

Regional Workforce Board Plan Modification Instructions

INTRODUCTION

The purpose of these instructions is to assist the Regional Workforce Boards (RWBs) with the modification of their local Workforce Services Plan. The Workforce Services Plan is required under Title I of the Workforce Investment Act (WIA), to include Job Corps, Wagner-Peyser Act, Veterans Services, Migrant and Seasonal Farmworker (MSFW) and Trade Adjustment Assistance (TAA). The Workforce Services Plan also includes the Welfare Transition (WT)/Temporary Assistance to Needy Families (TANF) and the Food Stamp Employment and Training (FSET) programs. The modification of the local Workforce Services Plan is critical to having a comprehensive plan consistent with the [State Workforce Investment Plan 2011-2012](#) that was submitted to the United States Department of Labor (USDOL) during April 2011 and recently approved. All current PY 2007 – PY 2008 local Workforce Service Plans, and subsequent modifications, expire June 30, 2011. However, the United States Department of Labor (USDOL) has given the State authority to extend the current plans. Consequently, instead of a total rewrite of local workforce plans, the State is requiring the following:

- A. Modification of the current plan with those changes the Regional Workforce Board (RWB) finds necessary to describe any organizational changes and new or modified strategies to respond to changes in the local economy. Make sure that the current plan incorporates all previous modifications as well as changes made for this submission.
- B. Update of identified sections, as applicable. These sections are highlighted and identified as “Review/Update Required”.

During the modification of the plan, please adhere to the following procedures:

- For each section, highlight changes or indicate “no change”.
- Organize the information in the document according to the plan instructions (**Please ensure the sections in the local Workforce Services Plan follow the numbering of the plan instructions**).
- Descriptions should be informative and concise.
- Include a table of contents with page numbers and ensure that each page of the plan is numbered.
- Text should be typed with a font size of 11 or greater.
- Include a list of the plan attachments and submit them in a separate electronic file.

Note: The narrative box will expand to accommodate the RWB responses.

The local Workforce Services Plan is to be submitted in an electronic and searchable format via e-mail to Workforce Florida, Incorporated (WFI) by 5:00 p.m. on September 30, 2011. The plan should be e-mailed to Helen Jones at hjones@workforceflorida.com.

An original, signed ***signature page(s)*** must be submitted to:

Workforce Florida Inc.
1580 Waldo Palmer Lane
Tallahassee, Florida 32308

Attention: Helen Jones

In finalizing your local plan, please allow sufficient time for your local board to review and approve the plan including the appropriate signatures of your local Chief Elected Officials.

Executive Summary (Optional)

I. Local Plan Process

WIA Section 118 requires that each local board, in partnership with the appropriate chief elected officials, develop and submit a comprehensive one year local plan to the Governor, which identifies and describes certain policies, procedures and activities that are carried out in the local area consistent with the State Workforce Investment Plan. The plan must be developed in collaboration with local partners.

The public, including partners, must have an opportunity for public comment and input into the development of the local Workforce Services Plan prior to its submission to the WFI. The opportunity for public comment must include the following:

- Make copies of the proposed local Workforce Services Plan available to the public (through such means as public hearings and local news media);
- Include an opportunity for comment by members of the local board and members of the public, including representatives of business and labor organizations;
- Provide at least a 30-day period for comment, beginning on the date the proposed plan is made available, prior to its submission to WFI (**Note: The comment period can extend beyond the due date of the plan.**);
- Be consistent with the requirement in WIA Section 117(c), which requires that the local board make information about the plan available to the public on a regular basis through open meetings (public hearings) and local news media; and
- Submit all comments received that express disagreement with the local Workforce Services Plan to the WFI, along with the local plan.

A. Description of Workforce Plan Development Process: Collaboration with Partners for WIA, Wagner-Peyser, WT/TANF, and FSET Programs

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| I.A1. | Describe the process used to ensure public comment on and input into the development of the local Workforce Services Plan. Include a description of specific steps taken to include input from members of the local board and members of businesses and labor organizations. RWBs that are designated as significant MSFW areas must ensure individuals/organizations serving the MSFWs are informed of the plan and are provided the opportunity to comment on the local Workforce Services Plan. |
| RWB RESPONSE | |
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| I.A.2. | Describe how comments were considered in the local Workforce Services Plan development process. |
| RWB RESPONSE | |
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B. Description of Process for Providing Public Comments

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| I.B. | Summarize and include as an attachment any comments that express disagreement with the plan. Comments received after submission of the local Workforce Services Plan that express disagreement with the plan should also be forwarded to WFI at the address previously indicated in the introduction section above. |
| RWB RESPONSE | |
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II. Local Vision and Goals

Florida's vision and strategic goals have been established in the [State Workforce Investment Plan](#) that was recently modified under the direction of Governor Scott. Florida's broad strategic economic and workforce development goals are also set forth in the Workforce Florida Act and Enterprise Florida's [2010-2015 Strategic Plan for Workforce Development](#) and its [January 1, 2011 Update](#). The vision and goals will continue to be refined by the Florida State Legislature and State Workforce Board.

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| II.A.1. Review/Update Required | Describe the local workforce vision and goals reflecting all workforce programs including WT/TANF and FSET that were developed in response to the vision and goals expressed in Sections I and II of the State Workforce Investment Plan . The vision, goals and objectives of these programs should support and complement the vision, goals and objectives identified in the 2010-2015 Strategic Plan for Workforce Development. |
| RWB RESPONSE | |
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| II.A.2. Review/Update Required | Please describe the economic development goals for the RWB and how they will be aligned with the workforce system. |
| RWB RESPONSE | |
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B. Provide a Brief Overview of the Process for Attaining the Local Board's Workforce Goals

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| II.B Review/Update Required | Describe the process used to attain the local board’s Workforce Service Plan, including a brief overview of the process used in developing strategies that describe current and future plans to improve and deliver services for the WIA, TAA, Wagner-Peyser, Job Corps, MSFW, Veteran, WT/TANF and FSET programs. |
| RWB RESPONSE | |
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III. Assessment of Labor Market Needs (Emphasis on a “Demand-Driven” System)

The State of Florida is committed to focusing on those skill gaps identified by the needs of its employers, and this will continue to be a high priority. Under existing legislation, the RWBs have the policy and service design authority for all local services, including services to employers; and as such, they take the lead in working with the local employer community including determination of the needs of the community. It is anticipated that surveys and other forms of feedback will be conducted with employers who use the one-stop delivery system services to continually improve services, and with employers who do not use the one-stop delivery system services in order to identify needed services. Local input from chambers of commerce, economic development councils and other organizations will continue to shape the level and quality of services provided to employers.

A. Identification of Workforce Needs of Area

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| III.A Review/Update Required | Describe the process used to identify the workforce needs of the businesses, job seekers and workers in the local area. |
| RWB RESPONSE | |
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B. Identification of Current and Projected Employment Opportunities

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| III.B. Review/Update Required | Identify the current and projected employment opportunities in the local area. For assistance in obtaining this information, please refer to the Labor Market Statistics website and the Florida Education and Training Placement Information Program (FETPIP) website. |
| RWB RESPONSE | |
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C. Description of Necessary Job Skills

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| III.C. | Describe the job skills necessary for participants to obtain employment based on current and projected job opportunities in the region. |
| RWB RESPONSE | |
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D. Targeted Occupations

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| III.D. Review/Update Required | Describe the process used to identify local targeted occupations for providing occupational skills training. To ensure that your local process is consistent with State Targeted Occupation List Process, please refer to the Labor Market Statistics website at http://www.labormarketinfo.com/wec/0910/wec_tolprocess.pdf |
| RWB RESPONSE | |
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IV. Local System Infrastructure

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| IV.A. Review/Update Required | Please provide the following information for your local plan: <ol style="list-style-type: none"> 1. Current Membership – Regional Workforce Board – Attachment 1 2. Fiscal Agent Design/Administrative Entity/One-Stop Operator – Attachment 2 |
| RWB RESPONSE | |
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| IV.B. | Describe the process for selecting service providers for all workforce programs including but not limited to WIA, TAA, Wagner-Peyser, Job Corps, Veteran, MSFW, WT/TANF, and FSET. |
| RWB RESPONSE | |
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V. One-Stop Delivery System/Services

Section 118(b)(2) of the WIA requires the following: a description of the one-stop delivery system to be established or designated in the local area including: (A) a description of how the local board will ensure the continuous improvement of eligible providers of services through the system and that such providers meet the employment needs of local employers and participants; and (B) a list of each Memorandum of Understanding (MOU) described in Section 121(c) between the local board and each of the one-stop partners concerning the operation of the one-stop delivery system in the local area.

