

Please be reminded pursuant to Section 3 of Article XIII of the Bylaws, no member of the Board shall cast a vote on any matter on which he or she has a conflict of interest as defined by federal or state law. Upon discovery of an actual or potential conflict of interest, the Board Member shall promptly disclose the actual or potential conflict of interest, promptly file a written statement of disqualification, shall withdraw from any further participation in the transaction involved, and shall abstain from voting on the matter. In the event of such disclosure or abstention, Article XII Section 3 shall govern the voting requirements on such matter.

Board Meeting Agenda

September 18, 2025 – 3.00 p.m.

Hampton Inn

11780 State Road 54, Odessa, FL 33556

or Join via Microsoft Teams

Call to order Charles Gibbons, Chair

Opening Remarks

1. Introduction of New Directors (Charles Gibbons) Page 3

Public Comments

No requests from the public were received during the allotted time period published in the Public Notice on the CareerSource Pasco Hernando website.

Consent Agenda

There are no items for the Consent Agenda.

Action Items

1. Minutes from June 5, 2025, Board Meeting (Charles Gibbons) Page 4
2. Internship Funding for Pasco EDC (Jerome Salatino) Page 11
3. AmSkills, Inc. Sponsorships (Jerome Salatino) Page 12
4. Hope Services Sponsorships (Jerome Salatino) Page 13
5. Bay Area Manufacturers Association Sponsorship (Jerome Salatino) Page 14
6. North Tampa Bay Chamber Sponsorship (Jerome Salatino) Page 15
7. Renewal of Extended Training Providers PY 2025-2026 (Jerome Salatino) Page 16
8. Regional Apprenticeship Coordination (Jerome Salatino) Page 57
9. Approval of CSPH New Policies and Revisions (Jerome Salatino) Page 58
10. WIOA Youth Training Services (Jerome Salatino) Page 117
11. Updated VR MOU (Jerome Salatino) Page 119

Information Items

1. Minutes from August 14, 2025, Executive Committee Meeting (Charles Gibbons) .. Page 131
2. Financial Reports (Theresa Miner) Page 135
3. Letter Grades (Jerome Salatino) Page 141
4. Special Projects Update (Jerome Salatino) Page 144
5. Task Force Creations (Jerome Salatino) Page 147

Board Chair Comments

CEO Comments

Adjournment

OPENING REMARKS

Introduction of New Directors

The following individuals have been appointed to the Pasco-Hernando Workforce Board of Directors:

Stefanie Pontlitz

- Pontlitz Asset Advisors
- Appointed on August 16, 2025
 - Previously served under the Labor/Apprenticeship Sector
- Representing Pasco County
- Business Sector

Timothy Hellmers

- Department of Veterans Affairs – James A Haley VA
- Appointed on August 26, 2025
- Representing Pasco County
- Labor/Apprenticeship Sector

Aaron Deberry

- Rhodes Academy
- Appointed on August 26, 2025
- Representing Hernando
- Non-Board Member

No action is required.

ACTION ITEM 1
Approval of Minutes

In accordance with Article X, Section 1 of the approved bylaws, the Board is required to keep correct and complete minutes of the proceedings of any Board or Committee meeting.

Draft minutes of the June 5, 2025, Board Meeting are presented for review. Any modifications should be requested prior to approval.

FOR CONSIDERATION

Approval of June 5, 2025, Board Meeting Minutes, to include any modifications or changes noted by the Board.

Pasco-Hernando Workforce Board, Inc.
Board Meeting Agenda - DRAFT
June 05, 2025 – 3:00PM

Meeting Location: Hampton Inn
11780 State Road 54,
Odessa, FL 33556
OR ***Virtually via Microsoft Teams***

Board Members Attending: Mark Earl, Dana Cutlip, Keven Barber, Beth Galic, Charles Gibbons, John Howell, Hope Kennedy, Nils Lenz, Paul Micklow, Joelle Neri, Lori Romano, Gary Steele, Cami Leech Florio, Cindy Bray, Robert Fuerst

Board Members Absent: Turner Arbour, Lindsey Hack, Lee Middleton, Tom Mudano

Staff Attending: Nicole Beverley, Brenda Gause, Theresa Miner, Jerome Salatino, Kenneth Russ, and Jessica Weightman

Others Attending: The Hogan Law Firm - Jarrod Prater, Workforce Solution – Terri Clark

Quorum Present? Yes

Call to Order: The meeting was called to order at 3:01 p.m. by Chair, Charles Gibbons.

Public Comments

No public comments were received.

Consent Agenda

There were no items on the Consent Agenda.

Action Item 1 – Minutes from March 06, 2025, Board Meeting

The Board reviewed the minutes from the March 6, 2025, Board meeting. All Directors were in agreement that the minutes correctly reflected the actions from that meeting.

MOTION was made by Lori Romano to approve the March 6, 2025, Board meeting minutes.

MOTION was seconded by John Howell. Motion carried 15-0.

Action Item 2 – Youth Provider Contract – Hope Services

The Board reviewed the request to move forward with an annual contract with the option to renew for up to two 1-year periods, contingent upon continuing successful performance and funding availability.

Because Cindy Bray represents Hope Services on the Pasco-Hernando Workforce Board of Directors, a 2/3 vote was required.

Cindy Bray declared a conflict and abstained from the vote. A conflict-of-interest disclosure form was submitted after the meeting.

MOTION was made by Beth Galic to contract with Hope Services to serve as a WIOA Youth Services Provider in the amount of up to \$300,000 with the option to increase the award based on performance or availability of additional funding.

MOTION was seconded by Gary Steele. Motion carried 14-0.

Action Item 3 – Youth Provider Contract – AmSkills, Inc.

The Board reviewed the request to move forward with an annual contract with the option to renew for up to two 1-year periods, contingent upon continuing successful performance and funding availability.

Because Tom Mudano represents AmSkills, Inc. on the Pasco-Hernando Workforce Board of Directors, a 2/3 vote was required.

Tom Mudano declared a conflict and was absent from the vote. A conflict-of-interest disclosure form was submitted after the meeting.

Lori Romano declared a conflict and abstained from the vote. A conflict-of-interest disclosure form was submitted after the meeting.

