



College of Central Florida
Enterprise Center, Building 42
3003 SW College Rd, Suite 206
Ocala, FL 34474

Executive Committee Meeting

REVISED AGENDA

Wednesday, March 1, 2023 – 9:30 a.m.

Join Zoom Meeting: <https://us02web.zoom.us/j/88182004134>
Phone No: 1-646-558-8656 (EST) Meeting ID: 881 8200 4134

Call to Order		B. Whiteman
Roll Call		C. Schnettler
Approval of Minutes, November 30, 2022	Pages 2 - 7	B. Whiteman

DISCUSSION ITEMS

State Update		R. Skinner
Workforce Issues that are Important to our Community		R. Skinner

PUBLIC COMMENT

ACTION ITEMS

OPS-26	Pages 8 - 39	C. Galica
Provider Approvals	Page 40	L. Trowbridge
Budget Updates	Pages 41 - 46	D. French
One Stop Operator ITN	Pages 47 - 85	D. French

PROJECT UPDATES

MATTERS FROM THE FLOOR

ADJOURNMENT

2022 – 2023 MEETING SCHEDULE						
Performance/ Monitoring	Business and Economic Development	Career Center	Marketing/ Outreach	Executive	Full Board	
Tuesday, 9:00 am	Wednesday, 9:00 am	Thursday, 9:30 am	Wednesday, 9:00 am	Wednesday, 9:30 am	Wednesday, 11:30 am	
8/9/2022	8/10/2022	8/18/2022	8/17/2022	8/31/2022	9/7/2022	CF Levy
11/8/2022	11/9/2022	11/17/2022	11/16/2022	11/30/2022	12/7/2022	CF Ocala
2/7/2023	2/8/2023	2/16/2023	2/22/2023	3/1/2023	3/8/2023	CF Lecanto
5/9/2023	5/10/2023	5/18/2023	5/24/2023	5/31/2023	6/7/2023	CF Ocala

OUR VISION STATEMENT

To be known as the number one workforce resource in the state of Florida by providing constructive tools and professional supportive services that are reflected in the quality of our job candidates and meet the needs of the business community.



**CAREERSOURCE CITRUS LEVY MARION
Executive Committee**

MINUTES

DATE: November 30, 2022
PLACE: College of Central Florida, Enterprise Center
TIME: 9:30 a.m.

MEMBERS PRESENT

Albert Jones
Charles Harris
Fred Morgan
Kimberly Baxley
Pete Beasley

MEMBERS ABSENT

Brandon Whiteman
Carl Flanagan

OTHER ATTENDEES

Rusty Skinner, CSCLM
Dale French, CSCLM
Cory Weaver, CSCLM
Cathy Galica, CSCLM

Cira Schnettler, CSCLM
Bob Stermer, Board Attorney
Steven Litzinger, CSCLM

CALL TO ORDER

The meeting was called to order by Al Jones, Vice-Chair, at 9:30 a.m.

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

APPROVAL OF MINUTES

Charles Harris made a motion to approve the minutes from the August 31, 2022, meeting. Jeff Chang seconded the motion. Motion carried.

DISCUSSION ITEMS

State/Local Update

Rusty Skinner provided the following update:

- Katie Flury and Angela Drzewiecki are our key lobbyists with the Gray Robinson. They will be presenting an update and providing their perspective on the State realignment at the December board meeting.

Workforce Issues that are Important to our Community

Al Jones invited the committee members to attend the Paychecks for Patriots event happening at 11 am today at the Marion County Library.

Cory Weaver stated that representatives with Marion County Housing and Finance will be presenting at the upcoming board meeting.

This committee had no other items to discuss.

PUBLIC COMMENT

None

ACTION ITEMS

Recognition Program

Steven Litzinger explained that feedback received from the last internal survey about reimplementing and reengineering the recognition program led to a committee being formed and development of the attached recommendations. He reviewed components of the new recognition program and stated that it will be rolled out at the December All Staff.

Al Jones and Charles Harris both stated that this will be great for employee morale. Charles Harris asked if the recognition was open to both part- and full-time employees. Steven said it was open to all employees. Jeff Chang asked about any potential drawbacks with the peer-to-peer recognition. Rusty Skinner explained that the program is open to review and revision as needed if issues arise.

Fred Morgan made a motion to approve the recognition program. Jeff Chang seconded the motion. Motion carried.

PROJECT UPDATES

Dale French shared that the State of the Workforce conference has been renamed the Heart of HR conference. CLM is partnering with OHRMA on this event, which will be held in March 2023. The sponsorship package was reviewed and will be included with these minutes. The Platinum level sponsorship has already been filled. The conference promotions and save the date will be released in January 2023.

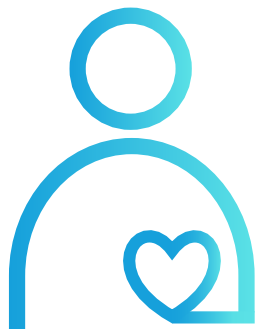
MATTERS FROM THE FLOOR

None

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:56 a.m.

APPROVED: _____



THE HEART OF HR

Motivate. Innovate. Cultivate.



SPONSORSHIP PACKET

03.07.2023

8 A.M. - 4 P.M.

WORLD EQUESTRIAN CENTER

WELCOME

At the heart of every Human Resources department beats four central tenants of talent development: acquisition, training, retention, and compliance.

Your investment in *The Heart of HR: Motivate Innovate Cultivate* can help equip HR professionals with additional resources needed to meet business's immediate hiring needs, as well as build the critical talent pipeline for the future.

It is also an effective way for you to share your brand message with a targeted audience of HR professionals along with business, community, and industry leaders as well as education, public and economic development partners.

The conference is presented by the Ocala Human Resources Management Association (OHRMA) in collaboration with CareerSource Citrus Levy Marion. It takes place on **March 7, 2023, at the World Equestrian Center.**

This is the third time OHRMA and CareerSource CLM have partnered for this event which features networking, exhibitors, and presentations from topnotch experts on topics that matter to companies of every size and industry sector.

Our sponsorship options offer a variety of levels to suit your goals. For more information about sponsorships, please contact Tish Webber at 352-459-2891 or twebber@nashpm.com.

We realize there are several ways you may choose to invest your marketing dollars and we thank you for considering *The Heart of HR* conference to grow your business as well as make an impact in our community.

The Heart of HR Co-Chairs

Ashely Shorb, OHRMA president

Dale French, CareerSource CLM executive vice president



SPONSOR LEVELS

PLATINUM | \$7,500

- ▶ A full-page advertisement in the conference handout
- ▶ A one-year premium banner on the official OHRMA website, including a link to your website
- ▶ Promoted on CareerSource CLM social media
- ▶ Listed on dedicated conference webpage for Career Source CLM
- ▶ Premium placement of your logo on printed conference items
- ▶ Placement of company name on attendees' tables
- ▶ Special announcement highlighting your participation
- ▶ Priority vendor booth during the event
- ▶ Eight tickets for entry to the event
- ▶ Prominent signage recognition throughout the conference

GOLD | \$4,500

- ▶ A half-page advertisement in the conference handout
- ▶ A one-year business card size recognition on the OHRMA website
- ▶ Promoted on CareerSource CLM social media
- ▶ Listed on dedicated conference webpage for Career Source CLM
- ▶ Inclusion of your logo on printed conference items
- ▶ Special announcement highlighting your participation
- ▶ Vendor booth during the event
- ▶ Six tickets for entry to the event
- ▶ Prominent signage recognition throughout the conference

SILVER | \$2,500

- ▶ A quarter-page advertisement in the conference handout
- ▶ Vendor Booth during the event
- ▶ Four tickets for entry to the event
- ▶ Prominent signage recognition during each break

LITE BITES | \$1,500

- ▶ Recognition in the conference handout
- ▶ Prominent signage recognition during Lite Bite breaks
- ▶ Two tickets for entry to the event
- ▶ 60-second announcement about your business before Lite Bite event starts



2 SPOTS AVAILABLE:
**COFFEE
BREAK**

2 SPOTS AVAILABLE:
**COOKIE
BREAK**



SPONSOR LEVELS

LUNCH | \$6,000

- ▶ Sole sponsor of attendee lunch
- ▶ Prominent signage during lunch break
- ▶ Will be thanked during lunch announcement
- ▶ 3 minutes to speak with conference attendees
- ▶ Also includes all gold-level benefits

CONFERENCE TOTE BAG SPONSOR | \$3,500

- ▶ Sole sponsor of attendee tote bag
- ▶ Business logo will be printed on each bag
- ▶ Will be thanked during opening of conference
- ▶ Also includes all silver-level benefits

EXHIBITOR | \$750

- ▶ Vendor booth during the event
- ▶ One ticket for entry to event
- ▶ Recognition in the conference handout

HOW TO PAY

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WILL SEND YOU AN INVOICE.

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OR SCAN THE QR CODE WITH YOUR PHONE



QUESTIONS?

CONTACT:

Tish Webber

c: 352-459-2891

e: twebber@nashpm.com





RECORD OF ACTION/APPROVAL

**Executive Meeting
Wednesday, March 1, 2023**

TOPIC/ISSUE:

Amendments to OPS-26 WIOA Eligibility Services Information

BACKGROUND:

CareerSource Florida provided additional criteria and updates to the Administrative Policy 122 Adult and Dislocated Worker Program Eligibility. We have updated our current policy OPS-26 to align with eligibility requirements set for in Admin 122.

POINTS OF CONSIDERATION:

This policy will include additional criteria not stated in previous policies such as more defined definitions on eligible customers such as "General Announcement of closure, Unlikely to Return, General Economic Conditions.

STAFF RECOMMENDATIONS:

Approve the WIOA Eligibility Services Information Policy (OPS-26) in accordance with WIOA regulations.

COMMITTEE ACTION:

BOARD ACTION:



PROGRAM OPERATIONS	POLICY #: OPS-26	PAGE 01 of 31
TITLE: WIOA Eligibility/Services Information	EFFECTIVE DATE: January 1, 2023	
SUPERCEDES: OPS-26	Dated December 3, 2020	
REPLACES: OPS-43	Dated May 09, 2000	

POLICIES AND PROCEDURES

DISTRIBUTION: CareerSource Citrus Levy Marion staff and Service Providers

PURPOSE:

To provide policy guidance and interpretation of Federal and State workforce laws. Local procedural guidance is also provided to assure consistency. The policy is intended for use in conjunction with Federal and State laws and regulations.

POLICY:

It is the purpose of the Workforce Innovation and Opportunity Act (WIOA) to provide and increase access to workforce services to eligible citizens of the United States. WIOA is designed to assist those with barriers to employment to access workforce services needed to succeed in the job market as well as to align workforce investment with education and economic development systems.

Under Title I of the WIOA, the workforce development system provides the framework for delivery of workforce services at the State and local levels to individuals (i.e. dislocated workers, Adults with barriers, youth, and veterans) and employers in need of those services. CareerSource Citrus Levy Marion is committed to utilizing a holistic approach to promote career development in tandem with workforce development. Our integrated workforce system ensures that Basic Career Services are available for the universal population and staff assisted Individualized Career Services and Training Services are provided to eligible and sufficiently prepared customers. The following information provides guidance for the services provided through the Workforce Innovation and Opportunity Act.

WORKFORCE INNOVATION AND OPPORTUNITY ACT SERVICES INFORMATION

SECTION I

ABOUT THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

The Workforce Innovation and Opportunity Act or WIOA is a federal law that provides the framework for creating a world-class workforce development system. The Act supersedes the previous Workforce Invest Act of 1998. The purpose of the Act is defined in six main principles:

- 1) To increase, for individuals in the United States particularly those individuals with barriers to employment, access to opportunities for the employment, education, training, and support services they need to succeed in the labor market
- 2) To support the alignment of workforce investment, education, and economic development systems in support of a comprehensive, accessible, and high-quality workforce development system in the United States.
- 3) To improve the quality and labor market relevance of workforce investment, education, and economic development efforts to provide America's workers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages and to provide America's employers with the skilled workers the employers need to succeed in a global economy.
- 4) To promote improvement in the structure of and delivery of services through the United States workforce development system to better address the employment and skill needs of workers, jobseekers, and employers.
- 5) To increase the prosperity of workers and employers in the United States, the economic growth of communities, regions, and States, and the global competitiveness of the United States.
- 6) To provide workforce investment activities, through the statewide and local workforce development system, that increase the employment, retention, and earnings of participants, and increase attainment of recognized postsecondary credentials by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the skill requirements of employers, and enhance the productivity and competitiveness of the Nation.

The WIOA is divided in five "titles," each of which addresses major aspects of the system.

- ◆ **Title I:** Creates the overall structure of the system including state and local workforce boards, one-stop career centers, and Youth Councils. It specifies allowable activities and procedures for measuring performance. It replaces the Workforce Investment Act (WIA) of 1998.

- ◆ **Title II:** Amends existing adult education and literacy legislation and aligns these services with the workforce investment system.
- ◆ **Title III:** Defines the Wagner-Peyser (Employment Service) Act to better integrate with the overall vision of workforce investment.
- ◆ **Title IV:** Amends the federal Rehabilitation Act and requires increased alignment through defined partnerships with the workforce investment system.
- ◆ **Title V:** Provides the transition of the Act and allows states to consolidate two or more federal workforce-related programs through a state unified plan.

SECTION II

EMPOWERING THE NATION'S JOBSEEKERS

The Workforce Innovation and Opportunity Act provides the framework for a continued national workforce preparation and employment system designed to meet both the needs of the nation's businesses *and* the needs of job seekers and those who want to further their careers.

Title I of the legislation is based on the following elements:

- Training and employment programs are tailored for the needs of the population within each workforce development area with a sense of the needs within a larger workforce region comprised of partnering workforce areas.
- Customers must be able to conveniently access Career and Training Services through the local One Stop centers, as well as through electronic or 'virtual' mediums. Services may be classified as self-service, or staff assisted.
- Customers should have choices in deciding the training program that best fits their needs and the organizations that will provide that service. They should have control over their own career development.
- Customers have a right to information about how well training providers succeed in preparing people for jobs. Training providers will provide information on their success rates in order to be qualified as an approved educational provider.
- Businesses will provide information, leadership, and play an active role in ensuring that the system prepares people for current and future jobs. WIOA stipulates the percentages of representation from private sector, business, labor, education and economic development on the local workforce development board.

Title I defines the Workforce Investment System. In Florida, the State and local workforce investment board as well as the Department of Economic Opportunity (DEO) share in the leadership and oversight of the workforce investment system. Locally, the workforce

development board and sub committees provide input and guidance to the structure of the local workforce area.

Title I requires that standards for success are established for organizations that provide training services and a system outlined for determining their initial eligibility to receive funds. It establishes the funding mechanism for States and local areas, specifies participant eligibility criteria, and authorizes a broad array of services for youth, adults, and dislocated workers. It also authorizes certain statewide activities and a system of *accountability* to ensure that customer needs are met.

