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Subject: CSPIN Programmatic Changes
Date: Monday, July 02, 2018 11:30:00 AM
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Good Morning,

Effective immediately per previous conversations the following programmatic changes will go into effect for CareerSource Pinellas:

- **WIOA ABC enrollments:** This process has been eliminated. We need to ensure that all forms, blank packets, collateral materials/flyers are removed from the CSPIN offices. This change impacts all departments in the organization: CORE, Business Services, WTP, SNAP, Youth and WIOA. If a customer presents a need for employment and training services then they should be referred to the WIOA Program for evaluation of suitability and eligibility for program enrollment. Remember any candidate ages 16-24 should be sent to the WIOA Youth program. This means all emails should have ceased from ALL staff regarding ABC enrollments. **If we find that any emails are continued to customers regarding ABC enrollments, disciplinary action will be taken.**
- **WIOA Licensure enrollments:** This process has been suspended until further notice. CSPIN will be analyzing other local workforce development boards best practices statewide and nationally to determine our future plans.
- **WIOA Pre- & Registered Apprenticeship enrollments:** All new enrollments will be restricted to in-county, Pinellas residents only. We will continue covering the costs of initial tools through supportive services based on customers financial analysis need warranting services. No other supportive services will be offered to these program participants as they are already employed and working in the industry. These changes impact current and new program participants.
- **WIOA Program Services:** All new enrollments will be restricted to in-county, Pinellas residents only. We will review this residency restriction to determine how it applies to EWT.
- **Supportive Services:** All programs including WTP, SNAP, Youth and WIOA Adult and Dislocated Worker programs must adhere to the following restrictions for current and new program participants:
 - **Supportive Services cap is established as a maximum of \$700 per Program Year.** Career Counselor's must continue to track supportive service amounts to ensure that participant's don't exceed these

- established caps.
- **Services will be limited to: Transportation, tools and work-related uniforms.**
 - Tools: Up to \$100.00 per Program Year (Work-Related) and up to \$300 per Program Year (Training-Related); we cover the basic initial set of tools that are required for all participants in OST and what is required by the employer for those that have secured employment. Often times a comprehensive list of tools is provided, our programmatic funding is limited to assist with initial basic set of tools.
 - Uniforms (Work-related/Training-Related) Up to \$150.00 per Program Year.
 - Transportation supportive services can be issued to customers who are active in pre-vocational, an allowable WT activity and occupational skills training programs through their duration. Upon completion of training programs, transportation for job search assistance will be limited to a maximum of two months.
 - Transportation: A maximum of \$50.00 per month
 - *NOTE: Any time supportive services are issued for tools and/or uniforms CSPIN staff must obtain required documentation including the type, description, item # and cost per amounts to derive at what the customer needs. This documentation must be contained in the participant file.*
 - Programmatic incentives, stand-alone and all other supportive services will be suspended.
 - **Science Center Attendance Incentive:** This has been suspended. Customers can be considered based on their need and eligibility for the above allowable CSPIN supportive services.
 - CSPIN staff must ensure that the participant is in need and eligible for all supportive services. If their need can be met by another organization, then the participant must be referred to this organization to acquire the necessary services. If there is no other organization that can meet the identified need and the customer is not financially able to pay for these services themselves then we can consider CSPIN programmatic supportive services.
 - **PWE-** NO incentives should be paid for PWEs.
 - **Business Services:** No email, flyer, notice, or any other communication should be sent to non-enrolled individuals indicating that CareerSource Pinellas will provide incentives in exchange for employment information.

Many of these changes are being made to allow us the time to research and analyze current operational best practices to consider for future implementation in our region. We are working with the Finance department and consulting DEO regarding a new process that would eliminate the usage of Visa debit cards. We appreciate your

patience and continued support as we work through the first of many necessary changes to come!

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