# EMERGENCY RESPONSE AND DISASTER RECOVERY WORKFORCE POLICY DEVELOPMENT TRACKER

#### A. GENERAL INFORMATION

Policy Name: Emergency Response and Disaster Recovery

**Policy Type:** Operational/Programmatic

Program: Workforce Development Board/WIOA

**Policy Rationale:** The Emergency Response and Disaster Recovery Workforce Policy

consolidates three policies and updates and strengthens Florida's workforce system response during emergencies. Merging three policies into one provides a unified framework that defines program goals,

measurable outcomes, and how the policy should be implemented and

monitored.

This single policy gives local workforce boards (LWDBs) guidance on how to prepare for and respond to disasters, including how to use disaster-related dislocated worker grants. To further support readiness, the policy includes cybersecurity planning requirements to help protect systems and data during emergencies. These updates are designed to improve coordination, increase efficiency, and ensure a faster, more effective

response to workforce disruptions across the state.

Policies: CareerSource Florida Policy – Emergency Response

CareerSource Florida Policy 113 – Disaster-Recovery Dislocated Worker

**Grants** 

CareerSource Florida Policy 004 - Procedures on One-Stop Closures

Date to Publish: August 22 – August 29

#### **B. PROJECT SUMMARY**

This policy outlines roles and responsibilities of the CareerSource Florida network before, during, and after disasters and states of emergency. It provides a framework for coordinating services with federal, state, and local partners, including the Florida Department of Commerce (FloridaCommerce) and local workforce development boards (LWDBs), Regional Planning Areas, and career centers and establishes guidance for LWDBs to administer Disaster Recovery Dislocated Worker Grants (DWGs), while ensuring compliance with the Workforce Innovation and Opportunity Act (WIOA), U.S. Department of Labor (USDOL) regulations and state requirements.

### C. OVERVIEW OF CHANGES

	Substantive Change	Location	Reason
1	Defines the policy's applicability to	Section I. Purpose	The purposes section explains
	CareerSource Florida,	and Scope (Page 1)	why the policy exists and helps
	FloridaCommerce, LWDBs, regional		align stakeholders on the policy's
	planning areas, and career centers;		intent, ensures consistent
	Establishes a framework for		interpretation and application, and

2	coordination before, during, and after disasters; Emphasizes compliance with WIOA, USDOL regulations, and state requirements.  Clarifies expectations for:	Section II. Key	provides context for decision- making and implementation. The scope of the policy identifies who and what the policy applies to. Key objectives describe the core
2	<ul> <li>Continuity of Operations         Plans (COOP)</li> <li>Activation of state and local         rapid response teams</li> <li>Service provision</li> <li>Disaster Recovery Dislocated         Worker Grant application and         use</li> <li>Staff Training</li> </ul>	Objectives (Page 1)	goals and priorities the policy is designed to achieve. These objectives serve as a bridge between the policy's purpose and its implementation and help guide decision making, resource allocation, and performance allocation. Key objectives identify the strategic intent of the policy that align with the organization's mission and vision and the operational focus of the policy including specific areas of action or emphasis for implementation.
3	Introduces quantifiable metrics, including:	Section III. Measurable Performance Outcomes (Page 2)	Measurable outcomes hold CareerSource Florida, FloridaCommerce, LWDBs, regional planning areas, and stakeholders accountable for results such as WIOA Indicators of Performance and P88 – Performance Requirements for Local Workforce Development Boards Workforce Policy 115 – Common Exit
4	Describes the roles of SERT, ESF 18 and CareerSource Florida in disaster response and highlights collaboration with local and federal partners	Section IV. Background (Page 2)	Florida's Division of Emergency Management leads statewide disaster response through the State Emergency Response Team (SERT), which coordinates efforts across state agencies, nonprofits, and federal partners. FloridaCommerce leads SERT's Emergency Support Function 18 (ESF 18), focusing on helping businesses and the economy recover. CareerSource Florida collaborates with FloridaCommerce, local workforce boards, and career centers to assess workforce needs, provide training, and deliver services that help businesses and workers recover quickly. To support these efforts, Disaster Recovery Dislocated Worker Grants (DWGs), authorized under WIOA, provide temporary funding for disaster-relief jobs and

