

MEMORANDUM

DATE: March 3, 2023

TO: Local Workforce Development Board Executive Directors

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

SUBJECT: Requirements for Resulting Reemployment Services and Eligibility Assessment Appointments in Employ Florida

The purpose of this memorandum is to notify Local Workforce Development Boards (LWDBs) of the requirements for resulting Reemployment Services and Eligibility Assessment (RESEA) appointments in Employ Florida. RESEA appointments must be resulted in Employ Florida to reflect the customer's attendance or non-attendance within two business days of the scheduled appointment. Failure to timely result appointments can adversely impact the customer's Reemployment Assistance benefits. In addition, if a customer's non-attendance is not resulted in Employ Florida timely, an ineligible customer may continue to receive Reemployment Assistance benefit payments resulting in disallowed costs to the Department of Economic Opportunity (DEO).

Prior to resulting appointments for RESEA participants, LWDB staff must ensure each customer has a completed Wagner-Peyser (WP) application in Employ Florida. DEO recommends that LWDB staff review the WP application for each customer prior to their appointment to identify when a customer has an incomplete application. If the customer's WP application is incomplete, LWDB staff must take the necessary steps to ensure the application is complete before resulting the customer's attendance in Employ Florida. Failure to complete the WP application impacts state and federal reporting due to missing required data in the participants' records.

The steps for completing the WP application can be found in [Section 5: Programs – Wagner-Peyser of the Virtual OneStop® User Guide for Staff](#) in Employ Florida under the Staff Online Resources section.

Please contact the RESEA Program Team at RESEA@DEO.MyFlorida.com with any questions regarding this memorandum.

KN/cn

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