The description of the local one-stop system must include at least one comprehensive physical center that must provide the core services specified in WIA Section 134(d)(2) and must provide access to other programs and activities carried out by the one-stop partners. The local system may include additional comprehensive centers, a network of affiliated one-stop sites, and specialized centers that address specific needs. Please refer to the Workforce Florida Act that mandates additional partners other than those mandated by the USDOL. Please provide the following information in the RWB's local Workforce Services Plan:

A. Description of the Local One-Stop System

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| V.A.1. | A brief description of the local one-stop system established for the region |
| RWB RESPONSE | |
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| V.A.2. | A description of how available resources (WIA, TAA, Wagner-Peyser, and others) will be pooled within the one-stop system to provide core and intensive services; |
| RWB RESPONSE | |
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| V.A.3. | Identify whether the designated comprehensive one-stop center(s) was a result of a competitive selection or an agreement between the local board and a consortium of at least three or more of the mandatory one-stop partners. Identify whether this designation is the result of a prior decision made by the local board and the chief elected official. Any designation must meet the requirements of WIA Section 121(e); and |
| RWB RESPONSE | |
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| V.A.4. | The process for integrating the Job Corps, MSFW, TAA, WT/TANF, FSET (if applicable), Veterans, and Wagner-Peyser programs, in the one-stop system. |
| RWB RESPONSE | |
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B. Process of Maintaining Eligible Training Provider List

The State has compiled a list of all eligible providers based on the lists submitted by the RWBs. This list and the performance and cost information that accompanies the eligible provider identification will be disseminated to the one-stop systems throughout the State. At a minimum, the data and information specified in Section 122(d)(1) and (2)(A)(i)(iii) for each program on the eligible list must be made available to customers in a customer friendly format at every One-Stop Career Center throughout the one-stop delivery system. The statewide list and performance information will be maintained on the Internet, on local computer networks, and on computer terminals that will be accessible throughout the one-stop system. Hard copies will be printed and given broad distribution throughout the one-stop system and its partner agencies, as well as being available on request to the State agency.

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| V.B.1. | Please describe the process for maintaining/updating an eligible training provider list and attach a copy of the local operation procedures. |
| RWB RESPONSE | |
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C. Process for ensuring Continuous Education/Training of Eligible Service Providers, Assessment of Strength and Opportunities, Use of Performance Incentives, Awarding Bonuses to Participants, Use of Individual Training Accounts (ITAs), and Achievement of Performance Goals

Describe how the following processes will be performed in the local one-stop service system:

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| V.C.1. | Continuous education and training of eligible service providers through the system and to ensure that the providers meet the employment needs of local employers and participants |
| RWB RESPONSE | |
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| V.C.2. | Assessment of the strengths and opportunities of service providers available in the local one-stop service system; |
| RWB RESPONSE | |
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| V.C.3. | Performance incentives to service providers; |
| RWB RESPONSE | |
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| V.C.4. | Bonuses to participants; and |
| RWB RESPONSE | |
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| V.C.5. | Use of ITAs. |
| RWB RESPONSE | |
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D. The Memorandum of Understanding Process

Review/Update Required. Provide a list of updated MOUs as described in Section 121(c) of WIA between the RWB and each of the mandatory and/or optional one-stop partners. Each MOU must address the following points:

- How services will be provided through the one-stop system;
- How the costs of the services and the costs of operating the system will be funded;
- Performance incentives to service providers;
- What is the duration of the MOU; and
- What are the procedures for amending the MOU.

E. The following is a list of mandatory and optional one-stop programs and activities as described in Section 121(b) of WIA and additional partners required by the Workforce Innovation Act of 2000:

1. Mandatory Partner Programs

- 1) Programs authorized under Title I of WIA, serving:
 - i. Adults;
 - ii. Dislocated Workers;
 - iii. Youth;
 - iv. Job Corps;
 - v. Native American Programs;
 - vi. Migrant and Seasonal Farmworkers Programs; and
 - vii. Veterans Workforce Programs;
- 2) Programs authorized under the Wagner Peyser Act;
- 3) Adult education and literacy activities authorized under title II of WIA;
- 4) Programs authorized under parts A and B of title I of the Rehabilitation Act;
- 5) Welfare to Work programs;
- 6) Senior Community Service employment activities;
- 7) Postsecondary vocational education activities under the Carl D. Perkins Vocational and Applied Technology Education Act;
- 8) Trade Adjustment Assistance and NAFTA Transitional Adjustment Assistance activities authorized under chapter 2 of title II of the Trade Act of 1974;
- 9) Activities authorized under chapter 41 of title 38, U.S.C. (local veterans' employment representatives and disabled veterans outreach programs);
- 10) Employment and Training activities carried out under the Community Services Block Grant;
- 11) Employment and training activities carried out by the Department of Housing and Urban Development;
- 12) Programs authorized under State unemployment compensation law in accordance with Federal law.

2. Optional Partner Programs

Other appropriate federal, State, or local programs providing services such as transportation, child care, services offered by community colleges and economic development boards.

3. Partnership Involvement

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| V.E.3. | Describe the partnership/involvement that the RWB will have or has with faith-based and community-based initiatives and how these entities will be integrated into the one-stop system. |
| RWB RESPONSE | |
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F. Selection Process of One-Stop Operator(s)

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| V.F. Review/Update Required if RWB operates 1-Stop | Describe the process for selecting One-Stop Operator(s). Attach a copy of the selection process. If you are a direct service provider, describe your process for determining to become a direct service provider. |
| RWB RESPONSE | |
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G. Mandatory One-Stop Partners’ Employment and Training Program Activities and Services including Faith-Based and Community-Based Organization Initiatives.

Workforce Programs

Pursuant to Florida law and policy, the funding of one-stop core services and intensive services is to be determined by a local MOU between the one-stop partners, and no one partner is presumed to be the sole source of funding for any of the core services. Additionally, using youth formula funds at the local level is to fulfill the mandate of providing universal services through the network of One-Stop Career Centers. Providing services to youth ages 14–21 goes beyond the doors of the One-Stop Career Centers through partnerships with schools, adult education centers, post-secondary education providers, juvenile justice providers, community youth centers, health departments, and referrals from a host of other organizations that provide workforce development related services.

Provide a description of the one-stop partners’ processes for operating the following employment and training programs and for providing workforce activities and services. Attach a copy of local operating procedures when requested.

1. Wagner-Peyser

Wagner-Peyser is a labor exchange program that brings together individuals who are seeking employment and employers who are seeking employees. The State shall administer a labor exchange that has the capacity to assist job seekers to find employment; to assist employers in filling jobs; to facilitate the match between job seekers and employers; to participate in a system for clearing labor

between the States, including the use of standardized classification systems issued by the Secretary of Labor under Section 15 of the Act; and to meet the work test requirement of the State Unemployment Compensation system.

Self-services are available to all job seekers and employers. Services may be accessed from computer workstations at One-Stop Career Centers and personal desktop computers through the Internet. In addition to accessing information electronically, customers can choose to receive information in more traditional forms such as printed material which will be available at One-Stop Career Centers. Attach a copy of the local operating procedure for the following processes.

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| V.G.1.a. | Describe how Section 7(a) of the WIA will be implemented in the local One-Stop Career Centers. The description must include job search and placement services to job seekers, including counseling, testing, occupational and labor market information, and referral to employers; recruitment services and special technical services for employers, including on-site employer visits; and One-Stop Career Center plans for meeting the requirement of the basic labor exchange system, including a narrative of how the local center will match job seekers and employers. |
| RWB RESPONSE | |
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| V.G.1. b. | Describe the One-Stop Career Centers' procedures to ensure that applicants will not be referred to a job at a company that is on strike or lockout status for a particular position. Notice of the strike or lockout is required for applicants who are referred to positions that are not affected by the strike. |
| RWB RESPONSE | |
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| V.G.1. c. | Describe the procedures to ensure that applicants referred to private employment agencies will not be charged a fee. The One-Stop Career Centers will not be prohibited from referring an applicant to the private employment agency as long as the applicant is not charged a fee by the private agency in accordance with the Wagner-Peyser Act, Section 13(b)(1). |
| RWB RESPONSE | |
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| V.G.1. d. | Describe the procedures to ensure that the One-Stop Career Center will seek prior approval from the AWI to advertise hard-to-fill job openings which pay over \$50,000 per year. The One-Stop Career Centers may, from time-to-time, advertise in the newspaper for hard-to-fill job openings which pay up to \$50,000 per year as part of the overall economic development effort of the State of Florida. For jobs above this level, the One-Stop Career Center will seek prior approval in accordance with the Wagner-Peyser Act, Section 13(b)(2). |
| RWB RESPONSE | |
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| V.G.1. e. | Describe the placement services planned through the One-Stop Career Center summer youth program. Include private sector involvement planned and identify the types of services to be provided. |
| RWB RESPONSE | |
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| V.G.1. f. | Describe the reemployment services that will be provided to unemployment insurance claimants, the Priority Reemployment Planning and Reemployment and Eligibility Assessment (if applicable) services that are provided in the One-Stop Career Centers. |
| RWB RESPONSE | |
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| V.G.1. g. Review/Update Required | Describe how the RWB will use the scores obtained from the initial skills review to provide employment and training services to unemployment compensation claimants. |
| RWB RESPONSE | |
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| V.G.1.h. Review/Update Required | Describe how the RWB will administer the unemployment insurance work test and how feedback requirements (under Sec. 7(a)(3)(F) of the Wagner-Peyser Act) for all Unemployment Compensation claimants are met. Include how the RWB plans to serve claimants seeking to fulfill the weekly work search requirement by meeting with One-Stop Career Center staff. |
| RWB RESPONSE | |
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| V.G.1. i. | Describe how counseling services (under Section 7(a)(1) and Section 8(b) in the WIA of 1998) will be delivered to Wagner-Peyser program job seekers; |
| RWB RESPONSE | |
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| V.G.1. j. | Identify the screening process for referrals to job openings on suppressed job orders; and |
| RWB RESPONSE | |
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| V.G.1. k. | The process the One-Stop Career Center uses in conducting recruiting agreements and job fairs. |
| RWB RESPONSE | |
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2. Veterans Program