			employment services in areas affected by significant job loss due to declared disasters.
5	CareerSource Florida and FloridaCommerce collaborate systematically.	Section V(A) Policies and Procedures, Network Coordination (Page 2)	
6	Local Workforce Development Boards (LWDBs) must follow local emergency plans and report closures over two days to FloridaCommerce.  Each office must name a contact person to notify CareerSource Florida, FloridaCommerce, and local emergency centers, and keep their contact info updated.  State-owned facilities will close based on local decisions, evacuation orders, or emergency declarations, and affected employees may get administrative or compensatory leave.	Section V(B)-(D) Policies and Procedures (Page 2-3)	Ensures continuity, safety, and coordination across the statewide system during emergencies—protecting both staff and the public while maintaining access to critical employment services.  The requirement for approval of closures beyond two days safeguards public access to critical employment services while also allowing flexibility when a formal state of emergency is in place.
7	LWDBs must notify FloridaCommerce of office closures using approved communication channels. Closure information will be posted and made available to the public.	Section V(E), Policies and Procedures, Notification Protocols (Page 3)	Ensures LWDBs keep FloridaCommerce and the public informed about office closures. This supports transparency, continuity of services, and helps maintain access to workforce programs during emergencies or disruptions.
8	This section includes expanded guidance on mobile unit deployment, cybersecurity planning and incident response, and virtual and mobile service delivery.	Section V(F) Policies and Procedures, Operational Requirements (Page 3-4)	Outlines the operational responsibilities LWDBs must fulfill to ensure accessible, and high-quality service delivery for both employers and job seekers. By offering a range of services through flexible formats—including mobile units and virtual access—LWDBs effectively respond to local labor market disruptions and meet customer needs. These provisions promote economic recovery, help displaced workers transition back into employment and reinforce Florida's commitment to a responsive workforce system.
8	Local Workforce Development Boards (LWDBs) must include strong cybersecurity protocols in their emergency plans, including data protection, multi-factor authentication, staff roles, and incident response	Section V(F)(a), Policies and Procedures, Operational Requirements, Cybersecurity and	Cybersecurity directly affects the integrity and continuity of workforce operations and strong safeguards protect individuals from identity theft and data misuse.

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	procedures. They are required to notify FloridaCommerce of any cyberattacks and conduct regular security audits, such as vulnerability scans and penetration tests. LWDBs must also ensure timely system updates and data recovery strategies to maintain operations during disruptions, and comply with FloridaCommerce agreements and Florida Statutes section 501.171 regarding the protection and reporting of personal data breaches	Protection of Electronic Data (Page 4)	501.171, Florida Statutes,  Grantee-Subgrantee Agreement
10	LWDBs must provide access and guidance to the Disaster Recovery Jobs Portal linked from the Employ Florida Website.	Section V(G) Policies and Procedures, Disaster Recovery Jobs Portal (Page 4)	Ensures rapid employment support for individuals affected by major disasters, helping them reenter the workforce quickly.
11	LWDBS shall provide access to Rapid Response and Layoff Aversion activities authorized under WIOA.	Section V(H), Policies and Procedures, Rapid Response and Layoff Aversion (Page 4)	Ensures LWDBs are prepared to respond quickly and effectively to layoffs or disasters that disrupt employment; Aligns with Workforce Policy – Rapid Response and Layoff Aversion System, P114 – Rapid Response Program Administration, and TEGL No. 19-16.
12	Encourages use of FloridaDisaster.biz and survey participation.	Section V(I), Policies and Procedures, Business Damage Assessment (Page 5)	Business Damage Assessment Surveys and collected data help FloridaCommerce quickly evaluate how disasters affect local businesses, identify their recovery needs, and guide targeted support efforts.
13	This section provides new emphasis on COOP Plans and Local Operating Procedures including:  • Biennial updates  • 24-hour service delivery window post-disaster to be coordinated with regional workforce area as necessary  • Staff training and outreach surveys	Section V(J), Policies and Procedures, COOP and Local Operating Procedures (Page 5)	Ensures workforce services remain safe, coordinated, and uninterrupted during emergencies through proactive planning, communication with state, regional, and local stakeholders; and, staff training.
14	This section outlines detailed responsibilities for:	Section V(K), Policies and Procedures, Use of DWG Funds (Page 5-15)	Ensures LWDBs) can quickly mobilize resources and connect displaced workers with disaster-relief jobs, supporting both economic recovery and community rebuilding efforts.
15	The use of Disaster Related Dislocated Worker Grants is critical to the workforce system's recovery from an emergency or disaster. Before disasters occur, LWDBs must prepare by identifying key recovery partners, setting up communication	Section V(K)(a-b), Policies and Procedures, Use of Disaster Recovery Dislocated Worker Grants, Pre-Disaster Planning,	Ensures LWDBs are strategically prepared in advance to coordinate disaster recovery efforts, mobilize funding and resources including the use of Disaster Related Dislocated Worker Grants, and quickly connect impacted