WIOA also re-authorizes: Job Corps; Native American programs; Migrant and Seasonal Farmworker programs; Veterans' Workforce Investment programs; Youth Opportunity grants for high-poverty areas; technical assistance efforts to States and local areas; demonstration, pilot, and other special national projects; program evaluations; and National Dislocated Worker grants.

Title II reauthorized Adult Education and Literacy programs.

Title III re-authorized the Wagner-Peyser Act and continues to require that Employment Service/Job Service activities become part of the "One-Stop" system and established a national employment statistics initiative. It requires linkages between the Act's programs and WIOA career activities, the Trade Adjustment Act, Veteran services as well as the Welfare Transition Program.

Title IV reauthorized the Rehabilitation Act programs and linked these programs to State and local workforce development Areas. WIOA also establishes a required partnership with workforce development.

Title V contains general provisions that include authority for State unified plans relating to several workforce development programs, incentive grants for States exceeding negotiated performance levels under the Workforce Innovation and Opportunity Act, Adult Education Act, and Perkins Vocational Education Act, and transition provisions.

A CUSTOMER-FOCUSED SYSTEM

The most important aspect of the Act is its focus on meeting the needs of businesses for skilled workers and the training, education, and employment needs of individuals. Key components of the Act enable customers to easily access the information and services they need through the One Stop system; empower adults to obtain the training they find most appropriate through Individual Training Accounts and ensure that all State and local programs meet customer expectations.

The system is based on the One Stop concept where information about and access to a wide array of job training, education, and employment services is available for customers at a single location. Customers are able to easily:

- Receive a preliminary assessment of their skill levels, aptitudes, abilities, and support service needs.
- Obtain information on a full array of employment-related services, including information about local education and training service providers.
- Obtain information regarding approved training programs and providers as established through the local Area Targeted Occupation List (ATOL). *Reference OPS-28 Area Targeted Occupation List*
- Receive help filing claims for reemployment assistance and evaluating eligibility for job training and education programs or student financial aid.
- Obtain job search and placement assistance and receive career counseling.
- Have access to up-to-date labor market information that identifies job vacancies, skills necessary for in-demand jobs, and provides information about local, regional and national employment trends.

Through the One Stop, employers benefit by having a single point of contact to provide information about current and future skills needed by their workers, to list job openings, and to find job-ready skilled workers who meet their needs.

EMPOWERMENT THROUGH INDIVIDUAL TRAINING ACCOUNTS

WIOA focuses on customer choice to promote individual responsibility and personal decision-making through the use of "Individual Training Accounts" which allow customers to access the training they determine best for them. This market-driven system enables customers to get the skills and credentials they need to succeed in their local labor markets.

Good customer choice requires quality information. The One Stop system provides customers with a list of eligible training providers. Payment for services is arranged through the Individual Training Accounts. Only in exceptional cases may training be provided through a contract for services between the One-Stop Center and organizations providing the training.

As individuals become empowered to choose the services they require, States, local areas, and providers of those services become more accountable for meeting those needs.

For adults and dislocated workers (such as those who lose their jobs because of permanent layoffs or plant closings), measures for the rates of entry into unsubsidized employment, job retention, post-placement earnings, and acquired education and skill standards for those who obtain employment are established. Measures for Out of School Youth (16-24) also include the attainment of a high school diploma (or its equivalent) for those who enter post-secondary education or advanced training as well as for those who get jobs. Measures for In School Youth (14-21) include rates of basic skills and work readiness or occupational skills attainment, attainment of high school diplomas (or the equivalent), and placement and retention in

postsecondary education, advanced occupational training, apprenticeships, the military or employment. These measures apply to both statewide and local performance.

The Act also requires that training providers must meet certain requirements in order to receive adult or dislocated worker funds. There are separate requirements for initial eligibility and for subsequently maintaining eligibility to receive funds. Training providers are held accountable for completion rates, the percentage of participants who obtain unsubsidized jobs and for their wages at placement. Training providers must also provide information about the cost of their programs. This information will be available to customers at One-Stop Centers. When authorizing training, CareerSource Citrus Levy Marion's Policy **OPS 28, Area Targeted Occupation List**, will be used in conjunction with the state list of approved training vendors which can be found at <http://www.floridajobs.org/labor-market-information/publications-and-reports/labor-market-information-reports/regional-demand-occupations-list>.

SECTION III

ELIGIBILITY AND SERVICE REQUIREMENTS

The Adult and Dislocated Worker programs provide training and employment services to eligible participants. Adult services are provided to job seekers who are at least 18 years old to help them succeed in the labor market. Dislocated worker services are provided to workers who have lost their job through no fault of their own to help them obtain quality employment in in-demand industries.

Most workforce services for adults and dislocated workers are provided through the One-Stop system and most customers will use their individual training accounts to determine which training program and training providers fit their needs.

The Act authorizes Basic Career Services (available to all customers *with no eligibility requirements*), Individualized Career Services (available to those who meet eligibility requirements) and Training Services for Adults and Dislocated Workers. The services are:

Basic Career Services

- information about available services
- labor market information (which identifies job vacancies; skills needed for in-demand jobs; and local, regional and national employment trends);
- access to provided technologies such as internet access, fax, phone, etc.

Individualized Career Services:

- initial assessment of skills and needs;
- additional comprehensive assessments;
- development of individual employment plans;
- group and individual counseling;

- case management;
- short-term pre-vocational services;
- Internship and Work Experience services.

WIOA establishes that there is no required ‘tier’ for receiving services. Customers may be assessed for their needs and immediately moved to either Career Services (self or staff-assisted or training as needed).

Training Services may include:

- occupational skills training;
- apprenticeships
- on-the-job training;
- entrepreneurial training;
- skill upgrading;
- job readiness training, and;
- adult education and literacy activities in conjunction with other training.

Under WIOA, the ‘limited funding for priority’ provision is removed. Priority of Service is given to those individuals that exhibit ‘multiple barriers’ or special priority categories as specified in the ADULT section of this policy. This priority applies to adult funds for training services only. **Funds allocated for dislocated workers are not subject to this requirement** as priority is met through dislocation.

Priority of service will be given for traditional adult training funds; will take into account all areas represented in our priority of service; and will not be driven only by income. Customers facing multiple barriers shall be given priority when seeking services. (see Priority of Service Definition section)

The Act also re-authorizes the provision of supportive services as outlined in **OPS-46 Supportive Services**, (e.g., transportation assistance, clothing allowance, tools of the trade, etc.) to assist participants receiving Career and Training services and the provision of temporary income support to enable participants to remain in training. Supportive services may be authorized for participants depending on availability of funding and accessibility through other programs providing such services.

While the services for adults and dislocated workers may be the same, there are dedicated funding streams.

Eligibility for Career Services

WIOA section (sec.) 3(2) defines an individual who is considered an adult and WIOA sec. 3(15) defines an individual who is considered a dislocated worker for eligibility purposes to participate in the WIOA Adult or Dislocated Worker programs. Every individual receiving services under the WIOA Adult or Dislocated Work programs must meet the applicable eligibility criteria and is subsequently enrolled in the program.

Each program participant must be a United States (U.S.) citizen or have the right to work in the U.S. and males 18 years of age or older must comply with selective service registration requirements. Males born on or after January 1, 1960 are required to register with the Selective Service within 30 days of (before or after) their 18th birthday. This includes males who are:

- a. Citizens of the United States (U.S.)
- b. Non-citizens, including illegal aliens, legal permanent residents, seasonal agricultural workers and refugees who take up residency in the U.S. before their 26th birthday and/or
- c. Dual nationals of the U.S. and another country regardless to whether they live in the U.S.

For non-U.S. citizens, Selective Service registration is not required for males who are:

- a. Serving in the military on full-time active duty;
- b. Attending the service academies and/or
- c. Disabled and continually confined to a residence, hospital or institution. However, they must register within 30 days after being released if they have not yet reached their 26th birthday.

For non-U.S. citizens, Selective Service registration is not required for males who are:

- a. A non-U.S. citizen who came into the country for the first time after his 26th birthday. This must be evidenced with acceptable forms of supporting documentation to include:
 - 1. Date of entry stamp in their passport
 - 2. I-94 with date of entry stamp on it or
 - 3. The combination of a letter from the U.S. Citizenship and Immigration Services (USCIS) indicating the date they entered the U.S. and official legal documentation
 - 4. n establishing their age.
- b. A non-U.S. citizen who entered the U.S. illegally after their 26th birthday. They must provide proof that they were not living in the U.S. from age 18 through 25.
- c. A non-U.S. citizen on a valid non-immigrant visa.

Additional Selective Service registration requirements may be found at www.sss.gov.

To be eligible to receive any dislocated worker program services, an eligible adult must meet the criteria outlined in subsection 2 below. Eligibility criteria for training services are outlined in **Section IV.B. Eligibility for Training Services** of this policy.

Adult Program

To be eligible to receive career services as an adult in the Adult or Dislocated Worker program, an individual must be 18 years of age or older.

Adult status is fixed at the time of the eligibility determination and individuals remain eligible for the WIOA Title I Adult program even if there are changes in the original circumstances that were used as the basis to establish eligibility.

Determining Low Income Status for Adult Funds

WIOA recognizes low-income individuals under the statutory priority for Adult funds. A low-income individual is defined as:

1. Receives or has received in the past 6 months or is a member of a family that is receiving or in the past 6 months received assistance through the Supplemental Nutrition Assistance Program (SNAP) or the Supplemental Security Income Program established under Title XVI of the Social Security Act or State/Local income-based public assistance.
2. Is in a family with total income that does not exceed the high or
 - a. Poverty line or
 - b. 200% of the lower living standard income level (LLSIL).
3. Is a homeless individual.
4. Receives or is eligible to receive free or reduced-price lunch.
5. Is a foster child on behalf of whom State or local government payments are made.
6. Is an individual with a disability whose own income meets the low-income level for eligibility purposes but who is a member of a family whose income does not meet this requirement.

Eligibility Categories/Characteristics Shall Be Defined As:

1. Meeting WIOA eligibility under Title I for the Adult Program as defined in the WIOA section 3(2) as a person of or over the age of 18 years old.
2. A resident residing within the geographic borders of Citrus, Levy or Marion counties or a resident of a neighboring county that is seeking employment or training in Citrus, Levy or Marion County.
3. WIOA focuses on serving individuals with barriers to employment and ensures access to these services on a priority basis. LWDBs must give priority for the provision of individualized career and training services in the following sequential order:
 4. Recipients of public assistance.
 5. Low-income individuals. Payments for reemployment assistance, child support payments and old-age survivors' insurance are not excluded from income calculations for determining if an individual is low income.
 6. Individuals who are basic skills deficient.

Adult status is fixed at the time of eligibility determination and individuals remain eligible for the WIOA Title I Adult program even if there are changes in the original circumstances that were used as the basis to establish eligibility.

Veteran and Adult Priority of Service

Veterans and eligible spouses receive priority of service for all USDOL-funded job training programs, which include WIOA programs. However, when programs are statutorily required to provide priority for a particular group, such as the WIOA priority for adult funds described above, priority must be provided in the order described below. Veterans who receive priority of service must meet all WIOA adult program eligibility requirements. For income-based eligibility determinations, amounts paid while on active duty or paid by the Department of Veterans Affairs (VA) for vocational rehabilitation, disability payments, or related VA-funded programs cannot be considered income for eligibility purposes.

LWDBs must ensure veterans and eligible spouses are made aware of their eligibility to priority of service, the full array of workforce programs and services available to them, and any applicable eligibility requirements for those programs and services.

Priority of service must be provided to eligible WIOA adult program participants in the following order:

- a. Veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, including the underemployed, or individuals who are basic skills deficient. Priority of Service Policy Number 105 Page 3 of 5
- b. Individuals who are not veterans or eligible spouses who are included in the groups given WIOA priority selection criteria, (public assistance recipient, other low-income individuals including underemployed or basic skills deficient).
3. All other veterans and eligible spouses who are not included in the WIOA priority groups (see above items 1 and 2).
4. Other individuals who do not meet the statutory priority, but who are identified as priority populations established by the Governor and/or local workforce development boards.
5. Other Individuals who do not meet the statutory priority and who do not meet the Governor's or local workforce development board's discretionary priority, but who do meet the WIOA Adult program eligibility.

Displaced Homemaker

The term "displaced homemaker" means an individual who has been providing unpaid services to family members in the home and who:

- a) has been dependent on the income of another family member but is no longer supported by that income; or (ii) is the dependent spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code) **and** whose family income is significantly reduced because of a deployment (as defined in section 991(b) of title 10, United States Code, or pursuant to paragraph (4) of such section), a call or order to active duty pursuant to a provision of law referred to in section

101(a)(13)(B) of title 10, United States Code, a permanent change of station, or the service-connected (as defined in section 101(16) of title 38, United States Code) death or disability of the member; **and**

- b) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Dislocated Worker Program

To be eligible to receive career services as a dislocated worker in the Adult and Dislocated Worker programs, an individual must meet the definition of “dislocated worker” as outlined below.

a. Category 1 – Terminated or Laid Off

1. An individual who:
 - Has been terminated or laid off or has received a notice of termination or layoff from employment.
 - Is eligible for or has exhausted entitlement to unemployment compensation (referred to as Reemployment Assistance in Florida) or has been employed for a duration sufficient to demonstrate to career center staff attachment to the workforce but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a state unemployment compensation law and
 - Is unlikely to return to a previous industry or occupation due to economic downturn or where and industry has relocated outside the reasonable distance of travel. Each case will be determined on a case by case basis dependent upon local market labor information and local business need.
2. Separating members or separated members honorably discharged under circumstances from the military fall within the scope of the termination component for WIOA definition of dislocated worker. A separating service member from the Armed Forces with a discharge that is anything other than dishonorable qualifies for dislocated worker activities based on the following criteria:
 - The separating service member has received a notice of separation, a DD-214 from the Department of Defense or other documentation showing a separation or imminent separation from the Armed Forces to satisfy the termination or layoff part of the dislocated worker eligibility criteria in WIOA sec. 3(15)(A)(i)
 - The separating service member qualifies for the dislocated work eligibility criterial for or exhaustion of unemployment compensation in WIOA sec. 3(15)(A)(ii)(I) or (II) and
 - As a separating service member, the individual meets the dislocated worker eligibility criteria that the individual is unlikely to return to a previous industry or occupation in WIOA sec 3(15)(A)(iii)

b. Category 2 – Permanent Closure or Substantial Layoff

An individual who:

- Has been terminated or laid off or has received a notice of termination or layoff from employment as a result of any permanent closure of or any substantial layoff at a plant, facility or enterprise.
- Is employed at a facility as which the employer has made a general announcement that such facility will close within 180 days or
- Is employed at a facility at which the employer has made a general announcement that such facility will close.

c. Category 2 – Self-employed

An individual who was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters.

d. Category 4 – Displaced Homemaker

An individual who has been providing unpaid services to family members in the home and who:

- Has been dependent on the income of another family member but is no longer supported by that income or
- Is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment or a call to order active duty, a permanent change of station or the service-connected death or disability of the member and
- Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

e. Category 5 – Spouse of a Separating or Separated Member of the U.S. Armed Forces

An individual who:

- Is the spouse of a member of the Armed Forces on active duty (as defined in sec. 101(d)(1) of Title 10, United States Code) and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member or
- Is the spouse of a member of the Armed Forces on active duty and who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Dislocated worker status is fixed at the time of the eligibility determination and individuals remain eligible for the WIOA Title I Dislocated Worker Program even if there are changes in the original circumstances that were used as the basis to establish eligibility (e.g. the anticipated layoff or termination does not take place.)

