



**Jeb Bush**  
Governor  
**Susan Pareigis**  
Director

## MEMORANDUM

**DATE:** December 20, 2005  
**TO:** Regional Workforce Board Executive Directors  
**FROM:** Susan Simpler, Deputy Director of Workforce Services  
**SUBJECT:** Administrative Plan Certification

An administrative plan is a vital component of operation for each Regional Workforce Board (RWB) providing the structure and format in which the RWB will carry out its administrative functions. In the past a separate administrative plan was submitted by the RWB to the Agency for Workforce Innovation (AWI) for detailed scrutiny by fiscal, legal, programs, as well as the equal opportunity rights officer in order to ensure that the RWB was operating in a legal and compliant function. Deficiencies were brought to the RWBs attention and further documentation and or clarifications were requested and received until a final approval was sent to the RWB.

The above mentioned process was developed as RWBs were starting from ground zero with little or no experience and as policies from both the Federal and State level were being developed and modified. Today nearly all RWBs have developed a complete administrative plan which they can continue to modify as needed with local board approval. It is for this reason that AWI is implementing a certification process in which the RWB certifies that his/her RWB is in compliance and has all the necessary information as outlined in the attached certification document.

All Regions must acquire signatures to the new Administrative Plan Certification and submit the original paper copy (with original signatures) to the following address by **COB March 1, 2006**:

Agency for Workforce Innovation (attention Fay Malone)  
Caldwell Building, MSC# G-229  
107 East Madison Street  
Tallahassee, Florida 32399

It is understandable that occasionally a RWB will select a new Administrative entity. Regions that are planning to change administrative entities are required to complete the [Workforce Transition Plan Instructions](#) prior to the change in order to ensure that the transition goes smoothly. This Transition Plan is to be submitted to the Office of One-Stop and Program Support, [Fay.Malone@awi.state.fl.us](mailto:Fay.Malone@awi.state.fl.us) at least 60 days prior to the date that the new administrative entity will assume responsibility for administration.

**Agency for Workforce Innovation**  
The Caldwell Building • 107 East Madison Street • Tallahassee • Florida 32399  
Phone 850-245-7105 • Fax 850-921-3223 • (TTY/TDD 1-800-955-8771 – Voice 1-800-955-8770)  
*For more information go to [www.myflorida.com](http://www.myflorida.com)*

For RWBs with new administrative entities, a new outlined [administrative planning document](#) has been developed. This document provides a finer level of format detail and references which should better assist the new administrative entity in creating a well constructed and complete administrative plan.

Thanks in advance for your assistance in this matter. For further assistance, please contact Dehryl McCall at (850)245-7402 or [dehryl.mccall@awi.state.fl.us](mailto:dehryl.mccall@awi.state.fl.us).

SS/drm

Attachments

cc: Mike Switzer  
Barbara Griffin