

**Rick Scott**  
GOVERNOR




**Cissy Proctor**  
EXECUTIVE DIRECTOR

## MEMORANDUM

**DATE:** May 25, 2017

**TO:** Local Workforce Development Board Executive Directors

**FROM:** Tom Clendenning, Director, Workforce Services 

**SUBJECT:** 2017 Summer Youth Employment Guide

Attached is the Workforce Innovation and Opportunity Act (WIOA) and Temporary Assistance for Needy Families (TANF) Summer Youth Employment Program Guide that can be used to assist Local Workforce Development Boards with developing and operating a summer youth employment program. The guide contains information that will help in the design of your local program, including a review of existing law and guidance associated with summer youth employment activities under WIOA and TANF.

If you have any WIOA questions, please contact the WIOA Team at: [WIOA@deo.myflorida.com](mailto:WIOA@deo.myflorida.com).

TC/omj

Attachment: [2017 Summer Youth Employment Guide](#)

cc: Mary Lazor  
James Finch  
Kenneth Williams  
Trina Travis