Provide a description of the process for the following Veteran program services and attach a copy of the local operating procedures:

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| V.G.2. a. | How the State Veterans Program Plan of Service will be implemented in the One-Stop Career Center(s); |
| RWB RESPONSE | |

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| V.G.2. b. | How outreach and organizational visits for veterans are conducted; |
| RWB RESPONSE | |
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| V.G.2. c. | How the Disabled Veterans Outreach Program specialists and Local Veterans Employment Representatives staff are fulfilling their required roles and responsibilities as indicated in the State Veterans plan at: http://www.floridajobs.org/pdg/vets/Fy07StVetsSrvPlan080706.pdf ; |
| RWB RESPONSE | |
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| V.G.2.d | How technical assistance and best practices can be provided to improve services to veterans. |
| RWB RESPONSE | |
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3. Migrant and Seasonal Farm Workers

Review required for significant MSFW One-Stop Career Centers. Specific planning requirements for services to MSFWs are contained in 20 Code of Federal Regulations (CFR), Part IV 651, 653 and 658 Services for MSFWs. These regulations require each significant MSFW One-Stop Career Center to develop an Outreach Plan designed to contact MSFWs not reached by usual One-Stop Career Center intake. The Outreach Plan should reflect the policies contained in 20 CFR, Part 653, Subpart 3, Section 653.107 and its specific guidelines for completing the Outreach Plan.

- a. List of significant bilingual One-Stop Career Centers
- Belle Glade One-Stop Career Center—RWB 21
 - Bradenton One-Stop Career Center—RWB 18
 - Port Saint Lucie One-Stop Career Center—RWB 20
 - Homestead One-Stop Career Center—RWB 23
 - Immokalee One-Stop Career Center—RWB 24

- Plant City One-Stop Career Center—RWB 15
- Quincy One-Stop Career Center—RWB 5
- Sebring/Wauchula One-Stop Career Centers—RWB 19
- Winter Haven One-Stop Career Center—RWB 17

b. MSFW Outreach Plan format

Using the format below, please develop the MSFW Outreach Plan. Attach copies of the local operating processes and or procedures for the MSFW program.

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| V.G.3. b. 1. | Assessment of Need; |
| RWB RESPONSE | |
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| V.G.3. b. 2. | Assessment of Available Resources; |
| RWB RESPONSE | |
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| V.G.3. b. 3. | <p>Proposed Outreach Activities</p> <p>Note: Each MSFW outreach specialist is required to have a minimum of five "quality" contacts of MSFWs per staff day. A quality contact is defined as a contact with an MSFW where a reportable supportive service is provided and documented with the MSFW's name and social security number. The requirement of five MSFW contacts per staff day applies only to the MSFW outreach specialists and not to other staff resources utilized.</p> |
| RWB RESPONSE | |
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| V.G.3. b. 4. Review/Update Required | Complete the MSFW Outreach Plan (following). The targeted number of MSFW outreach contacts per significant office will be forthcoming within the next week to allow you to complete your outreach plan. |
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| RWB RESPONSE | | | | | | | | | | | | | |
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| MSFW Outreach Plan | | | | | | | | | | | | | |
| ACTIVITY | July | Aug | Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | March | April | May | June | |
| | Estimated Hours (include preparation, follow-up and travel) | | | | | | | | | | | | |
| FOCUS ON FARMWORKERS | | | | | | | | | | | | | |
| Visits to MSFWs at labor camps, work sites, gathering areas, etc. | | | | | | | | | | | | | |
| Presentations to groups of likely MSFWs (migrant ed/head start parents' meeting, ESL class, church, etc.) | | | | | | | | | | | | | |
| Visits to staff/staff meetings at organizations which serve MSFWs | | | | | | | | | | | | | |
| Attending MSFW interagency "councils" | | | | | | | | | | | | | |
| Regular outstation visiting/intake | | | | | | | | | | | | | |
| "Job Show" or other work with Sp/Eng radio/TV | | | | | | | | | | | | | |
| Distributing posters/flyers on ED service | | | | | | | | | | | | | |
| Other MSFW outreach activities* | | | | | | | | | | | | | |
| FOCUS ON EMPLOYERS TO PROMOTE HIRING MSFWs | | | | | | | | | | | | | |
| Visits to ag businesses | | | | | | | | | | | | | |
| Visits to Spanish-speaking non-ag businesses | | | | | | | | | | | | | |
| Visits to English-speaking non-ag businesses | | | | | | | | | | | | | |
| Presentations to meetings/groups of employers | | | | | | | | | | | | | |
| Other employer focused activities to promote hiring MSFWs** | | | | | | | | | | | | | |
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| Estimated outreach hours in month | | | | | | | | | | | | | |
| | Estimated Number of Outreach Contacts with MSFWs^ | | | | | | | | | | | | |
| Estimated number of MSFW outreach contacts ^ by month | | | | | | | | | | | | | |

* Please identify: job fairs, festivals and other unscheduled special events

** Please identify: Dept. of Ag. Employer meetings or training, job fairs, and other unscheduled special events.

^Outreach Contact estimates are the number of potential MSFWs spoken to through/during outreach (e.g., workers talked to at a camp; people who heard our presentation at migrant head start parent meeting; etc.); not estimated number of registered MSFWs.

Estimated total outreach time for the 12 months:

Estimated total outreach contacts for the 12 months:

Number of individual staff estimated to participate in outreach for the 12 months:

Estimated July 1, 20__-June 30, 20__ : Ag Listings: ____ Ag Openings: ____ Ag

Openings Filled: ____

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| V.G.3. b.5. | Affirmative Action Plan; and |
| RWB RESPONSE | |
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| V.G.3.b.6. | Bilingual Office Plan. |
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| V.G.3.c. | Describe the process for providing the required services and activities, such as employer job orders, outreach to the Agricultural Employers, and the MSFWs. |
| RWB RESPONSE | |
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| V.G.3. d. Review/Update Required | Describe the process for meeting the Equity Ratio Indicators and Minimum Service Level Indicators (see the Employ Florida Marketplace System at https://www.employflorida.com/). Equity Ratio Indicators: <ul style="list-style-type: none"> • Referred to employment • Referred to supportive services • Received staff assisted services • Job development contacts • Career Guidance Minimum Service Level Indicators: <ul style="list-style-type: none"> • Placed in a job • Placed \$0.50 above minimum wage • Place in long term non-agricultural jobs |
| RWB RESPONSE | |
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4. Rapid Response

The rapid response unit is the State’s central point for identifying layoffs and plant closings. This includes receiving the Worker Adjustment Retraining Notification notices from employers as required by federal law. Key strategies in Florida’s system are to provide occupational information and skills training to include incumbent workers who are at risk of losing their jobs and to provide immediate reemployment assistance for dislocated workers. These efforts are intended to enable workers to make the transition to new employment as quickly as possible and to lessen the period of unemployment, thereby decreasing the need for unemployment compensation and other supportive service benefits for workers.

Rapid Response Dislocated Worker Unit Organizational Structure

The WIA requires each State to establish a rapid response dislocated worker unit to carry out statewide rapid response activities. WIA 2000 authorizes Workforce Florida, Inc., to expend Title I WIA funds for rapid response and designates the AWI as the administrative entity for rapid response activities. The rapid response unit is the state’s focal point in dealing with the dislocation of Florida’s workers. The unit has the capacity and capability to carry out the specific rapid response duties and responsibilities mandated by the WIA.

