



Charlie Crist
Governor
Cynthia R. Lorenzo
Director

MEMORANDUM

DATE: July 16, 2010
TO: Regional Workforce Board Executive Directors
FROM: Lois A. Scott, Program Manager, One-Stop and Program Support
SUBJECT: Revised Veterans' Program Quarterly Manager's Report Format

Veterans Program Letter (VPL) 01-10 established new reporting elements as specified in Attachment A to this memorandum. To better and more accurately comply with the VPL; the Agency has worked with the Veterans Employment and Training Service (VETS) staff to develop a new format for the quarterly manager's report and eliminate the addendum that was used to capture the new information for the report last quarter. Unfortunately, this new report format was only established by VETS within the past week resulting in a delay in getting this information to you. A copy of the new report format is provided in Attachment B to this memorandum.

The new format incorporates the additional information captured in the addendum previously as set forth in VPL 01-10. To make collection of the required information easier and more standardized; the Agency has also developed Employ Florida Marketplace (EFM) queries to assist your staff in extracting some of the necessary data. These standardized queries will be forwarded electronically. We hope that using a similar format to previous reports and providing you with EFM queries will make it easier for your staff to complete the report and improve the accuracy of the reports. Although the third quarter report is due on August 15th, we recognize that your staff will need time to complete the new form and so we have extended the due date for when the report is due to us. Please ensure the completed report is back to **Michael Murphy or Shawn Forehand by close of business on August 10, 2010**. Please contact Shawn Forehand and (850) 245-7424 or by e-mail at shawn.forehand@flaawi.com for assistance with completing the new report.

LAS/mem

Attachments

cc: Cliff Atkinson
Barbara Walker
Shawn Forehand
Telly Buckles