MOTION was made by Hope Kennedy to contract with AmSkills, Inc. to serve as a WIOA Youth Services Provider in the amount of up to \$200,000 with the option to increase the award based on performance or availability of additional funding.

MOTION was seconded by Joelle Neri. Motion carried 14-0.

Action Item 4 – AmSkills, Inc. Sponsorship

The Board reviewed the request to support AmSkills, Inc. through sponsorship request to support a series of workshops designed to bring together local nonprofit and community partners to explore strategic alignment opportunities in workforce development efforts throughout Pasco County.

Because Tom Mudano represents AmSkills, Inc. on the Pasco-Hernando Workforce Board of Directors, a 2/3 vote was required.

Tom Mudano declared a conflict and was absent from the vote. A conflict-of-interest disclosure form was submitted after the meeting.

Lori Romano declared a conflict and abstained from the vote. A conflict-of-interest disclosure form was submitted after the meeting.

MOTION was made by Cami Leech Florio to for approval to support and authorize a total sponsorship amount not to exceed \$5,000 for the 2025-2026 program year, which is to include the \$1,000 sponsorship for June 2025.

MOTION was seconded by Mark Earl. Motion carried 14-0.

Action Item 5 – NCPEP Contract Renewal and Budget Modification

The Board reviewed the request to approve Amendment No. 13 to the agreement with Gulf Coast Jewish Family and Community Services, Inc. Amendment No. 13 to the agreement has been drafted for Program Year 2025–2026. This amendment includes a revised budget (Attachment A) and an updated Scope of Work (Attachment B). The revised scope outlines benchmarks for serving a minimum of 600 non-custodial parents and includes performance targets for employment, wage growth, job retention, child support payment compliance, and credential attainment.

MOTION was made by Hope Kennedy to approve Amendment No. 13 to the agreement with Gulf Coast Jewish Family and Community Services, Inc. for the 2025-2026 program year.

MOTION was seconded by John Howell. Motion carried 15-0.

Action Item 6 – IT Services Provider Contract

The Board reviewed the request to approve the contract renewal with Ryman, Inc. (CTS) for IT Services. The agreement may be renewed for four additional terms under the same terms and conditions and in the sole discretion of PHWB. The First Addendum reflects the proposed renewal, extending the term through June 30, 2029. All terms, including compensation and termination provisions, will remain consistent with the original contract. The annual compensation rate shall remain unchanged as set forth in Section 4 and Exhibit B of the Original Agreement. The annual cost of IT services has been budgeted in the current and projected operating budgets and remains consistent with the previously approved rate structure.

MOTION was made by Joelle Neri to approve the contract renewal with Ryman, Inc. for IT Services, at a total contract amount of \$180,527.

MOTION was seconded by Beth Galic. Motion carried 15-0.

Action Item 7 – Training Provider Renewal

The Board reviewed the request to approve 20 schools and/or institutions to continue as providers for the 2025-2026 program year.

MOTION was made by Lori Romano to approve the 20 training providers to continue as providers for the 2025-2026 program year.

MOTION was seconded by Lindsey Hack. Motion carried 15-0.

Action Item 8 – Training Provider Agreement for Keiser University

The Board reviewed a request to approve Keiser University as a training provider for the 2025-2026 program year with maximum dollar amount set as \$250,000.00, and the request to approve the execution of the Training Provider Agreement.

Because Charles Gibbons represents Keiser University on the Pasco-Hernando Workforce Board of Directors, a 2/3 vote was required.

Charles Gibbons declared a conflict and abstained from the vote. A conflict-of-interest disclosure form was submitted after the meeting.

MOTION was made by Hope Kennedy to approve Keiser University as a training provider for program year 2025-2026 and to execute the Training Provider Agreement.

MOTION was seconded by Cami Leech Florio. Motion carried 14-0.

Action Item 9 – Training Provider Agreement for AmSkills, Inc.

The Board reviewed a request to approve AmSkills, Inc. as a training provider for the 2025-2026 program year with maximum dollar amount set as \$250,000.00, and the request to approve the execution of the Training Provider Agreement.

Because Tom Mudano represents AmSkills, Inc. on the Pasco-Hernando Workforce Board of Directors, a 2/3 vote was required.

Tom Mudano declared a conflict and was absent. A conflict-of-interest disclosure form was submitted after the meeting.

Dr. Lori Romano declared a conflict and abstained from the vote. A conflict-of-interest disclosure form was submitted after the meeting.

MOTION was made by Gary Steele to approve AmSkills, Inc. as a training provider for program year 2025-2026 and to execute the Training Provider Agreement.

MOTION was seconded by Beth Galic. Motion carried 14-0.

Action Item 10 – Training Provider Agreement for Marchman

The Board reviewed a request to approve Fred K. Marchman as a training provider for the 2025-2026 program year with maximum dollar amount set as \$250,000.00, and the request to approve the execution of the Training Provider Agreement.

Because Dr. Lori Romano represents Pasco County Schools on the Pasco-Hernando Workforce Board of Directors, a 2/3 vote was required.

Dr. Lori Romano declared a conflict and abstained from the vote. A conflict-of-interest disclosure form was submitted after the meeting.

MOTION was made by Joelle Neri to approve Fred K. Marchman as a training provider for program year 2025-2026 and to execute the Training Provider Agreement.

MOTION was seconded by Hope Kennedy. Motion carried 14-0.

Action Item 11 – Training Provider Extension

The Board reviewed the request to approve to extend the training providers, Pasco-Hernando State College, Rasmussen and UMA, as authorized providers through September 30, 2025, to continue as providers for the 2025-2026 program year, pending completion of all remaining documentation.

MOTION was made by Cami Leech Florio to approve to extend the training providers Rasmussen, UMA, and Pasco-Hernando State College as authorized training providers through September 30, 2025 for the 2025-2026 program year, pending completion of all remaining documentation.

MOTION was seconded by Mark Earl. Motion carried 15-0.

Action Item 12 – Officer Confirmations

The Board reviewed a request to approve the Pasco-Hernando Workforce Board of Directors officer confirmations for program year 2025-2026. Charles Gibbons will continue in his role as Board Chair. Joelle Neri will continue in her role as Vice Chair. Mark Earl will continue in his role as the Treasurer/Secretary. This will be Charles Gibbons last year serving as Board Chair.

