North Central Florida	2,119	8,263	258,332	320	0.019832458	\$610,333	\$93,437	\$703,770
10 CareerSource Citrus Levy Marion	4,172	15,336	67,064	596	0.020678013	\$636,354	\$97,421	\$733,775
11 CareerSource Flagler Volusia	6,922	22,763	111,474	1,044	0.028495998	\$876,948	\$134,254	\$1,011,202
12 CareerSource Central Florida	46,972	131,013	698,837	8,174	0.162033216	\$4,986,481	\$763,394	\$5,749,875
13 CareerSource Brevard	5,640	19,014	92,912	860	0.023235625	\$715,063	\$109,471	\$824,534
14 CareerSource Pinellas	10,946	34,244	169,560	1,621	0.039794427	\$1,224,651	\$187,485	\$1,412,136
15 CareerSource Tampa Bay	17,654	54,543	257,794	2,565	0.065990742	\$2,030,828	\$310,905	\$2,341,733
16 CareerSource Pasco Hernando	6,783	23,380	109,570	1,027	0.029716485	\$914,508	\$140,004	\$1,054,512
17 CareerSource Polk	9,432	28,516	133,005	1,523	0.032000153	\$984,787	\$150,764	\$1,135,551
18 CareerSource Suncoast	7,261	25,064	119,173	1,048	0.025611969	\$788,194	\$120,667	\$908,861
19 CareerSource Heartland	1,270	5,209	19,851	183	0.008243366	\$253,685	\$38,837	\$292,522
20 CareerSource Research Coast	6,067	20,831	95,101	911	0.029874611	\$919,374	\$140,749	\$1,060,123
21 CareerSource Palm Beach County	17,191	54,292	188,925	2,697	0.067374044	\$2,073,398	\$317,422	\$2,390,820
22 CareerSource Broward	31,513	88,505	487,432	4,876	0.105862886	\$3,257,871	\$498,756	\$3,756,627
23 CareerSource South Florida	44,501	107,070	747,323	7,407	0.150924718	\$4,644,623	\$711,059	\$5,355,682
24 CareerSource Southwest Florida	13,309	44,603	211,102	2,011	0.048208825	\$1,483,599	\$227,128	\$1,710,727
STATEWIDE TOTALS	260,008	781,493	4,212,799	41,031	1.000000003	\$30,774,437	\$4,711,341	\$35,485,778

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)

STATE APPROPRIATIONS, FISCAL YEAR 2021/22 – \$58,300,723 (Prior Year 2020/21 – \$58,132,510; increase of \$168,213 or .29%)

BASIC PURPOSE AND ELIGIBILITY: TANF serves low-income families with children, including two-parent families. The TANF program strongly emphasizes a “Work First” philosophy that combines added assistance in obtaining needed training, starting work and receiving childcare; transportation and transitional supports to retain employment, advance and become self-sufficient; and time limits and sanctions as needed.

SPECIFIC MANDATES/LIMITATIONS: Eligibility limits for receiving Temporary Cash Assistance (TCA) benefits include having a gross income equal to or less than 185% of the federal poverty level and limited assets. Services/programs that assist families in avoiding welfare dependency by gaining and retaining employment are available in the form of one-time payments, job placement assistance and transitional work support services, and can be more broadly extended to “needy families” (set at 200% of the poverty level in Florida). Also, there are other diversion programs designed to reduce and/or prevent welfare dependency, such as teen pregnancy prevention programs, programs that enable the formation and maintenance of two-parent families, and post-employment career advancement and job retention programs. Florida is required to provide matching state general revenue funds to satisfy the federal “maintenance of effort.” TANF funds may not be used for medical expenses, undocumented immigrants or convicted felons. TANF funds which are unspent at the local level within specified time limits are restricted to “benefits only” and can no longer be used for other purposes including workforce and support services.

DISTRIBUTION MECHANISMS: TANF funds are provided to the state by federal block grants with some special supplements provided to Florida and other states. There are no federally established formulas for sub-state distribution of TANF funds, noting that TANF administration in most states is state or county-based, with no decentralized governance/delivery structures similar to Florida’s local workforce development boards. The Florida Legislature defines and approves the yearly appropriation of TANF funds to DEO and the CareerSource Florida Board to address both state and local needs, which are further administered, allocated and directed by the state board.