- i. Describe the procedures for the following rapid response activities and attach a copy of the local operating procedures for the rapid response activities below.

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| V.G.4.a. | Describe the process for meeting the minimum service level and Equity Ratio Indicators (see the Employ Florida |
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| | <p>Market Place System at https://www.employflorida.com/).</p> <ol style="list-style-type: none"> 1. Arranging on-site employer/employee visits and informational sessions; 2. Developing rapid response visit reports; 3. Administering employee surveys; 4. Developing event response plans; 5. Coordinating reemployment services with One-Stop Career Centers; 6. Reporting the employment situation of State employees; 7. Rapid response-related performance measures and goals; 8. Rapid response dislocated worker unit staffing; and 9. Public awareness. |
| RWB RESPONSE | |
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| V.G.4. b. | Describe the process used to ensure that rapid response assistance and appropriate core and intensive services as described in Section 134 of the WIA are made available to the workers for whom a petition for TAA has been filed. |
| RWB RESPONSE | |
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5. Trade Adjustment Assistance (TAA)

The Trade Act program for workers was created in 1974. The Trade Act has been amended several times since its initial enactment. Recent changes expanded the program’s coverage and provided an opportunity to ensure that effective strategies are utilized to help trade-affected workers obtain new employment. It is essential that the RWBs move trade-affected workers into new jobs as quickly and effectively as possible so that they continue to be productive members of the workforce. To this end, the intervention strategies used for program benefits and services will be aimed toward rapid, suitable and long-term reemployment for adversely affected workers. Under the Trade Act, the RWBs must:

- Increase the focus on early intervention, upfront assessment and reemployment services for adversely affected workers;
- Use One-Stop Career Centers as the main point of participant intake and delivery of benefits and services; and
- Maintain fiscal integrity and promote performance accountability.

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| V.G.5.a Review/Update Required | Describe the process for ensuring that the TAA program staff at the regional level are merit employees. |
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| RWB RESPONSE | |
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| V.G.5.b Review/Update Required | Describe local procedures to ensure timely response to trade-affected dislocations, including coordination with Rapid Response, provision of technical assistance for the filing of Petitions, and provision of information sessions to affected employees. |
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| RWB RESPONSE | |
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| V.G.5.c Review/Update Required | Describe local procedures to ensure timely service to trade-affected workers to ensure eligible workers receive all TAA services and benefits for which they qualify. |
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| RWB RESPONSE | |
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| V.G.5.d Review/Update Required | Describe coordination with the Agency for Workforce Innovation’s (AWI) Special Payment Unit, Wagner Peyser and WIA for the provision of job services and case management to trade-affected workers. Note how TAA funds will be used first for clients who qualify both as trade-affected workers and dislocated workers. |
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| RWB RESPONSE | |
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| V.G.5.e. Review/Update Required | Describe the process for using partner program funds to provide training services to trade-affected workers. |
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| RWB RESPONSE | |
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| V.G.5.f Review/Update Required | Describe the process for ensuring that the WIA-funded training activities provided for trade-affected workers are those that are stipulated in Section 236 of the Trade Act and related federal policies and procedures. |
| RWB RESPONSE | |
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6. Job Corps

Job Corps is the nation’s largest residential education and training program for low-income youth between the ages of 16 and 24 years of age. The Job Corps’ mission is to help low-income youth become responsible, employable and productive citizens by providing training that will assist students in accessing technology and developing skills needed for successful participation in the workplace.

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| V.G.6. Review/Update Required | Describe the relationship of the One-Stop Career Center with Job Corps and the manner in which referrals are made. |
| RWB RESPONSE | |
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7. Youth Programs

The Strengthening Youth Partnerships will continue to be the vehicle by which the federal Shared Youth Vision will be implemented in all participating state agencies and organizations. The following goals have been identified as being appropriate:

- To build consensus for a policy on the preparation of youth for employment in targeted demand occupations.
- To develop regional alliances among workforce, education, state agencies serving the most at-risk youth, economic development, housing, faith and community-based organizations, and transportation stakeholders to better meet the needs of businesses within a region by creating a pipeline of youth who have the hard and soft skills to enter targeted demand occupations.
- To create a blueprint for state level stakeholders to facilitate the creation and growth of state/regional/local alliances.
- To provide a forum for local, regional and state level stakeholders to exchange information and ideas on new initiatives, cross-agency planning, promising practices and data-based decision making.

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| V.G.7. a. | Describe how the above strategic goals for youth will be implemented in the region. |
| RWB RESPONSE | |
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| V.G.7. b. | Describe the procedures that will be implemented to target and provide workforce services to youth with the following barriers: aged out of foster care; youthful offenders; out-of-school youth; basic skills deficient, etc. |
| RWB RESPONSE | |
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c. Provide the local definitions for the following youth programmatic elements:

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| V.G.7. c.i Review/Update Required | <p>Provide the local definition for youth requiring additional assistance to complete an educational program or to secure and hold employment.</p> <p>Definitions should be descriptive and verifiable. Terms such as “working poor,” “at-risk,” “dysfunctional,” etc. should be defined by the board. Operating procedures should further identify criteria that apply to each definition as well as appropriate verification sources.</p> |
| RWB RESPONSE | |
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| V.G.7. c.ii Review/Update Required | <p>Provide the definition for locally identified “additional barriers to employment” for youth who are not low income as referenced in 20 CFR 664.220.</p> <p>Definitions should be descriptive and verifiable. Operating procedures should further identify criteria that apply to each definition as well as appropriate verification sources.</p> |
| RWB RESPONSE | |
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8. Welfare Transition Program/TANF

For the WT/TANF section, please provide short narratives responding to the following informational requests. Where requested, please provide assurances and/or short explanations of local processes. If the RWB has a local operating procedure that meets all required elements of the section, the RWB may attach the document and simply refer to the local operating procedure.

a. Applicant Services

1. Please describe the regional WT/TANF work registration process. Please ensure that the process includes the following in your description:

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| V.G.8.a.1. Review/Update Required | <ol style="list-style-type: none"> a. When and how applicants are advised of WT/TANF program rights and responsibilities; <ol style="list-style-type: none"> i. Including grievance processes ii. Including application of anti-discrimination laws b. When and how applicants are engaged in a work activity; c. When and how applicants with limited abilities are provided exceptions to the work activity requirements; d. How applicants are assessed for diversions to cash assistance during work registration; e. When participation in the work registration process and program engagement is entered in the data entry system. |
| RWB RESPONSE | |
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2. Please describe the RWB’s Up-Front Diversion review process:

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| V.G.8.a.2. Review/Update Required | <ol style="list-style-type: none"> a. Describe how the Up-Front Diversion process is incorporated in the work registration process; and b. If the RWB provides Up-Front Diversion services to applicants through TANF formula funds, please describe the type of support services. |
| RWB RESPONSE | |
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3. Does your region have a promising practice for the WT Work Registration process?

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| V.G.8.a.3. | <ol style="list-style-type: none"> a. If yes, please describe the promising practice for serving applicants. b. Please describe how the Up-Front Diversion process is incorporated in the WT Work Registration process. |
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| RWB RESPONSE |
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b. Mandatory Services

1. Describe the RWB’s process for informing mandatory WT/TANF participants of their rights; how and when they are informed of the following:

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| V.G.8.b.1. Review/Update Required | <ul style="list-style-type: none"> a. The right to receive domestic violence services, mental health counseling and/or substance abuse counseling if eligible; b. The right and the process to have their case reviewed by a supervisor; c. The right to be treated equitably under the anti-discrimination laws; d. The right and the process to file a grievance; e. The right and the process to report good cause for failing to participate in a required activity; f. The ability to be excused from or rescheduled for an activity and the process to do so. If the RWB requires documentation to support missing activities or good cause, please describe what type of documentation is required, what failures require documentation to support good cause and when documentation is required to be submitted to the RWB/provider. |
| RWB RESPONSE | |
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2. Describe the RWB’s process for informing mandatory WT/TANF participants of their rights; how and when they are informed of the following:

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| V.G.8.b.2. Review/Update Required | <ul style="list-style-type: none"> a. The responsibility to work with career center staff; b. The responsibility to participate in assigned activities; c. The responsibility to document and submit participation hours; d. The responsibility to report employment; e. The responsibility to accept suitable employment; and f. The responsibility to retain employment. |
| RWB RESPONSE | |
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3. According to the Final Rule 45 CFR 261. et. al., Florida was required to list all activities and services offered under each of the 12 work categories. Based on federal law, the State is required to ensure that services and activities that the RWB receive credit for the participation hours must meet federal and State definitions. Please describe services and activities offered by the RWB and each provider to meet participation requirements under the following work categories:

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| V.G.8.b.3 Review/Update Required | <ul style="list-style-type: none"> a. Unsubsidized employment; b. Subsidized employment: <ul style="list-style-type: none"> i. Describe how the RWB will ensure that participants engaged in subsidized employment activities will be supervised on a daily basis. ii. Describe how the RWB will document hours actually completed and the party responsible for signing documentation to support hours of participation. |
| RWB RESPONSE | |
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| V.G.8.b.3. Review/update required | <ul style="list-style-type: none"> c. Job Search and Job Readiness <ul style="list-style-type: none"> i. Job searches at the employer’s place of business (on-site job search) are supervised on a daily basis. ii. Describe how the daily supervision is documented for “on-site” job searches and how each hour is accounted for. iii. Describe how participants completing job readiness activities and job searches in the One-Stop Career Center are supervised on a daily basis. |
| RWB RESPONSE | |
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| <p>V.G.8.b.3. Review/update required</p> | <p>d. Community Service</p> <ul style="list-style-type: none"> i. Assure the State that the community service worksites are conducted at not-for-profit agencies and for the benefit of the community. ii. Describe the worksite agreement process implemented by the RWB/provider. iii. Describe the information included in the worksite agreement. iv. Describe how the participants of the WT/TANF program are referred to the worksite provider to begin engagement. v. Describe how the RWB ensures that participants are supervised on a daily basis during worksite engagement. vi. Describe how the RWB will document hours actually completed and the party responsible for signing documentation to support hours of participation. vii. Describe the steps the RWB has taken to protect employees of the community service provider against displacement. |
| <p>RWB RESPONSE</p> | |
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| <p>V.G.8.b.3. Review/update required</p> | <p>e. Job Skills Training</p> <ul style="list-style-type: none"> i. Describe how the RWB will ensure that participants engaged in this activity will be supervised on a daily basis. ii. Describe how the RWB will document hours actually completed and the party responsible for signing documentation to support hours of participation. |
| <p>RWB RESPONSE</p> | |
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| <p>V.G.8.b.3. Review/update required</p> | <p>f. Education directly related to employment</p> <ul style="list-style-type: none"> i. Describe how the RWB will ensure that participants engaged in this activity will be supervised on a daily basis. ii. Describe how the RWB will document hours actually completed and the party responsible for signing documentation to support hours of participation. iii. Describe how the RWB/provider will verify the participant’s satisfactory progress. |
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| RWB RESPONSE |
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| V.G.8.b.3. Review/update required | <ul style="list-style-type: none"> g Satisfactory attendance at a secondary school or in a course of study leading to a General Equivalency Diploma (GED) <ul style="list-style-type: none"> i. Describe how the RWB will ensure that participants engaged in this activity will be supervised on a daily basis. ii. Describe how the RWB will document hours actually completed and the party responsible for signing documentation to support hours of participation. iii. Describe how the RWB/provider will verify the participant’s satisfactory progress. |
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| RWB RESPONSE |
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| V.G.8.b.3. Review/update required | <ul style="list-style-type: none"> h. Providing childcare services <ul style="list-style-type: none"> i. Describe how the RWB will ensure that participants engaged in this activity will be supervised on a daily basis. ii. Describe how the RWB will document hours actually completed and the party responsible for signing documentation to support hours of participation. |
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| RWB RESPONSE |
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4. Provide the following assurances regarding work activity engagement:

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| V.G.8.b.4. Review/update required | <ul style="list-style-type: none"> a. Individuals will not be assigned more than 40 hours per week; b. Individuals will not be assigned for the month to a community service or work experience work site greater than the hours calculated based on cash assistance combined with food stamps divided by the state minimum wage; c. The RWB will record hours on the JPR screen for the activity completed. Hours will not be attributed to an activity unless the services or engagement meet the activity's definition; d. The RWB will ensure that unpaid work activities are supervised no less than daily by a responsible party outlined in local operating procedures. |
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| RWB RESPONSE | |
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| V.G.8.b.5. Review/update required | Provide the assurances of documentation of work participation. |
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| RWB RESPONSE | |
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| V.G.8.b.6. Review/update required | <p>Describe how the RWB will ensure that documentation to support hours in unpaid work activities is collected at minimum every two weeks.</p> <p>This includes participation in the TANF funded subsidized employment, OJTs and self-employment.</p> |
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| RWB RESPONSE | |
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| V.G.8.b.7. Review/update required | Describe how the RWB will inform front-line staff that documentation to support hours in unpaid work activities, OJTs, TANF funded subsidized employment and self-employment must be collected before entering Job Participation Rate (JPR) data in the workforce system. |
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| RWB RESPONSE | |
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| V.G.8.b.8. Review/update required | Describe how the RWB will ensure that front-line staff do not enter hours of participation for unpaid work activities, OJTs, TANF funded subsidized employment and self-employment until documentation is received. |
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| RWB RESPONSE | |
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| V.G.8.b.9. Review/update required | Deferrals: <ol style="list-style-type: none"> a. If a participant reports limited abilities, what is the process of putting the participant in deferral status? b. What alternative requirements are included in the IRP? c. Is the individual required to complete vocational or other assessments? d. How are learning disabilities identified? e. If a participant has a learning disability, what other services are they offered? |
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| RWB RESPONSE | |
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c. Other

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| V.G.8.c.1. Review/update required | Provide the relocation maximum allowable payment. |
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| RWB RESPONSE | |
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| V.G.8.c.2. Review/update required | Describe how the RWB ensures the confidentiality of program participants. <ol style="list-style-type: none"> a. Include assurances that domestic violence files are kept in a locked and separate location. |
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| RWB RESPONSE | |
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| V.G.8.c.3. Review/update required | <p>Other than Work Registration, describe when participants are notified of the opportunity to receive support services, counseling, etc. related to domestic violence.</p> <ol style="list-style-type: none"> a. Briefly describe how applicants and participants who disclose a domestic violence issue are provided services specific to their needs. b. Describe how the RWB ensures that all domestic violence providers are trained and competent to provide such services. |
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| RWB RESPONSE | |
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| V.G.8.c.4. Review/update required | <p>Describe the local Fair Hearing preparation and attendance process.</p> <ol style="list-style-type: none"> a. Who attends DCF administrative fair hearings related to the WT/TANF program? b. Describe the process of a supervisory review. c. Describe the process for preparing documentation for the Fair Hearing. d. Include the type of documentation the RWB traditionally presents. |
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| RWB RESPONSE | |
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| V.G.8.c.5. Review/update required | <p>Does the RWB use TANF funds for a locally developed special project?</p> <ol style="list-style-type: none"> a. If yes, what population does the project serve? b. What TANF purpose does the project serve? c. Describe the eligibility requirements and documentation retained in the case file to support eligibility. Briefly describe the program. |
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| RWB RESPONSE | |
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| V.G.8.c.6. Review/update required | Does the RWB have an Individual Development Account (IDA) program? a. If yes, what population does the IDA project serve? b. Briefly describe the program. |
| RWB RESPONSE | |
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9. Food Stamp Employment and Training Program

For the FSET section, please provide *short* narratives responding to the following informational requests. If the RWB has a local operating procedure that meets all required elements of the section, the RWB may attach the document and simply refer to the local operating procedure. If the RWB does not implement an FSET program, indicate “does not operate an FSET program.”