MOTION was made by Hope Kennedy to approve the Pasco-Hernando Workforce Board of Directors officer confirmations for program year 2025-2026.

MOTION was seconded by John Howell. Motion carried 15-0.

Action Item 13 – Committee Appointments

The Board reviewed a request to approve the Pasco-Hernando Workforce Board of Directors committee appointments for program year 2024-2025. Members of the Executive Committee were confirmed as follows: Board Chair Charles Gibbons, Vice Chair Joelle Nei, Treasurer/Secretary Mark Earl, and Paul Micklow. Members of the Audit and Finance Committee were confirmed as follows: Chair Mark Earl, Joelle Neri, Lori Romano, and Tom Mudano. Members of the Nominating Committee were confirmed as follows: Chair Turner Arbour, Lori Romano, and John Howell.

MOTION was made by Hope Kennedy to approve the stated committee appointments for program year 2025-2026 with an effective date of July 1, 2025.

MOTION was seconded by Beth Galic. Motion carried 15-0.

Action Item 14 – Meeting and Operations Schedule FY 2025-2026

The Board reviewed the proposed Board and Committee meeting schedule for fiscal year 2025-2026. The schedule includes holiday closure, staff meetings, operation hours, and one-stop center locations.

MOTION was made by Mark Earl to approve the meeting and operations schedule for fiscal year 2025-2026.

MOTION was seconded by Gary Steele. Motion carried 15-0.

Information Item 1 – Minutes from April 24, 2025, Executive Committee Meeting

Charles Gibbons reviewed the Executive Committee Minutes from April 24, 2025.

Information Item 2 – Presentation: Annual Board Training

Jarrod Prater reviewed the annual board training presentation outlining the requirements of not only board members, but the importance of their roles and responsibility, sunshine law, and conflict of interest policy.

Information Item 3 – Financial Reports

Theresa Miner reviewed the Financial Reports for the period of 07/01/2024 through 04/30/2025.

Information Item 4 – Letter Grade Report

Jerome Salatino reviewed the letter grade report for the period of 07/01/2023 through 12/31/2024.

Information Item 5 – Summer Youth Employment Program June 2025

Jerome Salatino provided an update on the upcoming Summer Youth Employment Program for the 2025 year and the anticipated activities and partnerships.

Information Item 6 – One Stop Operator Auto-Renewal Year two of Four

Jerome Salatino provided an update on the activities and work being done by the One-Stop Operator this year.

Information Item 7 – Education and Industry Consortium Report

Jerome Salatino shared the outcomes of the Education and Industry Consortium meeting that took place on March 04, 2025. A quarterly report was provided including an overview of the meeting and the LMI Report.

With no further business to discuss, the meeting adjourned.

ACTION ITEM 2
Internship Funding for Pasco EDC

All contracts with organizations or individuals currently serving as Directors of Pasco-Hernando Workforce Board, Inc. (PHWB) shall require a two-thirds vote of the Board, quorum having been established.

To maintain flexibility in supporting WIOA-eligible participants through internships, on-the-job training, and other employment and training opportunities, staff are requesting Board approval to establish an allocation for the Pasco Economic Development Council (Pasco EDC).

This allocation will be not to exceed \$10,000 per program year for employment and training activities, including internships, on-the-job training, and related opportunities, subject to the availability of funding. The allocation will be effective for the remainder of the current program year (PY 2025–2026) and the upcoming program year (PY 2026–2027), or as long as funding remains available.

Approval of this action item will allow CareerSource Pasco Hernando to continue fostering partnerships that provide valuable work experience opportunities, strengthen the local talent pipeline, and support the workforce needs of area employers.

FOR CONSIDERATION

Recommend the approval of an annual allocation not to exceed \$10,000 for internship and training opportunities in partnership with Pasco EDC for the remainder of PY 2025–2026 and PY 2026–2027, contingent upon funding availability.

ACTION ITEM 3
AmSkills, Inc. Sponsorships

All contracts with organizations or individuals currently serving as Directors of Pasco-Hernando Workforce Board, Inc. (PHWB) shall require a two-thirds vote of the Board, quorum having been established.

To maintain flexibility in supporting regional workforce, community, and industry-partner events that align with PHWB's mission (e.g., workforce development, employer engagement, outreach, and education partnerships), staff request Board approval to authorize multiple sponsorships and outreach activities for the remainder of Program Year 2025–2026 (through June 30, 2026), not to exceed a cumulative total of \$10,000, contingent upon funding availability.

This authorization will allow timely participation in opportunities that promote community engagement, workforce visibility, and alignment with PHWB's strategic priorities, with an emphasis on advancing initiatives in targeted manufacturing and industry sectors.

FOR CONSIDERATION

Recommend the approval of AmSkills, Inc. sponsorships up to a cumulative cap of \$10,000 for the remainder of PY 2025–2026, contingent upon funding availability.

ACTION ITEM 4
Hope Services Sponsorships

All contracts with organizations or individuals currently serving as Directors of Pasco-Hernando Workforce Board, Inc. (PHWB) shall require a two-thirds vote of the Board, quorum having been established.

To maintain flexibility in supporting regional workforce, community, and industry-partner events that align with PHWB's mission (e.g., workforce development, employer engagement, outreach, and education partnerships), staff request Board approval to authorize multiple sponsorships and outreach activities for the remainder of Program Year 2025–2026 (through June 30, 2026), not to exceed a cumulative total of \$10,000, contingent upon funding availability.

This authorization will allow timely participation in opportunities that promote community engagement, workforce visibility, and alignment with PHWB's strategic priorities, including targeted efforts to support persons with disabilities and hardest-to-serve individuals.

FOR CONSIDERATION

Recommend the approval of Hope Services sponsorships up to a cumulative cap of \$10,000 for the remainder of PY 2025–2026, contingent upon funding availability.

ACTION ITEM 5
Bay Area Manufacturers Association Sponsorship

All contracts with organizations or individuals currently serving as Directors of Pasco-Hernando Workforce Board, Inc. (PHWB) shall require a two-thirds vote of the Board, quorum having been established.

