

MEMORANDUM

DATE: January 27, 2021

TO: Local Workforce Development Board Executive Directors

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

SUBJECT: New Process for Local Operating Procedures

The Florida Department of Economic Opportunity (DEO) has instituted a new process related to Local Operating Procedures (LOPs) that will coincide with the release of new administrative policies. The goal of this new process is to ensure DEO is providing the oversight and support needed for Local Workforce Development Boards (LWDBs) to administer and operate workforce programs in a manner that meets federal and state requirements.

The following process will take place when new or revised administrative policies are issued by DEO:

- Within 30 days of the policy being issued, DEO will conduct a webinar to review the policy language with LWDB staff.
- When an administrative policy requires corresponding LOPs, DEO will advise LWDBs of the requirement to review LOPs for alignment when the policy is issued. This review should determine if new LOPs are required, if existing LOPs align with the new or revised administrative policy or if existing LOPs require updating. Please note, LOPs include any local board approved policies/directives as well as procedural documents that govern the related processes. Policies/directives must be approved by the local board prior to being submitted to DEO; however, LWDBs may consult with DEO for technical assistance during the development of their LOPs.
- Within 180 days of the policy being issued, LWDBs will be required to submit their LOPs to DEO for state-level review.
- Within 90 days, DEO will review LOPs for alignment with federal requirements and state policy and notify LWDB staff of concurrence with the policy as presented or provide feedback regarding any required revisions.
- If revisions are required, LWDBs will be required to make the necessary updates and return updated LOPs to DEO for a final review within 30 days of this notification. It is understood

that for policies/directives, LWDB staff may not be able to obtain local board approval within this time period. Local board approval may be obtained after DEO's final review.

This process is effective immediately. Please note, there may be previously issued state-level policies and guidance that will require LWDBs to ensure their LOPs align. DEO will provide future guidance in this regard, as necessary.

If you have any questions, please contact me at (850) 245-7413 or via email at Keantha.Moore@deo.myflorida.com or Richard Evans, Policy & Guidance Supervisor, at (850) 245-7410 or via email at RichardK.Evans@deo.myflorida.com.

DCP/kbm

cc: Keantha B. Moore
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