

POLICY NUMBER P127

# Workforce Policy

Title:	Adult and Dislocated Worker Program Framework and Design
Policy Type	Programmatic
Program:	Workforce Innovation and Opportunity Act
Effective:	05/21/2025

### I. PURPOSE AND SCOPE

The purpose of this policy is to provide local workforce development boards (LWDBs) the requirements for the design and framework implementing local Workforce Innovation and Opportunity Act (WIOA) adult and dislocated worker programs pursuant to WIOA Section 134(b)-(d).

### II. KEY OBJECTIVES

### a. Enhance Access to Career Services

- Ensure all eligible adults and dislocated workers have access to basic, individualized, and follow-up career services.
- Increase the number of participants receiving career services through the one-stop delivery system.

### **b.** Improve Employment Outcomes

- Facilitate the placement of participants into unsubsidized employment.
- Support participants in achieving sustainable employment with competitive wages.

### c. Promote Skill Development

- Provide training services that lead to recognized postsecondary credentials.
- Enhance participants' skills to meet the demands of in-demand industry sectors and occupations.

### d. Strengthen Partnerships and Coordination

- Foster collaboration with required and additional partners to deliver comprehensive services.
- Coordinate with other programs, such as the WIOA Youth Program and Trade Adjustment Assistance (TAA), to maximize service delivery.

# e. Ensure Compliance and Accountability

- Adhere to nondiscrimination and equal opportunity provisions.
- Maintain accurate and timely data entry into Employ Florida.

### III. MEASURABLE PERFORMANCE OUTCOMES

Details specific to targets associated with performance outcomes above can be found in Florida's approved <u>Combined WIOA Four-year Plan</u> and in each LWDB's local negotiated performance.

Consistent with guidance in <u>Training and Employment Guidance Letter TEGL 04-23</u>, Requirements for Workforce Innovation and Opportunity Act (WIOA) State Plans for Program Years (PY) 2024 – 2027, there is a heightened emphasis on coordination and collaboration among programs, including programs like Wagner-Peyser activities, faith-based and community-based programs, vocational rehabilitation services, and veteran services. Every effort should be made by all partners, including LWDBs, to accurately report numbers of coenrolled participants and to eliminate or minimize barriers, which can be accomplished through strategic implementation of co-enrollment activities.

These objectives and outcomes align with the WIOA requirements and goals and will help ensure the success of the Adult and Dislocated Worker programs.

### IV. BACKGROUND

WIOA embraces a vision to strengthen talent pipelines and workforce systems by providing a foundational platform which supports an integrated service delivery system and increases access to a workforce system that is universally accessible, customer-centered and employment driven.

The Adult and Dislocated Worker (ADW) programs provide training and employment services to WIOA-eligible participants. The one-stop delivery system is the basic delivery system for such services. Through this system, adults and dislocated workers can access a continuum of services that range from access to self-service information about job postings, labor market information, available training programs, etc., to occupational skills training and work-based learning opportunities for high skill, high demand jobs. LWDBs and local career centers work collaboratively with economic development, industry and business partners to determine the talent needs for the local economy, and with educational institutions, service agencies, and other workforce partners to ensure that the mix of services available to job seekers can meet

those talent needs and engage program participants in career pathways that lead to self-sufficiency.

#### V. POLICIES AND PROCEDURES

WIOA authorizes a continuum of career services and training services for adults and dislocated workers. Staff must assess each participant and determine the most appropriate mix of these services to offer to participants. Staff must identify the assessments to be used to determine eligibility and must ensure eligibility determination procedures are consistent with state policies. Staff may use recent (within the most recent six months) interviews, evaluations, or assessments, including those used by partner programs, when available, rather than creating a new document.

#### A. Career Services

As identified in 20 CFR 678.430, there are three types of career services: basic career services, individualized career services, and follow-up services. Each LWDB must ensure that career services are available in at least one physical, comprehensive career center in their local area. Career services also may be available at affiliated sites or at specialized centers.

LWDBs must ensure that adults and dislocated workers who receive services funded under WIOA are registered in Employ Florida and are eligible for either the adult or dislocated worker program prior to the provision of individualized career services, training services or follow-up services.