Bay Area Manufacturers Association (BAMA) offers a corporate sponsorship program that plays a crucial role in fostering relationships between businesses and organizations in the manufacturing sector. This program provides sponsorships and promotional opportunities and serves as a strategic marketing tool that will enhance CareerSource Pasco Hernando visibility in Pasco and Hernando Counties. The sponsorship will enhance CareerSource Pasco Hernando business outreach to the Manufacturing sector employers in Pasco and Hernando counties.

In support of business outreach to manufacturers businesses in our region, it is asked that Pasco-Hernando Workforce Board fund the Bay Area Manufacturers sponsorship program in the amount of up to \$10,000 each year for two years through 2027.

Formula funds will be used where permitted. It is agreed the BAMA organization will not use sponsorship funds if approved to buy food or alcohol.

FOR CONSIDERATION

Approval to fund the Bay Area Manufacturers Association for sponsorships of business events and provide additional business outreach for the region in the amount of up to \$10,000 each year for two years through 2027.

ACTION ITEM 6
North Tampa Bay Chamber Sponsorship

All contracts with organizations or individuals currently serving as Directors of Pasco-Hernando Workforce Board, Inc. (PHWB) shall require a two-thirds vote of the Board, quorum having been established.

North Tampa Bay Chamber offers an opportunity for business sponsorships that plays a crucial role in fostering relationships between businesses and organizations in the region. The business sponsorship provides a promotional opportunity for additional outreach into the local business community and would serve as a strategic marketing tool to enhance CareerSource Pasco Hernando's visibility in the region. The sponsorship will enhance CareerSource Pasco Hernando's business outreach to the businesses in Pasco and Hernando counties.

In support of business outreach to local businesses in our region, it is asked that Pasco-Hernando Workforce Board fund the North Tampa Bay Chamber sponsorship in the amount of up to \$10,000 each year for two years through 2027.

Formula funds will be used where permitted. It is agreed the North Tampa Bay Chamber organization will not use sponsorship funds if approved to buy food or alcohol

FOR CONSIDERATION

Approval to fund the North Tampa Bay Chamber for sponsorships of business events and provide additional business outreach for the region in the amount of up to \$10,000 each year for two years through 2027.

ACTION ITEM 7
Renewal of Extended Training Providers
PY 2025-2026

Under the Workforce Innovation and Opportunity Act (WIOA), the Pasco-Hernando Workforce Board (d/b/a CareerSource Pasco Hernando) must approve training providers where WIOA funds are used. At the June 5, 2025, meeting, the Board granted temporary extensions for several training providers to allow additional time to complete and submit required documentation.

All necessary documentation has now been received from the institutions, and the training providers remain licensed, in good standing, and aligned with the Regional Targeted Occupations List.

FOR CONSIDERATION

Recommend the approval of the following training providers to continue as providers for the 2025-2026 program year:

- Pasco-Hernando State College
- Rasmussen
- Ultimate Medical Academy



Training Provider Agreement- Renewal

This Training Provider Agreement is by and between **Pasco Hernando Workforce Board, Inc.. d/b/a CareerSource Pasco Hernando**, hereinafter referred to as **CareerSource Pasco Hernando** and Pasco-Hernando State College hereinafter referred to as the Training Provider.

Whereas, CareerSource Pasco Hernando has available funding for certain training of eligible individuals under the Workforce Innovation Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF), Trade Adjustment Act (TAA), Supplemental Nutritional Assistance Program (SNAP), and other special project training funds and;

Whereas, in response to the training needs of youth and unskilled and/or dislocated workers in Pasco and Hernando Counties, CareerSource Pasco Hernando may request from time to time that the Training Provider provide certain prescribed training to eligible individuals referred by CareerSource Pasco Hernando, and;

Whereas, the Training Provider agrees to provide the above referenced training, subject to the terms and conditions set forth hereinafter, and;

Whereas, this Agreement summarizes the agreement of CareerSource Pasco Hernando and the Training Provider as to the training program(s) to be provided to those eligible individuals referred by CareerSource Pasco Hernando staff and accepted by the Training Provider and the operating procedures governing payment for that training program, and;

Whereas, authorized CareerSource Pasco Hernando staff acts as the referral agent for CareerSource Pasco Hernando customers, and;

Whereas, CareerSource Pasco Hernando is authorized to make payment of tuition, fees, materials, supplies, etc.;

Now, therefore, the following General Provisions are hereby agreed to by the parties.

A. STATEMENT OF WORK

1. Eligible individuals referred by CareerSource Pasco Hernando staff to the Training Provider shall be enrolled only in the approved training course(s) and only for the designated period of time specified on the CareerSource Pasco Hernando Individual Training Account Voucher. At no time can the Training Provider allow CareerSource Pasco Hernando student to switch training programs or to extend their training at CareerSource Pasco Hernando cost, without written approval via the issuance of an updated Training Voucher from CareerSource Pasco Hernando and/or its designated contractors.

The tuition charged shall be based on the tuition submitted with the Training Provider's Application, less applicable discounts for these courses. CareerSource Pasco Hernando cannot pay other fees that are not specified in this Agreement or on the Individual Training Account Voucher.

2. For individuals requiring a renewal of their CareerSource Pasco Hernando Individual Training

CareerSource Pasco Hernando is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this website may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. A proud partner of the American Job Center network.

Account Voucher, such voucher shall not be issued until receipt of transcript or an acceptable form of progress report. CareerSource Pasco Hernando students shall be eligible for program completion in accordance with the same standards as the general student population of Training Provider.

