




Charlie Crist  
Governor  
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Director

## MEMORANDUM

**DATE:** July 26, 2010

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

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

**SUBJECT:** Reemployment and Eligibility Assessment (REA) Program Work Search Requirements in the Employ Florida Marketplace (EFM)

The purpose of this memorandum is to provide instructions to one-stop center staff regarding the scheduling of work search activities for REA participants.

Work search activities are mandated under the 2010 REA grant that provides reemployment services to all REA participants served after March 31, 2010. One-stop center staff are responsible for referring all REA participants to specific work search activities during their one-on-one assessment interview. These activities include resume workshops, interviewing skills, job search club, etc. Unlike the automated scheduling function utilized to import unemployment compensation claimants into the Priority ReEmployment Planning (PREP) pool, the work search scheduling in EFM is a completely manual process. Staff will be required to set up work search activity events, register participants, and manually enter attendance results in EFM. Specific work search scheduling instructions can be found on EFM under the Staff Online Resources.

Effective September 1, 2010, RWBs will be required to schedule participants for work search activities using the EFM work search scheduling function. Web-based training sessions will be scheduled the week of August 23-26, 2010 to provide staff with formal instruction on how to complete this process.

If you have any questions regarding this memorandum, please contact Danielle McNeil at (850) 245-7498 or via email at [Danielle.McNeil@flaawi.com](mailto:Danielle.McNeil@flaawi.com).

LAS/odm

cc: Barbara Griffin    Cliff Atkinson    Richard Meik

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