### 1. Basic Career Services<sup>1</sup>

Basic career services are universally accessible and may be provided to individuals in the Adult, Dislocated Worker, and Wagner Peyser programs. Basic career services do not require significant staff involvement. Basic career services include:

- "Information-Only Services or Activities", i.e. those services or activities that have readily available information that does not require an assessment by a staff member of the individual's skills, education, or career objectives; and
- "Self-Service", i.e. services or activities that an individual accesses independently
  and without the assistance of a staff member for any workforce development system
  program's information and activities in either a physical location, such as a career
  center resource room or partner agency, or remotely via the use of electronic
  technologies.

Basic career services that must be made available at a minimum are:

a) Program eligibility determinations.

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<sup>&</sup>lt;sup>1</sup> 20 CFR 678.430(a)

- b) Outreach, intake (including identification through the state's Worker Profiling and Reemployment Services system of Reemployment Assistance (RA) claimants likely to exhaust benefits), and orientation to information and other services available through the one-stop delivery system. Temporary Assistance for Needy Families (TANF) program individuals must be provided with the opportunity to initiate an application for TANF assistance and non-assistance benefits and services.
- c) Initial assessment of skill levels, including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive service needs.
- d) Labor exchange services, including job search and placement assistance, and, when needed by an individual, career counseling, including the provision of:
  - 1) Information on in-demand industry sectors and occupations.
  - 2) Information on nontraditional employment.
  - 3) Information from career profiles and interest inventories.
- e) Referrals to, and coordination of activities with, other programs and services.
- f) Workforce and labor market employment information, including:
  - 1) Job vacancy listings in labor market areas.
  - 2) Information on job skills necessary to obtain the vacant jobs listed.
  - 3) Information relating to local occupations in-demand; and the earnings, skill requirements, and opportunities for advancement for occupations in-demand.
- g) Provision of performance information and program cost information on eligible providers of training services by program and type of providers and workforce services by program and type of providers.
- h) Provision of information about how the local area is performing on local performance accountability measures, as well as any additional performance information relating to the area's CareerSource network.
- i) Provision of information relating to the availability of supportive services or assistance, and appropriate referrals to those services and assistance.
- j) Assistance in establishing eligibility for financial aid assistance for training and education programs not provided under WIOA.
- k) Provision of information and assistance regarding filing claims under RA programs, including meaningful assistance (which triggers WIOA participation) to individuals seeking assistance in filing a claim. "Meaningful assistance," as described in Unemployment Insurance Program Letter (UIPL) 20-15 and 20 CFR 678.430, 34 CFR 361.430, and 34 CFR 463.430, means providing assistance as follows:
  - 1) Only merit staff (State government employees) may, in person at career centers or remotely, answer questions, provide advice, or make decisions that could affect claimants' RA eligibility. However, other career center staff may assist in claims by acceptance of information from claimants.

- 2) If an individual in a career center is referred to a telephone for RA claims assistance, it must be a phone line dedicated to serving RA customers in a timely manner. Individuals must not simply be referred to a general information/dial-in line with the state RA agency contact center where the individual is placed into a phone queue along with all other claimants in the State. If the assistance is provided remotely using technology, it must be a technology that enables trained staff to provide the assistance.
- 3) The costs associated in providing meaningful assistance may be paid for by the State's RA program, the WIOA Adult or Dislocated Worker programs, Wagner-Peyser, or some combination of these programs.

See the <u>Employ Florida Service Code Guide for Jobseeker Services</u> for the specific service code and case note/documentation requirements for basic career services.

### 2. Individualized Career Services<sup>2</sup>

Individualized career services must be made available to a participant after staff determine that such services are required by the participant to retain or obtain employment. Individualized career services involve significant staff time and must be customized to each individual's need.

Individualized career services include but are not limited to:

- Comprehensive and specialized assessments of the skill levels and service needs, such as diagnostic testing and use of other assessment tools, and in-depth interviewing and evaluation.
- Development of an individual employment plan.
- Group counseling, which involves two or more participants.
- Individual counseling
- Career planning (e.g. case management, see WIOA sec. 3(8)).
- Short-term pre-vocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services.
- Internships and work experiences (including transitional jobs).
- Workforce preparation activities.
- Financial literacy services as described in WIOA sec. 129(b)(2)(D) and 20 CFR part 681.500.
- Out-of-area job search assistance and relocation assistance.
- English language acquisition and integrated education and training programs pursuant to 20 CFR 680.200(j).

<sup>&</sup>lt;sup>2</sup> 20 CFR 678.430(b)

Individualized career services trigger and extend participation. LWDBs can only record service codes for these services with the knowledge and current agreement of the participant.

