

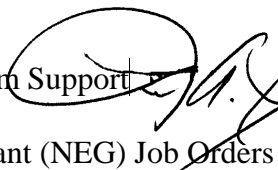


Charlie Crist
Governor
Monesia T. Brown
Director

MEMORANDUM

DATE: August 29, 2008

TO: Regional Workforce Board Executive Directors

FROM: Lois A. Scott, Program Manager, One-Stop and Program Support 

SUBJECT: Coding of Tropical Storm Fay National Emergency Grant (NEG) Job Orders

A new code has been added to the Employ Florida Marketplace system to record job orders for the temporary jobs that will be funded by the recently awarded NEG in those workforce regions that have indicated a need for NEG assistance due to the effects of Tropical Storm Fay. The code, entitled "TS Fay NEG Temp Jobs," has been added to the special categories question (Does this Job fall within any of the following Special Categories) dropdown box located in the "Job Details" section of the job order screen. Staff should use this code to identify all NEG job orders entered in the EFM system. The "Job Type" should be recorded as "Temporary" and the "Job Duration" recorded "from 4 – 150 days". Since the NEG job orders have special eligibility requirements, they should be coded "Option 3," so that the job orders are only available to one-stop center staff.

Please share this memorandum with staff associates that work with the Employ Florida Marketplace (EFM) system. If you have any questions regarding this information, please contact Joan Losiewicz at (850) 245-7422 or via e-mail at Joan.Losiewicz@flaawi.com, or Ken McDonald at (850) 245-7412 or via e-mail at Ken.McDonald@flaawi.com.

LAS/okm

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