Local Operating Procedures

Please refer to the recently approved [SNAP Program State Plan](#) as a reference to assist in the preparation of the local plan (see the reference to the appropriate page number(s) in the State Plan). If a local policy exists which addresses any of the items below, refer to that local policy and include it as an attachment.

a. Program Operation

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| V.G.9.a.1 Review/update required | Describe the local staffing (case management) model used to serve participants. |
| RWB RESPONSE | |
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| V.G.9.a.2 Review/update required | Describe the local procedures for contacting participants after the referral has been received from DCF (through the overnight interface). Include the time frame involved and how this process is documented. |
| RWB RESPONSE | |
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| V.G.9.a.3 Review/update required | Describe procedures for notifying the participants of their rights and opportunities while participating in the FSET Program. |
| RWB RESPONSE | |
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b. Program Activities and Components

1. Orientation and Assessment

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| V.G.9.b.1 Review/update required | <ul style="list-style-type: none"> <li data-bbox="422 498 1692 561">i. Describe the local approach for providing orientation and assessment in the FSET Program. Describe assessment tools that are used and when assessment is conducted. <li data-bbox="422 570 1692 638">ii. Describe the local approach to integrate services for FSET clients with WIA, Wagner-Peyser, and other workforce programs available through the One-Stop Career Center. |
| RWB RESPONSE | |
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2. Job Search and Job Search Training Component

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| V.G.9.b.2 Review/update required | Describe the local approach for determining when to assign a program volunteer to Job Search and when to assign a volunteer to Job Search Training . |
| RWB RESPONSE | |
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3. Work Experience Component

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| V.G.9.b.3 Review/update required | Describe the local approach for developing Work Experience sites, including the procedure for securing signed worksite agreements. |
| RWB RESPONSE | |

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| V.G.9.b.3.a Review/update required | Describe the local approach for ensuring that participants are assigned to Work Experience for the appropriated and allowable number of hours in this component each month. |
| RWB RESPONSE | |
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| V.G.9.b.3.b Review/update required | Describe the procedures for verifying and documenting participant engagement in Work Experience , including how the region will ensure that hours recorded for engagement in this component do not exceed the permissible hours based on the worksite calculation. |
| RWB RESPONSE | |
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4. Self-Initiated Work Experience Component

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| V.G.9.b.4 Review/update required | Describe the local approach for providing the Self-Initiated Work Experience (SIWE) component. a. Include in the description the process and criteria given to the participants for developing their own worksites. b. Describe procedures for obtaining signed contracts with the worksites. |
| RWB RESPONSE | |
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| V.G.9.b.4.a Review/update required | Describe the procedures for verifying and documenting participant engagement in SIWE , including how the region will ensure that hours recorded for engagement in this component do not exceed the permissible hours based on the worksite calculation. |
| RWB RESPONSE | |
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| V.G.9.c.4.b Review/update required | Describe the local approach for ensuring that participants are engaged in SIWE for the required number of hours each month (worksite calculation, documentation, etc.). |
| RWB RESPONSE | |
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5. Vocational Training and Education

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| V.G.9.b.5 Review/update required | Describe the local approach for providing the Vocational Training component (when it is assigned, documentation, etc.). |
| RWB RESPONSE | |
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| V.G.9.b.5.a Review/update required | Describe the local approach for providing the Education component (when it is assigned, documentation, etc.). |
| RWB RESPONSE | |
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6. Workforce Investment Act (WIA) and Trade Adjustment Act (TAA) Component

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| V.G.9.b.6 Review/update required | Describe the local approach for assigning program volunteers to the WIA and/or TAA component, including documenting enrollment into WIA/TAA program(s) and when to assign to this component. |
| RWB RESPONSE | |
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7. Serving Employed Participants

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| V.G.9.b.7 Review/update required | Describe the local approach for referring employed participants to activities. |
| RWB RESPONSE | |
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c. Program Outreach

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| V.G.9.c. Review/update required | Describe the local approach for informing food stamp recipients who are not referred by the Department of Children and Families (DCF) via the FLORIDA/OSST system interface of the FSET program and their ability to volunteer in the program. |
| RWB RESPONSE | |
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d. Program Monitoring

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| V.G.9.d. Review/update required | Describe the local approach for monitoring the FSET Program. Include information about reports or tools that are used to monitor the program. |
| RWB RESPONSE | |
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e. Participant Reimbursement

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| V.G.9.e.1. Review/update required | Describe the local procedures for requesting Food Stamp Reimbursements (FSRs) for eligible participants. Describe under what circumstances and for which activities FSRs are requested. |
| RWB RESPONSE | |
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| V.G.9.e.2. Review/update required | Describe the local procedures for ensuring that FSRs are requested for program volunteers engaged in components and expressed a need for transportation reimbursement. |
| RWB RESPONSE | |
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f. Other

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| V.G.9.f.1. Review/update required | Describe local procedures for linking participants to other services and funding streams as appropriate. |
| RWB RESPONSE | |
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| V.G.9.f.2. Review/update required | Describe local procedures for ensuring that FSET Program staff are represented and proper documentation is provided at the DCF Administrative Fair Hearings. |
| RWB RESPONSE | |
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| V.G.9.f.3. Review/update required | Describe local efforts relative to developing jobs for FSET Program participants, assisting them with securing unsubsidized employment, and helping them become self-sufficient. |
| RWB RESPONSE | |
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10. Senior Community Services Employment Program

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| V.G.10. | Describe the process for administering the Senior Community Services Employment Program (SCSEP), provided SCSEP funds are received. |
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11. Workforce Activities and Services

a. Core and Intensive Services

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| V.G.11.a. | Describe the process for providing core and intensive services to job seekers in the One-Stop Career Centers. |
| RWB RESPONSE | |
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1. Assessment

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| V.G.11.a.1.a. | Describe the testing and assessment process(es) for the WIA, TAA, MSFW, Veterans, Wagner-Peyser, FSET and WT/TANF participants. |
| .RWB RESPONSE | |
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| V.G.11.a.1.b. | Describe the process and type of tools used to assess youth for assignment to the WIA mandated youth activities and services |
| RWB RESPONSE | |
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For the Welfare/TANF program, please respond to the following items regarding assessments:

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| V.G.11.a.1.c.i | <p>What tool does the RWB use to conduct the initial assessment of the participant’s employability, skills, and prior work history?</p> <p>Describe the elements that meet the “employability” component of the initial assessment (i.e., what information does the RWB collect to secure employability information).</p> |
| RWB RESPONSE | |
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| V.G.11.a.1.c.ii | <p>When is the initial assessment conducted?</p> <p>If the initial assessment is conducted during the work registration process, describe how the information is reviewed, updated and used once the participant becomes mandatory?</p> |
| RWB RESPONSE | |
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| V.G.11.a.1.c.iii | <p>At what point does the RWB require the participant to complete other assessments? Attach an example of an initial assessment tool that is used by the RWB.</p> |
| RWB RESPONSE | |
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| V.G.11.a.1.c.iv | <p>At what point does the RWB require the participant to complete other assessments (e.g., prior to entry into a work experience or vocational training)?</p> |
| RWB RESPONSE | |
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2. Individual Responsibility Plan (IRP)/Employability Development Plan (EDP)/ Individual Service Strategies (ISS)

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| V.G.11.a.2.a | <p>Describe the procedure for developing IRPs/EDPs/ISSs for participants of the workforce service programs.</p> |
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| RWB RESPONSE |
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In addition, for the WT/TANF program, please respond to the following and attach a copy of all applicable local operating procedures.

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| V.G.11.a.2.b | <p>When is the IRP initiated?</p> <p>Describe the process of developing the IRP in conjunction with the program participant;</p> <p>Describe how often the steps to self-sufficiency are updated and signed by the program participant and program staff; and</p> <p>Describe the IRP tool that the RWB uses. If the RWB uses a locally developed tool, please attach it to the Workforce Services Plan.</p> |
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| RWB RESPONSE |
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b. Occupational Skills Training

The Governor’s vision in Florida for increasing training access and opportunities for individuals consists of a state policy requiring that 50 percent of the funds for adults and dislocated workers be allocated to ITA unless the local board obtains a waiver from WFI. Attach a copy of the local operating procedures for the following processes.

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| V.G.11.b.1. | Provide a description of the locally developed ITA system including any limitation (e.g., the dollar amount and/or duration of the ITA) to be placed on the ITA in accordance with 20 CFR 663.440, 663.420, 663.430. |
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| RWB RESPONSE |
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| V.G.11.b.2. | Provide a description of local policy and /or procedures established to ensure that any exceptions to the use of ITAs are consistent with the exceptions contained in WIA. |
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| RWB RESPONSE |
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| V.G.11.b.3. | Provide a description of the local policy and procedures to competitively award grants and contracts for activities and services not funded with ITAs. |
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| RWB RESPONSE | |
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| V.G.11.b.4. Moved to TAA section | Describe the process for using WIA funds to provide training services to trade affected workers. |
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| V.G.11.b.5. Moved to TAA section | Describe the process for ensuring that the WIA-funded training activities provided for trade-affected workers are those that are stipulated in Section 236 of the Trade Act and related federal policies and procedures. |
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12. Work Experience

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| V.G.12. | Provide a description of the process for developing work experience sites and worksite agreements for all participants enrolled in workforce programs. Attach a copy of local operating procedures. |
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| RWB RESPONSE | |
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In addition, describe the following for the WT/TANF program:

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| V.G.12.a. | How the participants of the WT program are referred to the worksite provider to begin engagement; How the RWB ensures that participants are supervised on a daily basis during worksite engagement; How the RWB will document hours actually completed and the party responsible for signing documentation to support hours of participation; and The steps the RWB has taken to protect employees of the worksite employer against displacement. |
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| RWB RESPONSE | |
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13. On-the-Job Training

On-the-Job Training (OJT) is defined as training by an employer that is provided to a paid participant while engaged in productive work in a job that provides knowledge or skills essential to the full and adequate performance on the job. Reimbursement is provided to the employer of up to 50 percent of the wage rate of the participant for the extraordinary costs of providing the training and additional supervision related to the training, unless a waiver allows an increase of the reimbursement. The training is limited in duration as appropriate to the occupation for which the participant is being trained. Attach a copy of the local operating procedures for the following processes.

