




**Charlie Crist**  
*Governor*  
**Cynthia R. Lorenzo**  
*Interim Director*

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**MEMORANDUM**

**DATE:** May 4, 2009  
**TO:** Regional Workforce Board Executive Directors/CEOs  
**FROM:** Lois A. Scott, Program Manager, One-Stop and Program Support   
**SUBJECT:** Notice of Local Workforce Services Plan Instructions for Summer Youth Programs

The purpose of this memorandum is to transmit the attached instructions to guide Regional Workforce Boards (RWB) in developing local workforce services plans for operating a Summer Youth Program (SYP). The instructions for preparing your SYP local plans outline the requirements that are necessary to describe the RWBs goals and strategies for implementing summer youth activities required as a result of stimulus funds provided under the American Recovery and Reinvestment Act (ARRA) of 2009. The RWBs summer youth local plans are due to the State by May 25, 2009. Please submit the required information to Fay Malone, Benefits Administrator, via email at [Fay.Malone@flaawi.com](mailto:Fay.Malone@flaawi.com).

As a reminder, RWBs should also begin the process of preparing modifications to local comprehensive workforce service plans. The RWBs are required to submit a modified local plan to the Governor which identifies and describes the policies, procedures, and activities that will be carried out in the local area consistent with the State's Workforce Plan and the requirements of ARRA and its implementing guidance. Specific planning instructions for preparing the modified plans and a timeline for submitting those plans will be sent to the RWBs at a later date.

Should you have any questions or require additional information or further clarification, please feel free to contact Fay Malone at the above email address or at (850) 245-7420. We look forward to a very successful planning process.

LAS/okw

Attachment

cc: Steve Urguhart    Helen Jones    Richard Meik    Charles Williams    Kevin Neal    Vickie Smith  
    Mike Lynch        Fay Malone

**Agency for Workforce Innovation**

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