3. The Training Provider shall provide the course(s) as specified in the approved Program Description. The Training Provider shall notify CareerSource Pasco Hernando of any changes in the approved Program Descriptions prior to the enrollment of any individual referred by CareerSource Pasco Hernando staff.
4. It is understood and agreed that WIOA customers will receive a comprehensive objective assessment and individual service strategy by CareerSource Pasco Hernando to determine the most appropriate training for each individual. Only those customers determined to be in need of training through this objective assessment will be referred to the Training Provider by CareerSource Pasco Hernando. Neither the Training Provider nor the customer is authorized to enroll the customer into additional training courses or programs without prior written consent of CareerSource Pasco Hernando staff.
5. All CareerSource Pasco Hernando students, regardless of program, but including those students eligible for WIOA or welfare transition assistance, shall not be discriminated against in receipt of such financial aid solely on their status as CareerSource Pasco Hernando customers. CareerSource Pasco Hernando students, including WIOA/welfare transition customers, shall be afforded all the rights, privileges, and benefits available to the general student population of the Training Provider. The Training Provider agrees that each individual referred by the CareerSource Pasco Hernando staff for training will be evaluated for all financial aid eligibility normally available to other students.
6. The Training Provider shall adhere to the Workforce Innovation and Opportunity Act (WIOA) as to the disposition of the Pell Grant for individual customers. Funds received for Pell eligible customers are authorized to be disbursed to the customer and are not required to be reimbursed to CareerSource Pasco Hernando. Students that applied for and received WIOA funding that are also eligible for Pell may utilize Pell funds for other education related expenses as allowable under Title IV regulation, in addition to tuition, with prior discussion and approval of CareerSource Pasco Hernando.
7. The Training Provider will seek and coordinate other funding sources for WIOA students. The Training Provider agrees to notify CareerSource Pasco Hernando staff in writing on a quarterly basis of any financial aid provided to students. It is the responsibility of the Training Provider to provide sufficient oversight to prevent misapplication of funds, which results in double payment of any charges or the utilization of Federal funds when other funds could have been used for the same purpose. The Individual Training Account Voucher will specify the expenses that will be paid for by CareerSource Pasco Hernando funds.
8. The Training Provider acknowledges and understands that remuneration to attract CareerSource Pasco Hernando students is prohibited.
9. The Training Provider understands that this Agreement does not guarantee any referrals, set aside any training vouchers, or budget any funds whatsoever for the approved training programs offered by the Training Provider and covered by this agreement. All decisions regarding the issuance of a training voucher will be made on a case-by-case basis by CareerSource Pasco Hernando, and/or its contractors, taking into consideration the information available, including the assessed

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needs of the potential trainee, geographical location of the training and the residence of the potential trainee, any additional costs of the training to the trainee, etc. Potential trainees requesting specific training from a pre-selected school will be given a list of approved Training

10. Providers who provide the same type of training in order to allow the potential trainee to research each school before making a final decision. The decision to issue a training voucher to any approved training program at any particular Training Provider is at the sole discretion of CareerSource Pasco Hernando and/or its designated contractors.
11. The Training Provider will be required to submit documentation on an annual basis to include current CIE Licensure, FETPIP report, school catalog and schedule or website link, building facility accessibility checklist, and a copy of the current liability insurance.

B. PERFORMACEREPORTING

Training Providers must supply performance information to the Florida Education and Training Placement Information Program (FETPIP). Reporting to FETPIP is a requirement of this Agreement. The Training Provider shall understand that subsequent eligibility will be based, in part, on data reflecting favorable outcomes as verified by FETPIP.

The Training Provider must agree to track, supply and provide all required performance outcomes to include but not limited to: GPA, progress reports, credentials, certificate of completion to email address: trainingprovider@careersourcepascohernando.com Subject line should include subject matter that is being provided.

As a requirement to maintain subsequent eligibility, the Training Provider is responsible for making arrangements and providing FETPIP with the information that FETPIP requires in a timely manner.

The required performance information will be: Required performance information for all students:

- Program completion rates
- Percentage who obtained unsubsidized employment
- Wages at placement in employment

In order to maintain continued eligibility, Training providers are required to meet the following performance requirements:

- A. Employment rate. Each program will maintain a 70% rate of employment for all students that received CareerSource Pasco Hernando funding assistance. This rate will be inclusive of those that did not complete training. Under this requirement both full and part time employment and employment outside the field of training will be considered as a positive outcome.
- B. Completion Rate. Each program completion will maintain a 65% completion rate per training program.
- C. Wage rate. Currently, each training program must meet the minimum entry level wage rate in effect for the applicable period. This wage rate is adjusted annually by the State based on the Florida Price Index in effect for CareerSource Pasco Hernando.
- D. Enrollments for the addition of new training programs are limited to a maximum of 6-10 (to be determined by Upper Management) until performance is established.

C. AGREEMENT PERIOD

This renewal Agreement will become effective on August 22, 2025

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and remain in effect until June 30, 2026 with the option to renew for two additional years as long the Training Provider provides annually; performance data, valid licensures, and updated costs for tuition and fees.

A Related Party Training Provider requires annual approval by the board of directors. Failure to respond to request for previous or current participant information will terminate this Agreement. With exception to the above statement of cancellation, this Agreement may be cancelled at any time by either party with thirty (30) days written notice. In the event of such cancellation, there shall be no interruption in services for customers already enrolled in training.

D. PAYMENT AND DELIVERY

1. Tuition payments will be considered only for those individuals referred to the Training Provider by CareerSource Pasco Hernando as evidenced by a valid CareerSource Pasco Hernando Individual Training Account Voucher. Tuition or other payments will be made to Training Provider only for those individuals enrolled in and receiving training.
2. The Training Provider shall forward to CareerSource Pasco Hernando an original, signed and embossed Individual Training Account Voucher and written invoice for this tuition/fee at the time a student begins training and becomes eligible for invoicing. This invoice is payable to the Training Provider upon receipt in accordance with payment procedures listed below.
3. Training Provider shall refund to CareerSource Pasco Hernando such tuition/fees which are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training, but drop out of courses. Refund payment shall never be made to the student for funds
4. The Training Provider agrees that CareerSource Pasco Hernando shall not incur financial liability for students enrolled prior to receipt of a voucher which bears the signature of authorized personnel working on behalf of CareerSource Pasco Hernando. No verbal authorizations for enrollment into training will ever occur under this agreement.
5. CareerSource Pasco Hernando will make all payments for authorized enrollments prior to the termination of this Agreement.
6. Any changes in the Training Provider's tuition and fees must be submitted in writing with justification to CareerSource Pasco Hernando for approval. Changes must be reviewed and accepted by CareerSource Pasco Hernando prior to implementation.
7. With the executed copy of this Agreement, the Training Provider will supply CareerSource Pasco Hernando with a copy of its written policies concerning refunds, cancellations, and withdrawals. These policies must be applied to CareerSource Pasco Hernando students the same as they would apply to any other student. The Training Provider shall, in conformity with the general refund policies of the Training Vender, refund such tuition, books and fees that are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training but drop out of courses or training. The Training Provider agrees not to accept a voucher that was transferred to any other student.
8. The Training Provider acknowledges and understands that under no circumstance can it hold the student accountable for any program costs that are attributable to this Agreement.
9. Payment Procedure

CareerSource Pasco Hernando is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this website may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. A proud partner of the American Job Center network.