See the <u>Employ Florida Service Code Guide for Jobseeker Services</u> for the specific service code and case note/documentation requirements for individualized career services.

### a. Objective Assessment Summary

The Objective Assessment Summary (OAS), which is a documented evaluation of the academic and occupational skills, career interests, personal needs, and developmental needs of the participant, is a crucial tool that helps staff and participants make informed decisions. The OAS must include a review of prior work experience; aptitudes for both traditional and nontraditional careers; academic history; basic skills; work readiness, and barriers to employment. Staff must document any formal or informal assessment and/or testing used to gauge an individual's current knowledge, skills and abilities.

The OAS wizard in Employ Florida must be fully completed by staff for program participants. Should there be instances where the system is not available (i.e. system disruptions/outages), LWDBs may use other assessment tools, given the chosen assessment tool contains the same information as the system-generated OAS. Additionally, staff must update the system as soon as it is available but no later than 15 days from the date the service was provided.

When a participant completes the background wizard and/or resume' builder, some of the participant's information will automatically populate into the OAS. As a result, limited information will need to be inputted to complete the OAS. Staff must review the results of the OAS with the participant to make certain the information was accurately documented.

Participants enrolled in or receiving services from a partner program may already have a previously completed OAS in Employ Florida. A new OAS is not required if the OAS was completed within the last six months. If the participant has an open OAS, then staff must work with the partner program and update the OAS to incorporate new components.

### b. Individual Employment Plan

The LWDB must establish an Individual Employment Plan (IEP) for each participant in the WIOA Adult and Dislocated Worker program. The provision of individualized career services must be based on the employment needs of the participant and documented in an IEP, as appropriate. The IEP is a negotiated agreement between the participant and the program detailing what the participant will do to obtain/return to employment and what the program will do to support the participant's efforts. The IEP is an ongoing strategy to identify employment goals,

achievement objectives, and an appropriate combination of services for the participant to achieve the stated employment goals. The IEP must include at least one short term goal (less than one year in duration) and one long term goal (one year or longer in duration). Staff must work with the participant to outline the steps necessary to achieve each goal. The IEP must address any barriers that may prohibit the participant from achieving the goals.

If the participant has an existing IEP in Employ Florida, staff must determine if the IEP is still active and work with the program partner who created the existing IEP to determine if the plan should be closed or will require joint coordination. An IEP that is coordinated across multiple programs requires constant communication between the career center staff and partner program staff to maximize the effectiveness of the plan and prevent the duplication of services.

The IEP must be created using the Employ Florida IEP/Service Strategy wizard. If there are instances where the system is not available (i.e. system disruptions/outages), then LWDBs may use locally created IEPs, given the document contains the same information as the system-generated IEP. Additionally, staff must update the system as soon as it is available but no later than 15 days from the date the service was provided. Instructions on how to create an IEP using the Employ Florida IEP/Service Strategy wizard are available in the Virtual OneStop® User Guide for Staff, Section 4: Individuals - Case Management. The IEP must be printed and signed by both the participant and staff. A copy of the IEP must be retained in the participant's file. Staff should provide the participant a copy of the signed IEP.

### c. Statutory Priority for Adult Funds

WIOA establishes a 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, LWDBs must give priority to recipients of public assistance, low-income individuals, and individuals who are basic skills deficient (including English language learners) for individualized career services and training services. LWDBs must prioritize services to these populations at all times, regardless of the amount of funds available to provide services in the local area.

Please refer to <u>Administrative Policy 105 – Priority of Service</u> for the requirements for providing priority of service under WIOA.

Additionally, veterans and eligible spouses (covered persons) must receive priority of service over non-covered persons for all U.S. Department of Labor (USDOL) funded job training programs, including WIOA programs. This means that veterans and eligible spouses either receive access to a service earlier in time than a non-covered person or, if the resource is limited, the veteran or eligible spouse receives access to the service instead of or before the non-covered person. Veterans and eligible spouses who receive priority of service must meet all WIOA Adult program

eligibility requirements. Under the priority of service provisions of the Jobs for Veterans Act (38 USC 4215(a) – (b) and 20 CFR Section 1010.200, separating service members who, upon discharge, meet the eligibility criteria for dislocated workers must be afforded priority over non-veterans. Please see <u>Administrative Policy 111 – Priority of Service for Veterans and Eligible Spouses</u> for specific requirements.

