DATE: January 11, 2021

TO: Local Workforce Development Board (LWDB) Executive Directors

FROM: Casey Penn, Chief, Bureau of One-Stop and Program Support

SUBJECT: Local Workforce Development Area Designation and Local Board Composition & Certification

The purpose of this memorandum is to inform Local Workforce Development Boards of the upcoming due date to submit applications for Subsequent Local Workforce Development Area (LWDA) Designation and Local Board Composition Rosters. As required under section 106 of the Workforce Innovation and Opportunity Act (WIOA), CareerSource Florida will grant subsequent designation of a local area if, for the two most recent program years, the LWDA performed successfully and sustained fiscal integrity. Additionally, the CareerSource Florida Board of Directors must certify each local board as required under section 107, WIOA.

Refer to the authority section in the table below for details on the requirements for each of these actions. Applications for Subsequent Local Workforce Development Area Designation and Local Board Composition Rosters and are due on or before close of business April 16, 2021. Submit the completed documents as instructed below. Contact Trina Travis at (850) 245-7446 with related questions.

<table>
<thead>
<tr>
<th>Action</th>
<th>Authority</th>
<th>Submit to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete the Application for Subsequent Local Workforce Development Area Designation</td>
<td>Sec. 106, WIOA Administrative Policy 94</td>
<td><a href="mailto:LWDBGovernance@deo.myflorida.com">LWDBGovernance@deo.myflorida.com</a></td>
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<tr>
<td>Complete the Local Board Composition Roster</td>
<td>Sec. 107, WIOA Administrative Policy 91</td>
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Attachments: Local Board Composition Roster  
Application for Subsequent Local Workforce Development Area Designation

cc: Dan McGrew  Warren Davis  Steven Gustafson  Charles Williams  Keantha Moore