- a) The Training Provider will receive funds based on the information contained on the Individual Training Account Voucher and from the coordination of other funding sources available to the student. The Training Provider will also provide the information to show if the PELL or any other scholarships have been applied for.
- b) To receive reimbursement, the Training Provider must submit to CareerSource Pasco Hernando an official, Individual Training Account Voucher and invoice supported by back up documentation on costs. All invoices with signed copies of vouchers need to be emailed to invoices@careersourcepascohernando.com.
- c) Individual Training Account Vouchers and invoices accepted for payment will generally be paid within thirty (30) days of receipt.
- d) Individual Training Account Vouchers and invoices not accepted for payment will be returned to the Training Provider with an explanation.

E. RECORDS

- 1. The Training Provider shall provide to CareerSource Pasco Hernando staff monthly progress reports indicating both the progress and attendance of CareerSource Pasco Hernando students and signed by the student and instructor or qualified school representative.
- 2. The Training Provider shall notify CareerSource Pasco Hernando staff within 5-10 days of a CareerSource Pasco Hernando student's completion or termination/drop from training program. In such an instance, information concerning the CareerSource Pasco Hernando student's date of employment, wage, job title, CIP code, if known, must also be indicated on the progress report. If the 5-10 business day notification period cannot be met due to extraordinary reasons, it is the responsibility of the Training Provider to communicate this to CareerSource Pasco Hernando and coordinate an alternative option.
- 3. The Training Provider shall provide CareerSource Pasco Hernando contact information to include an email address, a fax and a phone number for a designated representative of the Training Provider who can respond to requests from CareerSource Pasco Hernando's authorized staff for any monthly progress report, attendance information, completion/termination information, transcripts and/or credentials.
- 4. The Training Provider shall take any and all necessary steps to insure the confidentiality of personal information including, name, Social Security Number, Social Security benefit data, date of birth, official State or government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, home address, phone number and medical information of each trainee receiving a CareerSource Pasco Hernando Training Voucher. This information is considered confidential and all applicable confidentiality policies and laws shall apply. The Training Provider shall also have in place an official process for investigating and reporting lost or stolen confidential information. Any infraction of the Federal Privacy Act related to the lost or stolen of confidential information should immediately be reported to CareerSource Pasco Hernando.
- 5. At any time during normal business hours and as often as CareerSource Pasco Hernando, the State of Florida, United States Department of Labor, Comptroller General of the United States, or their designated representative may deem necessary, the Training Provider shall make available all such books, documents, papers, and records (including computer records) which are directly

pertinent to payments made by CareerSource Pasco Hernando to the Training Provider under this agreement, for examination, audit, or for the making of excerpts or copies of such records.

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This provision shall also include timely and reasonable access to the Training Provider's personnel for the purpose of interviews and discussions related to such documents.

F. AUDITS

If applicable, the Training Provider shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations" and any other specific requirements imposed by the Board.

G. ASSIGNMENTS AND SUBCONTRACTS

The Training Provider shall not subcontract, assign or transfer any rights or responsibilities under this agreement or any portion thereof without the written approval by CareerSource Pasco Hernando, unless otherwise authorized by this Agreement. A written subcontract must be presented to CareerSource Pasco Hernando for consideration. In no case shall such consent relieve Training Provider from the obligation under or change the terms of this Agreement unless otherwise provided.

H. TERMINATION FOR CONVENIENCE/DEFAULT

1. As noted in Section C, failure to respond to request for previous or current participant information will terminate this Agreement.
2. CareerSource Pasco Hernando or Training Provider may terminate this Agreement for convenience when it is in the best interest of CareerSource Pasco Hernando or Training Provider. CareerSource Pasco Hernando may suspend this Agreement for the purpose of investigating irregularities under this Agreement. Any termination for convenience or suspension will be preceded by written notice setting forth the effective date of said termination or suspension. The termination/suspension shall be effective as of the date the notice is issued and the Training Provider has thirty (30) days after the effective date to bill for payment. The Training Provider shall be entitled to receive just and equitable compensation for any services performed hereunder through the date of termination or suspension.

In the event of termination for whatever reason, both parties agree to negotiate a plan to ensure an orderly transition for customers in training. If the Training Provider elects to remove themselves from the approved Training Provider list, the Training Provider is required to "train out" any students financially supported by a CareerSource Pasco Hernando Training Voucher under the same provisions that are included in this agreement.

3. If the Training Provider fails to perform, in whole or in part, or to make sufficient progress, so as to endanger performance, CareerSource Pasco Hernando will notify the Training Provider of such unsatisfactory performance. If such unsatisfactory performance continues, CareerSource Pasco Hernando will notify the Training Provider in writing. The Training Provider will have ten (10) working days from receipt of notice in which to respond with a plan agreeable to CareerSource Pasco Hernando to correct said deficiencies.

Upon failure of the Training Provider to respond within the appointed time or failure of the Training Provider to respond with appropriate plans, CareerSource Pasco Hernando will cease enrollments

into the Training Provider's programs until the Training Provider responds with appropriate plans to correct its deficiencies. Should the Training Provider be unable or unwilling to correct its

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performance, CareerSource Pasco Hernando will serve a termination notice which shall become effective within fifteen (15) days after its issuance.

In the event of such termination, CareerSource Pasco Hernando shall be liable for payment only for services rendered prior to the effective date of termination. Final billing for payment must be received by CareerSource Pasco Hernando within thirty (30) days of termination date.

CareerSource Pasco Hernando staff will also present information to the CareerSource Pasco Hernando Board of Directors regarding the performance issues and recommend removal of the Training Provider from the list of approved Training Providers.