	plans, engaging the public about available funding, arranging worksite agreements for recovery jobs, drafting job descriptions, locating relevant training programs, and training staff to manage Disaster Recovery Dislocated Worker Grants (DWGs);  After a disaster, FloridaCommerce will assess the need for disaster-relief	Determining a Need for a Disaster Recovery Dislocated Worker Grant (Pages 5-6)	individuals with employment and training opportunities to support economic recovery.
	jobs, determine if enough eligible workers are available, and decide whether to apply for DWG funding.		
16	If Disaster Recovery DWG funding is needed, FloridaCommerce will help LWDBs submit an application following TEGL 09-24. The application must include a summary of the disaster's impact, planned activities, participant details, coordination with emergency agencies, project scope and priorities, a community needs assessment, projected costs and enrollment, a timeline of goals, and a detailed budget.	Section V(K)(c): Policies and Procedures, Use of Disaster Recovery Dislocated Worker Grants Disaster Recovery Dislocated Worker Grant Application Submittal (Page 6)	Ensures Disaster Recovery DWG applications are thorough, coordinated, and aligned with federal guidance—allowing Local Workforce Development Boards (LWDBs) to secure timely funding and deliver targeted employment services that support disaster-impacted communities.  TEGL 09-24
17	The Community Needs Assessment is a required part of the Disaster Recovery DWG application process and helps define the scope of the response to a declared emergency or disaster. It must include:  • A description of the disaster's impact and how the grant will prioritize support for the most affected or disadvantaged communities.  • An explanation of how proposed projects will address cleanup, humanitarian needs, and promote recovery through quality employment.  • Details on how the grant will help individuals return to unsubsidized employment.  For nationally significant disasters, the assessment must show that at least 50 jobs could be lost in the affected area. If the grant includes employment and training activities, the assessment must also include:  • Economic impacts and related challenges such as	Section V(K)(d), Policies and Procedures, Use of Disaster Recovery Dislocated Worker Grants, DWG Application and Community Needs Assessments (Page 7-8)	Ensures Disaster Recovery DWG funding is targeted to the areas and populations most affected by a declared emergency; Provides a data-driven foundation for identifying economic impacts, prioritizing recovery efforts, and designing employment and training services that promote long-term workforce stability. Coordination with local and regional partners including emergency agencies, strengthens alignment between workforce systems and broader disaster recovery strategies.

