

Ron DeSantis
GOVERNOR



Dane Eagle
SECRETARY

MEMORANDUM

DATE: May 13, 2021

TO: Local Workforce Development Board Executive Directors

FROM: Keantha B. Moore, Administrator, Bureau of One-Stop and Program Support

SUBJECT: Local Targeted Occupations List Annual Submission

[Administrative Policy 82](#) requires Local Workforce Development Boards (LWDBs) to develop Local Targeted Occupations Lists (LTOLs) in consultation with local business and industry representatives. LTOLs help LWDBs determine the occupations for which eligible participants may receive training assistance under the Workforce Innovation and Opportunity Act.

LWDBs should use the Department of Economic Opportunity (DEO) Bureau of Workforce Statistics and Economic Research generated [2021 - 2022 Regional Demand Occupation Lists](#) as a baseline for establishing the LTOL. The Regional Demand Occupation Lists identify the labor market needs of Florida's business community and encourages job training based on the local needs. LWDBs must update their LTOL, when needed, and publish the updated LTOL on their website.

A link to each LWDB's LTOL must be submitted to DEO on or before **June 30, 2021**. LTOL submissions and requests for additional information or questions, should be sent to the WIOA Program Team at WIOA@deo.myflorida.com.

KBM/odm

cc: Casey Penn
Steven Gustafson
Charles Williams
James Heckman