# d. Employment Status Clarification

Consistent with TEGL 19-16, LWDBs must develop local operating procedures for serving individuals who are underemployed <sup>3</sup>. Examples of underemployed individuals include:

- 1) Individuals employed less than full-time who are seeking full-time employment.
- 2) Individuals who are employed in a position that is inadequate with respect to their skills and training.
- 3) Individuals who are employed who meet the definition of a low-income individual as defined in WIOA section 3(36).
- 4) Individuals who are employed, but whose current job's earnings are not sufficient compared to their previous job's earnings from their previous employment.

LWDBs may provide services to a dislocated worker individual who is dislocated from a full-time job, but who has found part-time, bridge or income maintenance employment, pursuant to local policy.

### e. Supportive Services and Needs-Related Payments

Supportive services are those services necessary to enable an individual to participate in career services or training services. LWDBs must engage in resource and service coordination to ensure participants receive supportive services, either as part of an IEP/ISS, through co-enrollment or thorough referral to community partners, whenever possible. Supportive services may be made available to any adult or dislocated worker participating in Title I career services or training activities who is unable to obtain supportive services through other programs providing such services. Additionally, the supportive services must be reasonable and necessary to enable the individual to participate in career services or training activities. WIOA requires that adults and dislocated worker individuals be participants to receive supportive services. Thus, LWDBs may not fund supportive services with WIOA funds as follow-up services to adult and dislocated worker participants.

<sup>&</sup>lt;sup>3</sup> Such individuals will only meet the WIOA priority of service for Adults if they also meet the criteria listed in subparagraph b, above.

The provision of supportive services must be documented in the participant's IEP/ISS. Additional requirements governing supportive services are prescribed in Administrative Policy Number 109: Supportive Services and Needs-Related Payments.

## 3. Work-Based Learning and Work-Based Training

Work-based learning activities include on-the-job training, customized training, incumbent worker training, registered apprenticeships, pre-apprenticeships, transitional jobs, work experience, and internships. Of these work-based learning activities, on-the-job training, customized training, incumbent worker training, and registered apprenticeships are also considered work-based training.

The following work-based learning activities are considered individualized career services under WIOA: work experience and internships, transitional jobs, and preapprenticeship programs. See <a href="Workforce Policy Number 100">Work-Based Training and Work-Based Learning Opportunities</a> for details and requirements on this topic.

LWDBs and local workforce development regions must align local strategies and policies for training with WIOA, Florida Law, and the state workforce development plan and should leverage all allowable work-based training and other work-based learning opportunities

# **B.** Training Services

LWDB staff, after conducting an interview, an evaluation, or assessment, and career planning, may provide training services to adult and dislocated worker participants, who:

- Are unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services alone, are in need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment and have the skills and qualifications to successfully participate in the selected program of training services;
- 2) Are unable to obtain grant assistance from other sources to pay the costs of such training, including such sources as State-funded training funds or Federal Pell Grants established under Title IV of the Higher Education Act of 1965, or requires WIOA assistance in addition to other sources of grant assistance, including Federal Pell Grants<sup>4</sup>;
- 3) Are members of a worker group covered under a petition filed for TAA and is awaiting a determination. If the petition is certified, the worker may then transition to TAA approved training. If the petition is denied, the worker will continue training under WIOA;

<sup>&</sup>lt;sup>4</sup> 20 CFR 680.230 and WIOA sec. 134(c)(3)(B) contain provisions relating to fund coordination

- 4) Are determined eligible in accordance with the adult statutory priority, if training services are provided through the WIOA Adult local formula funding stream; and
- 5) Selected a program of training services that is directly linked to the employment opportunities in the local area, or in another area to which the individual is willing to commute or relocate.

Training services must be documented in the IEP. Additionally, training services, when determined appropriate, must be funded either through an Individual Training Account (ITA) or through a training contract. Except in certain instances listed in WIOA sec. 122(h) and 20 CFR 680.320, training services must be provided by an Eligible Training Provider (ETP) in accordance with WIOA sec. 122(d). Section 445.003(3)(a)(1), F.S. requires that a minimum of 50 percent of the Adult and Dislocated Worker formula funds expended annually must be used to provide training services, but LWDBs are allowed an automatic waiver which may reduce this to 30 percent. The waiver process is detailed in Administrative Policy 074 Individual Training Account Expenditure Requirements and Waiver Request Process.