	layoffs or rising		
	layoffs or rising unemployment.  Justification for why existing funding cannot meet the new employment and training needs.  A summary of current economic conditions and barriers to serving dislocated workers.  Identification of target populations, especially those		
	with barriers like childcare or transportation needs. LWDBs and Regional Planning Areas must work with local emergency management agencies to complete the assessment.		
18	FloridaCommerce evaluates disaster recovery needs across the state and distributes Disaster Recovery DWG funds to LWDBs based on those needs; LWDBs must use the funds to support eligible individuals affected by disasters, including laid-off, long-term unemployed, and self-employed workers impacted by the event; LWDBs must document eligibility, prioritize veterans and eligible spouses for services, and ensure proper recordkeeping; Activities may include disaster-relief employment and training, which must be coordinated with local emergency agencies and comply with federal and state requirements. Failure to meet planned Disaster Recovery FWG enrollments and/or expenditures may result in sanctions for LWDB failure to meet federal and state standards.	Section V(K)(e-h) Policies and Procedures, Use of Disaster Recovery Dislocated Worker Grants, Funding and Participant Eligibility (Page 7-9)	Ensures Disaster Recovery DWG funds are distributed quickly and strategically to areas with the greatest need, while enforcing strict eligibility and documentation standards to maintain program integrity, accountability, and access—especially for veterans and other priority populations.  TEGL 10023, Change 2  Workforce Policy 111 – Priority of Service for Veterans and Eligible Spouses  P7 – Recapture and Reallocation of WIOA Funds  P104 – Sanctions for Local Workforce Development Boards Failure to Meet Federal and State Standards
19	Disaster Recovery DWG projects must primarily include disaster-relief employment and may also offer training and employment services based on coordination with local emergency partners, though limitations may apply per the grant award; Funds cannot be used for future preparedness activities, training for currently employed workers, humanitarian supply purchases, repair materials, FEMA fund matching, organization membership dues, or unrelated LWDB staff education	Section V(K)(i-j) Policies and Procedures, Use of Disaster Recovery Dislocated Worker Grants, Allowable and Disallowed Activities (Page 9- 10)	This distinction between allowable and disallowed activities ensures that Disaster Recovery DWG funds are used effectively and in full compliance with federal guidelines—focusing resources on direct employment and training support for disaster-impacted individuals rather than unrelated or ineligible costs. It helps maintain program integrity, maximizes impact, and prevents misuse of limited workforce development funding.

20	LWDBs must ensure disaster-relief employment supports cleanup, recovery, or humanitarian assistance directly related to disaster impacts. Activities may include sheltering, health care, housing repairs, debris removal, and emotional support. Eligible participants can work up to 12 months or 2,080 hours, with possible extensions granted by USDOL and communicated through modified funding notices.	Section V(K)(k-I) Policies and Procedures, Use of Disaster Recovery Dislocated Worker Grants, Disaster- Relief Employment (Page 10)	Ensures disaster-relief employment funded through Disaster Recovery DWGs directly supports urgent community recovery needs while providing temporary work opportunities for eligible individuals. Clear guidelines on duration and scope help maintain program accountability and align workforce services with broader goals of economic recovery.
21	Participants in disaster-relief positions must be paid wages equal to those of similarly qualified employees doing comparable work, or at least \$15/hour if no standard exists, with fringe benefits and hazard pay provided when applicable.  LWDBs may offer short-term training to help workers gain necessary skills for disaster-relief roles, and wages may be paid during this training.  Additionally, Disaster Recovery DWG funds can support broader employment and training services—such as job readiness, ESL, and occupational skills training—for individuals unlikely to return to their previous jobs, guided by a personalized Employability Plan in Employ Florida.	Section V(K)(m-o), Policies and Procedures, Use of Disaster Recovery Dislocated Worker Grants, Participant Wages and Fringe Benefits, Training and Pre-Vocational Activities, Employment and Training Activities (Pages 10-11)	Ensures disaster-relief workers are compensated and properly trained, while also allowing affected individuals to access employment and skill-building opportunities that support immediate recovery and long-term workforce development.
22	Local Workforce Development Boards (LWDBs) must provide supportive services to help individuals participate in disaster- relief employment and related training activities. These services must be tailored to ensure participants can perform their jobs safely and effectively, comply with WIOA regulations and Workforce Policy 109, and be included in each LWDB's local operating procedures. Participants earning wages from disaster-relief employment are not eligible for needs-related payments.	Section V(K)(p), Policies and Procedures, Use of Disaster Recovery Dislocated Worker Grants, Supportive Services (Page 11)	Supportive services remove barriers that prevent individuals from participating in disaster-relief employment and training activities, ensuring equitable access to workforce opportunities and promoting successful outcomes for affected workers.  Workforce Policy 109, Supportive Services and Needs Related Payments
23	LWDBs must select disaster-relief employers and worksite sponsors that match the scope of the emergency and ensure they follow all rules, including safety standards and participant oversight; Disaster-relief worksites must be located in the affected area and prioritized based on damage, vulnerable populations, and economic impact, with some	Section V(K)(q-w), Policies and Procedures, Use of Disaster Recovery Dislocated Worker Grants, Disaster- Relief Employers and Worksites, Eligible Disaster Relief Employers,	Ensures disaster-relief jobs are deployed safely, effectively, and in coordination with local recovery priorities—allowing LWDBs to create meaningful employment opportunities while supporting community recovery. Clear standards for employer agreements, worksite selection, safety protocols, and