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| V.G.13. | Provide a description of the process for developing OJT sites and OJT agreements for all participants enrolled in workforce programs. |
| RWB RESPONSE | |
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For WT/TANF, please describe the following:

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| V.G13.a | How the RWB will ensure that participants engaged in the OJT activity will be supervised on a daily basis; How the RWB will document hours actually completed and the party responsible for signing documentation to support hours of participation; and How often (at minimum) documentation to support hours of participation will be collected. |
| RWB RESPONSE | |
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14. Customized Training

Customized training is defined as training that is designed to meet the special requirements of an employer that is conducted with a commitment by the employer to employ an individual on successful completion of the training and for which the employer pays for not less than 50 percent of the training, unless a waiver allows a lesser employer contribution. Attach a copy of the local operating procedures for the following process(s).

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| V.G.14. | Provide a description of the process for developing customized training sites and agreements for all workforce participants enrolled in WIA, Welfare Transition, FSET, etc. |
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| RWB RESPONSE |
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15.A Employed Worker Training Program

Workforce Florida’s policy established in 2003 required all RWBs in the State to specify how the region would provide for skills upgrade training using local funds, including the establishment of a local Employed Worker Training Program (EWT) program. Since the majority of workforce funds are allocated to the RWBs and all businesses and jobs are local, this strategy would allow for more skills upgrade training to take place statewide. In doing so, many regions have developed strong business and industry champions for the workforce system, leading to additional usage of other tools available through their respective one-stop network.

Provide a description of the process for the EWT program aimed at upgrading the skills of existing workers in the region. The description should include the following and attach a copy of the local operating procedures for the following process(s).

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| V.G.15.A.1. Review/Update Required | Describe how skills upgrade training will be provided to workers who need training to obtain or retain self-sufficient wages. |
| RWB RESPONSE | |
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WIA law and regulations operationalizes the term self-sufficiency in different contexts:

- Section 134(d)(3)(A)(ii) limits the provision of intensive (and consequently training) services to individuals who are employed but are determined by a one-stop operator to be in need of such intensive (and training) services *to obtain or retain employment that allows for self-sufficiency*.
- 20 CFR 663.220(b) further discusses the needs of dislocated workers who are employed to receive intensive (and training) services *to obtain or retain employment that leads to self-sufficiency*. Please note: A worker who has received a notice of termination or layoff from his/her current employer is not considered employed.
- The preamble to the Final Regulations, Federal Register, Vol, 65, No. 156, Friday, August 11, 2000, p. 49294, et seq. recognizes that for individuals who receive public assistance, programs should work to transition these low-income working families from welfare to self-sufficiency. (page 49319)
- 20 CFR 663.705 mandates that employed workers may not receive on-the-job training or customized training if they are *earning a self-sufficient wage*.

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| <p>V.G.15.A.2. Review/Update Required</p> | <p>Provide the local definition(s) of “self-sufficiency” for:</p> <ul style="list-style-type: none"> • Adult employed workers • Dislocated workers who are working in an income maintenance job. • Recipients of public assistance, and people with disabilities and other barriers to employment <p>Self-sufficiency may be based on the Lower Living Standard Income Level (LLSIL) or wages.</p> <p>If the self-sufficiency level for employed workers is over 250% of the LLSIL and above the average wage in the region, the board must provide acceptable justification that the level is required for an individual to provide for him/herself and family.</p> <p>Does this self-sufficiency definition apply to the WT/TANF program? If not, please provide the self-sufficiency definition for these programs.</p> |
| <p>RWB RESPONSE</p> | |
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| <p>V.G.15.A.3.</p> | <p>Provide a description of the process for the EWT program aimed at upgrading the skills of existing workers in the region. The description should include the following:</p> <ul style="list-style-type: none"> • Identify those industries in the region whose workers will be targeted specifically for skills upgrade training and how those industries were identified • Address both those working part-time and full-time, the working poor, and across all earning levels • Identify how additional funds will be leveraged to accomplish skills upgrade training within the region |
| <p>RWB RESPONSE</p> | |
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15.B Layoff-Aversion Incumbent Worker Training Program (LAIWT)

Workforce Florida has received a [Waiver Modification](#) from the USDOL that would allow RWBs to use up to 20% of their dislocated worker formula funds to provide incumbent worker training. The USDOL has provided definitions and guidance on the appropriate use of this waiver in [TEGLs 26-09](#) and [30-09](#).

Describe the process to be used by the RWB to provide LAIWT through the use of the waiver. If the RWB does not intend to use the LAIWT program, please indicate: “Does not operate a LAIWT program.”

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| V.G.15.B.1 Review/Update Required | <p>Describe the RWBs layoff aversion strategy, including a description of how the potential for layoff aversion will be determined, such as:</p> <ul style="list-style-type: none"> • The likelihood of future layoffs without training • The business circumstances surrounding the probable layoff and how the training will prevent or reduce the magnitude of the layoff • The specific skills to be provided to the workers that will help avert the layoff • How employers will be identified, and how local partners will contribute to this process • Targeted industries and economic sectors • Other local criteria <p>(See TEGL 26-09, 7.A.i.)</p> |
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| RWB RESPONSE | |
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| V.G.15.B.2 Review/Update Required | Describe how the RWB will operationalize “Layoff Aversion” as defined in TEGL 30-09. |
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| RWB RESPONSE | |
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| V.G.15.B.3 Review/Update Required | Describe how the RWB will determine the eligibility of workers to participate in LAIWT. (See TEGL 26-09, 7.A.ii.) |
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| RWB RESPONSE | |
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| V.G.15.B.4 Review/Update Required | Describe how the skills training will contribute either to the maintenance of employment or increased employment security. (See TEGL 26-09, 7.A.iii.) |
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| RWB RESPONSE |
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16. Business Services

Business partnerships are essential to training Florida’s workforce to meet the current and future needs of diverse business sectors. The workforce system has successfully partnered with business and industry. Current employer penetration data indicate a tremendous opportunity exists to develop additional business partnerships. Both business and workforce have a vested interest in partnering. Ease of access to Florida’s workforce services via the Employ Florida Marketplace is just a start. Provide a description of the processes for implementing the following business services strategies in the region. Attach a copy of the local operating procedures for the following process(s).

| | |
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| V.G.16a. | How the region will aggressively market/communicate, internally and externally, the workforce business value proposition to significantly increase awareness and stimulate workforce system usage (including the Employ Florida Marketplace); |
| RWB RESPONSE | |
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| V.G.16.b. | How employer services will be delivered/conducted to employers, including employer visits to obtain job orders for veterans, MSFWs, Agricultural Employers, and other job seekers; |
| RWB RESPONSE | |
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| V.G.16.c. | How the region will identify and evaluate the most effective local Business Services team; |
| RWB RESPONSE | |
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| V.G.16.d. | How the region will institutionalize and replicate proven outreach tactics, core processes and performance matrices; |
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| RWB RESPONSE | |
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| V.G.16.e. | How the region will expand outreach and availability of the following value added, business focused training programs: Incumbent Worker Training; Quick Response Training; and Employed Worker Training. |
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| RWB RESPONSE | |
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| V.G.16.f. | In partnership with economic development organizations, how will the region build on existing or establish local, industry-specific workforce business consortiums; |
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| RWB RESPONSE | |
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| V.G.16.g | How the region will prioritize target industry clusters by One-Stop Career Center; |
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| RWB RESPONSE | |
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| V.G.16.h. | How the region will provide platform for creation or technical input of industry specific training programs—leverage expertise of strategic partners (Education, Training Providers); |
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| RWB RESPONSE | |
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| V.G.16.i. | How the region will institutionalize local, regional and statewide “voice of the customer” business forums to keep abreast of current and emerging workforce needs (e.g., through all Employ Florida Banner Centers and other similar business-led initiatives); |
| RWB RESPONSE | |
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| V.G.16.j. | How the region will increase workforce awareness via visibility at target industry specific events; and |
| RWB RESPONSE | |
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| V.G.16.k. | Showcase successful workforce/business partnerships at local economic development business events. |
| RWB RESPONSE | |
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17. Services to Targeted Populations

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| V.G.17. | Describe the process for providing workforce services to target populations such as the homeless, ex-offender, farmers, hard-to-serve, individuals with disabilities and other target groups. |
| RWB RESPONSE | |
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18. Workforce Program-Specific Definitions- Attach a copy of the local operating procedures for the following process(s).