SECTION IV

Eligibility for Training Services

Training services may be made available to employed and unemployed adults and dislocated workers who:

1. A one-stop career center or one-stop partner determines, after an interview, evaluation or assessment, and career planning are:
 - a. Unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services.
 - b. In need of training services to obtain or retain employment leading to economic self-sufficiency or wages comparable to or high than wages from previous employment and
 - c. Have the skills and qualification to participate successfully in training services.
2. Select a program of training services that is directly linked to the employment opportunities in the local, or in another area, to which the individuals are willing to commute or relocate.
3. Are unable to obtain grant assistance from other sources to pay the costs of such training, including such sources as state-funded training funds, Trade Adjustment Assistance, Federal Pell Grants established under Title IV of the Higher Education Act of 1965 or require WIOA assistance in addition to other sources of grant assistance including Federal Pell Grants and
4. Need Financial support to cover training costs that have not been paid for. Reimbursement for training services already paid for is not allowed.
5. If training services are provided through the adult funding stream are determined eligible in accordance with the state and local priority system in effect for adults under WIOA sec. 134(c)(3)(E) and 20 CFR 680.600 as prescribed in Administrative Policy 105-Priority of Service.

Additionally, 20 CFR 680.230 requires coordinating WIOA funded training with “Other grant assistance”, such as Federal Pell Grants. Veteran Assistance (VA) benefits for education and training services to not constitute “other grant assistance” under WIOA’s eligibility requirements. Therefore, eligibility for VA benefits for education or training services do not preclude a veteran or the veteran’s eligible spouse from receiving WIOA funded services including training services. LWDB’s may not require veterans for eligible spouses to exhaust the entitlement to VA funded training benefits prior to allowing them to enroll in WIOA funded training.

Statutory Priority for Adult Funds

WIOA establishes a priority requirement with respect to funds allocated to a local area for the Adult Program. When using WIOA Adult funds to provide individualized career services and training services, LWDBs must give priority to recipients of public assistance, low-income individuals and individuals who are basic skills deficient (including English language learners) for individualized career services and training services. LWDBs must prioritize services to the populations at all time regardless of the amount of funds available to provide services in the local area. (Administrative Policy 105 – Priority of Service)

Additionally, veterans and eligible spouses (covered persons) must receive priority of services over non-covered persons for all U.S. Department of Labor (USDOL) funded job training programs including WIOA programs. Veterans and eligible spouses who receive priority of services must meet all WIOA Adult program eligibility requirements.

Under the priority of service provisions of the Jobs for Veterans Act, separating service members who, upon discharge, meeting the eligibility criteria for dislocated works must be afforded priority over non-veterans (Administrative Policy 111 – Priority of Service for Veterans and Eligible Spouses).

Determining Self Sufficiency for Individuals Employed at Registration

Training services are designed to assist employed individuals who require training to obtain or retain employment for economic self-sufficiency. Self-sufficiency for individuals employed at registration shall be classified as follows:

Eligible Employee Participants:

To be eligible as an Employed Worker, the employee being trained must be:

1. A paid W-2 employee of the applicant business;
2. A minimum of 18 years of age;
3. Earning a wage less than CSCLM's definition of self-sufficiency for CBT Workers represented as \$29.06 per hour or \$60,462.00 per year;
4. Authorized to work in the United States;
5. Registered for the Selective Service (all males born after December 31st, 1959);
6. The training is required in order to obtain or retain self-sufficient employment.
 - o Documentation should be maintained in the customer's file.

These requirements set the same guidelines as set forth in the local Custom Business Training (Employed Worker) policy.

For more information on Employed Worker training, please refer to policy ***OPS 68 – Local Custom Business Training (Employed Worker Training)***.

Calculating Family Income for the Adult Program

When determining low-income status based on family income, income is determined by collecting information from the family for the complete six-month period prior to application. After verification of family size and collection of the total reported six-month income, this figure is then doubled (annualized) and compared to the higher of the poverty line of LLSIL which can be found on the Department of Economic Opportunity (DEO) website.

Under WIOA, there is no exclusion of payments for Reemployment Assistance benefits, child support payments and old-age survivors insurance benefits from the income calculations for determining if an individual is low-income.

Amounts received as military pay or allowances by any person who serviced on active duty in the Armed Forces and certain other specific benefits must not be included for the veteran and for other individuals for whom those amounts would normally be applied in making an eligibility determination. Military earnings must not be included when calculating income for veterans or transition service members for this priority in accordance with 38 United States Code (U.S.C.) 4213.

Nondiscrimination

WIOA sec. 188 prohibits the exclusion of an individual from participation in, denial of, or discrimination in the administration and activities funded in whole or in part under WIOA Title I on the basis of race, color, national origin, age, disability, sex, religion and political affiliation or believe; as well as against beneficiaries on the basis or citizenship and participation in WIOA.

Eligibility Documentation

Adults and dislocated workers who receive WIOA Title I funded services, other than self-service or information only activities must be registered in the State's labor market portal and case management system, Employ Florida. Registration is the process of entering and submitting personal information in Employ Florida to create and account. (Administrative Policy 096 – Job Seeker Registration, Application and Services). Once an individual is determined to be eligible for WIOA Adult or Dislocated Worker program, staff will complete a WIOA AD/DW application in Employ Florida.

Additionally, USDOL requires that Equal Opportunity (EO) data is collected from any individual indicating interest in being considered for WIOA Title I funded benefits and services. Data (20 CFR 675.300) collected must be race/ethnicity, age, sex and disability as required by 29 CFR 28.

Enrollment Process Requirements

Individuals interested in consideration for WIOA Title I Adult and/or Dislocated Worker program services must be allowed to apply for services (WIOA sec. 188 – Nondiscrimination). It should be noted that the application alone is not equivalent to enrollment into the program. LWDBs must ensure that every individual receiving services under this program is determined eligible as an adult or dislocated worker and formally enrolled in the program as a participant within 90 days of eligibility determination. If outside the 90-day timeframe, a redetermination must occur. A countable activity/service must be recorded in Employ Florida that initiates participation.

For an individual to participate in the WIOA Adult and Dislocated Worker program, the following must occur in the following order:

- (1) An eligibility determination
- (2) Provision of an initial assessment
- (3) Provision of an objective assessment, as applicable
- (4) Development of an individual employability plan, as applicable

Enrollment in the Youth Program, the Adult Program, or Both

Individuals between the ages of 18 to 24, who meet the respective program eligibility requirements, may participate in either the WIOA Adult or Youth program, or participate in both concurrently. Such individuals must meet the Youth or Adult program eligibility criteria that are applicable to the services provided.

LWDBs must not enroll individuals between the ages of 18 to 24 in either the WIOA Youth or Adult programs solely based upon their age. Several factors such as their school status, occupational skills, prior work experience, adult schedules, family responsibilities, and the participant's needs should be considered. Additionally, some individuals may benefit from the youth services covered in the 14 WIOA Youth program elements based on characteristics such as maturity, drug and alcohol abuse, homelessness, foster care status, family abuse/neglect, literacy challenges, pregnancy, and lack of employability skills. Assessment of an individual's skills, career-readiness, literacy, and supportive service needs should be taken into consideration when determining the appropriate program(s) for young adults.

For participants who are co-enrolled in both the Youth and Adult programs, LWDBs must determine the best mix of services under the Youth and Adult programs based on the needs of the participant. Additionally, LWDBs must clearly identify and track the funding streams, which pay the costs of services provided to individuals who are participating in Youth and Adult programs concurrently, in Employ Florida. The LWDB must ensure there is no duplication of services.

Youth

WIOA outlines a broad vision for youth that supports an integrated service delivery system and provides a framework through which states and local areas can leverage federal, state, and local resources to support eligible youth. WIOA also promotes career pathways, increased attainment of recognized credentials, and post-secondary certificates or degrees for eligible youth.

WIOA shifts the primary focus of Title I Youth formula programs to support the educational and career success of out-of-school youth. A minimum of 75 percent of WIOA Youth funds is required to be spent on out-of-school youth. This expenditure requirement applies to local workforce development area funds and funds reserved by the Governor.

Eligibility

WIOA sec. 129(a)(1) establishes the eligibility criteria that an individual must meet to participate in the WIOA Youth program. LWDBs must ensure that every individual receiving services under the WIOA Youth program meets either the out-of-school youth or in-school youth eligibility criteria and are subsequently enrolled in the program. All youth must be a United States citizen or have the right to work in the United States, and males age 18 and older must comply with

selective service registration requirements.

Separate eligibility criteria for out-of-school youth and in-school youth are outlined below.

Out of School Youth are defined as:

- a. Not attending any school (as defined under State law);
- b. Be between the ages of 16 to 24 at the time of enrollment; and
- c. One or more of the following:
 - I. A school dropout.
 - II. A youth who is within the age of compulsory school attendance but has not attended school for at least the most recent complete school year calendar quarter.
 - III. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is:
 - a) Basic skills deficient; or
 - b) An English language learner.
 - c) An offender
 - d) A homeless individual or a runaway
 - e) An individual in foster care or has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under Section 477 of the Social Security Act, or in an out-of-home placement.
 - f) An individual who is pregnant or parenting.
An individual with a disability.
 - g) A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

In-School Youth are defined as:

- a. Be attending school, including secondary or postsecondary school;
- b. Be not younger than age 14 and not older than age 21 (unless an individual with a disability who is attending school under state law. Per TEGL 21-16, there is one exception to age eligibility for youth attending school. Youth with disabilities who have an Individualized Education Program (IEP) may be enrolled as ISY after the age of 21 if their state law allows youth with disabilities to be served by the K-12 public school system beyond the age of 21.

This applies to Florida youth up to the age of 22) at the time of enrollment;

- A. A low-income individual; and is one or more of the following:
 - a) Basic skills deficient.
 - b) An English language learner.
 - c) An offender.
 - d) A homeless individual or a runaway.
 - e) An individual in foster care or has aged out of the foster care system or who has

- attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under section 477 of the Social Security Act or in an out-of-home placement.
- f) Pregnant or parenting.
 - g) An individual with a disability
 - h) An individual who requires additional assistance to complete an educational program or to secure or hold employment.

Determining School Status

LWDBs must determine a youth's school status, including dropout status, at the time of program enrollment. Because the process of program enrollment can occur over a period of time, school status must be based on status at the time the eligibility determination portion of program enrollment is made. Once the school status of a youth is determined, that school status remains the same throughout the youth's participation in the WIOA Youth program. For example, if a youth is determined to be an OSY at time of enrollment and subsequently re-enters high school or enrolls in postsecondary education, that youth is still considered an OSY for purposes of the OSY expenditure requirement throughout their participation in the WIOA Youth program.

Additional School Status Criteria for Out-of-School Youth

Youth seeking program enrollment should be determined to be out-of-school if, at the time of enrollment, the youth:

- Graduated high school and registered for postsecondary education (credit-bearing postsecondary classes), but ultimately did not start classes at the onset of the term for which he/she was registered;
- Is enrolled in non-credit-bearing postsecondary classes;
- Is enrolled in home education, but is not required to attend school regularly per school attendance requirements in sec. 1003.21, F.S.; or,
- Is enrolled in a pre-apprenticeship or apprenticeship program.

Additional School Status Criteria for In-School Youth

Youth seeking program enrollment should be determined to be in-school if, at the time of enrollment, the youths:

- In between school years, during the summer, and is enrolled to continue school in the fall;
- Between high school graduation and postsecondary education (credit-bearing postsecondary classes) and has registered for postsecondary classes but not yet begun postsecondary classes;
- Attending a high school equivalency program, including those considered to be dropout re-engagement programs funded by the K-12 school system that are

classified by the school as still enrolled in school (for purposes of WIOA, YouthBuild programs, Job Corp programs, high school equivalency programs and dropout re-engagement programs are not considered to be schools for the purpose of determining school status);

- Homeschooled per home education requirements set forth by the Florida Department of Education Home Requirements and included per compulsory school attendance laws (Chapter 1003.21 Florida Statutes);
- Attending Florida Virtual Schools (State of Florida WIOA Four-Year Plan); or
- In a Florida Department of Juvenile Justice youth facility and does not have a high school diploma or its equivalency.

Determining Low Income Status

All ISY and some OSY must be “low income” to qualify for WIOA services unless they qualify under the low-income exception as outlined in **Section IV.A.5. Low Income Eligibility Exception** of this policy. If the youth is an OSY, the low-income requirement applies only to the following categories of youth:

- A recipient of a secondary school diploma or its recognized equivalent who is either basic skills deficient or an English language learner; and,
- An individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

A low-income individual is one who:

- Receives, or has received in the past six months, or is a member of a family that is receiving or in the past six months has received, assistance through the Supplemental Nutrition Assistance Program, or the Supplemental Security Income program established under Title XVI of the Social Security Act, or state or local income-based public assistance.
- Is in a family with total income that does not exceed the higher of the poverty line or 200 percent of the lower living standard income level.
- Is a homeless individual.
- Receives or is eligible to receive free or reduced-price lunch (Per TEGL 21-16, WIOA programs must base low-income status on an individual student’s eligibility to receive free or reduced-price lunch. Whole receipt of free or reduced-price lunch cannot be used to determine WIOA low-income status for ISY).
- Is a foster child on behalf of whom state or local government payments are made.
- Is an individual with a disability whose own income meets the low-income level for eligibility purposes but who is a member of a family whose income does not meet this requirement.

For both ISY and OSY, a youth qualifies as low income if the youth lives in a high- poverty area,

as outlined in section **VI.A.4.c. High Poverty Area Designation** of this policy.

Lower Living Standard Income Level

Another option for determining low-income eligibility is based on family income. Income is determined by collecting information from the family for the complete six-month period prior to application. After verification of family size and collection of the total reported six-month income, this figure is then doubled (annualized) and compared to the Lower Living Standard Income Level (LLSIL). DEO publishes the LLSIL annually on the [DEO website](#).