4. The Training Provider shall give CareerSource Pasco Hernando written notice of any perceived breach, and it shall give CareerSource Pasco Hernando ten (10) working days to cure any perceived breach under the Agreement.

I. POLICY

Providers and Programs Policy of CareerSource Pasco Hernando, hereinafter referred to as the Policy. The Policy constitutes an integral part of this Agreement and is posted on CareerSource Pasco Hernando website under <https://www.careersourcepascohernando.com/wioa> in the Training Provider Section. CareerSource Pasco Hernando reserves the right to amend its policy at any time.

When CareerSource Pasco Hernando amends its policy, CareerSource Pasco Hernando shall make reasonable efforts to provide the Training Provider with general, not specific, notice of such changes by posting a conspicuous announcement on CareerSource Pasco Hernando's website that i) such policy changes and amendments have occurred; and ii) identifying which particular provisions have changed.

Such announcement shall be maintained for no less than 30 days following the effective date of such amendment. The Training Provider's continued use of CareerSource Pasco Hernando's Services, following the posting of such amendment shall signify and be deemed Training Provider's assent to and acceptance of the revised agreement and policy. The Training Provider agrees that it has the burden to periodically review CareerSource Pasco Hernando's website for any updates or changes.

J. ENTIRE AGREEMENT/MODIFICATION

This Agreement constitutes the complete and exclusive agreement between the parties relating to the subject matter hereof. It supersedes all prior proposals, understandings and all other agreements, oral and written, between the parties relating to this subject matter.

No agent, employee, or other representative of any party is empowered to alter any of the terms of this Agreement, unless done in writing and signed and approved by an executive officer of CareerSource Pasco Hernando or designee for CareerSource Pasco Hernando and an executive officer of Training Provider.

The parties agree to renegotiate this Agreement if revisions of any applicable state or federal laws, regulations or decreases in allocations make changes to this Agreement necessary.

K. APPLICABLE LAW AND JURISDICTION

The present agreement is governed by the internal substantive laws of the State of Florida, without respect to its conflict of laws principles. Jurisdiction for any claims arising under the present agreement shall lie exclusively with the courts in Pasco/Hernando County, Florida for those who entered into agreement with CareerSource Pasco Hernando.

L. CONFIDENTIALITY

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Both Parties recognize they may have access to confidential student records. Likewise, both Parties will keep all records confidential to the extent required or allowed by applicable law; including but not limited to the Family Educational Rights and Privacy Act. Any information received by the Parties in the performance of this Agreement, or from any employee, student, or parent participating in or involved in the training will not be shared or otherwise disseminated except as allowed or required by law.

M. INDEMNIFICATION

Both Parties agree to indemnify and hold harmless the other for all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the

operation of this contract. Further, the implicated party, upon receiving timely written notification, shall defend the other party against all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the operation of this contract.

Where both parties commit joint negligent and intentional acts, each party shall be liable for, and shall have the obligation to defend, the part of the jointly negligent or intentional act committed by such party. In no event shall a party be liable for or have any obligation to defend against such claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the sole negligent or intentional acts of the other party.

Nothing herein shall be interpreted to expand or enlarge the scope of the waiver of sovereign immunity for state agencies as provided in Florida Statutes 768.28, Florida Statutes

N. STATEMENT OF ASSURANCE

During the performance of this Agreement, both Parties shall comply with Title VII of the 1964 Civil Right Act, as amended, and the Florida Human Rights Act of 1977, in that such Parties shall does not discriminate on the grounds of race, color, national origin, religion, sex, age, handicap, or marital status or in any form or manner with regard to its students, employees or applicants. Both Parties understand and agree that this Agreement is conditioned upon the veracity of this Statement of Assurance. Furthermore, both Parties agree they will comply with Title VI of the Civil Rights Act of 1964 when federal grant funds are involved in the provision of services required hereunder. Other applicable federal and state laws, executive orders, and regulations prohibiting the type of discrimination as herein delineated are included by this reference thereto. This Statement of Assurance shall be interpreted to include Vietnam era veterans and disabled veterans within its protective range of applicability.

O. NOTICES

All notices under this Agreement shall be given in writing to the parties at the following addresses:

If to Training Provider:

STAFF CONTACT INFORMATION	
Contact Name: Dr. Prashanth Pilly	Job Title: Vice President of Academic Affairs and Chief Academic Officer
Institution Name: Pasco-Hernando State College	

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Email: pillyp@phsc.edu	Phone: #: (727) 816-3490		
Address: 10230 Ridge Road	City: New Port Richey	State: FL	Zip: 34654

If to CareerSource Pasco Hernando:

STAFF CONTACT INFORMATION			
Contact Name:	Job Title:		
Email:	Phone: #:		
Address:		FL	

If given by United States mail, notices shall be deemed given upon mailing as specified in this paragraph. Either party may change the persons or addresses to which future notices are to be sent as provided by this paragraph.

Individual Training Account Voucher Invoices should be sent to:

CONTACT INFORMATION
CAREERSOURCE PASCO HERNANDO
Email: invoices@careersourcepascohernando.com

P. SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates set forth below the respective signatures:

PASCO HERNANDO WORKFORCE BOARD, INC. DBA CAREERSOURCE PASCO
HERNANDO

Signature: _____

Print Name: _____

Title: _____

Date: ____/____/____

Name of Institution:

Pasco-Hernando State College

Signature: 

Print Name: Dr. Eric Hall

Title: President

Date: 8 / 22 / 2025

Training Provider

Institution
Street Address
Contact Person
Contact Email
Contact Phone Number

Pasco Hernando State College
10230 Ridge Road New Port Richey, FL 34654
Dr. Christopher Brantley
cbrantley@phsc.edu
727-816-3257

Please list the information for each training you currently have on the CareerSource Pasco Hernando training list along with any new you will be applying for.