	work allowed on private property under strict conditions; LWDBs must maintain detailed records for each worksite, including agreements, job descriptions, safety training, and attendance, and submit reports to FloridaCommerce; Equipment purchases require prior approval, but rentals are allowed if necessary and must be clearly budgeted.	Worksite Selection, Health and Safety Standards, Prioritizing Disaster- Relief Worksites, Approval and Tracking of Worksites, Use of Equipment for Temporary Disaster- Relief Workers (Pages 12-14)	documentation help maintain program integrity and align workforce efforts with emergency management strategies.
24	LWDBs must coordinate disaster- relief efforts with emergency management and federal agencies to avoid duplicating services funded by FEMA; LWDBs should obtain written documentation from local entities detailing what FEMA will cover versus what DWG-funded workers will provide; If FEMA later reimburses a project, LWDBs must deduct DWG- funded wages from the reimbursement amount; LWDBs must develop policies to assess other available resources and recover DWG funds if overlapping funding becomes available.	Section V(K)(x), Policies and Procedures, Use of Disaster Recovery Dislocated Worker Grants, Coordination with FEMA and Non- Duplication of Funds (Pages 14-15)	Ensures Disaster Recovery DWG funds are used efficiently and do not duplicate services already covered by FEMA or other sources—allowing workforce programs to target unmet needs and maximize impact; Reinforces fiscal accountability and supports strategic alignment between workforce recovery efforts and broader emergency response systems.
25	Local Operating Procedures (LOPs) guide how each LWDB administers the Disaster Recovery DWG program and must align with state and federal policy; LWDBs must define key terms like "unlikely to return to previous employment," establish processes for verifying and documenting participant eligibility, and ensure wages meet industry standards; LOPs must also address the provision of supportive services, enforce health and safety standards at worksites, and outline how to avoid duplicating funding from other sources like FEMA; Updated local policies must reflect the full range of DWG services, and LWDBs may submit LOPs to FloridaCommerce for review and feedback.	Section V(K)(y), Policies and Procedures, Use of Disaster Recovery Dislocated Worker Grants, Local Operating Procedures (Page 15)	LOPs ensure that each LWDBs administer Disaster Recovery DWG programs consistently, transparently, and in alignment with federal and state requirements. By defining key processes—such as eligibility verification, wage standards, supportive services, and coordination with other funding sources—LOPs help safeguard program integrity, promote equitable access, and support effective service delivery tailored to local needs.
26	FloridaCommerce manages the Disaster Recovery DWG program, ensuring proper outreach, training, and financial oversight to support disaster-impacted communities; LWDBs are responsible for creating compliant policies and routinely monitoring disaster worksites, with corrective action required for any	Section VI. Implementation and Monitoring (Page 15 – 16)	By clearly assigning roles to FloridaCommerce and LWDBs, the policy promotes the delivery of effective career services and job training to individuals impacted by disasters. It also helps safeguard public resources through monitoring, requiring measurable outcomes and transparency.