Since the state board’s inception in July 2000, the CareerSource Florida Board has transitioned the historical TANF (Welfare Transition) allocation formula (based only on the cash assistance caseload) to a 50/50 allocation formula – 50% of the available funds are allocated to local workforce development boards based upon their share of the number of children within households receiving food stamps, and the remaining 50% based upon cash assistance caseload or TANF households with an adult member. The data on numbers of children receiving food stamps and the cash assistance caseload are available from the Department of Children and Families.

In calculating the 2021/22 distributions, a 90% “hold harmless” provision is applied to ensure that no local board would face an inordinate shift or reduction of funds from the prior fiscal year due to shifts in data used in the funding methodology. This is the same hold harmless provision required under the WIOA Adult, Youth and Dislocated Worker programs, which calculates a two-year average percentage for each local board and assures they will not receive less than 90% of that average.

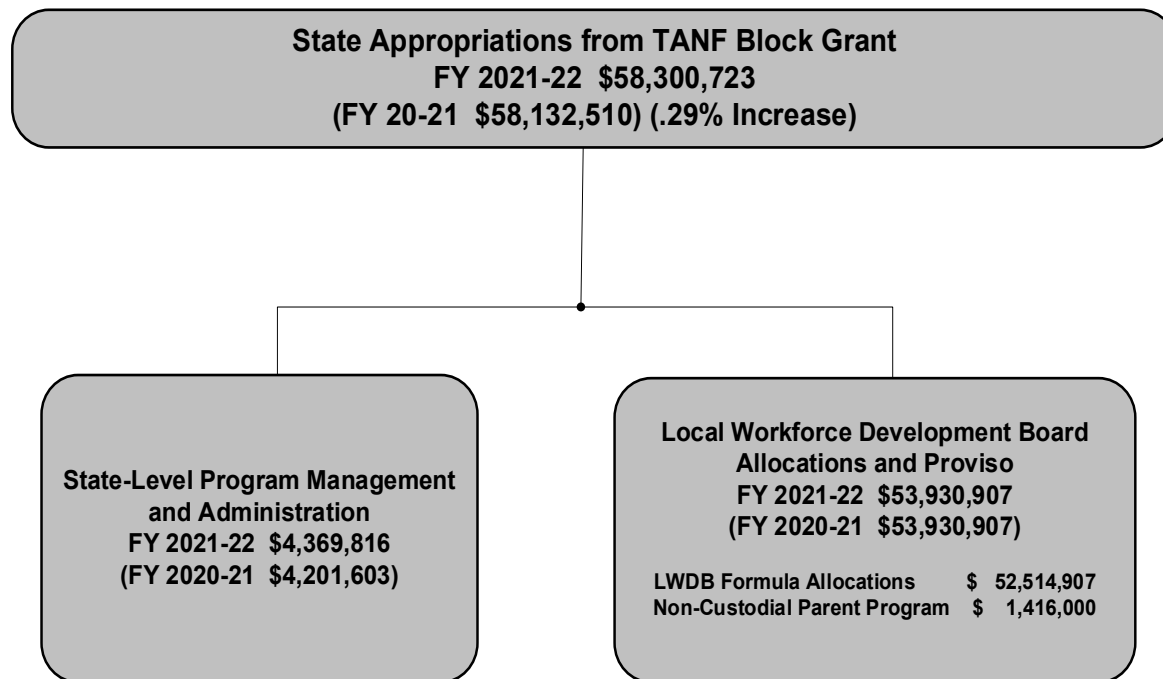
SPECIFIC FUND DISTRIBUTIONS FOR FY 2021/22: A total of **\$58,300,723** in TANF funds was appropriated by the 2021/2022 Legislature. This amount includes **\$4,369,816** for program and administrative support provided by the Department of Economic Opportunity and the CareerSource

Florida Board. This funding also includes a specific appropriation of **\$792,960** for the Non-Custodial Parent Employment Program for **Pinellas, Pasco, Hernando** and **Hillsborough counties**, and **\$623,040 for Miami-Dade County** to be administered by **CareerSource Pasco Hernando**. After deducting program and administrative support, and the **\$1,416,000** for the Non-Custodial Parent Employment Program, the remaining amount available for local allocations is **\$52,514,907**, which is level funded with the prior year.

