



**Division of Workforce Services
One Stop and Program Support
Final Guidance**

FG OSPS-076

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| TITLE: | Annual Submission of Regional Workforce Board Budget to CareerSource Florida |
| RESPONSIBLE OFFICE: | Division OF Workforce Services, Bureau of One-Stop and Program Support |
| EFFECTIVE: | June 29, 2012 (technical revision March 18, 2014) |

I. PURPOSE/SCOPE

To inform Regional Workforce Boards (RWBs) involved in implementing Workforce Investment Act (WIA) programs and related workforce services of the procedures for submitting annual budgets to CareerSource Florida.

II. SUMMARY/INTRODUCTION

Pursuant to s. 445.007(12), F.S., each RWB is required to submit its annual budget, as approved by the chief local elected official, to CareerSource Florida for review.

III. AUTHORITY

Section 445.007(12), Florida Statutes.

IV. PROCEDURES

This provision is self-implementing. Pursuant to the state law, the budget (with the estimated carry-forward, as applicable) should be sent to CareerSource Florida two weeks after final approval, marked "To the Attention of Budget Review." The budget submitted to CareerSource Florida must be accompanied by a statement on RWB letterhead, substantially as follows:

This budget has been approved by the designated chief elected official of Workforce Regiona and the chair of Regional Workforce Board __ on (date).

(Chief Elected Official)

(Chair of the RWB)

(Executive Director of the RWB)

Contact Name and phone number for questions related to submitted budget: _____

CareerSource Florida's address: To the Attention of Budget Review
CareerSource Florida
1580 Waldo Palmer Lane – Ste 1
Tallahassee, FL 32308

If necessary, CareerSource Florida will provide guidance on the extent or detail of the required initial lsubmission at a future date. One item of particular interest will be the budgeted costs for training using Adult and Dislocated Worker funds. This figure should equal the estimated carry-forward as well as the new allocation as budgeted for the current year. This information may be used to establish an initial baseline from which to calculate the Individual Training Account (ITA) reserve.