



**POLICY
NUMBER
096**

Title:	Jobseeker Registration
Program:	Wagner-Peyser (WP)
Adopted:	April 26, 2017
Effective:	April 26, 2017

I. PURPOSE AND SCOPE

The purpose of this policy is to provide Local Workforce Development Boards (LWDBs) and career center employees with minimum requirements for jobseeker registration in Employ Florida.

II. BACKGROUND

The purpose of the Employment Service system is to improve the functioning of the nation's labor markets by bringing together qualified jobseekers and employers who are seeking workers. Additionally, each state must administer a labor exchange system that can:

- Assist jobseekers in finding employment, including promoting their familiarity with Employ Florida.
- Assist employers in filling jobs.
- Facilitate the match between jobseekers and employers.
- Participate in a system allowing for the movement of labor among the states, including the use of a standardized classification system.
- Meet the work test requirements of the Reemployment Assistance program.
- Provide labor exchange services as identified in Section 7(a) of the Wagner-Peyser Act.

The Wagner-Peyser Act, as amended by the Workforce Innovation and Opportunity Act of 2014, provides specific guidelines for jobseeker registration. 20 CFR 652.207 requires

labor exchange services be made available to all jobseekers, including Reemployment Assistance claimants, veterans, migrant and seasonal farmworkers, and individuals with disabilities. As described in the Wagner-Peyser Act, the state must have the capacity to deliver statewide labor exchange services through self-service, facilitated self-help service, and staff-assisted service.

III. AUTHORITY

[Wagner-Peyser Act of 1933, as amended by the Workforce Innovation and Opportunity Act of 2014](#)

[Workforce Innovation and Opportunity Act of 2014](#)

[20 CFR 652.207, 652.3, 1010](#)

[Training and Employment Guidance Letter Number 10-16](#)

[Training and Employment Guidance Letter Number 17-05](#)

[DEO Administrative Policy 03-040](#)

IV. POLICIES AND PROCEDURES

A. Jobseeker Registration Requirements

Jobseekers receiving Wagner-Peyser funded facilitated self-help and staff-assisted services must complete either a partial or full registration in [Employ Florida](#). Jobseekers who use self-service may be registered, but registration is not required. Jobseekers may self-register or career center staff may register a jobseeker. Prior to registering a jobseeker, career center staff should first check to see if the jobseeker is already registered in Employ Florida.

1. Migrant and Seasonal Farmworker (MSFW) Registration

Migrant and Seasonal Farmworkers may complete either a partial or full registration in Employ Florida to receive services in accordance with [Administrative Policy 03-040](#).

B. Recording Services Provided to Jobseekers

The jobseeker's activity history/service plan screen in Employ Florida is used to record all services received, including job referrals and placements. The purpose of providing services is to enhance the jobseeker's ability to become employed. Career center staff must record services provided to jobseekers in a timely manner.

C. Use of Pseudo Social Security Numbers

An individual who cannot, or refuses to, provide his/her social security number (SSN) is entitled to receive Wagner-Peyser services. Staff can create pseudo SSNs for the purpose of registration in Employ Florida. Pseudo SSNs cannot be created by a jobseeker. Pseudo SSNs are for the sole purpose of registration in Employ Florida.

To create a pseudo SSN in Employ Florida, staff should enter information on the jobseeker as follows:

- Enter “9” as the first digit.
- Enter the last two digits of the jobseeker's birth year as the next two digits.
- Enter “00” as the two middle digits.
- Enter the month and date of birth sequentially as the last four digits.

Example

Date of Birth: February 6, 1977

Pseudo SSN: 977 00 0206

If the pseudo SSN is already being utilized, a unique number may be created by altering the middle two digits consecutively from “00” until an unassigned number is found. Once the pseudo number is created, it is the responsibility of staff to enter the registration for the jobseeker.

D. Veterans' Priority of Service

Veterans or other covered persons, as defined in 20 CFR Part 1010.110, enrolled in the Wagner-Peyser program or receiving services must receive priority of service at the point of entry. Points of entry include physical locations, such as career centers, as well as web sites and other virtual service delivery resources. Upon registration in Employ Florida, or at the initial point of contact with career center staff, LWDBs or career center staff must notify veterans or other covered persons of their priority of service.

E. Wagner-Peyser Application Exit

A jobseeker is considered to have exited the program when the jobseeker has not received a reportable service for at least 90 consecutive days and does not have a future reportable service scheduled. In this instance, the jobseeker is referred to as having “soft exited.” Additionally, a jobseeker may be “hard exited” from the program if the jobseeker:

- Has become incarcerated in a correctional institution or has become a resident of an institution or facility providing 24-hour support.

- Is receiving medical treatment that is expected to last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program.
- Is deceased.
- Is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days.

V. DEFINITIONS

1. **Covered Persons** – As defined in section 2(a) of the Jobs for Veterans Act of 2002 (38 U.S.C. 4215(a)) means a veteran or eligible spouse. Covered person is also defined in 20 CFR 1010.110.
2. **Facilitated Self-Help Service** – Program services provided that do not require significant staff involvement.
3. **Jobseeker** – An individual actively seeking employment.
4. **Priority of Service** – With respect to any qualified job training program, a covered person shall be given priority over non-covered persons for the receipt of employment, training, and placement services provided under a federally funded employment program.
5. **Registration** – The entering and submission of personal information in Employ Florida in order to create an account.
 - **Partial Registration** – A registration that includes the elements necessary to establish a record and basic demographic data, but an Occupational Information Network (O*NET) code, background wizard, or resume has not been completed.
 - **Full Registration** – A registration where all elements of a partial registration have been completed and the jobseeker has been assigned an O*NET code, completed the background wizard, or entered a resume on their personal profile to include additional essential employment-related information such as licenses or certifications that will enhance the placement of the jobseeker.
6. **Reportable Service** – Any service a jobseeker receives that initiates or extends participation.
7. **Self-Service** – Occurs when individuals independently access the workforce development information system and activities. This can be done in either a physical location, such as a career center resource room or partner agency, or remotely via the use of electronic technologies.
8. **Staff-Assisted Services** – Program services provided that require significant staff involvement.