- a. ~~Self-Sufficiency~~ moved to section related to Employed Worker Training
- b. **Dislocated Worker Eligibility Standards**

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| V.G.18.b.1. | Provide the local definition of a substantial layoff for determining dislocated worker status, as referenced in WIA section 101(9)(B)(i). |
| RWB RESPONSE | |
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| V.G.18.b.2. Review/Update Required | Provide the local definition for “underemployed” for determining displaced homemaker status, as referenced in WIA section 101(10). |
| RWB RESPONSE | |
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| V.G.18.b.3. Review/Update Required | Provide the local definition for “income maintenance” for dislocated workers who take an income maintenance job (wages may not exceed self-sufficiency standard for dislocated workers). |
| RWB RESPONSE | |
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c. Priority Services

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| V.G.18.c.1 Review/Update Required | Describe the criteria to be used for providing priority of services in employment and training to veterans in all workforce programs. |
| RWB RESPONSE | |
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| V.G.18.c.2 Review/Update Required | Describe the strategies used to provide priority of service under the WIA Adult program. <ul style="list-style-type: none"> i. How will priority of service be provided to low-income individuals and public assistance recipients? ii. How is the availability of other funds taken into account in establishing these strategies? iii. How are the needs of special client groups addressed? iv. How do employed workers fit in the priority of service strategies? v. What other factors does the RWB consider? |
| RWB RESPONSE | |
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| V.G.18.c.3 Review/Update Required | <ul style="list-style-type: none"> i. Explain the process used by the board for determining whether adult formula funds are not limited, and therefore, priority of services is not required to apply. <u>Note Any change to this process as well as deactivation and reactivation of priority of services require a modification of the local plan with submission to WFL.</u> ii. Are adult formula funds currently limited so that priority of services does not apply in the region? |
| RWB RESPONSE | |
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19. Services to Targeted Populations

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| V.G.19 | Describe the process for providing workforce services to target populations such as the homeless, ex-offender, migrant farmworkers, individuals with disabilities, older workers, limited English speakers, and other target groups. |
| RWB RESPONSE | |
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20. Supportive Services

Supportive services should include transportation (gas cards, bus passes and vehicle repairs), childcare, clothing, etc. The description of the supportive services may include a general description of the supportive services to be provided for all programs or a description of the services to be provided to participants of each of the programs. Attach a copy of the local operating procedures for the following process(s).

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| V.G.20.a. | Describe the process for providing support services including the type, dollar amount, conditions, and duration under which these services will be made available to participants enrolled in workforce service programs. Describe the process for providing workforce services to target populations such as the homeless, ex-offender, migrant farmworkers, individuals with disabilities, older workers, limited English speakers, and other target groups. |
| RWB RESPONSE | |
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For the WT/TANF, please add additional information:

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| V.G.20.b. | Describe when participants are notified of the opportunity to receive support services, including but not limited to, transportation services, counseling, childcare, etc. |
| RWB RESPONSE | |
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| V.G.20.c. | <p>WT/TANF funds for support services may be prioritized due to limited funding. Please describe how services are limited by type and by amount. Please include a description for all of the following (at minimum);</p> <ul style="list-style-type: none"> • Transportation; • Childcare; • Clothing; • Training; and <p>Other-if the RWB provides other support services not listed above, please describe the services and prioritization for such services.</p> |
| RWB RESPONSE | |
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| V.G.20.d | When and how are customers, including applicants for cash assistance, provided information about One-Stop Career Center services? |
| RWB RESPONSE | |

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| V.G.20.e. | When and how are applicants and recipients of cash assistance advised of domestic violence services; Briefly describe how applicants and participants of the WT program who disclose a domestic violence issue are provided services specific to their needs; and Describe how the RWB ensures that all domestic violence providers are trained and competent to provide such services. |
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RWB RESPONSE

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| V.G.20.f | Describe the type of support services the RWB provides to applicants of cash assistance. |
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RWB RESPONSE

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| V.G.20.g | Transitional support services: <ul style="list-style-type: none">• Describe the type of services offered to participants whose cash assistance closes with earned income.• Describe when and how program participants are informed about transitional benefits and services when they first leave cash assistance.• How long does the RWB authorize a childcare referral for transitional customers?• How often does the RWB require a participant receiving transitional childcare to document employment?• How often are transitional participants receiving support services reviewed for eligibility (family size, income, household composition, etc.)?• If the RWB has a program to encourage employment retention and advancement using support services and/or incentives, please describe it.• Describe the RWB's local operating procedure designed to offer education or training to transitional participants. |
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RWB RESPONSE

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| V.G.20.h | Describe how career center staff link participants of the WT Program to other services and funding streams. |
| RWB RESPONSE | |
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VI. Signature Page

Please complete the signature page and ensure that it is signed by both the Chairperson of the local board and the Chief Elected Official. (29 USC 2841 Section 121). The original signed signature page must be mailed to WFI as instructed on page one of these instructions.

VII. Required Attachments

The following documents must be completed and included in the Workforce Services Plan as required by law:

1. Current Membership – Regional Workforce Board – Attachment 1
2. Fiscal Agent Design/Administrative Entity/One-Stop Operator – Attachment 2
3. Inter-local Agreement(s)
4. List of One-Stop MOUs (Board and One-Stop Partners)
5. Local Operating Procedures Referenced in the Local Workforce Services Plan
6. Public Comments on Local Workforce Services Plan
7. WT/TANF Standard Operating Procedures

SIGNATURE PAGE

This plan represents the _____ Workforce Board's efforts to maximize resources available under Title I of the Workforce Investment Act (WIA) of 1998, the Wagner-Peyser Act, the Welfare Transition Act, and the Food Stamp Employment and Training programs and to coordinate these resources with other State and local programs in the following geographical workforce investment area: _____ counties.

This comprehensive plan is submitted for the period July 1, 2011 through June 30, 2012 in accordance with the provisions of the Workforce Investment Act, the Wagner-Peyser Act and the Welfare Transition Act and the Food Stamp Employment and Training Act. We further certify that we will operate our Workforce Investment Act, Wagner-Peyser Act, Welfare Transition and the Food Stamp Employment and Training Act programs in accordance with this plan and applicable federal and state laws and regulations.

Workforce Development Board Chair

Chief Elected Official

Signature

Signature

Name (printed or typed)

Name (printed or typed)

Title

Title

Date

Date

AREA(S) OF REPRESENTATION CODES

BU – Business

CBOD –Community-based Organizations representing individuals with disabilities

CBOV – Community-based Organizations representing veterans

EA – Education

ED – Economic Development

MIL – Military Installation Representative (Effects regions 1, 2, 4, 8, 13, 15, 23)

NV – Non-voting member

OL – Organized Labor

OSPM – One-Stop Partner, Mandatory (to include VR, DCF, Elder Services)

OSPO – One-Stop Partner, Optional

WT/WS – Current or former recipient of welfare transition assistance or workforce services

DEMOGRAPHICS CODES

GENDER CODES

M – Male

F – Female

ETHNIC CODES

W – White (not Hispanic)

B – black/African American (not Hispanic)

H – Hispanic

O – Other

OTHER CODES

D – Disabled individual

OI – older individual

V – Veteran

FISCAL AGENT DESIGN/ADMINISTRATIVE ENTITY/ONE-STOP OPERATOR

| | |
|---|--|
| NAME OF REGIONAL WORKFORCE BOARD (RWB) | |
| Name and Title of RWB Chairperson | Name and Title of RWB Staff Director or Main Contact Person |
| Address of the RWB Chairperson | Address of RWB Staff Director or Main Contact Person |
| Telephone Number: | Telephone Number: |
| Facsimile Number: | Facsimile Number: |
| E-mail Address: | E-mail Address: |

| | |
|---|------------------------------------|
| Name of RWB One-Stop Operator | Name of RWB Fiscal Agent |
| Address of RWB One-Stop Operator | Address of RWB Fiscal Agent |
| Telephone Number: | Telephone Number: |
| Facsimile Number: | Facsimile Number: |

| | |
|------------------------|------------------------|
| E-mail Address: | E-mail Address: |
|------------------------|------------------------|

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|--|---|
| Name of the RWB Administrative Entity | Name of the Chief Elected Official(s) <small>(Please add additional sheets if required)</small> |
| Address of RWB Administrative Entity | Address of the Chief Elected Official(s) |
| Telephone Number: | Telephone Number: |
| Facsimile Number: | Facsimile Number: |
| E-mail Address: | E-mail Address: |