Sources of Income

Reemployment Assistance benefits and child support payments must also be included as income when determining a youth's eligibility based on low-income status. OSY participants with a disability are not required to be low-income. For an ISY participant who has a disability, the youth's own income, rather than their family's income, must meet the low-income definition and not exceed the higher of the poverty line or 70 percent of the LLSIL. If a youth participant is not living in a single residence with other family members, that participant is not a member of a family for the purpose of WIOA income calculations (20 CFR 675.300 defines family as "two or more persons related by blood, marriage or decree of court who are living in a single residence and are included in one or more of the following categories: (1) A married couple and dependent children; (2) A parent or guardian and dependent children; or (3) A married couple").

High Poverty Area Designation

For both ISY and OSY, a youth qualifies as low income if they live in a high-poverty area. An area is designated as high poverty if it has a poverty rate of at least 25 percent as set every five years using American Community Survey five-year data. The Department of Economic Opportunity (DEO) developed a [Poverty Rate Map](#) as a tool to assist staff in determining if an area meets the high poverty area criteria. Each LWDB using the high poverty rate special rule to determine eligibility for WIOA Youth program services must still collect and record the appropriate documentation of a youth's income for federal data reporting purposes.

Low Income Eligibility Exception

WIOA allows a low-income exception where five percent of WIOA youth may be participants who ordinarily would be required to be low income for eligibility purposes and meet all other eligibility criteria for WIOA youth except the low-income criteria. LWDBs must calculate the five percent based on the percent of newly enrolled youth in the local area's WIOA Youth program in a given program year who would normally be required to meet the low-income criteria.

For example, a local area enrolled 200 youth and 100 of those youth were OSY who were not required to meet the low-income criteria, 50 were OSY who were required to meet the low-income criteria, and 50 were ISY. In this example, the 50 OSY required to be low income and the 50 ISY are the only youth factored into the five percent low-income exception calculation.

Therefore, five of the 100 youth who ordinarily would be required to be low-income do not have to meet the low-income criteria based on the low-income exception.

Note: This percentage is calculated at the end of a program year based on new enrollments in that program year.

Eligibility Barriers

To be eligible for the WIOA Youth program, individuals must meet one or more conditions (eligibility barriers) listed in WIOA sec. 129(a)(1)(B)(iii) for OSY and (a)(1)(C)(iv) for ISY. While most eligibility barriers have specific definitions as contained in **Section V. Definitions** of this policy, certain barriers require additional clarity and/or context as outlined in the below subsections.

A. Dropout

If a youth has not received a high school diploma, or a recognized equivalent, and is not attending any school, they are considered a dropout and are an OSY. A dropout only includes an individual who is currently a secondary school dropout and does not include a youth who previously dropped out of secondary school but subsequently returned. An individual who has dropped out of postsecondary education is not a school dropout for purposes of Youth program eligibility.

B. Basic Skills Deficient

A youth is considered basic skills deficient if they:

- a. Have English reading, writing, or computing skills at or below the eighth-grade level on a generally accepted standardized test; or,
- b. Are unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society.

Each LWDB must establish its policy regarding how the local area will determine when an individual meets this definition in its WIOA local plan and corresponding local operating procedures.

C. Pregnant or Parenting

An individual who is parenting can be a mother or father, custodial or non-custodial. As long as the youth is within the WIOA youth age eligibility, the age when the youth became a parent does not factor into the definition of parenting. A pregnant individual can only be an expectant mother.

D. Requires Additional Assistance to Complete an Educational Program or to Secure or Hold Employment

CareerSource Citrus Levy Marion defines an individual as requiring additional assistance to complete an educational program or to secure/hold employment for the purpose of youth eligibility when back-up is presented to the case manager documenting proof of the following(**per local policy OPS-38 WIOA Eligibility Documentation Listing**):

- A youth that while attending secondary education received/is receiving services under an IEP (Individualized Education Plan), or
- A youth that while attending secondary education compiled/is compiling a record of disciplinary problems as manifested by the mandatory attendance at detention, an alternative school, expulsion, suspension or participation in an in-school suspension program, or
- A youth that has completed an education program but lacks the appropriate license for the occupation, or
- A youth whose financial aid package is less than or equal to 80% of the federally estimated cost of attendance for the post-secondary institution where enrolled, or
- A youth who has a certificate of attendance from a secondary school system, or
- A youth that has completed an education program but lacks the appropriate license of the occupation, or
- A youth who has certification/licensure from another state and must challenge the requirements of this state. (Fees or examination of records and eligibility for certification/licensure in this state, fees for license testing preparatory sessions

Documentation requirements include:

Documentation from an Educational Provider

- Program/School System
- Applicant Statement
- Letter from Business or Educational Staff
- Staff Member
- Telephone Contact Form from a School System

Letter from the School

- Telephone Contact Form from a School System

Copy of the Certificate of Attendance

Copy of Certificate or License

Letter from the School/Financial Aid Office

However, as required by WIOA sec. 129(a)(3)(B), not more than five percent of the ISY newly enrolled in a given program year may be deemed eligible based on the “requires additional assistance to complete an educational program or to secure or hold employment” criteria.

Note: The local definition cannot simply list youth barriers already identified in WIOA and in **Section IV.1.A. Eligibility** of this policy. The local definition must describe the circumstances or other criteria the LWDB will use to qualify a youth under this eligibility barrier.

Nondiscrimination

WIOA sec. 188 prohibits the exclusion of an individual from participation in, denial of, or discrimination in the administration and activities funded in whole or in part under WIOA Title I on the basis of race, color, national origin, age, disability, sex, religion, and political affiliation or belief, as well as against beneficiaries on the basis of citizenship and participation in WIOA.

Deferred Action for Childhood Arrivals

WIOA sec. 188(a)(5) contains a specific nondiscrimination provision that provides that participation under WIOA is available to citizens and nationals of the United States; lawfully admitted permanent resident aliens, refugees, asylees, and parolees; and other immigrants authorized by the Attorney General to work in the United States. Individuals with employment authorization qualify under this provision as “immigrants authorized by the Attorney General to work in the United States.” This includes “Deferred Action for Childhood Arrivals” ([DACA](#)) participants with employment authorization. Participants identified as DACA participants must meet the WIOA eligibility requirements to access any WIOA services for which they would otherwise qualify. LWDB staff must obtain appropriate documentation of employment authorization. The documentation must include self-attestation, at a minimum. The DACA process is for individuals who came to the United States as children and:

- Were under the age of 31 as of June 15, 2012.
- Came to the United States before reaching their 16th birthday.
- Have continuously resided in the United States since June 15, 2007, up to the present time.
- Were physically present in the United States on June 15, 2012, and at the time of making their request for consideration of deferred action with United States Citizenship and Immigration Services (USCIS).
- Entered without inspection before June 15, 2012, or their lawful immigration status expired as of June 15, 2012.
- Are currently in school, have graduated or obtained a certificate of completion from high school, have obtained a general education development (GED) certificate, or other equivalent state-authorized exam in the United States, or are an honorably

discharged veteran of the Coast Guard or Armed Forces of the United States.

- Have not been convicted of a felony, significant misdemeanor, three or more other misdemeanors, and do not otherwise pose a threat to national security or public safety.

The DACA process may result in a two-year period of “deferred action,” or relief from removal from the country or from entering into removal proceedings, subject to renewal, and issuance of employment authorization for the period of deferred action. Therefore, a DACA participant whose case has been deferred is eligible to receive employment authorization for the period of deferred action, provided he or she can demonstrate “an economic necessity for employment.”

Eligibility Documentation

Each LWDB is required to collect supporting eligibility documentation used to determine eligibility and retain such documentation in the participants’ electronic and/or hard-copy case files in accordance with local operating procedures. WIOA establishes specific participant eligibility, priorities, and requirements for participation to account for the proper use of Title I funds. LWDBs must establish a local process for collecting and maintaining eligibility verification documentation and ensure the documentation collected is made available for review by auditors and federal, state, and local representatives. Youth service providers must obtain and maintain documentation that supports the determination for eligibility and continuous participation.

Per CareerSource Citrus Levy Marion policies, **OPS-39 (WIOA Eligibility Documentation)** and **OPS-27 (Individual Training Account (ITA))**, staff and all providers will engage with customers to obtain the necessary documentation for eligibility purposes. OPS-39 outlines the acceptable documentation for each eligibility field. All eligibility documentation will be captured prior to services being provided. This is done in person as well as electronically, when applicable. Priority of service will be considered at each interval. Documentation will be maintained in the local board’s electronic filing system (ATLAS) as well as documenting in the State’s Labor Market Portal.

Enrollment

- **Employ Florida Requirements**

LWDB staff are encouraged to have all youth who are interested in receiving services complete an Employ Florida registration. Registration is the process of entering and submitting personal information in Employ Florida to create an account. There are two types of registration: partial registration and full registration. Please see [Administrative Policy 096 - Job Seeker Registration, Application and Services](#) for a full explanation of the registration process. Once an individual is determined to be eligible for the WIOA Youth program, staff are required to complete a WIOA Youth program application in Employ Florida.

Enrollment Process Requirements

There is no self-service concept for the WIOA Youth program; therefore, LWDBs must ensure that every individual receiving services under this program is determined eligible as an ISY or OSY and formally enrolled in the program as a participant. For an individual to participate in the WIOA Youth program, the LWDB must ensure all of the following occur in the below order:

- An eligibility determination.
- Provision of an objective assessment.
- Development of an individual service strategy.
- Participation in any of the 14 WIOA Youth program elements outlined in 20 CFR 681.460.

Objective Assessment

Prior to enrolling a participant into the WIOA Youth program, LWDBs are required to conduct an objective assessment of academic levels, skill levels, and service needs of the participant. This includes a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs, and development needs. The objective assessment is completed to identify appropriate services and career pathways for participants.

Assessing Basic Skills

In assessing basic skills, LWDBs must use assessment instruments that are valid and appropriate for the target population, and must provide reasonable accommodation in the assessment process, if necessary, for individuals with disabilities. For purposes of the basic skills assessment portion of the objective assessment, LWDBs are not required to use assessments approved for use in the Department of Education's National Reporting System, nor are they required to determine an individual's grade level equivalent or educational functioning level, although use of these tools is permitted. LWDBs may use other formalized testing instruments designed to measure skills-related gains or less formal alternative assessment techniques such as observation, file reviews, or interviews. LWDBs may use previous basic skills assessment results, even if completed under another education or training program, if such previous assessments have been conducted within the past six months. Assessments must also consider a youth's strengths rather than just focusing on areas that need improvement.

Career-Readiness Assessments

LWDBs should engage all youth in career assessment activities that include but are not limited to: assessments of prior work experience, employability, interests, and aptitudes. Multiple assessment tools may be necessary since there is no standard approach that will work for all youth. Career assessments help youth understand how a variety of their personal attributes (e.g., interests, values, preferences, motivations, aptitudes, and skills) affect their potential success and satisfaction with different career options and work environments.

The outcomes of the assessments that comprise the objective assessment process must be recorded in Employ Florida using service code 412 (Objective Assessment - Youth) and include a case note that aligns with the requirements prescribed in the [Employ Florida Service Code Guide](#). This service code does not trigger participation due to the objective assessment being a required element of the enrollment process. Participation is triggered when the participant is enrolled in one of the 14 WIOA Youth program elements outlined in 20 CFR 681.460.

Individual Service Strategy

LWDBs are required to develop, and update as needed, an individual service strategy (ISS), based on the needs of each youth participant, that is directly linked to one or more indicators of performance described in WIOA sec. 116(b)(2)(A)(ii). The ISS must also identify career pathways that include education and employment goals, consider career planning, and the results of the objective assessment that prescribes achievement objectives and services for the participant. LWDBs may use previous service strategies developed for the participant, even if under another education or training program, if such ISS was conducted within the most recent six months.

The ISS service must be recorded in Employ Florida using service code 413 (Service Strategy (IEP/ISS/EDP) – Youth) and include the required documentation/case note that aligns with the requirements prescribed in the [Employ Florida Service Code Guide](#). This service code does not trigger participation due to the ISS being a required element of the enrollment process. Participation is triggered when the participant is enrolled in one of the 14 WIOA Youth program elements outlined in 20 CFR 681.460.

Serving Non-WIOA Youth

LWDBs must ensure career centers fund services for non-eligible youth through programs authorized to provide services to such youth. For example, LWDBs may provide basic labor exchange services under the Wagner-Peyser Act to any youth. LWDBs should refer individuals deemed ineligible for the WIOA Youth program to other workforce development programs based on their needs.

Local Operating Procedures

Local operating procedures help local areas further define and clarify how programs will be operated locally and are unique to each LWDB. Each LWDB must establish local requirements governing youth eligibility and enrollments. The procedures must, at a minimum:

- Identify the acceptable eligibility documents and the method of storage (electronic or hard-copy case files). OPS-39 provides a complete listing of eligibility documentation staff refers to when determining eligibility. All documentation is stored on the ATLAS Electronic Filing System.
- Outline the LWDB's policy regarding how the local area will determine when an

individual is basic skills deficient. CSCLM classifies an individual as Basic Skills Deficient as cited in DEO Administrative Policy 95 and OPS-39 Attachment A, when the individual has English, reading, writing or computing skills at or below the 8th grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test. CSCLM determines this by assessing using a generally accepted standardized test (CASAS for testing (pre and post), in conjunction with school records.

- Identify a referral process for non-WIOA eligible youth to receive services. Per CSCLM sub-recipient policy and Scope of Work, once eligibility assessment is completed and the participant is determined to be ineligible for WIOA services, Eckerd will provide guidance and referral to CSCLM and community partners for services available. Many workforce investment opportunities exist for youth in the CSCLM area, including but not limited to: paid work experience, traditional occupational skills training, on the job training, internships, mentoring and soft skills workshops.

State and Local Monitoring

Services and activities provided under WIOA must be monitored by DEO no less than annually for compliance with WIOA requirements pursuant to WIOA sec. 185(c). DEO will monitor the requirements outlined in this policy and LOPs. Additionally, LWDBs must establish local monitoring policies and procedures that include, at a minimum:

- Roles of the employer, participant, and LWDB staff.
- Local monitoring procedures of youth eligibility and enrollment activities to ensure that all parties are, and remain in, compliance with federal and state laws, as well as state and local policies and procedures.

LWDBs must ensure youth service providers agree to cooperate with monitoring requirements conducted by the state and/or LWDB and adhere to all other applicable local, state, and federal rules and regulations.

DEFINITIONS

Age of Compulsory School Attendance – WIOA sec. 129(a)(5) and sec. 1003.21, F.S., states that all children who are either six years of age, will be six years old by February 1 of any school year, or are older than six years of age but who have not attained the age of 16 years, must attend school regularly during the entire school term. A student who attains the age of 16 years during the school year is not subject to compulsory attendance beyond the date the student attains that age if they file a formal declaration of intent to terminate school enrollment with the school district.