	<u>FY 2021/22</u>
DEO and CareerSource Florida Administration	\$ 4,369,816
Non-Custodial Parent Program	1,416,000
Local Allocations	<u>52,514,907</u>
Total	\$58,300,723

Using these amounts and assuming no additional changes in the allocation methodology, the total amounts by local workforce development board are reflected on the attached chart titled “***Program Year 2021 Temporary Assistance for Needy Families Local Workforce Development Board Formula Allocations.***”

FLORIDA FUNDING FOR Temporary Assistance for Needy Families (TANF)



**Program Year 2021 Temporary Assistance for Needy Families
Local Workforce Development Board Formula Allocations**

LOCAL WORKFORCE DEVELOPMENT BOARDS		50% WELFARE		LWDB SHARE	HH * FINAL ALLOCATION	FY 2021/22	FY 2020/21	DIFFERENCE	%
		50% SNAP	CASELOAD			FINAL ALLOCATION	FINAL ALLOCATION		
1	CareerSource Escarosa	178,163	4,887	0.025100500		\$1,318,150	\$1,348,446	(\$30,296)	-2.25%
2	CareerSource Okaloosa Walton	72,029	1,595	0.009045961		\$475,048	\$456,421	\$18,627	4.08%
3	CareerSource Chipola	49,981	1,111	0.006289236		\$330,279	\$346,711	(\$16,432)	-4.74%
4	CareerSource Gulf Coast	72,219	1,574	0.008996875		\$472,470	\$476,553	(\$4,083)	-0.86%
5	CareerSource Capital Region	129,757	3,594	0.018381450		\$965,300	\$1,030,440	(\$65,140)	-6.32%
6	CareerSource North Florida	57,080	1,169	0.006893713		\$362,023	\$327,922	\$34,101	10.40%
7	CareerSource Florida Crown	58,020	1,463	0.010203402	*	\$535,831	\$785,439	(\$249,608)	-31.78%
8	CareerSource Northeast Florida	622,944	17,118	0.087852285		\$4,613,554	\$4,198,121	\$415,433	9.90%
9	CareerSource North Central Florida	98,680	2,390	0.012985793		\$681,948	\$693,356	(\$11,408)	-1.65%
10	CareerSource Citrus Levy Marion	216,361	6,432	0.031920955		\$1,676,326	\$1,759,613	(\$83,287)	-4.73%
11	CareerSource Flagler Volusia	232,587	6,599	0.034165942	*	\$1,794,221	\$2,016,788	(\$222,567)	-11.04%
12	CareerSource Central Florida	1,080,720	23,787	0.135307576		\$7,105,664	\$7,099,297	\$6,367	0.09%
13	CareerSource Brevard	171,601	4,226	0.022784043		\$1,196,502	\$1,340,880	(\$144,378)	-10.77%
14	CareerSource Pinellas	259,708	8,652	0.041011473		\$2,153,714	\$2,237,347	(\$83,633)	-3.74%
15	CareerSource Tampa Bay	619,011	15,668	0.083414254		\$4,380,492	\$4,200,665	\$179,827	4.28%
16	CareerSource Pasco Hernando	250,920	7,950	0.038439454		\$2,018,644	\$2,113,352	(\$94,708)	-4.48%
17	CareerSource Polk	371,569	8,245	0.046713794		\$2,453,170	\$2,630,030	(\$176,860)	-6.72%
18	CareerSource Suncoast	185,996	4,843	0.025454947		\$1,336,764	\$1,323,933	\$12,831	0.97%
19	CareerSource Heartland	95,613	1,810	0.015445430	*	\$811,115	\$1,018,932	(\$207,817)	-20.40%
20	CareerSource Research Coast	201,147	2,722	0.020248904		\$1,063,369	\$958,326	\$105,043	10.96%
21	CareerSource Palm Beach County	478,206	6,192	0.047331479		\$2,485,608	\$2,357,422	\$128,186	5.44%
22	CareerSource Broward	734,775	11,384	0.078137057		\$4,103,360	\$3,867,637	\$235,723	6.09%
23	CareerSource South Florida	1,436,704	20,807	0.148578985		\$7,802,614	\$7,690,007	\$112,607	1.46%
24	CareerSource Southwest Florida	394,588	7,266	0.045296492		\$2,378,741	\$2,237,269	\$141,472	6.32%
STATEWIDE TOTALS		8,068,379	171,484	1.000000000		\$52,514,907	\$52,514,907	\$0	0.00%

*Indicates 90% Hold Harmless in Effect

WAGNER-PEYSER ACT (WP)

FEDERAL AWARD FY 2021/22 FOR WAGNER-PEYSER ACT – \$38,157,663 (Prior Year 2020/21 \$38,224,509; decrease of \$66,846 or (.17%))

Statutory Reference: Wagner-Peyser Act of 1933, 48 Stat.113 as amended; Workforce Investment Act of 1998; Workforce Innovation and Opportunity Act of 2014.

