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Rick Scott  
GOVERNOR

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Hunting F. Deutsch  
EXECUTIVE DIRECTOR

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**FLORIDA DEPARTMENT of  
ECONOMIC OPPORTUNITY**

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**MEMORANDUM**

**DATE:** June 29, 2012

**TO:** Regional Workforce Board (RWB) Executive Directors

**FROM:** Lois A. Scott, Workforce Program Support 

**SUBJECT:** Final Guidance Incorporating Changes in Chapter 2012-29, Laws of Florida Amending Chapter 445, F.S.

At its May 24 meeting, the board of directors of Workforce Florida, Inc., (WFI) adopted measures to implement changes mandated in [Chapter 2012-29, Laws of Florida](#). On June 6, the Department of Economic Opportunity issued draft guidances that incorporated these changes for review and comment.

During the comment period, several Regional Workforce Boards submitted comments which were considered prior to the issuance of these Final Guidances. The comments are enclosed along with responses.

Enclosed are the following Final Guidances:

- 1. Board Certification/Board Membership**
- 2. Financial Disclosure**
- 3. Budget Submission**
- 4. Individual Training Account (ITA) Guidelines**

If you have any questions, please contact Isabelle Potts, [Isabelle.Potts@deo.myflorida.com](mailto:Isabelle.Potts@deo.myflorida.com), (850) 921-3148.

**Enclosures:**

- [Final Guidance, Regional Workforce Board Certification](#)
- [Final Guidance, ITA Costs Allowable for the 50% Expenditure Requirement](#)
- [Final Guidance, Required Financial Disclosure](#)
- [Final Guidance, Annual Submission of Budget to WFI](#)
- [Comments on Consultation Papers in responses to changes to Chapter 445](#)