FLORIDA DEPARTMENT of ECONOMIC OPPORTUNITY

COMBINED MANAGEMENT PROCESS REVIEW TOOL
PROGRAM YEAR (PY) 2022-2023

LWDB Name:

Dates of Review:

Review Period:

LWDB Staff Completing the Tool:

GENERAL PROGRAM QUESTIONS

LOCAL OPERATING PROCEDURES	REFERENCES	YES	NO	COMMENTS
1. Does the LWDB have local policies or procedures (LOPs) in place to administer each of the following programs: Workforce Innovation Opportunity Act (WIOA), Wagner-Peyser (WP), Welfare Transition (WT), Trade-Adjustment Assistance (TAA) and Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T)? (Provide copies of each or indicate where these can be found). If no, please indicate in the comment section which programs do not have LOPs.	Memo dated January 27, 2021; New Process for Local Operating Procedures.	☐	☐	
2. If yes to #1, do the LOPs include methods for referring individuals between the local one-stop centers and partners for appropriate services and activities?	Memo dated January 27, 2021; New Process for Local Operating Procedures.	☐	☐	

MONITORING	REFERENCES	YES	NO	COMMENTS
1. Do local policies or procedures include internal monitoring of all programs? (Provide copies or indicate where this can be found). If no, how does the LWDB ensure that internal and external monitoring complies with federal and state provisions and other applicable laws?	Grantee Subgrantee Agreement Sections 15(a),(c), & (f); DEO Administrative Policies 093 Sections (C) & (D); and 104 Section IV(A)(2).	☐	☐	
2. Do policies, procedures or schedules specify when staff will conduct monitoring of its workforce programs (i.e., monthly, quarterly, semi-annually, etc.)? If yes, indicate timeframe(s) or provide a copy of the schedule.	Grantee Subgrantee Agreement Sections 15(a),(c), & (f); DEO Administrative Policies 093 Sections (C) & (D); and 104 Section IV(A)(2).	☐	☐	
3. Has any monitoring been conducted by the LWDB during the review period?	Grantee Subgrantee Agreement Sections 15(a),(c), & (f); DEO Administrative Policies 093 Sections (C) & (D); and 104 Section IV(A)(2).	☐	☐	
4. Are reports written and corrective action required as a result of monitoring issues found? If yes, provide copies of the monitoring reports and CAPs. If no, how are staff informed of the monitoring results?	Grantee Subgrantee Agreement Sections 15(a),(c), & (f); DEO Administrative Policies 093 Sections (C) & (D); and 104 Section IV(A)(2).	☐	☐	

WELFARE TRANSITION (WT)

SCHEDULING INITIAL APPOINTMENTS	REFERENCES	YES	NO	COMMENTS
1. If assigned to job search or job readiness assistance activities, what is the method used by the LWDB to certify that at least 10 percent of the participant hours are completed? If there are any LOPs explaining the method used, please provide a copy, or indicate where this can be found.	Florida's Work Verification Plan.	☐	☐	

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) EMPLOYMENT & TRAINING

SCHEDULING INITIAL APPOINTMENTS	REFERENCES	YES	NO	COMMENTS
1. Does the LWDB manually schedule initial appointments (code 590)?	Memo dated January 5, 2017; State Plan.	☐	☐	
SANCTIONS	**REFERENCES**	**YES**	**NO**	
1. Are there policies or procedures in place to ensure that participants are not engaged in an activity while serving a sanction? If yes, indicate where to locate policy. If no, please explain the process in the comment section.	State Plan; 7 CFR 273.7(i) and 7 CFR 273.7(b).	☐	☐	
2. Are there policies and procedures in place to ensure an activity is assigned by the case manager and completed by the participant prior to a sanction lift? If yes, indicate where to locate policy. If no, please explain the process in comment section.	State Plan; 7 CFR 273.7(i) and 7 CFR 273.7(b).	☐	☐	

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

WIOA YOUTH PROGRAM	REFERENCES	YES	NO	COMMENTS
1. Are all 14 program elements made available to youth participants? If yes, please provide a list of providers identified that covers each of the 14 program elements, as well as the LWDBs local policy/ MOU or contracts that demonstrate the availability of each program element.	20 CFR 681.420, 460-470.	☐	☐	
2. Has the LWDB established a process to ensure parents, youth participants, and other members of the community with experience relating to youth programs are involved in both the design and implementation of the youth program? If yes, please provide a copy of the established process/procedure.	20 CFR 681.420, 460-470.	☐	☐	
3. Does the work experience activity provided to youth participants include the required academic and occupational education components? If yes, please provide a copy of the work experience program design.	20 CFR 681.600(b), WIOA Sec. 129(c) (2) (c), TEGL 21-16.	☐	☐	

