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Disapproved \_\_\_\_\_

## Action Item 3

### **CAREERSOURCE FLORIDA WORKFORCE POLICY G105 – COMPOSITION AND CERTIFICATION OF LOCAL WORKFORCE DEVELOPMENT BOARDS; CERTIFICATION OF ONE-STOP SYSTEMS AND DIRECT SERVICE PROVIDE DESIGNATION**

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 state board establishes and directs the vision for the state workforce system. Federal and state law describes what items the state workforce development board (SWDB) must review, approve, or consider, including workforce development policies. CareerSource Florida and the Florida Department of Commerce (FloridaCommerce) review policies for effectiveness and efficiency. CareerSource Florida and FloridaCommerce reviewed the three workforce policies described below and recommend consolidation of these policies into a single policy with standardized forms to simplify requests for SWDB action.

- Workforce Policy P91 – Local Workforce Development Board Composition and Certification
- Workforce Policy P93 – One-Stop Delivery System and One-Stop Center Certification Requirements
- Workforce Policy P83 – Direct Provider of Workforce Services

This new policy sets standards for the composition and certification of Local Workforce Development Boards (LWDBs), the certification of One-Stop Delivery Systems, and the designation of LWDBs as direct providers of career services under the Workforce Innovation and Opportunity Act (WIOA) and Florida law. Chief Local Elected Officials (CLEOs) must appoint LWDB members according to WIOA Section 107(b) and state criteria, ensuring representation from key industry sectors and counties within the local area. LWDB appointees cannot be current members of the local Education and Industry Consortium. CLEOs hold authority to remove LWDB members, executive directors, or operational leads for cause, including lack of performance as defined in Section 445.002(2), Florida Statutes.

LWDBs must be certified every two years using standardized forms provided by FloridaCommerce and CareerSource Florida, while One-Stop Delivery Systems require certification every three years per WIOA Section 121(g). Certification depends on

compliance with federal and state laws, including 20 CFR 679.320 and WIOA Section 107(c)(3). Conditional approval may be granted for boards needing extra time to meet non-performance criteria. LWDBs failing to meet performance standards for three consecutive years or engaging in fraud or abuse must face decertification after notice and a 30-day comment period.

CLEOs and LWDBs receive quarterly updates and annual notifications on whether they meet federal performance accountability measures and state-issued letter grades. Persistent deficiencies—such as failure to convene stakeholders, partner with employers, or update policies—can lead to sanctions, including decertification, merging local areas, or appointing alternative entities under WIOA Section 108. FloridaCommerce provides technical assistance, including Performance Improvement Plans, before imposing corrective actions, emphasizing continuous improvement and compliance with Workforce Policy G103 – Performance Requirements for Local Workforce Development Boards and Workforce Policy G104 – Sanctions and Other Required Corrective Action for Local Workforce Development Boards Who Fail to Meet Federal and State Standards.

LWDBs may request designation as direct providers of career services under WIOA Section 107(g)(1) and 20 CFR 679.410(c). State law prohibits LWDBs from providing training services. Approval for an LWDB to provide direct career services requires a compliance review and submission of an annual performance report detailing cost savings, improved outcomes, and best practices. Designation cannot exceed the duration of the local WIOA plan and may be revoked for noncompliance or poor performance. FloridaCommerce monitors LWDB governance annually to ensure alignment with WIOA Section 108 and 20 CFR 679.560, promoting accountability and quality across Florida’s workforce system.

CareerSource Florida and FloridaCommerce worked with LWDBs to refine policy goals, establish measurable outcomes, and build systems to implement and monitor progress. This policy was sent to all 21 LWDBs for consultation from November 24 – December 10, 2025. CareerSource Florida received 16 comments from 3 LWDBs. A thorough review of the comments was conducted by CareerSource Florida and FloridaCommerce. About 44% of the feedback was incorporated into the policy, and technical assistance is planned to address additional LWDB feedback.

This policy applies to CareerSource Florida, FloridaCommerce, all 21 LWDBs and all regional workforce development areas.

## **FOR CONSIDERATION**

- **Approve new CareerSource Florida Workforce Policy G105 - Composition and Certification of Local Workforce Development Boards; Certification of One-Stop Systems and Direct Service Provide Designation.**

- **Approve the use of four (4) standardized forms to document and verify board composition and certification, one-stop system delivery requirements, and direct providers of workforce services.**