Rick Scott



## **MEMORANDUM**

**DATE**: September 30, 2016

**TO:** Local Workforce Development Area Executive Directors Serving as One-Stop Operators or Direct Providers of Workforce-Services

FROM: Lois A. Scott, Chief, Bureau of One-Stop and Program Support

**SUBJECT:** Annual Performance Report as a One-Stop Operator or Direct Provider of Workforce Services

Local Workforce Development Boards (LWDBs) designated as a one-stop operator or direct provider of workforce services are required to submit an annual performance report to the State at the end of each program year. Pursuant to <u>Final Guidance OSPS-83</u>, the report is due on October 15<sup>th</sup> of each year and should contain the following:

- 1. An analysis of the actual cost savings realized as a result of the LWDBs providing the workforce service.
- 2. A description of any realized improvement to the local service delivery system and any realized improvement in performance outcomes.
- 3. A description of any "best practices" that could be shared with other LWDBs.

Please send your report for the program year that ended on June 30, 2016 to: <u>WIOA@deo.myflorida.com</u> by October 15, 2016. The information will be compiled into a statewide report for submission to CareerSource Florida. If you have further questions, please contact Kirk Brown at: <u>Kirk.Brown@deo.myflorida.com</u>.

LAS/okb

cc: Tom Clendenning Scott Fennell Michelle Dennard James Finch Tony Carter

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