Grantor Agency: USDOL

Grant Program Objectives: To place persons in employment by providing a variety of placement-related services without charge to job seekers and to employers seeking qualified individuals to fill job openings.

Description of the Grant Program:

The Wagner-Peyser Act of 1933 established a nationwide system of public employment offices known as the Employment Service. The Wagner-Peyser Act was amended by the Workforce Investment Act of 1998 and the Workforce Innovation and Opportunity Act of 2014, making the Employment Service part of the one-stop delivery system. Employment services are an integral part of the one-stop delivery system that provides an integrated array of high-quality services so workers, job seekers and businesses can find the services they need under one roof in easy-to-reach locations. Employment services are services related to a labor exchange system including job search assistance, referral and placement assistance to job seekers, reemployment services to unemployment insurance claimants and recruitment services to employers with job openings. Services may be delivered through self-service, facilitated self-help services and staff-assisted services. Core services, such as assessments of skill levels, abilities and aptitudes; career guidance when appropriate; job search workshops; and referral to training as appropriate may also be available. The services offered to employers, in addition to referral of job seekers to job openings, include matching job requirements with job seeker experience, skills and other attributes; helping with special recruitment needs; helping employers analyze hard-to-fill job orders; assisting with job restructuring; and helping employers address layoffs.

Description of Process Used to Allocate Available Grant Funds:

Wagner-Peyser 7(a) Funds – As shown on the *Florida Funding for Wagner-Peyser* chart, less than 10% of the 7(a) grant funds (\$2,818,672) are reserved for state-level program operations and administration. More than 90% (\$31,523,225) of these funds are available to support one-stop program services at the local level.

The allocation of Wagner-Peyser funding to local workforce development boards is based on the federal formula used to distribute grant funds among the states. The formula is:

- 2/3 based on the relative share of the state's civilian labor force (based on an annualized average)
- 1/3 based on the relative share of the state's number of unemployed individuals (based on an annualized average)

Total PY 2021 WP 7(a)