Attachment to Workforce - Is ineligible for UI but has been employed for a duration of 12 weeks within the past 12 months. When an applicant is not eligible for or has exhausted an entitlement to unemployment compensation, for eligibility purposes, they can meet the eligibility criteria if they had been employed for a duration sufficient to demonstrate to the

LWDB, an attachment to the workforce, but are not eligible due to insufficient earnings or having performed services for an employer that was not covered under a state unemployment compensation law. To document that the applicant meets the eligibility criteria under this condition, a work history shall be used to document their attachment to the workforce.

Documentation – Physical evidence that is obtained through the verification process, including written confirmation by an authorized agency or organization of one or more WIOA eligibility criteria, and which reflects the individual's status as of the date of registration for such eligibility criteria.

Dropout – An individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent. Section 1003.01(9)(c), F.S., further defines a “dropout” as a student who has withdrawn from school but has not transferred to another public or private school or enrolled in any career, adult, home education, or alternative education.

English Language Learner – An individual who has limited ability in reading, writing, speaking, or comprehending the English language, and whose native language is a language other than English, or who lives in a family or community environment where a language other than English is the dominant language.

Foster Care – A temporary arrangement in which adults provide for the care of a child or children whose birthparent is unable to care for them.

General Announcement of Layoff - Where an employer has made a general announcement that the business will close within 180 days or an employer has made a general announcement that the business will close, LWDB will act on strategies pursuant to OPS-08 Rapid Response policies to determine status of closure i.e. WARN, Non-Warn TAA or Natural and Other Disasters.

Homeless – An individual who meets the criteria set forth in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6)), or a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a (2))). The criteria generally provides that individuals who qualify lack a fixed, regular, and adequate nighttime residence and includes an individual who:

- 1) Is sharing the housing of other persons due to loss of housing, economic hardship, or similar reason;
- 2) Is living in a motel, hotel, trailer park, or campground due to the lack of alternative adequate accommodations;
- 3) Is living in an emergency or transitional shelter;
- 4) Is abandoned in a hospital;
- 5) Is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting;

- 6) Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodation for human beings; or
- 7) Is a migratory child living in circumstances described in this definition.

Migratory Child – A child who is, or whose parent or spouse is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, in order to obtain, or accompany such parent or spouse, in order to obtain, temporary or seasonal employment in agricultural or fishing work – has moved from one residence to another residence and from one school district to another due to economic necessity.

Offender – An adult or juvenile who:

1. Is or has been subject to any stage of the criminal justice process, and for whom services under WIOA may be beneficial; or,
2. Requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

Participant – For the WIOA Title I Youth program, a participant is a reportable individual who has satisfied all applicable program requirements for the provision of services, including eligibility determination, an objective assessment, and development of an individual service strategy, and received one of the 14 WIOA Youth program elements identified in WIOA sec. 129(c)(2).

Reportable Individual – An individual who has taken action that demonstrates an intent to use program services and who meets specific reporting criteria of the program, including:

- c) Individuals who provide identifying information; (2) Individuals who only use the self-service system; or (3) Individuals who only receive information-only services or activities.

Self-sufficiency/low Income for Adults and Dislocated Workers

1. **Low Income for ADULTS:** Earning a rate of pay at the local wage sufficiency rate as determined by DEO or less than 200% of the Metro Lower Living Standard Income Level based on family size.
2. **Dislocated Workers:** Earning a rate of pay representing the hourly equivalent at 80% of the layoff wage.
3. **Employed Worker:** Reference OPS-68 Custom Business Training, which allows the Region to increase the skill levels of the existing workforce to meet the needs of the employer, to leave no worker behind in obtaining and retaining employment opportunities, and to continuously foster economic growth.

Significant Misdemeanor – A misdemeanor as defined by federal law (specifically, one for which the maximum term of imprisonment authorized is one year or less but greater than five days) and that meets the following criteria:

- Regardless of the sentence imposed, is an offense of domestic violence; sexual abuse or exploitation; burglary; unlawful possession or use of a firearm; drug distribution or trafficking; or, driving under the influence; or,

- If no offense is listed above, is one for which the individual was sentenced to time in custody of more than 90 days. The sentence must involve time to be served in custody, and therefore does not include a suspended sentence.
- The time in custody does not include any time served beyond the sentence for the criminal offense based on a state or local law enforcement agency honoring a detainer issued by United States Immigration and Customs Enforcement. Notwithstanding the above, the decision whether to defer action in a particular case is an individualized, discretionary one that is made taking into account the totality of the circumstances. Therefore, the absence of the criminal history outlined above, or its presence, is not necessarily determinative, but is a factor to be considered in the unreviewable exercise of discretion. Department of Homeland Security retains the discretion to determine that an individual does not warrant deferred action on the basis of a single criminal offense for which the individual was sentenced to time in custody of 90 days or less.

Additionally, not more than five (5) percent of the individuals assisted under this section may be persons who would be covered individuals, except that the persons are not low-income individuals.

Youth will be prepared for post-secondary educational opportunities or employment. Programs and services will link academic and occupational learning. Youth Program Service Providers will have strong ties to employers.

Services provided to youth must also include tutoring, study skills training and instruction leading to completion of secondary school (including dropout prevention); alternative school services; mentoring by appropriate adults; paid and unpaid work experience (such as internships and job shadowing); occupational skills training; leadership development; and appropriate supportive services. The following services as stated in WIOA section 681.460 will be made available to all Youth participants:

- Tutoring
- Alternative Secondary School Services
- Paid and Unpaid Work Experiences
- Occupational Skill Training
- Education offered concurrently with and in the same context as Workforce Preparation Activities
- Leadership Development Opportunities
- Supportive Services
- Adult Mentoring
- Follow Up Services
- Comprehensive Guidance and Counseling
- Financial Literacy Education
- Entrepreneurial Skills Training
- Labor Market Information
- Transition Activities to Post-Secondary Education and Training

If summer programs are provided to youth, the summer employment opportunities must be linked to academic and occupational learning. The mix of year-round and summer activities is left to local discretion and CareerSource Citrus Levy Marion does not maintain a separate appropriation for a “summer” program.

Unemployed as a Result of General Economic Conditions – Defined as lack of occupational opportunities for employed and self-employed individuals when a natural disaster occurs in the area of residence or reasonable distance. Individuals should provide documentation that verifies they were employed at the time of the natural disaster for documentation purposes.

Unlikely to Return to Previous Occupation or Industry – As described under Dislocated Worker, unlikely to return constitutes a lack of occupation or industry in the local area due to economic downturn or industry has relocated outside the reasonable distance of travel. CSCLM will work with local labor market information provided by business partners to determine occupations that have been affected by an economic downturn along with statistical, demand and turnover data. Each case will be determined on a case by case basis dependent upon local labor market information and business needs.

OFFICIAL SIGNATURE

Thomas E. Skinner, Jr.
Chief Executive Officer

EVP Coord:

CareerSource Citrus Levy Marion is an equal employer/program. Auxiliary aids and services are available upon request to individuals with disabilities and in Spanish. All voice telephone numbers on this website may be reached using TTY/TDD equipment via the Florida Relay System at 711. If you need accommodations, call 800-434-5627, ext. 7878 or email accommodations@careersourceclm.com. Please make request at least three business days in advance. Additionally, program information may be made available in Spanish upon request. A proud partner of the American Job Center network.



RECORD OF ACTION/APPROVAL

Executive Meeting, Wednesday, March 1, 2023
Career Center Committee Meeting, Tuesday, February 7, 2023

TOPIC/ISSUE:

Approval of FleetForce Truck Driving School as an eligible training provider AND approval of Commercial Truck Driving training programs in partnership with the College of Central Florida.

BACKGROUND:

All education entities that wish to be listed on CareerSource CLM's Area Targeted Occupation List (ATOL) must submit a Training Provider Application that includes performance data for each of the training programs they would like listed on the ATOL pursuant to CLM policy *OPS-28 Area Targeted Occupation List*.

POINTS OF CONSIDERATION:

FleetForce Truck Driving School has submitted the required documentation requesting Commercial Truck Driving training program listed on the ATOL.

STAFF RECOMMENDATIONS:

Approve FleetForce Truck Driving School as an approved training provider in LWDB 10 and approve the CDL program in partnership with the College of Central Florida based on local need and add the Commercial Truck Driving. Also list Commercial Truck Driving training program as an approved program for the College of Central Florida.

COMMITTEE ACTION:

David Benthussen made a motion to approve FleetForce Driving School as a training provider and to add the CDL program in partnership with CF to the ATOL. Lanny Mathis seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

**Executive Meeting
Wednesday, March 1, 2023**

TOPIC/ISSUE:

Budget/Expenditure summary report for period 7/1/22-12/31/22

BACKGROUND:

The budget is updated for changes in revenue and expenditure. The attachment is a summary of the budget and actual expenditure.

POINTS OF CONSIDERATION:

The report provides the status of spending for planning purposes.

STAFF RECOMMENDATIONS:

Approve the Budget/Expenditure report.

COMMITTEE ACTION:

BOARD ACTION:

BUDGET - CSCLM																										
PY 2022 (JULY 2022 - JUNE 2023)																										
	3/1/2023		9/30/23		12/31/23	6/30/23	3/31/2024	12/31/22		9/30/23	12/31/23	12/31/22	6/30/23	9/30/23	6/30/23	6/30/23	6/30/23	6/30/23	6/30/23	6/30/23	6/30/23					
	ADULT	YOUTH	TAA	DISL WORKER	LVER	RURAL	Re-Entry Nav	HURRICANE IAN	YTH BUILD 4	WAGNER PEYSER	VETERAN DVOP	SUMMIT	WTP	SNAP	MOBILE REPAIR	RECOVERY NAVIGATOR	UNITED HEALTH	YOUTH BUILD 3	RAPID RESPONSE	APPRENTICESH NAVIGATOR	RWB 6	REA	UN-RESTR	TOTAL		
REVENUE																										
P.Y. 2022 CONTRACTS	1,208,208	1,150,624	28,318	767,457	-	62,500	-	100,903	844,712	162,606	-	140,000	1,369,016	327,789	10,000	-	99,992	-	80,494	62,500	5,481	226,309	-	6,646,909		
CARRYFORWARD	191,650	165,948	-	339,986	30,887	-	95,967	-	-	45,471	31,262	-	771,091	72,617	-	101,121	-	254,232	37,852	-	-	97,779	463,211	2,699,074		
INCENTIVES/SUPPLEMENTAL	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
TRANSFER	729,000	-	-	(729,000)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
TOTAL REVENUE	2,128,858	1,316,472	28,318	378,443	30,887	62,500	95,967	100,903	844,712	208,077	31,262	140,000	2,140,107	400,406	10,000	101,121	99,992	254,232	118,446	62,500	5,481	324,088	463,211	9,345,984		
EXPENDITURES																										
TOTAL ITA	46.35%																									
TRAINING:																										
ITA %	48%			30%																						
ITA/TRAINING	370,000	-	3,595	2,000	-	27,941	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	403,536	
OJT	25,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25,000	
EMPLOYED WORKER	25,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25,000	
INTERNSHIPS	50,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50,000	
TRAINING SUPPORT	10,000	-	-	2,000	-	1,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	13,000	
TRAINING STAFF	338,879	-	-	55,653	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	394,532	
TOTAL TRAINING	818,879	-	3,595	59,653	-	28,941	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	911,068	
OPERATING:																										
SUPPORTIVE SVS.	4,000	181,476	-	3,000	-	-	-	-	90,320	-	-	-	255,805	-	-	-	-	-	-	-	-	-	-	-	534,601	
DIRECT CHARGE (STAFF)	-	-	-	-	-	-	57,628	25,700	-	-	-	-	432,577	92,740	-	42,021	-	-	53,003	27,278	-	57,791	-	-	783,737	
ECKERD	15,000	584,524	-	30,000	-	-	-	88,883	-	-	-	-	-	-	-	-	-	85,080	27,658	-	-	-	-	-	831,145	
DEO STAFF TRAVEL	-	-	-	-	2,000	-	-	-	-	3,000	6,000	-	-	-	-	-	-	-	-	-	-	-	-	-	11,000	
OPERATING	-	-	-	-	2,000	-	-	17,302	-	10,000	8,000	118,300	-	-	4,593	-	3,000	-	-	-	-	-	-	-	195,375	
TOTAL OPERATING	19,000	766,000	-	33,000	4,000	-	57,628	43,002	179,203	13,000	14,000	118,300	688,382	92,740	4,593	42,021	88,080	27,658	53,003	27,278	-	57,791	32,180	-	2,360,857	
PROGRAM SUPPORT:																										
FACILITIES	30,986	77,430	1,194	12,968	7,859	-	9,204	7,026	5,481	62,113	10,891	-	74,338	15,388	-	9,204	-	8,994	3,162	2,740	5,481	11,593	-	-	355,251	
PROGRAM	128,493	135,219	-	14,760	613	4,438	6,595	27,482	12,979	-	-	-	105,566	14,222	704	6,444	-	-	8,128	4,183	-	1,778	-	-	-	471,603
INFORMATION TECHNOLOGY	98,037	103,169	-	11,262	468	3,386	6,743	5,031	20,968	1,521	1,638	-	80,545	10,851	537	4,917	-	-	6,202	3,192	-	1,357	-	-	-	359,822
OUTREACH	68,615	72,206	-	7,882	328	2,370	3,521	14,675	5,784	1,146	-	-	56,372	7,595	376	3,441	-	-	4,340	2,234	-	949	-	-	-	251,834
BUSINESS	151,817	-	-	17,439	-	5,244	-	7,792	32,470	12,797	-	-	284,494	16,804	832	7,614	-	-	9,604	4,942	-	2,101	-	-	-	553,950
SELF SERVICES	117,461	-	-	13,493	-	4,057	-	6,028	25,122	9,901	-	-	220,112	13,001	644	5,991	-	-	7,430	3,824	-	1,625	-	-	-	429,590
CAREER SERVICES	204,615	-	-	23,504	-	7,068	-	10,501	43,762	17,248	-	-	383,432	22,648	1,122	10,262	-	-	12,944	6,661	-	2,831	-	-	-	746,597
TOTAL PROGRAM SUPPORT	800,023	388,023	1,194	100,706	9,068	26,563	15,947	46,495	169,960	122,342	13,675	-	1,204,859	100,508	4,216	47,773	-	8,994	51,810	27,777	5,481	22,234	-	-	3,167,648	
TOTAL EXPENDITURES	1,637,902	1,154,023	4,789	193,359	13,068	55,504	73,575	89,497	349,163	135,342	27,675	118,300	1,893,241	193,248	8,809	89,794	88,080	36,652	104,812	55,054	5,481	80,025	32,180	-	6,439,573	
ADMIN POOL	153,516	31,125	418	14,730	953	5,065	6,552	8,259	15,649	10,571	2,233	11,584	178,744	17,824	863	8,201	8,625	495	9,871	5,391	-	7,279	3,151	-	601,101	
GENERAL POOL	58,508	11,862	159	5,614	363	1,931	2,497	3,148	5,954	4,029	851	4,415	68,122	6,793	329	3,126	3,287	189	3,762	2,055	-	2,774	1,201	-	190,976	
TOTAL INDIRECT COST RATE	212,024	42,988	577	20,343	1,316	6,996	9,049	11,406	21,613	14,600	3,085	15,999	246,866	24,618	1,191	11,327	11,912	684	13,634	7,446	-	10,053	4,352	-	692,079	
BALANCE	278,932	119,461	22,952	164,740	16,503	(0)	13,344	(0)	473,936	58,135	502	5,701	0	182,541	0	(0)	0	216,897	0	0	0	234,010	426,679	-	2,214,332	
INDIRECT RATE CALCULATION																										
DIRECT TOTAL COSTS	1,637,902	1,154,023	4,789	193,359	13,068	55,504	73,575	89,497	349,163	135,342	27,675	118,300	1,893,241	193,248	8,809	89,794	88,080	36,652	104,812	55,054	-	80,025	32,180	-	6,434,092	
LESS: LEASES	(55,196)	(70,172)	(523)	(9,940)	(3,338)	(3,775)	(6,670)	(5,159)	(10,151)	(27,386)	(4,867)	-	(67,913)	(11,226)	-	(6,042)	-	(3,940)	(4,006)	-	-	(5,694)	-	-	(296,000)	
SUBAWARD (ECKERDS)	(15,000)	(766,000)	-	(33,000)	-	-	-	-	(179,203)	-	-	-	-	-	-	-	-	(27,658)	-	-	-	-	-	-	(1,020,861)	
TOTAL MTDC	1,567,706	317,851	4,266	150,420	9,729	51,729	66,905	84,338	159,809	107,954	22,808	118,300	1,825,328	182,022	8,809	83,752	88,080	5,054	100,806	55,054	-	74,331	32,180	-	5,117,231	

