

 Workforce Policy			POLICY NUMBER 82
Title:	Local Targeted Occupations List Requirements		
Program:	Workforce Innovation and Opportunity Act		
Adopted:	February 4, 2014	Revised:	09/11/2024

I. PURPOSE AND SCOPE

The CareerSource Florida Board of Directors designs, implements and invests in strategies that foster collaboration and cooperation among workforce, education and industry partners to help Floridians enter, remain and succeed in the workforce.

Targeted occupation lists identify high-demand, high-wage jobs that are critical to the state's economy. These lists help guide workforce development efforts, ensuring that training and educational resources are directed towards occupations that offer the best opportunities for employment and career advancement. They also assist job seekers in choosing training programs that align with market needs, thereby enhancing their chances of securing stable and well-paying jobs.

This policy provides Local Workforce Development Boards (LWDBs) and Local Workforce Development Regions the Local Targeted Occupations List requirements and process.

II. KEY PROGRAM OBJECTIVES

- Align with target industries and infrastructure industries' training needs as identified by local demand.
- Increase the number of individuals in training that leads to job placement.
- Provide opportunities for workers and students to obtain credentials of value including apprenticeship certificates, industry certifications, licenses, advanced technical certificates, college credit certificates, career certificates, applied technology diplomas, associate in applied science degrees, associate degrees in science, Bachelor of Applied Science degrees and Bachelor of Science degrees as identified by the Florida Credentials Review Committee.
- Enhance transparent access to information on training (including levels of training subsidies)
- Improve business *and* job seeker customer satisfaction – as measured through surveys.

- Align public and private sector efforts to address skills gaps and meet the talent needs of employers.
- Direct workforce development resources, such as training and educational programs, towards high growth, high wage sector jobs.
- Guide job seekers towards careers with strong employment prospects and potential for career advancement.

III. BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) requires each state workforce development board to assist the Governor in developing and implementing a state workforce development plan. Florida's WIOA state plan describes Florida's strategy for supporting the publicly funded workforce system. The strategic policies of Florida's state workforce development board provide direction to ensure that publicly funded workforce development programs are administered consistent with the state plan and are compliant with WIOA.

On November 7, 2013, the CareerSource Florida Board of Directors approved a Local Targeted Occupations List (TOL) process and transferred the identification and selection of occupations relevant to local area. This process was adopted to promote greater strategic business and industry involvement in resource allocation, target training funds for workers needing improved employment and earning opportunities, and to better and more expeditiously serve employers in industry sectors lacking skilled workers.

The TOL is required for LWDBs' use of local formula funds to develop strategies to target high-growth and emerging occupations that are critical to the local economy. With occupations identified and listed for their area, LWDBs can direct training resources for occupations in demand to assist job seekers, as well as local area workers seeking better employment and higher-earning opportunities.

This policy allows TOLs to be compiled by each LWDB for its local area. The TOL process enhances collaboration between each LWDB and its stakeholders, resulting in a skilled workforce responsive to industry talent needs.

IV. MEASURABLE PERFORMANCE OUTCOMES

Local workforce development boards shall develop local strategies and policies for using targeted occupations lists and describe these strategies in local WIOA Plans.

V. POLICIES AND PROCEDURES

The Florida Department of Commerce (FloridaCommerce), Bureau of Workforce Statistics and Economic Research (WSER) publishes, on an annual basis, Florida's statewide demand occupations list and 21 local area demand occupations lists of high growth/high wage occupations. The LWDBs use the lists, along with other resources, to develop their own Local TOLs.

To develop their TOLs, LWDBs should:

- Use the statewide and Regional Demand Occupations Lists (RDOL) published by WSER as a starting point.
- Solicit the input of business and industry representatives in their area, including education and industry consortiums established by [CareerSource Florida Strategic Policy 2023.09.19.A.2 – Education and Industry Consortiums](#), about the need to add occupations to or remove occupations from the local TOL.
- Since registered apprenticeship programs (RAPs) are directly linked to demonstrated hiring needs and automatically qualify as eligible training providers under WIOA, RAPs should be recognized as in-demand occupations in the local labor market, as determined by the Employment and Training Administration (ETA).
- Use additional labor market resources and business intelligence including products provided by the Labor Market Estimating Conference, the Florida Credentials Review Committee, the Florida Council of 100, and others available to develop local TOLs.
- Add additional occupations to their lists beyond what is on the WSER list, as needed, based on local demand.