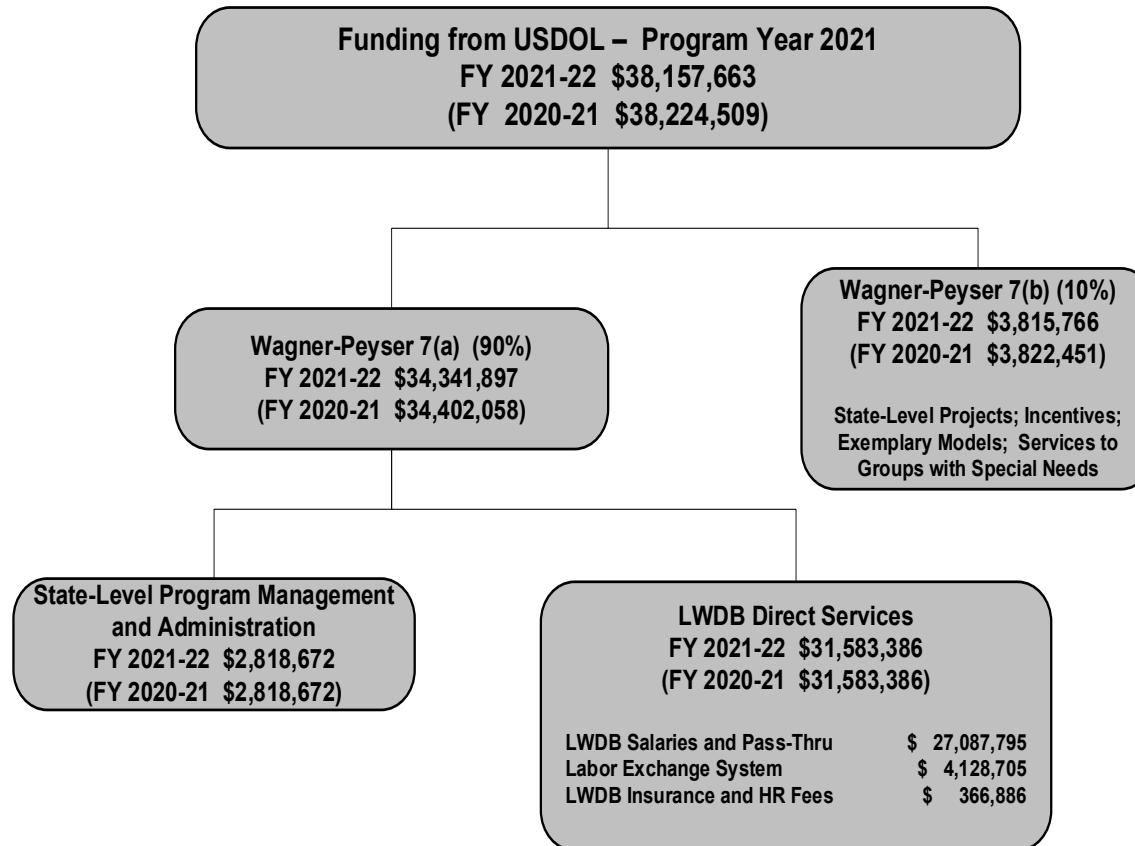
\$34,341,897

LWDB Salaries and Pass-Through	(27,087,795)
Labor Exchange System	(4,068,544)
LWDB Insurance and HR Fees	(366,886)
Remaining for State-Level Administration	\$2,818,672

Wagner-Peyser 7(b) Funds – Section 7(b) of the Wagner-Peyser Act reserves 10% (or \$3,815,766) of the available grant funds allocated to Florida (\$38,157,663) for use by the Governor for state-level activities including outreach, special projects, and performance incentives. The remaining grant funds are available for additional eligible activities.

Total PY 2021 WP 7(b)	\$3,815,766
Plus Est. Bal. of Unreserved W-P 7(b) Funds	60,451
Total WP 7(b) Funds Available	\$3,876,217

FLORIDA FUNDING FOR WAGNER-PEYSER



**Program Year 2021 Wagner-Peyser Act
Local Workforce Development Board Formula Allocations**

LOCAL WORKFORCE DEVELOPMENT BOARDS		2/3 CIVILIAN LABOR FORCE	1/3 UNEMPLOYED INDIVIDUALS	PY 2021 FINAL ALLOCATION	PY 2020 FINAL ALLOCATION	DIFFERENCE	%
1	CareerSource Escarosa	228,267	14,811	\$578,269	\$597,865	(\$19,596)	-3.28%
2	CareerSource Okaloosa Walton	128,298	7,499	\$315,486	\$321,501	(\$6,015)	-1.87%
3	CareerSource Chipola	41,120	2,440	\$103,054	\$113,525	(\$10,471)	-9.22%
4	CareerSource Gulf Coast	92,699	5,800	\$244,679	\$268,359	(\$23,680)	-8.82%
5	CareerSource Capital Region	184,429	11,154	\$457,832	\$497,172	(\$39,340)	-7.91%
6	CareerSource North Florida	46,053	2,903	\$115,683	\$127,181	(\$11,498)	-9.04%
7	CareerSource Florida Crown	47,184	2,760	\$116,050	\$126,522	(\$10,472)	-8.28%
8	CareerSource Northeast Florida	805,285	51,480	\$2,031,132	\$2,128,433	(\$97,301)	-4.57%
9	CareerSource North Central Florida	146,109	8,263	\$356,084	\$386,346	(\$30,262)	-7.83%
10	CareerSource Citrus Levy Marion	202,195	15,336	\$537,813	\$580,723	(\$42,910)	-7.39%
11	CareerSource Flagler Volusia	296,431	22,763	\$791,695	\$820,553	(\$28,858)	-3.52%
12	CareerSource Central Florida	1,341,377	131,013	\$3,905,867	\$3,611,581	\$294,286	8.15%
13	CareerSource Brevard	281,881	19,014	\$722,451	\$748,463	(\$26,012)	-3.48%
14	CareerSource Pinellas	484,510	34,244	\$1,259,815	\$1,272,522	(\$12,707)	-1.00%
15	CareerSource Tampa Bay	755,307	54,543	\$1,977,327	\$1,954,787	\$22,540	1.15%
16	CareerSource Pasco Hernando	310,330	23,380	\$823,617	\$856,835	(\$33,218)	-3.88%
17	CareerSource Polk	316,495	28,516	\$893,915	\$848,362	\$45,553	5.37%
18	CareerSource Suncoast	361,510	25,064	\$934,374	\$963,692	(\$29,318)	-3.04%
19	CareerSource Heartland	74,923	5,209	\$199,291	\$222,605	(\$23,314)	-10.47%
20	CareerSource Research Coast	282,169	20,831	\$743,943	\$791,600	(\$47,657)	-6.02%
21	CareerSource Palm Beach County	717,237	54,292	\$1,906,506	\$1,948,803	(\$42,297)	-2.17%
22	CareerSource Broward	1,018,802	88,505	\$2,839,558	\$2,699,727	\$139,831	5.18%
23	CareerSource South Florida	1,336,466	107,070	\$3,620,669	\$3,551,573	\$69,096	1.95%
24	CareerSource Southwest Florida	615,254	44,603	\$1,612,685	\$1,649,065	(\$36,380)	-2.21%
STATEWIDE TOTALS		10,114,331	781,493	\$27,087,795	\$27,087,795	\$0	0.00%