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	non-disaster-related activity; Statewide, FloridaCommerce and CareerSource Florida review procedures, emergency operations, and performance data, with LWDBs submitting post-disaster summaries and undergoing biennial plan reviews  Deficiencies, including the failure of an LWDB to meet Disaster Recovery DWG enrollments and/or expenditures, may result sanctions.		Strategic planning requirements further embed disaster preparedness and economic resilience into the broader workforce system, making it more adaptive to future emergencies and capable of sustaining recovery.  Workforce Policy P104 – Sanctions for Local Workforce Development Boards' Failure to Meet Federal and State Standards.  Workforce Policy P88 – Performance Requirements for Local Workforce Development
			Local Workforce Development Boards.
27	This section lists federal and state statutes, regulations, and guidance letters that provide the legal foundation for the policy.	Section VII. Authorities (Pages 16-17)	Cited authorities establish legal and regulatory foundation, enhance credibility and transparency for development of local operating procedures and support consistency and alignment with federal and state law, federal and state guidance, and the WIOA Combined Plan.
28	This section documents the evolution of the policy from 2000 to the present including the consolidation of previous policies.	Section VIII. History (Page 17)	Policy history identifies policies consolidated into a single policy, explains the policy's origin and rationale, builds institutional knowledge of policy development, and guides future updates.
29	This section provides links to additional sources of information helpful in administering the requirements of this policy.	Section IX. Resources (Page 18)	Authorities and resources can be used to facilitate monitoring and auditing, guide future policy and local operating procedure updates, and educate operational staff and stakeholders.
30	This attachment identifies allowable activities, a description of the activities, whether they are allowed or disallowed, and the federal regulations or guidance cited.	Attachment: Disaster Recovery Projects Allowable Activities (Page 19- 21)	The simplified attachment of allowable and disallowable activities improves execution by making the policy more accessible, actionable and enforceable. Standardization and streamlining policies and related attachments help ensure uniformity in the delivery of services.

## C. LEGAL REFERENCES AND APPLICABLE GUIDANCE

<u>Public Law 113-128, The Workforce Innovation and Opportunity Act (WIOA), WIOA Sections 3(15); 134; 170; 181; 184; 185; 188; 189</u>

20 CFR Sections 679.100 - 130 20 CFR Part 680, Subpart C, Section 682.300 - Section 682.370 20 Code of Federal Regulations (CFR) Part 687, National Dislocated Worker Grants

TEGL 19-16, Guidance on Services provided through the Adult and Dislocated Worker

Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser

Act Employment Service (ES), as amended by Title III of WIOA, and for Implementation of the

WIOA Final Rules

TEGL 14-18, Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor (DOL)

TEGL 09-24, Updated National Dislocated Worker Grant Program Guidance

Chapter 252, Florida Statutes

Sections 445.003 – 445.004, Florida Statutes

Section 448.095, Florida Statutes

<u>CareerSource Florida Workforce Policy G1 – State Workforce Development Board Roles and Responsibilities</u>

<u>CareerSource Florida Workforce Policy 2021.06.09.A.2 – Rapid Response and Layoff Aversion</u>
System

CareerSource Florida Workforce Policy P114 – Rapid Response Program Administration

Florida Administrative Code (FAC), Chapter 60K-5, and Chapter 252.38, Florida Statutes

Florida Virtual Business Emergency Operations Center - Florida Disaster.biz

Workforce Services Quick Facts: Mobile Unit

Workforce Services Quick Facts: State Rapid Response Program

**Disaster Recovery Dislocated Worker Grants** 

State of Florida Comprehensive Emergency Management Plan

ESF 18: Business, Industry and Economic Stabilization Annex

Employ Florida Disaster Recovery Jobs Portal

National Dislocated Worker Grants – WIOA Desk Reference

National Voluntary Organizations Active in Disaster Resource Center