

Rick Scott
GOVERNOR



Jesse Panuccio
EXECUTIVE DIRECTOR

MEMORANDUM

DATE: November 26, 2013

TO: Regional Workforce Board (RWB) Executive Directors

FROM: Lois A. Scott, Chief, Bureau of One-Stop and Program Support

SUBJECT: Wagner Peyser Employ Florida Marketplace Service Code Reference Guide

The Department of Economic Opportunity (DEO) has developed a quick reference guide of Wagner-Peyser (WP) jobseeker service codes available in the Employ Florida Marketplace (EFM). This guide has been designed to identify and define each service code, indicate required program and documentation requirements, and provide case note examples. Minimum program and documentation requirements must be adhered to; however, RWB local policy may be more restrictive in its requirements. Staff should consult local operating procedures to assist with additional criteria specific to the region. This guidance does not include locally-created activity tracking codes or definitions.

Service codes in EFM may be accessible to all staff or may be program specific. Staff attempting to record service codes that do not appear in the EFM drop-down list should seek assistance from the Regional Security Officer (RSO) for privilege adjustments. It is important that service codes be recorded in EFM at the time of service. Case notes should accompany service code entries and should describe the type of service provided and additional information or instructions for future or follow-up activities, as reflected in this guide.

Should you have questions or concerns, please contact Christa Nelson at:
Christa.Nelson@deo.myflorida.com.

LAS/cnn

Attachment: [Wagner Peyser Employ Florida Marketplace Service Code Reference Guide](#)

cc: Scott Fennell
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