Action Item 6, Continued

Consolidated Action Item 6 – Fiscal Year 2021-2022 CareerSource Florida Network Funding

FOR CONSIDERATION

- 1. Approval of the Program Year 2021/22 Workforce Innovation and Opportunity Act Initiatives.**
- 2. Approval of the Program Year 2021/22 Wagner Peyser 7(b) projects.**

Information Items



Speakers' Bios

Dane Eagle



Dane Eagle serves as secretary of the Florida Department of Economic Opportunity. Secretary Eagle has been a commercial real estate broker for nearly two decades, providing strategic advice and execution for property leasing and sales, along with investment strategy and consulting in the Southwest Florida commercial real estate marketplace. He represented Southwest Florida in the Florida House of Representatives from 2012-2020. During his tenure in the Florida House, Secretary Eagle served as the Chairman of House Energy and Utilities Subcommittee from 2014-2016 and the House Majority Whip from 2016-2019. From 2018-2020, he served as the House Majority Leader.

Before being elected to the Florida House of Representatives, he served as deputy chief of staff to the governor from 2008-2009. Secretary Eagle earned a bachelor's degree from the University of Florida.

John Flanagan



John Flanagan is the chief executive officer of CareerSource Tampa Bay. As CEO of the local workforce development board, Mr. Flanagan works closely with business, government and educational entities to find workforce solutions for the more than 1.5 million Hillsborough County residents and businesses. He serves on Tampa Mayor Jane Castor's Workforce Advisory Committee as part of the T3 initiative and serves as a trustee on the U.S. Conference of Mayors Workforce Development Council. Mr. Flanagan serves on the Board of Directors for Junior Achievement of Tampa Bay, the Early Learning Coalition of Hillsborough County, the Community Impact Committee of United Way Suncoast and the executive committee of the Tampa Bay

Economic Development Council. Mr. Flanagan also is an active member of the National Association of Workforce Boards.

Prior to his role at CareerSource Tampa Bay, Mr. Flanagan was previously the executive director of the Bucks County Workforce Development Board, a county with approximately 630,000 people in the Philadelphia metropolitan statistical area.



Chancellor Eric Hall, Ed.D.



Florida.

Chancellor Eric Hall, Ed.D., serves as chancellor for innovation for the Florida Department of Education. In this role, Chancellor Hall focuses on leading and implementing top education priorities throughout the state. He has nearly two decades of experience serving in executive leadership with expertise in the fields of education, youth development and juvenile justice. He was previously the state superintendent of innovation for the North Carolina Department of Public Instruction.

Chancellor Hall has a bachelor's degree, master's degree and a doctorate in educational leadership and policy studies from the University of South

Taylor Hatch



Taylor Hatch serves as the deputy secretary for the Florida Department of Children and Families, where she focuses on prevention and integration while overseeing policy and operations for family safety, substance abuse and mental health, and economic self-sufficiency. Ms. Hatch joined the department in March 2019 as the Assistant Secretary of Economic Self-Sufficiency where she led the direction of Florida's public assistance programs, including the Supplemental Nutrition Assistance Program, Medicaid, Temporary Assistance for Needy Families, and more.

Before joining the Department of Children and Families, she served as the director of workforce services for the Florida Department of Economic Opportunity where she was responsible for the management and oversight of the state's Reemployment Assistance program, Labor Market Statistics, and One-Stop and Program Support of workforce programs, including the partnership with the local CareerSource Florida network boards across the state.

Marc Hoenstine, CEcD



also worked for Enterprise Florida's predecessor, the Florida Department of Commerce.