WIOA YOUTH CAREER PATHWAY	REFERENCES	YES	NO	COMMENTS
1. Is there a process/procedure in place to ensure disconnected youth are provided career pathways to access educational and occupational opportunities which enhance their long-term career goals? If yes, please provide a copy of the plan/process. If no, please explain how this is done in the comment section.	WIOA Section 3 (7); WIOA Section 129 (c)(1) (A and B).	☐	☐	
2. Do career pathways established provide a combination of rigorous and high-quality education, training, and other services in a manner that accelerates the educational and career advancement of the participant? Please explain in comment section or provide supporting documentation.	WIOA Section 3 (7); WIOA Section 129 (c)(1) (A and B).	☐	☐	

TRADE-ADJUSTMENT ASSISTANCE (TAA)

LOCAL OPERATING PRACTICES	REFERENCES	YES	NO	COMMENTS
1. Briefly describe the coordination of services between Rapid Response and TAA when a dislocation is trade related. Does the coordination of services include the process for trade-affected workers to receive rapid response assistance and the opportunity to participate in a TAA Information Session?	Trade Act 2002, TAARA 2015 & Administrative Policy No.114, TEGLs 22-08, 10-11, 7-13 TEGL 11-02, 05-15, 20 CFR 682.300 – 682.370, DEO Memo Rapid Response Requirement Dated 02/14/20, PIRL and USDOL TAA Data Integrity Requirement.	☐	☐	
2. Is the TAA Coordinator a merit staff employee? If no, please explain.	TAARA 2015 & Administrative Policy No. 101.	☐	☐	
3. Is there a policy or practice on co-enrolling TAA participants in WP and/or WIOA when appropriate? If so, please describe the process.	20 CFR 617.22, 20 CFR 618.600-665, TEGLs 22-08, 10-11, 7-13, 05-15 and Administrative Policy No. 116.	☐	☐	
4. Does the LWDB utilize Job Search and/or Relocation Allowances for eligible individuals? If yes, is there a policy in place to support this?	20 CFR 617.30, 20 CFR 618.400-460, TEGLs 22-08, 10-11, 7-13, 05-15, FG-039, DEO Memo State Definition of Commuting Area Dated 02/19/19 and 2 CFR part 200.	☐	☐	
5. What is the approval process for individuals needing remedial, English as a second language and/or prerequisite training?	Trade Act 2002 & TEGLs 22-08, 10-11, 7-13, 05-15 TEGL 11-02 and 03/04/2019 Employ Florida Changes Memorandum, Administrative Policy No. 107.	☐	☐	

WAGNER-PEYSER (WP)

PRIORITY REEMPLOYMENT PLANNING (PREP) PROGRAM	REFERENCES	YES	NO	COMMENTS
1. Does the LWDB provide PREP services?	FL Administrative Rule 73B-11.028.	☐	☐	
2. If yes to #1, does each participant receive an orientation?	FL Administrative Rule 73B-11.028.	☐	☐	
3. If yes to #2, does the orientation contain the required WP and RA information? (Please provide a copy of the LWDB orientation presentation or indicate where this can be found).	FL Administrative Rule 73B-11.028.	☐	☐	

4.	Does each participant receive an assessment? If no, please explain in comment section.	FL Administrative Rule 73B-11.028.	☐	☐	
REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT (RESEA)		**REFERENCES**	**YES**	**NO**	**COMMENTS**
1.	Does the LWDB provide RESEA services?	UIPL 8-20 & 13-21; CSF Admin Policy 068 (RESEA).	☐	☐	
2.	Does the orientation provided to RESEA participants include all RESEA requirements? Please provide a copy of the orientation package or indicate where this can be found.	UIPL 8-20 & 13-21; CSF Admin Policy 068 (RESEA).	☐	☐	
3.	Is the RESEA program conducted by RESEA grant paid staff as designated in the LWDB's RESEA budget? If not, please explain.	UIPL 8-20 & 13-21; CSF Admin Policy 068 (RESEA).	☐	☐	
JOB SEEKER ENGAGEMENT, PARTICIPATION, AND EXITS		**REFERENCES**	**YES**	**NO**	**COMMENTS**
1.	Does the LWDB have written policies and procedures in place for determining a job seeker's continued participation in the WP program? If yes, please provide a copy. If no, how are job seeker case closures determined and conducted?	DEO Administrative Policy 115 and Employ Florida Code Guide.	☐	☐	
2.	Does the LWDB have written policies and procedures in place for identification of job seeker services considered information -only? If yes, please provide a copy. If no, please describe how locally a service is determined to be an information only service.	DEO Administrative Policy 115 and Employ Florida Code Guide.	☐	☐	