BUDGET/EXPENDITURES SUMMARY 7/1-12/31/22							
Fund	Contract	Budget	Expenditures	Balance	% Spent	% ITA	WEX
ADULT	ITA/Training	370,000	63,730.60	306,269.40	17.22%		
	99OJT	25,000	3,439.48	21,560.52	13.76%		
	Employed Worker	25,000	1,830.00	23,170.00	7.32%		
	Internships	50,000	13,169.64	36,830.36	26.34%		
	Training support svcs.	10,000	2,437.02	7,562.98	24.37%		
	Training staff	338,879	114,720.74	224,158.26	33.85%		
	Eckerd	15,000	7,526.58	7,473.42	50.18%		
	Sup Svcs./Operating	4,000	2,973.33	1,026.67	74.33%		
	Admin	153,516	52,003.11	101,512.89	33.87%		
	General	58,508	18,508.63	39,999.37	31.63%		
	Overhead	769,037	317,601.83	451,435.17	41.30%		
	Facilities	30,986	16,867.88	14,118.12	54.44%		
	Unobligated	278,932	-	278,932.00	0.00%		
		2,128,858	614,808.84	1,514,049.16	28.88%	35.42%	
DW	ITA/Training	2,000	-	2,000.00	0.00%		
	Training support svcs.	2,000	-	2,000.00	0.00%		
	Training staff	55,653	45,411.49	10,241.51	81.60%		
	Eckerd	30,000	14,836.57	15,163.43	49.46%		
	Admin	14,730	15,413.93	(683.93)	104.64%		
	General	5,614	5,486.04	127.96	97.72%		
	Overhead	88,340	103,455.00	(15,115.00)	117.11%		
	Operating/SS	3,000	1,285.02	1,714.98	42.83%		
	Facilities	12,366	6,731.86	5,634.14	54.44%		
	Unobligated	164,740	-	164,740.00	0.00%		
		378,443	192,619.91	185,823.09	50.90%	25.63%	
Rural	ITA/Training	27,941	11,258.40	16,682.60	40.29%		
	Training support svcs.	1,000	-	1,000.00	0.00%		
	Admin	5,065	2,466.01	2,598.99	48.69%		
	General	1,931	877.69	1,053.31	45.45%		
	Overhead	26,563	13,829.07	12,733.93	52.06%		
		62,500	28,431.17	34,068.83	45.49%		
Wagner	Admin	10,843	6,642.14	4,200.86	61.26%		
Peyser	General	4,132	2,364.03	1,767.97	57.21%		
	Overhead	63,013	44,767.10	18,245.90	71.04%		
	Operating	10,000	2,393.74	7,606.26	23.94%		
	Facilities	62,113	33,812.26	28,300.74	54.44%		
	Staff trv	3,000	239.60	2,760.40	7.99%		
	Unobligated	54,976	-	54,976.00	0.00%		
		208,077	90,218.87	117,858.13	43.36%		
SNAP	Admin	17,824	11,943.44	5,880.56	67.01%		
	General	6,793	4,250.84	2,542.16	62.58%		
	Overhead	85,120	68,678.03	16,441.97	80.68%		
	Facilities	15,388	8,376.57	7,011.43	54.44%		
	Staff	92,740	47,535.63	45,204.37	51.26%		
	Unobligated	182,541	-	182,541.00	0.00%		
		400,406	140,784.51	259,621.49	35.16%		

BUDGET/EXPENDITURES SUMMARY 7/1-12/31/22							
Fund	Contract	Budget	Expenditures	Balance	% Spent	% ITA	WEX
WTP	Sup. Svs.	255,805	86,872.52	168,932.48	33.96%		
	Admin	178,744	69,195.44	109,548.56	38.71%		
	General	68,122	24,627.62	43,494.38	36.15%		
	Overhead	1,130,521	440,163.98	690,357.02	38.93%		
	Facilities	74,338	40,544.13	33,793.87	54.54%		
	Staff	432,577	230,927.30	201,649.70	53.38%		
			2,140,107	892,330.99	1,247,776.01	41.70%	
Hurricane Ian	Admin	8,722	8,721.68	-	100.00%		
	General	3,104	3,104.16	0.00	100.00%		
	Overhead	42,645	42,644.85	(0.00)	100.00%		
	Facilities	3,825	3,824.91	-	100.00%		
	Staff	25,411	25,411.46	-	100.00%		
	Operating	17,196	17,195.94	-	100.00%		
			100,903	100,903.00	-	100.00%	
DVOP	Admin	2,233	1,581.87	651.13	70.84%		
	General	851	563.01	287.99	66.16%		
	Overhead	2,785	3,619.96	(834.96)	129.98%		
	Operating	8,000	3,853.88	4,146.12	48.17%		
	Facilities	10,891	5,928.62	4,962.38	54.44%		
	Staff travel	6,000	4,624.25	1,375.75	77.07%		
	Unobligated	502	-	502.00	0.00%		
			31,262	20,171.59	11,090.41	64.52%	
LVER	Admin	953	581.72	371.28	61.04%		
	General	363	207.04	155.96	57.04%		
	Overhead	1,409	1,494.72	(85.72)	106.08%		
	Operating	2,000	849.51	1,150.49	42.48%		
	Facilities	7,659	4,169.16	3,489.84	54.43%		
	Staff travel	2,000	929.88	1,070.12	46.49%		
	Unobligated	16,503	-	16,503.00	0.00%		
			30,887	8,232.03	22,654.97	26.65%	
Apprenticeship Navigator	Admin	5,391	2,247.22	3,143.78	41.68%		
	General	2,055	799.82	1,255.18	38.92%		
	Overhead	25,037	12,857.05	12,179.95	51.35%		
	Facilities	2,740	1,491.71	1,248.29	54.44%		
	Staff	27,277	8,975.34	18,301.66	32.90%		
			62,500	26,371.14	36,128.86	42.19%	
TAA	Training	3,595	3,595.00	-	100.00%		
	Admin	418	403.55	14.45	96.54%		
	General	159	143.63	15.37	90.33%		
	Facilities	1,194	650.24	543.76	54.46%		
	Unobligated	22,952	-	22,952.00	0.00%		
			28,318	4,792.42	23,525.58	16.92%	

BUDGET/EXPENDITURES SUMMARY 7/1-12/31/22							
Fund	Contract	Budget	Expenditures	Balance	% Spent	% ITA	WEX
Rapid Response	Admin	9,871	2,600.10	7,270.90	26.34%		
	General	3,762	925.41	2,836.59	24.60%		
	Overhead	48,648	15,719.05	32,928.95	32.31%		
	Facilities	3,162	1,644.71	1,517.29	52.01%		
	Staff	53,003	11,152.37	41,850.63	21.04%		
		118,446	32,041.64	86,404.36	27.05%		
Recovery Navigator	Admin	8,201	8,099.52	101.48	98.76%		
	General	3,126	2,882.73	243.27	92.22%		
	Overhead	38,569	46,421.47	(7,852.47)	120.36%		
	Facilities	9,204	5,010.64	4,193.36	54.44%		
	Staff	42,021	32,781.70	9,239.30	78.01%		
		101,121	95,196.06	5,924.94	94.14%		
Reentry Navigator	Admin	6,552	3,628.97	2,923.03	55.39%		
	General	2,497	1,291.60	1,205.40	51.73%		
	Overhead	6,743	3,333.57	3,409.43	49.44%		
	Facilities	9,204	5,010.64	4,193.36	54.44%		
	Staff	57,628	29,572.85	28,055.15	51.32%		
	Unobligated	13,343	-	13,343.00	0.00%		
		95,967	42,837.63	53,129.37	44.64%		
Unrestricted	Admin	3,151	5,261.81	(2,110.81)	166.99%		
	General	1,201	1,872.75	(671.75)	155.93%		
	Operating	32,180	51,853.88	(19,673.88)	161.14%		
	Unobligated	426,680	-	426,680.00	0.00%		
		463,212	58,988.44	404,223.56	12.73%		
Youth Buid #4	Admin	15,649	2,694.32	12,954.68	17.22%		
	General	5,964	958.95	5,005.05	16.08%		
	Eckerd	88,883	34,066.30	54,816.70	38.33%		
	Eckerd Sup. Svs.	90,320	29,710.00	60,610.00	32.89%		
	Facilities	5,481	2,983.44	2,497.56	54.43%		
	Overhead	164,479	-	164,479.00	0.00%		
	Unobligated	473,936	-	473,936.00	0.00%		
		844,712	70,413.01	774,298.99	8.34%		
Youth Build #3	Admin	495	609.75	(114.75)	123.18%		
	General	189	217.02	(28.02)	114.83%		
	Eckerd	27,658	21,043.16	6,614.84	76.08%		
	Facilities	8,994	4,895.89	4,098.11	54.44%		
	Unobligated	216,896	-	216,896.00	0.00%		
		254,232	26,765.82	227,466.18	10.53%		
Summit	Admin	12,004	12,004.35	-	100.00%		
	General	4,273	4,272.52	-	100.00%		
	Operating	118,300	118,300.00	-	100.00%		
	Unobligated	5,423	-	5,423.00	0.00%		
		140,000	134,576.87	5,423.00	96.13%		

BUDGET/EXPENDITURES SUMMARY 7/1-12/31/22							
Fund	Contract	Budget	Expenditures	Balance	% Spent	% ITA	WEX
Youth	Admin	31,125	36,484.67	(5,359.67)	117.22%		
	General	11,862	12,985.40	(1,123.40)	109.47%		
	Eckerd	584,524	282,268.19	302,255.81	48.29%		
	Eckerd Sup. Svs.	181,476	42,528.79	138,947.21	23.43%		
	Overhead	310,593	290,633.73	19,959.27	93.57%		
	Facilities	77,430	18,852.85	58,577.15	24.35%		
	Unobligated	119,462	-	119,462.00	0.00%		
		1,316,472	683,753.63	632,718.37	51.94%		11.87%
REA	Admin	7,279	7,312.52	(33.52)	100.46%		
	General	2,774	2,602.63	171.37	93.82%		
	Overhead	10,641	42,252.80	(31,611.80)	397.08%		
	Facilities	11,593	6,311.12	5,281.88	54.44%		
	Staff	57,791	28,087.50	29,703.50	48.60%		
	Unobligated	234,010	-	234,010.00	0.00%		
		324,088	86,566.57	237,521.43	26.71%		
United Health	Admin	8,625	-	8,625.00	0.00%		
	General	3,287	-	3,287.00	0.00%		
	Eckerd	85,080	-	85,080.00	0.00%		
	Operating	3,000	-	3,000.00	0.00%		
		99,992	-	99,992.00	0.00%		
RWB 6	Operating	5,481	-	5,481.00	0.00%		
Mobile Repair	Operating	4,592	-	4,592.00	0.00%		
	Admin	863	-	863.00	0.00%		
	General	329	-	329.00	0.00%		
	Overhead	4,216	-	4,216.00	0.00%		
		10,000	-	10,000.00	0.00%		
Total Budget		9,345,984	3,350,804	5,995,180	35.85%	33.07%	11.87%



RECORD OF ACTION/APPROVAL

Executive Committee Meeting, Wednesday, March 1, 2023
Career Center Committee Meeting, Tuesday, February 7, 2023

TOPIC/ISSUE:

Release of the Invitation to Negotiate (ITN) for One Stop Operator services.

BACKGROUND:

Pursuant to the Workforce Innovation and Opportunity Act all local workforce development boards are required to procure a One Stop Operator as defined in the WIOA Final Regulations section 678.600 through 678.635. CareerSource will not compete under an ITN, therefore we will release an ITN to procure services.

POINTS OF CONSIDERATION:

Procurement standards require that all service provider contracts are opened for bid at minimum every four years. This ITN will solicit proposals for the execution of the determined roles and responsibilities of the One Stop Operator as defined and approved by the Executive Committee and full board. The awarded contract will be for a one (1) year term renewable up to three terms.

The ITN is scheduled for Public Notice on March 9th and 10th, 2023. Other relevant dates are:

- ITN Release: March 13, 2023
- Expression of Interest due: March 23, 2023
- ITN full submission due: April 27, 2023

STAFF RECOMMENDATIONS:

Requesting approval for authority to release the One Stop Operator ITN on March 13, 2023 after the appropriate Public Notice period of March 9th and 10th.

COMMITTEE ACTION:

Lanny Mathis made a motion to approve the release of the One Stop Operator ITN. Pat Reddish seconded the motion. Motion carried.