Marc Hoenstine is the Director of Economic Development for Duke Energy Florida (formerly Progress Energy Florida), and he is responsible for leading the development and implementation of the company's economic development efforts. Mr. Hoenstine directs the company's efforts to retain and expand the existing commercial and industrial customer base as well as attract new commercial and industrial customers to Duke Energy Florida's 35-county service territory. His work includes site location services, demographics analysis, rate and cost comparisons, and support for state, regional and local partners. Prior to Duke Energy, Mr. Hoenstine was one of the first members of Enterprise Florida's Business Recruitment Team. He

Mr. Hoenstine currently serves as chairman of the Florida Economic Development Council. He has a bachelor's degree from Florida State University and is a graduate of the Economic Development Institute at the University of Oklahoma. Mr. Hoenstine is a certified economic developer.



ADVERTISING OUTREACH AND INTEGRATED COMMUNICATIONS HIGHLIGHTS

JULY 2020 – MARCH 2021

INTRODUCTION

CareerSource Florida uses an integrated communications approach to advance the organization's mission to connect employers with qualified, skilled talent and Floridians with employment and career development opportunities. Communications activities are supported by CareerSource Florida's competitively procured outreach and advertising firm of record, Moore, Inc.

A key component of CareerSource Florida's integrated communications approach is our advertising outreach campaigns to reach, inform and engage businesses and career seekers.

The following are highlights from our statewide outreach campaigns as of March 31, 2021, and a look at some of the high-impact integrated communications tactics that successfully reached our audiences, including:

- Help is Here
- Help is Here - Spanish
- Paychecks for Patriots
- Apprentice Florida
- Training Grants



HELP IS HERE

CareerSource Florida's Help is Here campaign was developed in April 2020 as a response to the new and evolving needs of businesses and career seekers resulting from the economic impacts of the COVID-19 pandemic. An updated version of the campaign launched in fall 2020.

In Market: October 2020 – current

Highlights:

- 24,583,999 advertising impressions
- 190,106 website sessions



Help is here

Tactics:

- Advertising Outreach
 - Digital Channels: Display (websites), Video, Radio (streaming), Paid Search (Google, etc.), Facebook, Twitter, YouTube, Snapchat,
 - Print
- Campaign Development
- Message Development
- Media and Public Relations
- Organic Social Media
- Email Campaign Development
- Website Development



LA AYUDA ESTA AQUI

In addition to the English version of the Help is Here campaign, a Spanish version is currently running statewide with an emphasis on markets with a large Spanish-speaking population. The campaign drives to a fully translated version of the Career Services page on our website. Results will be tallied at the end of the fiscal year.

Business Services Career Services About Us Boardroom News Contact



SU BÚSQUEDA DE EMPLEO EMPIEZA
aquí

SERVICIOS DE CARRERA

Tome el siguiente paso en su carrera.

CareerSource Florida ayuda a los floridanos a encontrar carreras en todas las industrias. Si estás buscando un trabajo, hacer un movimiento profesional o iniciar su propio negocio, CareerSource Florida puede ayudarle a alcanzar su meta sin costo para usted. Nuestros centros de carreras locales están disponibles para apoyarle en línea, por teléfono y con cita previa según disponibilidad.

TRANSLATE TO ENGLISH
TRANSLATE

ADISTRAMIENTO Y EDUCACION
aquí



OBTENGA ASESORAMIENTO PROFESIONAL
aquí

Citas presenciales o virtuales



EMPEZAR AQUÍ

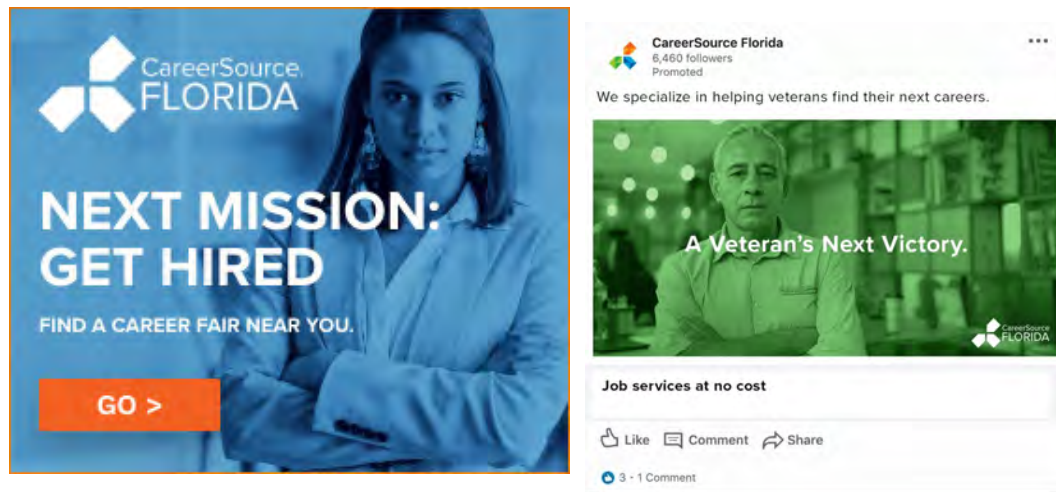


PAYCHECKS FOR PATRIOTS

In Market: October – November 2020

Highlights:

