

ADULT AND DISLOCATED WORKER PROGRAM FRAMEWORK AND DESIGN POLICY DEVELOPMENT TRACKER

A. GENERAL INFORMATION

Policy Name: Workforce Policy - Adult and Dislocated Worker Program Framework and Design
Policy Type: Programmatic – WIOA
Policy Rationale: New policy provides programmatic guidance to LWDBs
Date to publish: May 23, 2025

B. PROJECT SUMMARY

This policy provides local workforce development boards (LWDBs) requirements for the design and framework implementing a local Workforce Innovation and Opportunity Act (WIOA) adult and dislocated worker programs pursuant to WIOA Sections 134(b), (c) and (d). This new policy provides guidance to LWDBs consistent with WIOA, federal regulations on Adult and Dislocated Worker Activities and Training and Employment Guidance Letters on One-Stop Operations Guidance for the American Job Center Network and Guidance on Services provided through the Adult and Dislocated Worker Programs under WIOA and the Wagner-Peyser Act Employment Service.

CareerSource Florida and FloridaCommerce worked with executive directors and staff of local workforce development boards, and CareerSource Florida leadership to align the updated policy with the law, and existing policies. The policy was sent for consultation from all LWDBs.

C. OVERVIEW OF CHANGES

Substantive Change	Location	Reason
Key Objectives added	Section II. Key Objectives (Page 1-2)	Key objectives serve as guiding principles that define the strategic and operational goals of the policy. This helps ensure clarity, consistency, and effectiveness by outlining what the policy aims to achieve.
Measurable Outcomes added to include WIOA Indicators of Performance. Refers to associated outcomes in Key objectives and those performance indicators in WIOA Combined Plan.	Section III. Measurable Performance Outcomes (Page 2)	Measurable outcomes serve as key indicators of success and effectiveness allowing the SWDB, LWDBs, and stakeholders to assess whether the policy achieves its intended purpose.
LWDBs must ensure career services are available in at least one physical, comprehensive career center in their local area. Career services also may be	Section V. Policies and Procedures, A. Career Services (Page 3)	These requirements are consistent with 20 CFR 678.430

<p>available at affiliated sites or at specialized centers.</p> <p>LWDBs must ensure ADWs who receive services funded under WIOA are registered in Employ Florida and determined to be eligible for adult or dislocated worker program prior to the provision of individualized career services, training or follow-up services.</p>		
<p>Information added to define and clarify basic career services including information only services or activities.</p>	<p>Section V. Policies and Procedures, 1. Basic Career Services (Page 3-4)</p>	<p>These requirements are consistent with 20 CFR 678.430(a)</p>
<p>Information clarified about LWDB use of locally developed Individual Employment Plans (IEPs).</p> <p>When using the Employ Florida Service Strategy wizard and OAS, activity codes for such services are auto populated. Use of the wizard/OAS removes the requirement to create a case note to document the service details.</p> <p>IEPs must be created using the Employ Florida Service Strategy wizard; however, LWDBs may use a locally created IEP in the event there are system outages. Staff must transfer the information to the system generated IEP as soon as the system is available but no later than 15 days after the service is provided.</p> <p>The Employ Florida OAS must be completed.</p>	<p>Section V. Policies and Procedures, 2. Individualized Career Services, b. Individual Employment Plan (p. 7)</p>	<p>These activities are authorized in the Employ Florida Service Code Guide for Jobseeker Services.</p>
<p>Information clarified for LWDBs to apply priority to statutory groups when using statewide grant funds.</p>	<p>Section V. Policies and Procedures, 2. c. Statutory Priority for Adult Funds (Page 7)</p>	<p>Consistent with WIOA Section 134(c)(3)(E), LWDBs must apply the priority requirement with respect to WIOA adult local formula funds and state-level grants when using such funds to provide individualized career services and training services.</p>
<p>Information about supportive services and IEP/ISS plans through co-enrollment included.</p>	<p>Section V. Policies and Procedures, 2. Individualized Career Services, e. Employment Status Clarification (Page 8)</p>	<p>Requirements governing supportive services are prescribed in CareerSource Florida Administrative Policy Number 109:</p>

		Supportive Services and Needs-Related Payments.
Added link to updated Workforce Policy 100 – Work-Based Training and Work-Based Learning Opportunities	Section V. Policies and Procedures, 3. Work-Based Learning and Work-Based Training (Page 9)	Work-based learnings activities are described in detail in Workforce Policy 100 – Work-Based Training and Work-Based Learning Opportunities
Policy language updated to clarify which items are inclusive as required eligibility for training services.	Section V. Policies and Procedures B., Training Services (Page 10)	Revised for clarity, consistent with Training and Employment Guidance Letter 19-16.
Requires contracts for training to be written using the standardized contract template approved by CareerSource Florida.	Section V. Policies and Procedures, 3. Work-Based Learning and Work-Based Training, B Training Services (Pages 10)	This complies with board approved CareerSource Florida Statewide Standardization of Tools and Services Policy.
Identifies Co-enrollment strategy to provide assistance from multiple core programs and services from combined partners.	Section V. Policies and Procedures, E. Co-Enrollment (Page 11-12)	Consistent with WIOA Section 108 related to local plans, 20 CFR 679.560(2), and board approved CareerSource Florida Comprehensive Employment, Education, and Training Policy, co-enrollment is a feature of WIOA and Florida's WIOA Combined Plan.
Local Operating Procedures (LOPs) required.	Section V. Policies and Procedures, G. Local Operating Procedures (Page 13)	LOPs help local areas provide guidance for career center staff and further define and clarify how programs are operated locally.
Section VI. Implementation describes monitoring requirements.	Section VI. Implementation (Page 14)	This policy requires FloridaCommerce to monitor the requirements outlined in this policy and LOPs. LWDBs must establish local monitoring policies and procedures aligned with this policy.

D. LEGAL REFERENCES AND APPLICABLE GUIDANCE

[Public Law 113-128, Workforce Innovation and Opportunity Act \(2014\)](#)

[20 CFR 680](#), [29 CFR 31](#), [29 CFR 38](#)

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

[Training and Employment Guidance Letter \(TEGL\) No. 19-16](#)

[Chapter 445, Florida Statutes](#)