BOARD ACTION:



Enterprise Center
3003 SW College Road, Suite 205
Ocala, FL 34474-6252

Phone: 352-873-7939
Fax: 352-873-7910
www.careersourceclm.com

One Stop Operator

Directions for Completion and Submittal

Invitation to Negotiate

Public Notice: March 9, 2023

ITN Release Date: March 13, 2023

Expression of Interest (EOI) Due: March 23, 2023

Notification of Qualification: March 30, 2023

Question & Answer Period: March 31, 2023 – April 13, 2023

Posting of Questions and Answers: March 31, 2023 – April 13, 2023

ITN Submission Due: April 27, 2023

Staff Review: April 28, 2023 – May 5, 2023

Management Team Interviews: May 8, 2023 – May 12, 2023

Executive Committee Action: May 31, 2023

Final Board Action: June 7, 2023

Initial Contract Period: July 1, 2023 – June 30, 2024

PURPOSE:

CareerSource Citrus Levy Marion (hereafter referred to as CSCLM) issues this Invitation to Negotiate (ITN) to solicit innovative approaches to One Stop operations under the provisions of the Workforce Innovation and Opportunity Act in Local Workforce Development Area 10 which is made up of Citrus, Levy, and Marion Counties. CSCLM intends to be as inclusive as possible in the solicitation. The aim is to receive a wide variety of innovative proposals that best meet the needs of the area at large.

The Workforce Innovation and Opportunity Act (WIOA, Public Law 113-128) provides the framework for a national workforce preparation system that is flexible, responsive, customer-focused and locally managed. In Citrus, Levy, and Marion counties, CSCLM envisions a system that meets the needs of residents and businesses alike. The goal of programs under the Act is to increase employment, job retention, earnings and develop the work potential of the residents within our counties.

DESCRIPTION OF CSCLM ONE STOP SYSTEM:

CSCLM delivers all programs and services to customers through its One Stop System with exception of Youth services. This system is developed around both a “physical front door” and through “electronic access”. The system includes connectivity between the various partners and service providers to create a no wrong door approach to service delivery. The goal of the One Stop System is to provide full-service, staffed sites, offering services which assist individuals in obtaining employment through an individualized mix of core employment and training-related activities. This ITN is focused on coordination of services and operation of the One Stop career centers in our three counties.

CSCLM reserves the right to select none of the Responses made to this ITN. Nothing obligates CSCLM to pay the cost of Response preparation and submission. Final contract approval with the selected organization(s) for operational services will be subject to negotiation.

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PART I: GENERAL INSTRUCTIONS

Deadline for Receipt of Responses

Full Responses to this ITN must be **received by 4:00 p.m., April 27, 2023**. Responses received after that date and time will not be considered. Please note the time-table listed on the front page of these instructions. Crucial dates to remember are:

Expression of Interest Due: March 23, 2023

ITN Submission Due: April 27, 2023

Electronically transmitted documents will not be accepted. Respondents are responsible for ensuring that Responses meet all the requirements set forth in this ITN, and for ensuring that Responses are received on time.

Where to Mail EOI and Full ITN Responses & Number of Copies Needed:

Submit **one (1) original (marked “Original”)** and **one (1) electronic copy on a flash drive** to:

**Cathy Galica
CareerSource Citrus Levy
Marion
3003 SW College Road, Suite
205
Ocala, Florida 34474**

Contract Period

Any response submitted should be based upon a one-year period of performance. Contracts will be renewable up to a total of a four-year period of time (three renewals after initial contract), based upon performance, and will be renegotiated annually.

One Stop System

A list of current Career Centers and Participating Partners is noted in Attachment 3. The One Stop Operator will work under the direction of the local workforce development board and will work closely with partner programs and agencies to coordinate a cohesive 'system' that involves all programs and partners extending beyond workforce-only services.

Technical Questions

Any technical questions regarding how to respond to any portion of this ITN should be directed to cgalica@careersourceclm.com. All questions will be gathered, answered, and distributed to all interested and qualifying parties via email. Only qualifying parties will receive responses after the Expression of Interest period. **Questions will not be answered on an individual basis.**

One Stop Center Review

Career Center reviews/tours will be made available to interested and qualified respondents. Respondents that wish to review the Career Centers must state so in their Expression of Interest letter. Times and dates of requested reviews will be mutually decided upon between the respondent and CSCLM management.

Who May Apply

All governmental and non-governmental agencies, whether operated for profit or nonprofit, may apply as well as consortiums of multiple agencies. If a consortium is applying, one agency must be labeled as the lead agency. Each respondent must be a legally recognized entity that has received appropriate licenses prior to submittal of the response.

Exception: 20 CFR 678.600 (d) Elementary schools and secondary schools are not be eligible as one-stop operators, except that nontraditional public secondary school such as a night school, adult school, or an area career and technical education school may be selected.

No response will be accepted from an entity if it has not been pre-qualified during the **Expression of Interest** period and if:

- The entity has been debarred, suspended, or otherwise determined to

- be ineligible to receive funds by an action of any governmental agency; or
- The entity has not complied with an official order of any agency of the State of Florida or the United States Department of Labor to repay disallowed costs incurred during its conduct of projects or services; or
- The entity's previous contract(s) with the CSCLM have been terminated for cause; or
- The entity's name appears on the State's convicted vendor list; or
- The entity appears on the Scrutinized Companies that Boycott Israel list or is engaged in a boycott of Israel,
- The entity appears on the Scrutinized Companies with Activities in Sudan List
- The entity appears on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List
- The entity is engaged in business operations in Cuba or Syria
- The entity appears on the convicted vendor list following a conviction for a public entity crime
- The entity appears on the state's discriminatory vendor list
- For any other good and just causes.

Profit charged by private for-profit entities must be fair and reasonable. Such profit will be reviewed in conjunction with the requirements of 2 CFR Section 200.323 U.S. Office of Management and Budget.

Each organization that submits a response must be capable of supporting its own operation. Payment is made on a performance driven/cost reimbursement basis after the organization(s) selected submits invoices.

Invoicing is anticipated to be on a quarterly basis.

Authorized Signatures and Primary Contact

The individual who is legally authorized to submit the Response for the respondent must sign the response.

If a single response is submitted on behalf of more than one organization, a lead agency should be designated by all parties to provide all the information requested in this section.

Expression of Interest (EOI) Evaluation

Expression of Interest documents will be reviewed by CSCLM staff.

Prior to the continuation in the ITN process, a full determination will be made about each respondent and will include the follow components:

- Evidence of adequate financial resources or the ability to obtain them;
- A qualified management team;
- The ability to meet the program design specifications at a reasonable cost;
- A satisfactory record of past performance in related areas;
- A satisfactory record of business ethics, integrity, and fiscal accountability;
- The necessary organizational experience and operational controls;
- The technical skills to perform the work;
- Quantifiable performance history in workforce development;
- Thorough understanding of the Workforce Innovation and Opportunity Act and applicable regulations

The respondent is responsible for including information in the Expression of Interest that will allow CSCLM staff to evaluate these matters. All respondents will be notified of their qualification status on **March 30, 2023**.

ITN Evaluation

The Review Tool that the Workforce staff will be using to perform the review and rating is included as Attachment 5 in this ITN packet.

The review of the written response to this ITN will be conducted by CSCLM staff with completion scheduled for **April 28, 2023 – May 5, 2023**. All respondents who are considered to be responsive to the ITN directions may be scheduled for Management Team interviews at CSCLM's discretion. These will occur **May 8, 2023 – May 12, 2023**, if required.

Results of the review process will be presented to the CSCLM Executive Committee and is scheduled for completion **May 31, 2023**.

Final selection will be presented at the Board Meeting on **June 7, 2023**.

Cost Reimbursement/Performance Based Contract

CSCLM intends to award a cost reimbursement/performance-based contract(s) to one or more organization(s) that provide operation services. The final contract(s) will contain:

- Provisions for contract cancellation or re-negotiation based on the performance and level of service provided.

- Expected measurable performance goals.
- Details how funds will be tied to services rendered.

Monitoring of performance against outcome measures will be conducted annually by CSCLM's third party monitoring firm. Failure to achieve desired outcomes may result in contract cancellation or re-negotiation.

Method of Solicitation

Request for Proposals (RFP) are based on a defined level of service with cost being a primary factor in contract awards.

Section 287.057 of the Florida Statutes provides that in certain circumstances where an agency determines "that an invitation to bid or an RFP will not result in the best value", it can opt to use an Invitation to Negotiate (ITN).

Because the decision making process will be a review of overall quality and value of each proposal, an Invitation to Negotiate will allow for us to achieve the goals of the Board and to interview the proposed operator team's key staff as part of our selection process so that we can make a decision based on overall ratings.

Stevens Amendment

The CareerSource Citrus Levy Marion One Stop Operator requirement under WIOA Section 121(d) is supported by the Employment and Training Administration of the U.S. Department of Labor as part of an award totaling \$8,090,111.00 with no percentage financed from non-governmental sources.

Appeal Procedures

Any organization that submits a Response to CSCLM will receive fair and unbiased consideration.

In accordance with the CSCLM regulations, respondents who are denied funding have the right to appeal. The following steps must be taken for organizations to appeal funding decisions.

Submit a letter of protest addressed to:

Brandon Whiteman, Chair
CareerSource Citrus Levy Marion
Enterprise Center
3003 SW College Rd, Suite 205
Ocala, FL 34474

Within ten (10) days of the final decision.

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PART II

Expression of Interest Package

PART II: EXPRESSION OF INTEREST PACKAGE

A pre-qualification review will be conducted regarding all expression of interest respondents for the One Stop Operator services sought through this ITN.

This Expression of Interest Package must be submitted in its entirety.

CONTENTS OF PACKAGE:

Cover Page: (Attachment 1)

- Include Legal Corporate Name and DBA if applicable
- Corporate Address and Telephone number

Certifications: (Attachment 2)

- Drug-Free Workplace Certification
- Debarment & Suspension Certification
- Certification Regarding Lobbying Activities
- Sworn Statement on Public Entity Crimes

Additional Documentation:

- Letter stating your interest
- List of officers and members of the Board of Directors if applicable

Business Papers:

For Private Incorporated Organizations:

- Copy of the most recent annual/audit report on file with the appropriate state agency, or
- Copy of Articles of Incorporation and Charter Number
- State of Incorporation

For Private Unincorporated Organizations:

- Copy of appropriate business or occupational license

For Non-Profit Organizations:

- Copy of the most recent audit report or
- Copy of Articles of Incorporation and Charter Number
- State of Incorporation

Qualifications of Business:

- Resumes of Management and top Supervision Staff (Local and Corporate) that will be actively engaged.
- Summary (no longer than 4 pages, 12 font) of Business involvement in providing operational services as they relate to the contents of this ITN. List dates and locations.
- Supporting documentation as proof of ability to operate workforce programs. Include letters of recommendation from any workforce boards in which you may currently or have provided operational services.
- Listing of Organizational Experience, resume format.
- Organizational Chart that details flow, parent company, support levels.

EXPRESSION OF INTEREST DUE DATE: March 23, 2023 4:00 pm

SUBMISSION DUE DATE: April 27, 2023 4:00 pm

PART III

ITN

INSTRUCTIONS

**PART III: WORKFORCE INNOVATION and OPPORTUNITY ACT
ONE STOP OPERATOR
FULL ITN RESPONSE PACKAGE**

Program Parameters and Description of Services Sought

WIOA Section 121(d) establishes the requirement for the procurement of One Stop Operators in the workforce system. 20 CFR, Subpart D - sections 678.500 – 678.635 establishes the parameters of duties for such operators. It has been the decision of the CSCLM Board, based on these provisions, to seek the following services from the selected One Stop Operator.

- Review, develop, and enhance Memoranda of Understanding (MOU) with partnering programs, agencies and services to establish an integrated workforce 'system' that extends beyond basic workforce services (MOU copy - Attachment 4).
- Coordinate with senior management, key partners, and officials to review program delivery efficiencies and make recommendations of best practices and training options for continuous improvement via quarterly strategy meetings.
- Implementation of the current Strategic Plan into the everyday processes and procedures within the career centers.
- Develop, review and enhance standard operating procedures as they relate to the daily operations of the career centers and their associated programs.
- Provide input on competitive grant narratives for continued program development within the career centers.
- Oversee execution and implementation of developed MOUs within the career centers.
- Perform additional services at the option of the CSCLM board and management as relevant to the operations of the career centers. Additional services may include area skill gap reviews, labor market studies, cross-regional labor market/labor pool studies and comparisons.
- Be willing to coordinate with other workforce development boards and operators for 'regional' planning purposes.
- Review and discuss all recommendations that affect system partners with such partners prior to board review.
- Conduct **in-person** meetings at a minimum:
 - Propose a schedule of meetings at least monthly through-out the year in person or virtually.

- For planning and review sessions each July and August with mandatory and non- mandatory partners
- With the full board for the first meeting of each program year (first quarter of each program year in July, August, or September)
- With Career Center committee in the 3rd quarter of each program year.
- Provide a quarterly report on activities quarterly to be presented to committees and board

Attendance at all Committee meetings either in person when appropriate or virtually.

Format Requirements

Prepare the Response as follows:

Use the same topic headings, in the same order, as described in Response Outline, below.

- Answer all requests for data or information or mark the information “Not Applicable”.
- Use 12-point font.
- Copy all pages and forms on only one side of the page for hardcopy submissions.
- Attach all requested documentation to the back of the Response, and label it clearly.
- Number all pages of the Response, including the attachments.
- Submit an original, marked “Original”, and one (1) electronic copy on a flash drive.
- Response no later than **April 27, 2023 at 4:00 pm.**
- Hardcopy Responses should be clipped and not sent in binders.

WIOA One Stop Operator Response Outline and Required Content

All Responses must follow the outline below.

1. Cover Page

Complete the cover page provided in **Attachment 1.**

2. Table of Contents

Paginate the complete document and provide a table of contents indicating the beginning page for each section and major subsections of the Response, including each attachment. Provide section dividers that relate to the table of contents and submit clipped copies and original. **Do not** have professionally bound or put in 3-ring binders.

3. Response Summary

Summarize the Response, including any unique or innovative aspects that may set your organization and/or your Response apart from others. If the Response represents a joint submittal by more than one agency or organization, list all partners and briefly describe the role of each in service delivery.

4. Budget

The anticipated budget for One Stop Operator Services is \$75,000.00 per year. The budget is negotiable based on proposed services and performance.

List the individual with the authority to negotiate and bind the respondent to a contract. Include: name, title, organization represented, full mailing address, full e-mail address, if available, telephone number, and fax number.

List the individual who is usually available to answer questions about the Response. Include: name, title, organization represented, full mailing address, full e-mail address, telephone number, and fax number.

5. Description of Organization and Staff Qualifications

Describe the organization's mission and history. What does your program intend to accomplish? Additionally, include the following:

- Recommended quarterly goals.
- Explanation of contributing factors of all coordinating organizations if your response includes more than one organization.
- How your organization will financially support the costs of the program until a reimbursement can be requested for actual program expenditures.
- A list of five references that includes agencies and individuals with first-hand knowledge about the organization's performance in regards to organizational operation. Each reference should include a current address and telephone number.