- 2,697,992 advertising impressions
- 6,313 website sessions
- 4,145 searches for local events



Tactics:

- Advertising Outreach
 - Channels: Display (websites), LinkedIn
- Campaign Development
- Message Development
- Landing Page Development
- Organic Social Media
- Partner Tool Development

APPRENTICE FLORIDA

In Market: September – November 2020

Highlights:

- 5,548,412 advertising impressions
- 16,197 website sessions



**APPRENTICE
FLORIDA**

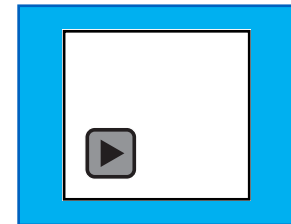
ApprenticeFlorida.com



Apprentice Florida is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Disponible en Español.

Tactics:

- Advertising Outreach
 - Channels: Display (websites), Radio, LinkedIn, Print
- Campaign and Message Development
- Toolkit Development
- Video Series
- Website Updates
- Email Campaign Development
- Organic Social Media



Click to listen

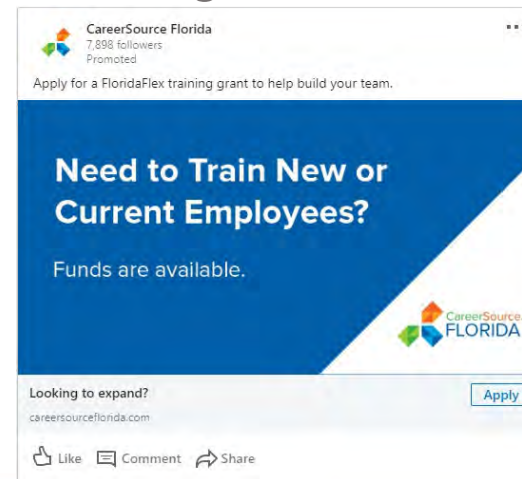


BUSINESS SERVICES – TRAINING GRANTS

In Market: August 2020

Highlights:

- 1,811,454 advertising impressions
- 25,822 website sessions



Tactics:

- Advertising Outreach
 - Channels: Display (websites), Native, LinkedIn, Print
- Campaign Development
- Message Development
- Email Campaign Development
- Website Updates
- Organic Social Media



COOPERATIVE OUTREACH PROGRAM HIGHLIGHTS

CAREERSOURCE PASCO HERNANDO: VIRTUAL JOB FAIR

COVID-19 meant many local hiring events were shifted from in person to digital, including CareerSource Pasco Hernando's largest annual job fair. To reach as many career seekers as possible and ensure the event was a success, a Facebook advertising outreach campaign was facilitated through the use of Cooperative Outreach Program (Co-Op) funds to drive attendance.

Highlights:

- Impressions: 473,957 (13% more than projected)
- Event Page Views: 4,300
- Total Event Responses: 1,600 (1,300 responses, or 81% of total event responses, were driven by the advertising outreach)



CAREERSOURCE GULF COAST: HELP IS HERE

This localized Help is Here campaign was developed using Co-Op funds to raise awareness of CareerSource Gulf Coast's career seeker services and help generate Employ Florida registrations. Advertising outreach drove traffic to the Employment and Training Services page on the local board's website.

Highlights:

- Impressions: 1,807,062 (34% more than projected)
- Landing page visits: 1,541 (98% of visits were driven by the advertising outreach)



CAREERSOURCE BROWARD: APPRENTICESHIP VIDEOS

To help raise awareness about the importance of apprenticeships and spotlight successful local programs, CareerSource Broward used Co-Op funds to develop a video series showcasing the benefits of participating in an apprenticeship program.



[Click to view](#)

CAREERSOURCE SOUTHWEST FLORIDA: REPORT

Local workforce development boards offered unprecedented support to businesses and job seekers, as Florida recovered from the economic impact of COVID-19. To highlight these efforts, CareerSource Southwest Florida published a “2020 Report to the Community: COVID-19 Edition” using Co-Op funds to develop and design the report.

