


MEMORANDUM

TO: Regional Workforce Board Executive Directors
FROM: Lois A. Scott, Chief, Bureau of One-Stop and Program Support 
DATE: April 22, 2015
SUBJECT: Bureau of One-Stop and Program Support, Program Management and Coordination Unit – New Email Management Process

The Bureau of One Stop and Program Support (OSPS) Program Management and Coordination Unit (PMC) is implementing a new email management process for the program areas within the unit. The new process will allow PMC to effectively address program-specific inquiries, streamline methods to track the status of responses, and improve overall communication between the Department of Economic Opportunity (DEO), Regional Workforce Boards (RWBs), and other workforce partners. We expect to make a full transition to the new email process by Thursday, April 30, 2015, and are asking each RWB to use the email addresses provided below to submit general questions, inquiries, and comments related to the specific program areas.

DEO staff are assigned to monitor the emails received and will ensure that responses are provided in a timely manner. The program areas impacted as well as the email addresses for each mailbox are outlined below:

Program Area	Email Address
Eligible Training Provider List (ETPL)	ETPL@deo.myflorida.com
Reemployment Services and Eligibility Assessment (RESEA)	RESEA@deo.myflorida.com
Grants and Special Projects	GrantsandSpecialProjects@deo.myflorida.com
Supplemental Nutrition Assistance Program (SNAP)	WT.SNAPPprogramInfo@deo.myflorida.com
Training Coordination	WFSTraining@deo.myflorida.com
Veteran Services	Veteran.Services@deo.myflorida.com
Wagner Peyser (WP)	Wagner.Peyser@deo.myflorida.com
Welfare Transition (WT)	WT.SNAPPprogramInfo@deo.myflorida.com
Workforce Innovation and Opportunity Act (WIOA) Transition	WIOA.Transition@deo.myflorida.com
Workforce Investment Act (WIA)	WIA@deo.myflorida.com

Please share the new email protocol with appropriate staff. Thank you for your assistance with implementing this new process. Please contact Trina Travis at 850.245.7446 or email trina.travis@deo.myflorida.com if you have any questions.

LAS/cnn

cc: Scott Fennell Tom Clendenning Mike Lynch Anita Richardson