6. Work Plan, including plans for each of the following:

Describe how the organization will coordinate service delivery through CSCLM's One Stop centers and with the other employment and training partners in the three-county workforce area.

7. Goals/Objectives and Performance Levels:

Provide a narrative description of the goals that your program plans to address as well as how you plan to satisfy the deliverable listed in section III Program Parameters and Description of Services Sought.

8. Facilities:

Where will the program operate?

The operation of programs currently take place in Ocala, Lecanto and Chiefland. ***It is important to note that it is not assumed that One Stop Operator staff must occupy physical space within our One Stop career centers. All responses should state whether their proposal requires physical office space full-time, part-time or on an itinerate basis.***

9. Experience:

Outline your experience in facilitating workforce operations, programs and partnering agencies/programs. Provide a brief description, funding sources, and performance information. If you have not operated a One Stop career center in the past, outline programs that provide similar services in which you have been involved over the last three years.

10. Budget Narrative:

Provide an overall hourly rate and an estimate of total hours for services rendered based on your work plan. Final budgets will be developed during the negotiation period after final selection.

11. Reasonableness of Cost

Package is due no later than 4:00 pm on April 27, 2023.

PART IV

Attachments

ATTACHMENT 1

Cover Page

Organizational Information
Cover Page

Legal Organization Name: _____

Address: _____

Federal Tax ID Number (FEID): _____

Florida Tax ID Number: _____

Unemployment Insurance Number _____

Dun and Bradstreet Number: _____

CAGE Number (if applicable): _____

Primary Contact: _____

Title: _____

Phone Number: _____

E-Mail Address: _____

FOR WORKFORCE BOARD STAFF USE ONLY

Date Received: _____ **Time Received:** _____

Received by: _____

ATTACHMENT 2

Certifications

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER MATTERS

1. The prospective primary participant certifies to the best of its knowledge and belief, that it, and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction by any federal department or agency;
 - b. Have not within a three (3) year period preceding this Response been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or Contract under a public transaction; violation of federal or state anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicated for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in 1b. above, of this certification; and
 - d. Have not, within a three (3) year period preceding this application/Response had one or more public transactions (federal, state, or local) terminated for cause or default.
2. That if the prospective primary participant is unable to certify to any statements in this certification, such prospective primary participant shall attach an explanation to the Response.

Name & Title of Authorized Representative

Signature

Date

**CERTIFICATION REGARDING
LOBBYING**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal Contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal Contract, grant, loan, or cooperative agreement.
2. If any other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification can be included in the award documents for all subawards at all tiers (including Subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Contractor/Name of Certifying Official

Signature of Certifying Official

Date

CERTIFICATION REGARDING A DRUG-FREE WORKPLACE

I, _____, an authorized representative of the Contractor do hereby make the following certification with respect to the execution of responsibilities assigned to the WORKFORCE by the Workforce Innovation and Opportunity Act and WAGES, and the Drug-Free Workplace Act of 1988. The Contractor will:

- a. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace and specifying action that will be taken against employees for violation of such prohibition;
- b. Establish a drug-free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace;
 2. The Contractor's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs; and
 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- c. Make it a requirement that each employee to be engaged in the performance of the Contract be given a copy of the statement required by paragraph (a) of this certification;
- d. Notify the employees in the statement required by paragraph (a) of this certification that, as a condition of employment under the grant, the employee will:
 1. Abide by the terms of the statement; and
 2. Notify the Contractor of any criminal drug statute conviction, for a violation occurring in the workplace, no later than five (5) days after such conviction; and
- e. Notify the WORKFORCE within ten (10) days after receiving notice under this subparagraph (d) (2), from an employee or otherwise receiving actual notice of such conviction;
- f. Take one of the following actions, within 30 days of receiving notice under the subparagraph (d)(2), with respect to any employee who is so convicted:
 1. Take appropriate personnel action against such an employee, up to and including termination; or

- 2. Require such employee to participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, Local health, law enforcement, or other appropriate agency;
- g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

The Contractor shall insert in the space provided below the site(s) for the performance of work done in connection with the specific Contract.

Place of Performance (street address, city, state, zip code and county)

Contractor _____

Street Address _____

City, State, ZIP Code _____

County _____

Signature of Certifying Official

Date

**SWORN STATEMENT UNDER SECTION 287/133(3)(A),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

**(To be signed in the presence of a notary public or
other officer authorized to administer oaths.)**

STATE OF

COUNTY OF

Before me, the undersigned authority, personally appeared _____, who, being by me first duly sworn, made the following statement:

**The business address of (Contractor) _____
_____ is _____
_____.**

**My relationship to (Contractor) _____
_____ is _____ (relationship
such as sole proprietor, partner, president, vice-president).**

- 3. I understand a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or Contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.**
- 4. I understand "convicted" or "conviction" is defined by the statute to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.**
- 5. I understand "affiliate" is defined by the statute to mean (1) a predecessor or successor of a person or a corporation convicted of a public-entity crime, or a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.**

6. Neither the Contractor nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the Contractor nor any affiliate of the Contractor has been convicted of a public entity crime subsequent to July 1, 1992.

(Draw a line through paragraph 6 if paragraph 7 below applies.)

7. There has been a conviction of a public entity crime by the Contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the Contractor who is active in the management of the Contractor or an affiliate of the Contractor. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vender list. The name of the convicted person or affiliate is _____

A copy of the order of the Division of Administrative Hearings is attached to this statement.

(Draw a line through paragraph 7 if paragraph 6 above applies.)

Signature/Date: _____

Sworn to and subscribed before me in the state and county first

mentioned above on the _____ day of _____, 200_____.

Notary Public

(affix seal)

Notary Public Printed Name

ATTACHMENT 3

List Of Current Centers And Participating Partners

	Lecanto	Chiefland	Ocala (14th Street)
WIOA Adult and Dislocated Worker Programs	x	x	x
Migrant and Seasonal Farm Worker Programs	referral	referral	referral
Indian and Native American Programs	referral	referral	referral
Job Corps	referral	referral	referral
Youth Services	x	x	x
Wagner-Peyser Programs	x	x	x
Adult Education	referral	referral	referral
Post-secondary Vocational Education	referral	referral	referral
Vocational Rehabilitation	referral	referral	referral
Older Worker Programs	referral	referral	x
Veterans Employment and Training Programs	x	x	x
Community Service Block Grant Activities	referral	referral	referral
Employment and Training Activities carried out by the Department of Housing and Urban Development	referral	referral	referral
Re-employment Insurance Programs	x	x	x
Food Stamp Employment and Training	x	x	x
Supportive Service-Child and Transportation	x	x	x
Employer Services - OJT; CWEX; WOTC; Employed Worker etc.	x	x	x
Welfare Transition	x	x	x
Staffing Services	referral	referral	referral

ATTACHMENT 4

Memorandum of Understanding Template

MEMORANDUM OF UNDERSTANDING

Between

Citrus Levy Marion Regional Workforce Development Board, Inc.
DBA CareerSource Citrus Levy Marion
And

1. **Purpose of this Memorandum of Understanding**

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between the local Workforce Development Board, in this case, CareerSource Citrus Levy Marion (CSCLM) and the Career Center Partners. This Act requires specific programs to make their services available through a one-stop delivery system and encourages increasing access through additional partnerships with optional partners. Additionally, WIOA requires CSCLM and the One-Stop system partners to establish an agreement concerning the operations of the one-stop system and to establish the framework for providing services to employers, employees, job seekers and others needing workforce services.

Florida's one-stop delivery system, the CareerSource Network, is a locally-driven system which develops strategic partnerships and provides streamlined and integrated programs and services to the businesses and citizens of Florida.

Florida's strategic vision for WIOA implementation will be realized by accomplishing these three goals:

- Enhance alignment and market responsiveness of workforce, education and economic development systems through improved service integration that provides businesses with skilled, productive, and competitive talent and Floridians with employment, education, training, and support services that reduce welfare dependence and increase opportunities for self-sufficiency, high-skill and high-wage careers and lifelong learning.
- Promote accountable, transparent, and data-driven workforce investment through performance measures, monitoring and evaluation that informs strategies, drives operational excellence, leads to the identification and replication of best practices and empowers an effective and efficient workforce delivery system.
- Improve career exploration, educational attainment and skills training for in-demand industries and occupations for Florida youth that lead to enhanced employment, career development, credentialing and post-secondary education opportunities.

These objectives will be accomplished locally by providing all customers access to high- quality career centers within a one-stop system that connects them with the full range of services available in their communities, whether they are customers seeking to find jobs, build basic educational or occupational skills, earn a postsecondary certificate or degree, or obtain guidance on how to make career choices, or are businesses and employers seeking skilled workers.

The purpose of this MOU is to establish or enhance a cooperative working relationship between CSCLM and to define our respective roles and responsibilities in achieving the policy objectives.

2. **System Partners**

MOUs will be developed with system partner programs that are provided physically within the center, provided through cross-training of partner staff, or provided through direct linkage from technology. The partner programs and targeted population programs available in CSCLM will be:

Locally Operated by CSCLM through agreement with DEO

- WIOA Title I Adult, Dislocated Worker and Youth*
- WIOA Title III Wagner-Peyser*
- Veterans Employment and Training*
- Trade Act*
- Unemployment* (Primarily provided at State level)
- Temporary Assistance for Needy Families*
- Supplemental Nutrition Act Program (SNAP)

Locally Operated by CSCLM through agreement with DOL

- YouthBuild*

MOU Provided at State Level

- WIOA Title II Adult Education and Literacy*
- WIOA Title IV Vocational Rehabilitation*
- Carl Perkins Career and Technical Education*

MOU with CSCLM

- Title V Older Americans Act aka SSCEP*
- Job Corps*
- Community Action Agencies*
- Housing Authorities*
- Agencies serving individuals with disabilities
- Agencies serving youth with barriers to employment
- Early Learning Coalitions

- Homeless Continuum of Care organizations
 - Veteran Agencies
 - Economic Development
 - Support Service Providers
 - Others as determined to be beneficial to serving both employers and job seekers.
- * denotes those that are “required” partners

3. One-Stop System Description

As designated by CareerSource Florida on behalf of the Governor, CSCLM is the local workforce board and the regional planning area, under Title I of the WIOA. Currently CSCLM has been provided permission to provide and act as the One-Stop Operator and Career Services Provider.

The CSCLM area consists of the counties of Citrus, Levy and Marion with Career Centers located in Lecanto, Chiefland, and Ocala. The Ocala Career center located at 2703 NE 14th Street is the comprehensive center for CSCLM. A professional placement center is located at the College of Central Florida Campus in Ocala for specialized recruitment and placement of professionals throughout the region and in partnership with our training partners. CSCLM also has two mobile units to assist in providing services to remote and rural areas within the region.

All of our centers provide seamless access to workforce programs for both the job seeker and the employer. Our system is linked through Employ Florida, the State’s talent matching system, to provide a system wide approach for job seeking and job placement.

Our centers provide access to a multitude of services that can be obtained through either self-service or with assistance from staff. By blending and weaving our various funding streams we are able to provide services to customers without pushing a customer from program to program but handling in a customer driven manner based on individual strategies.

The One-Stop System is the result of the partnerships developed within our region that links the programs and services provided at the Career Centers and at other partner locations that provide the full complement of services needed by our customers.

This MOU will increase our ability to serve mutual customers, reduce duplication of efforts and expand our abilities to provide services throughout the One-Stop System either in one of our Career Centers, electronically at your location, or as an affiliate site.

4. General Responsibilities of One-Stop System Partners:

- The One-Stop System partner agrees to participate in joint planning, plan development, and modification of activities to result in:

- Continuous partnership building;
- Continuous planning responsive to State and Federal requirements;
- Responsive to specific local and economic conditions including employer needs;
- Solutions to common data collection and reporting needs;
- Make available to customers through the One-Stop System the services that are applicable to the partners programs
- Participate in the operation of the One-Stop System consistent with the agreed upon “service integration” following in the next part, number 5
- Participate in capacity building and staff development activities
- Insure that all partners and staff are cross-trained to understand programs and specific “service integration” goals as specified in the next part, number 5

5. Service Integration Plan and Goals:

CSCLM and

agree to the following:

6. Resource and Cost Sharing

This MOU between CSCLM and is an
agreement of

7. Data Access and Sharing

To facilitate integration of services, partners are encouraged to provide cross-access or protected information from systems of customer data within the applicable federal and state privacy laws and regulations governing the partner programs. All state and federal confidentiality regulations regarding the creation, maintenance and/or use of records shall be in effect. Client records and/or information may be shared among partners subject to these confidentiality requirements. Data sharing arrangements will be included in section 5.

Client information shall be shared solely for the purpose of eligibility, enrollment, referral, or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

8. Access for Individuals with Barriers to Employment

All One-Stop system partners will ensure access for individuals with barriers to employment and will offer priority for services to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient for individualized career services and training services

funded with WIOA adult funds.

9. Non-Discrimination

As required by federal and state law, participating agencies will assure that no person shall be discriminated against in consideration for or receipt of partner agency services and/or employment based upon sex, disability, race, color, age, religion, national origin, political affiliation, belief, veteran status, familial status, sexual orientation, gender identity, pregnancy, or genetic information.

The One-Stop system partner will assure compliance with the Americans with Disabilities Act of 1990, and its Amendments, which prohibits discrimination on the basis of disability, as well as applicable regulations and guidelines issued pursuant to the ADA.

Partners agree to comply fully with the WIOA, Title VII of the civil rights act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities, and The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and 29 CFR Part 37 and all other regulations implementing the aforementioned laws.

10. Duration, Modification, and Termination of the Partner MOU

It is mutually understood that this MOU shall not become effective until signed. This MOU shall remain in effect until modified, extended or terminated in accordance with this section. However, this MOU shall be reviewed every two (2) years. This MOU may be amended at any time in writing and will be effective when signed by both entities.

Either party may cancel its participation in whole or in part at any time with thirty (30) days written notice.

11. Signatures

Approved for Citrus Levy Marion Regional Workforce Development Board, Inc.:

Approved for:

By: _____

Name: Thomas E. Skinner, Jr.

Title: Chief Executive Officer

Date: _____

By: _____

Name: _____

Title: _____

Date: _____

By: _____

Name: Carl Zalak, Jr.

Title: Chair, CLMWDC

Date: _____

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by using TTY/TDD equipment via the Florida Relay Service at 711. If you need accommodations, call 1-800-434-5627 ext. 7878 or e-mail accommodations@careersourceclm.com three business days in advance. A proud member of the American Job Center network.

Attachment 5

Proposal Scoring Matrix

