



MEMORANDUM

DATE: March 31, 2023

TO: Local Workforce Development Board Executive Directors

FROM: Kathryn Nelson, Chief, Bureau of One-Stop and Program Support *Kathryn Nelson*

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

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

The authority section in the table below provides details on the requirements for each of these actions. Applications for subsequent LWDA designation and LWDB composition rosters are due on or before close of business **April 21, 2023**. Submit the completed documents as instructed below.

Action	Authority	Submit to
Complete the Application for Subsequent Local Workforce Development Area Designation	<ul style="list-style-type: none">Section 106(b)(3), WIOAAdministrative Policy 94	LWDBGovernance@DEO.MyFlorida.com
Complete the Local Board Composition Roster	<ul style="list-style-type: none">Sections 107(b)(2) and (c)(2), WIOAAdministrative Policy 91	

In February 2023, the state board approved a plan for system-wide transformation of Florida’s workforce system. This plan included realignment and consolidation of Florida’s current LWDA’s from 24 to 21 and the authority to pursue system-wide improvements and planning regions (prescribed in sections 106(a)(2)(B) and (C), WIOA). Accordingly, during the upcoming meeting in June 2023, the state board is expected to approve the designation of the current 24 LWDA’s and certify the current LWDBs for a period of one year from July 1, 2023 through June 30, 2024.

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A subsequent application for LWDA redesignation and required documents for LWDB certification will be requested again next year at which point the state board is expected to consider approvals for the typical two-year cycle. This new cadence of LWDA redesignations and LWDB certifications will align with the cycle for submission of the state's WIOA four-year plan.

The complete action item of the state board may be viewed [here](#).

KN/ta

Attachments: [LWDB Composition Roster](#)
[Application for Subsequent Local Workforce Development Area Designation](#)

cc: Dan McGrew
Keantha B. Moore
Dee Robinson
Isabelle Potts
Shawn Brown
Christa Nelson