LWDBs must use the standardized contract template approved by CareerSource Florida and distributed to LWDBs by FloridaCommerce. Using the template ensures consistency and compliance with organizational standards across the network and is supportive of employer engagement across the system. LWDBs may not alter or amend the language in the template. Any supplemental agreement language required to be added by the LWDB or training provider may be accomplished through a locally created addendum to the agreement. Any such addendums will be subject to compliance monitoring. Failure to use the approved template may result in required corrective action.

### C. Follow-up Services<sup>5</sup>

Follow-up services must be made available, as determined appropriate by the LWDB, to adults and dislocated worker<sup>6</sup> participants who are placed in unsubsidized employment, for up to 12 months after the first day of employment. Follow-up services cannot be given to participants, as follow-up services are only available to individuals who are no longer participating in a WIOA program. Conversely, follow-up services do not extend the date of exit in performance reporting. Follow-up services for Adult and Dislocated Worker participants may begin immediately following placement into unsubsidized employment if it is expected that the participant will not receive any future services. <sup>7</sup> To ensure participants receive the full benefit of follow-up services, LWDBs must begin follow-up services within the first quarter after exit, or as soon as the information is received.

<sup>&</sup>lt;sup>5</sup> 20 CFR 678.430(c)

<sup>&</sup>lt;sup>6</sup> For the title I Adult and Dislocated Worker programs, only participants may receive supportive services.

<sup>&</sup>lt;sup>7</sup> TEGL 10-16. Change 3

The types of follow-up services provided, and the duration of services must be determined based on the needs of the individual. Follow-up services must include more than an attempted contact, or a contact made to secure documentation for reporting a performance outcome. Follow-up services must be documented as one of the services listed as an "F" code in the Employ Florida Service Code Guide for Jobseeker Services.

Staff must enter a case note when follow-up services are refused by a participant or the participant cannot be located. Additionally, follow-up attempts must be documented in a case note.

See the <u>Employ Florida Service Code Guide for Jobseeker Services</u> for the specific service code and case note/documentation requirements for follow-up services.

#### D. Nondiscrimination

Section 188 of WIOA prohibits discrimination against individuals who apply to, participate in, work for, or come into contact with programs and activities that receive financial assistance under Title I of WIOA. This includes programs and activities operated by one-stop partners (both required and additional partners) to the extent that these programs and activities are being conducted as part of the one-stop delivery system. It prohibits discrimination on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief and, for WIOA beneficiaries, applicants, and participants only, an individual's citizenship<sup>8</sup> status or participation in a WIOA Title I-financially assisted program or activity.

#### E. Co-Enrollment

Co-enrolling WIOA participants in multiple core programs aims to provide comprehensive support by leveraging resources and services from different programs to better meet the needs of individuals seeking employment and training assistance. Co-enrollment allows participants to benefit from the combined strengths of these programs, such as receiving both job training and educational services simultaneously. This integrated approach helps improve employment outcomes and ensures that participants receive a more holistic set of services tailored to their specific needs.

Consistent with WIOA Section 108 related to local plans and 20 CFR 679.560(2), local plans should describe how the LWDB works with entities carrying out core programs to facilitate the development of career pathways and co-enrollment, as appropriate, and must include strategies designed to leverage resources from all partners including partner agencies, for participants who may be eligible for co-enrollment (including youth, individuals with disabilities, trade-certified workers, veteran services, etc.). In these efforts, LWDBs should also be guided by other relevant policies and technical guidance such as the approaches and objectives outlined in CareerSource Florida Policy 2021.12.09.A.1 — Comprehensive Employment, Education, and Training Strategy.

<sup>8</sup> https://www.ecfr.gov/current/title-29/section-38.11

These strategies must be written and placed in each LWDB's four-year plan and reflected in its local operating policies. These strategies must also be designed in ways to assist the state in meeting or exceeding the goals and targets identified in Florida's approved WIOA State Plan.

### 1. Coordination with the WIOA Youth Program

Individuals aged 18-24 may be eligible for both the WIOA Youth and Adult programs and can be co-enrolled in the two programs. The LWDB must develop a strategy to coordinate the adult and dislocated worker programs with the youth program to maximize flexibility and service delivery to eligible populations. Such determinations regarding the appropriate program for the participant must be based on the service needs of the participant and if the participant is career-ready based on an assessment of his/her occupational skills, prior work experience, employability, and the participant's needs.

