




Rick Scott
Governor
Cynthia R. Lorenzo
Director

MEMORANDUM

DATE: May 24, 2011

TO: Regional Workforce Boards (RWBs)

FROM: Lois A. Scott, Program Manager, One-Stop and Program Support 

SUBJECT: Process to Request an Extension to Provide Direct Services

PURPOSE:

This memorandum is being sent on behalf of Workforce Florida, Inc., to inform the Regional Workforce Boards (RWBs) of the process to request an extension of their designation as a One-Stop operator or a direct provider of workforce services.

Note that the instructions issued by WFI on June 23, 2008 for the original approval of designation as a One-Stop operator or a direct provider of workforce services continue to be in effect for any RWB applying for initial approval.

BACKGROUND:

The federal Workforce Investment Act (WIA) allows regional boards to be designated as a One-Stop operator and direct provider of core or intensive services if agreed to by both the Chief Elected Official for the workforce region and the Governor. The Florida Workforce Innovation Act allows RWBs to be designated as a One-Stop operator and direct provider of intake, assessment, eligibility determinations, or other direct provider services except training services. Such designation may occur only with the agreement of the Chief Elected Official and the Governor. One significant criterion for the approval of an RWB's designation as a One-Stop operator is "a reduction in the cost of providing the permitted services." This permission may be granted for a period not to exceed 3 years for any single request submitted by the RWB.

In June of 2008, WFI provided instructions to RWBs on how to apply for such designation. In response, RWBs 2, 4, 6, 11, 12, 14, 15, 16, 18, 19, 20, 21, and 24 were approved for designation as a One-Stop Career Center operator by WFI.

Agency for Workforce Innovation

The Caldwell Building, Suite 100 • 107 East Madison Street • Tallahassee, Florida • 32399-4120
Telephone (850) 245-7105 • Fax (850) 921-3223 • TTY/TDD 1-800-955-8771 • Voice 1-800-955-8770
www.floridajobs.org

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.
All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

ACTION REQUIRED:

I. Process to Request Extension of Designation as One-Stop Career Center Operator:

A RWB that wants to receive an extension to operate as a One-Stop operator or a direct provider of workforce services (other than training services) must formally request the extension to do so and continue to indicate this in its local service delivery plan. RWBs 2, 6, 11, 12, 15, 16, 18, 20, 21, and 24 must submit their request by June 1, 2011 for approval before July 2011. RWBs 4 and 19 must submit their request by November 30, 2011 for approval before January 1, 2012.

The formal process is initiated by the submission of a request for extension stating whether the region wishes to extend its permission to be designated as a One-Stop operator or direct provider of workforce services (other than training services).

The request for extension must include the following information:

1. A review of how the provision of direct services during the original implementation period fit the business model that the RWB proposed in its original request, and any proposed changes in the business model or the particular workforce services the RWB intends to provide during the extension period.
2. The effective date, not to exceed three years, for when the extension will be in effect.
3. A review of the RWB's stated reasons in its original request why the RWB has decided to directly provide the workforce services, and an explanation of how it is in the best interest of the RWBs customers that the RWB continue to provide these services.
4. A review of the effectiveness of the firewall established by the RWB to clearly separate existing roles as oversight body for the region's workforce delivery system and its role as the operational services directly provided by the RWB, and an explanation of changes to be made to the firewall.
5. An identification of the grant program(s) that currently fund the workforce service delivery model.
6. An analysis of the costs of the services that documents the actual reduction in costs with the RWB providing the services rather than contracting that service to another provider, and an estimate of such costs and savings for the upcoming period.
7. A review of any other realized improvement to service delivery and performance outcomes, and description of anticipated improvements.

8. Documentation that the public was provided a meaningful opportunity for review and comment on the proposed extension for a period not less than 10 days. (Include any submitted comments).
9. Documentation that the Chief Elected Official has agreed to the planned extension (Request For Extension, Attachment I).

II. Review and Approval Process:

WFI and the Agency for Workforce Innovation (AWI) shall review the request for an extension for compliance with statutory requirements and this guidance. Based on the results of the WFI and the AWI staff review, a recommendation will be provided to the WFI board to provide a final approval/disapproval of the request. The RWB shall be advised of the final decision after the WFI board action is taken. Approval for any single request shall be granted for a period of three years.

III. Required Performance Report:

Any RWB approved to be designated as a One-Stop operator or approved to be a direct provider of workforce services must submit a performance report at the end of each program year that the service(s) has been provided. The report shall contain, at a minimum, the following:

1. An analysis of the actual cost savings realized as a result of the RWB providing the workforce service.
2. A description of any realized improvement to the local service delivery system and any realized improvement in performance outcomes.
3. A description of any “best practices” that could be shared with other RWBs.

The performance report will be due no later than October 15, after the end of the program year and shall be submitted to both WFI and the AWI.

AUTHORITY:

Florida Statutes, 445.007(6)

LINKS:

[Chapter 445.007 Florida Statutes](#)

REQUEST FOR EXTENSION

RWB Number _____

Contact Name _____ Contact Phone Number _____

This extension is to be effective for the period _____ through _____. Note that this extension may be revoked prior to that date based on Federal and State law or policies.

The signatures below certify request for an extension submitted by the _____ Regional Workforce Board and the assurance that the Regional Workforce Board will operate in accordance with the extension, its service delivery plan, and applicable federal and state laws and regulations.

Regional Workforce Board Chairman

Chief Elected Official

Signature

Signature

Name (printed or typed)

Name (printed or typed)

Title

Title

Date

Date