Application of TOL to Different Forms of WIOA Training

The requirements in this Administrative Policy do not apply to on-the-job training (OJT), customized training, transitional jobs, incumbent worker training, and entrepreneurship training. Additionally, pursuant to [TEGL 13-16, Change 1](#), the requirements of this Administrative Policy do not apply to Registered Apprenticeship Programs, as such are considered to always provide training in an in-demand occupation.

Local Workforce Development Board Local Plan

Each LWDB shall incorporate and describe the following in its local plan, and policies and procedures:

- The strategies the LWDB will employ in establishing its local policies to build a skilled workforce around the targeted occupational and industry areas, including the level(s) of training subsidy issued to participants through Individual Training Accounts (ITAs).
- The occupations being targeted and how they align with Florida's targeted and infrastructure industries and their local economic development priorities.
- How employers and industry associations will provide active feedback in the development of the TOL and how the local area will work with employers on any changes to the local list.
- How the occupational areas in the local area align with each of the educational programs. LWDBs must identify the appropriate Standard Occupational Classification (SOC) code for each occupational area, using the Classification of Instructional Program (CIP) to SOC [crosswalk](#). The SOC code will be assigned based on the program title and occupational title as reflected in the crosswalk. If there are gaps or misalignments between occupational areas and available training programs, the local area must identify appropriate sector strategy solutions.
- How the targeted occupational areas will support the LWDB's employment and earnings projected outcomes.

Additional Requirements

- Local policies must provide priority for training that is linked to job openings for businesses in Florida’s targeted and infrastructure industries and local economic development priorities.
- All training is limited to two years in duration and must lead to the attainment of industry-recognized certificate or certification, an associate degree or a bachelor’s degree. The two-year duration is not required to be consecutive.
- LWDBs must make available to the public information regarding the process implemented in producing the TOL. LWDBs shall publish their updated TOLs on their websites and submit to DEO a link to their updated TOLs by June 30th of each year.
- LWDBs must update their TOL when occupations are added or deleted, or when there is a change in demand for occupations.

Flexibilities for Special Initiatives

As they receive funding for special initiatives funded through WIOA state set-aside funds or other funding sources, LWDBs shall adopt policies and processes that take into consideration special needs for training that falls outside of their targeted occupation list.

VI. AUTHORITIES

WIOA Public Law 113-128 Sections [3\(23\)\(B\)](#) and [134\(c\)\(3\)\(G\)\(iii\)](#)

Florida Statutes, Section [1003.492 \(2\)\(b\)](#); and Section [445.004\(6\)](#)

Action Item 1 [WFI BOD 11-07-2013 Agenda Packet](#)

VII. DEFINITIONS

- Classification of Instructional Program (CIP) – is a classification instrument used to group academic disciplines at institutions of higher education in the United States and Canada (National Center for Education Statistics (NCES)).
- Standard Occupational Classification (SOC) – is a listing of all occupations in the economy, including private, public, and military occupations, in order to provide a means to compare occupational data produced for statistical purposes across agencies. It is designed to reflect the current occupational work structure in the U.S. and to cover all occupations in which work is performed for pay or profit.

VIII. REVISION HISTORY

Date	Description
09/11/2024	Updated to reflect changes to Florida Statutes and references to labor market information provided by the Labor Market Statistics Center within the Florida Department of Commerce and the Labor Market Estimating Conference. Removed reference to DEO Final Guidance FG OSPS-82
6/18/2018	CareerSource Florida Administrative Policy 082 – Local Targeted Occupations List Requirements
05/17/2017	Revised copy in plain language; incorporated language from

	Department of Economic Opportunity (DEO), Final Guidance (FG OSPS-82), in the Purpose and Scope section; Changed tenses to reflect forward looking policy; modified numbered list in Objectives; Changed references to regions to local workforce development boards (or local board); changed regional to local areas; consolidated sections to align more closely with FloridaCommerce administrative policies.
02/05/2014	Final Guidance: FG OSPS-82