MEMORANDUM

DATE: November 17, 2016

TO: Local Workforce Development Board Executive Directors

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

SUBJECT: Workforce Innovation and Opportunity Act Self-Registration Application

The Department of Economic Opportunity (DEO) has requested that access to the Workforce Innovation and Opportunity Act (WIOA) Self-Service Registration Application (WIOA Pre-App) in Employ Florida (EF) be made available to local workforce development boards. The WIOA Pre-App allows jobseekers to enter required information that assists in determining WIOA eligibility, prior to receiving staff assistance. The WIOA Pre-App entries include education and employment information, disability and veteran status, public assistance and barrier information. The Pre-App also gives jobseekers the ability to upload verification documentation.

Each local area utilizing the WIOA Pre-App must develop local policy which includes:

- Instructions for how the WIOA Pre-App will be utilized.
- The timeframe and review process for WIOA Pre-Apps to be converted into full WIOA applications.
- The manner in which non-converted WIOA Pre-Apps will be processed.

The WIOA Pre-App can be accessed at the request of the local board. Requests for access should be submitted through an Online Project Communication (OPC) and notification given to Andrew Morton at Andrew.morton@deo.myflorida.com.

Geographic Solutions, Inc. (GSI) held a WIOA Pre-App training webinar on November 10, 2016. The WIOA Pre-App Training is available here. Please submit questions regarding the WIOA Pre-App to: WIOA@deo.myflorida.com.

LAS/okb

cc: Tom Clendenning Michelle Dennard Trina Travis James Finch