

MEMORANDUM

DATE: December 1, 2021

TO: Local Workforce Development Board Executive Directors

FROM: Steven Gustafson, Administrator, Bureau of One-Stop and Program Support *Steve Gustafson*

SUBJECT: Common Exit and Participant Management Statewide Training

This memorandum provides notification to Local Workforce Development Boards (LWDBs) regarding the upcoming virtual statewide training on [Administrative Policy 115: Common Exit](#). The training will encompass the procedural guidance for the processes associated with program participation and common exit. Attendance is recommended for staff who administer the following programs:

- Workforce Innovation and Opportunity Act (WIOA), Title I Programs (Adult, Dislocated Worker, Youth)
- WIOA Title III, (Wagner Peyser)
- Jobs for Veterans State Grant
- Migrant Seasonal Farmworker Program
- Trade Adjustment Assistance Program

LWDB Executive Directors, career center managers and all other relevant staff are strongly encouraged to attend.

Topic	Date & Time	Meeting Link
Common Exit and Participant Management	Thursday, December 16, 2021 10:00-11:30 A.M.	https://attendee.gotowebinar.com/register/6721224840046957328

If you have any questions, please contact Steven Gustafson, Workforce Administrator, via e-mail at Steven.Gustafson@deo.myflorida.com.

Cc: Casey Penn
Keantha B. Moore
Charles Williams