Staff must determine, for these individuals, the appropriate level and balance of services under the Youth and Adult programs. An important difference to note here is that while receiving an assessment from the Adult, Dislocated Worker, or ES programs does trigger participation and inclusion in the performance accountability calculations for those programs, an objective assessment carried out under WIOA sec. 129(c)(1)(A) does not trigger participation in the Youth program. Staff must identify and track the funding streams which pay the costs of services provided to individuals who are participating in Youth and Adult programs concurrently and ensure no duplication of services. Some examples where enhanced coordination could take place include:

- Referring individuals aged 18–24 to the Title I Youth program if they need more intensive support around specific program elements described under WIOA sec. 129(c)(2).
- Utilizing WIOA Adult formula program funded ITAs as part of a career pathway strategy for Youth program participants co-enrolled as adults or dislocated workers.
- Utilizing work-based training opportunities for Youth program participants coenrolled as adults or dislocated workers, as identified in their Individual Service Strategy (ISS) as part of a career pathway.
- Career pathway planning.

Note: Staff for the Adult and Dislocated Worker programs should also determine the benefit of co-enrollment in the Adult Education and Family Literacy Act and the Vocational Rehabilitation programs.

### 2. Coordination with Trade Adjustment Assistance (TAA)

Consistent with guidance issued in TEGL 13-21, LWDBs are to continue serving trade-effective workers from groups certified prior to July 1, 2022. These individuals may also be eligible for Dislocated Workers. See <u>Administrative Policy Number 116: Trade Adjustment Assistance and Workforce Innovation and Opportunity Act Dislocated Worker Co-enrollment</u> for details and requirements on this topic.

# 3. Coordination with Reemployment Services and Eligibility Assessment (RESEA)

Reemployment Services and Eligibility Assessment (RESEA) program participants who are deemed unlikely to return to a previous industry or occupation indicated as declining are also qualified to receive WIOA Dislocated Worker (DW) services.

### F. Timely and Accurate Data Entry into Employ Florida

FloridaCommerce is required to submit data quarterly to the USDOL, for individual records that include demographic information, information on services received and outcomes for each reportable individual and program participant. Failure to enter data timely into Employ Florida may result in decreased performance for a local area.

LWDBs must ensure staff enter all information related to services provided to individuals and activities completed by WIOA participants in a timely manner. A best practice would be to enter the information on the same day a service is provided; however, all information and corresponding service codes must be entered into Employ Florida no later than the 15<sup>th</sup> day after a service is rendered.

Dates of services recorded in Employ Florida must reflect the date of actual service. Service codes recorded in Employ Florida must align with the services defined in the Employ Florida Service Code Guide for Jobseeker Services.

### **G.** Local Operating Procedures

Local Operating Procedures (LOP) help local areas further define and clarify how programs will be operated locally and are unique to each LWDB. Each LWDB must develop LOPs that align to state and federal requirements to establish the local requirements for adult, dislocated worker, and youth programs. LOPs must be publicly posted and are subject to random monitoring and audits.

At a minimum, LOPs must:

- 1. Establish standardized procedures to identify appropriate assessments to be used to determine appropriate services that should be offered to customers.
- 2. Define underemployment for both the adult and dislocated worker programs.
- 3. Define how the LWDB will serve individuals that are underemployed.
- 4. Describe how the LWDB works with entities carrying out core programs to facilitate the development of career pathways and co-enrollment, including strategies designed to leverage resources for participants who may be eligible for co-enrollment.

#### VI. IMPLEMENTATION

FloridaCommerce will monitor the requirements outlined in this policy and local operating procedures. Additionally, LWDBs must establish local monitoring policies and procedures that include local monitoring procedures for implementation of this policy.

### VII. AUTHORITY

WIOA, Public Law 113-128

20 Code of Federal Regulations (CFR) Section 680

29 CFR Parts 31 and 38

TEGL 10-16, Change 3 Attachment 7, Table A

<u>Training and Employment Guidance Letter (TEGL) 16-16</u>, One-Stop Operations Guidance for the American Job Center Network

<u>Training and Employment Guidance Letter (TEGL) No. 19-16</u>, 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

<u>Training and Employment Notice (TEN) No. 13-24</u>, Updated Promising Practices in Achieving Nondiscrimination and Equal Opportunity: A Section 188 Disability Reference Guide

<u>Training and Employment Guidance Letter (TEGL) 07-20, Effective Implementation of Priority of Service Provisions for Most in Need Individuals in the Workforce Innovation and Opportunity Act (WIOA) Adult Program</u>