(If you need to add additional columns please do so)

	1	2	3	4	6	7	8	9	10	11	12	13	14	15	18	19	20	22
	Accounting Technology, AS	Accounting Technology Management, CCC	Accounting Technology Operators, CCC	Accounting Technology Specialist, CCC	Aviation Maintenance Administration, AS	Business Administration AS to BS Transfer Program	Business Specialist, CCC	Business Operations, CCC	Business Development and Entrepreneurship, CCC	Business Management, CCC	Computer Programming and Analysis, AS	Computer Programming Specialist, CCC	Computer Programmer, CCC	Correctional Officer BRTF, CC	Crime Scene/Forensic Technology, AS	Crime Scene Technician, CC	Criminal Justice Technology, AS	Cyber and Information Security, AS
1	Program Title																	
2	SOC	43-3031	43-3031	43-3031	43-3031	49-3011	13-1199	13-1199	13-1199	13-1199	15-1121	15-1121	15-1121	43-5031	33-3051	33-3051	43-5031	15-1122
3	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
4	License #	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5	Tuition	\$6,310.80	\$2,839.86	\$1,893.24	\$1,262.16	\$6,310.80	\$6,604.00	\$1,262.16	\$1,893.18	\$2,629.50	\$2,524.32	\$6,500.00	\$1,857.00	\$3,470.94	\$2,123.21	\$6,310.80	\$5,284.80	\$6,603.00
6	Expiration Date	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7	Book Cost	\$460.00	\$300.00	\$275.00	\$275.00	\$6,310.80	\$3,111.00	\$200.00	\$400.00	\$315.00	\$600.00	\$2,152.00	\$773.00	\$750.00	\$1,500.00	\$1,000.00	\$2,300.00	\$2,165.00
8	Lab Fee	\$25.00	\$0.00	\$0.00	\$0.00	\$100.00	\$75.00	N/A	N/A	N/A	N/A	\$430.00	\$150.00	\$305.00	\$500.00	\$100.00	\$100.00	\$25.00
9	Physical/ Medical Cost	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
10	Uniforms	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
11	Certification, Licensure or Testing Cost	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
12	Other Costs	\$25.00	\$100.00	\$100.00	\$50.00	N/A	N/A	N/A	\$50.00	N/A	N/A	N/A	N/A	\$527.27	\$100.00	\$100.00	N/A	N/A
	Total Cost	\$6,820.80	\$3,239.86	\$2,268.24	\$1,587.16	\$12,721.60	\$9,790.00	\$1,462.16	\$2,343.18	\$2,944.50	\$3,174.32	\$9,082.00	\$2,780.00	\$3,775.94	\$3,900.48	\$8,010.80	\$6,484.80	\$8,928.00
For July 2025 through June 2026																		
13	Is program eligible for Pell Grant	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
14	Total number of persons enrolled in training program	83	4	4	3	11	435	5	14	24	32	173	24	15		158	5	37
15	Total number of WIOA funded persons enrolled in training program: 2024/2025																	
15 a	Total number of WIOA funded persons enrolled in training program: 2023/2024																	
16	Total number of WIOA funded persons from CareerSource Pasco Hernando enrolled in training program: 2023-2025 (this is a two year period)	6	4		2		14	2		3	5							7
17	Total number of persons completing this training program: 2023-2025 (this is a two year period)																	
18	Total number of WIOA funded persons completing this training program 2023-2025 (this is a two year period)																	
19	Total number of WIOA funded persons from CareerSource Pasco Hernando completing this training 2023 - 2025 (this is a two year period)																	
20	Total number of persons awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2023-2025 (this is a two year period)																	
21	Total number of WIOA funded persons awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2023-2025 (this is a two year period)																	
22	Total number of WIOA funded persons from CareerSource Pasco Hernando awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2023-2025 (this is a two year period)																	
23	Total number of persons employed after completing the training program 2023-2025 (this is a two year period)																	
24	Total number of WIOA funded persons employed after completing the training program 2023-2025 (this is a two year period)																	
25	Total number of WIOA funded persons from CareerSource Pasco Hernando employed after completing the training program 2023-2025 (this is a two year period)																	
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.	Associate Degree	College Credit Certificate	College Credit Certificate	College Credit Certificate	Associate Degree	Associate Degree	College Credit Certificate	College Credit Certificate	College Credit Certificate	College Credit Certificate	Associate Degree	College Credit Certificate	College Credit Certificate	Career Certificate	Associate Degree	College Credit Certificate	Associate Degree
	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)	Finance & Insurance (52)	Finance & Insurance (52)	Finance & Insurance (52)	Finance & Insurance (52)	Transportation and Warehousing (48)	Finance & Insurance (52)	Finance & Insurance (52)	Finance & Insurance (52)	Finance & Insurance (52)	Finance & Insurance (52)	Information (51)	Information (51)	Information (51)	Public Administration (92)	Administrative, Support, Waste Management, and Remediation Services (56)	Administrative, Support, Waste Management, and Remediation Services (56)	Public Administration (92)
	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	None	None	None	None	None	None	None	None	None	None	None	None	None	None	None	None	None
F	Verification the training program is for an occupation on the Local Area TOL. (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the occupation from the TOL)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

[illegible]

56	57	58	59	60	61	62	63	64	65	92	94	96	97	99	101	102	103	106
Real Estate Paralegal, CCC	Professional Pilot Technology, AS	Supervision & Management Aviation, BAS	Supervision & Management Cybersecurity, BAS	Supervision & Management Health Management, BAS	Supervision & Management Organization Administration, BAS	Supervision & Management Public Safety/Public Service, BAS	Unmanned Vehicles Systems Operation, AS	Welding Technology, CC	Welding Technology Advanced, CC	Dental Assisting, CC	Emergency Medical Services, AS	Licensed Practical Nurse to Registered Nurse (ADN) Transition Program, AS	Paramedic, CCC	Practical Nursing, CC	Registered Nurse (RN), AS	Registered Nurse, BSN	RN Paramedic Transition Program, AS	Surgical Technology, AS
29-2011	53-2011	41-1012	41-1012	41-1012	41-1012	41-1012	53-2011	51-4121	51-4121	31-9091	29-2099	29-1141	29-2099	29-1141	29-1141	29-1141	29-1141	29-2055
Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
\$1,262.16	\$6,731.52	\$7,564.80	\$7,564.80	\$7,564.80	\$7,564.80	\$7,564.80	\$6,521.16	\$3,083.00	\$2,202.00	\$3,611.00	\$9,203.00	\$2,630.00	\$4,917.00	\$3,964.00	\$4,418.00	\$5,295.36	\$3,261.00	\$3,964.00
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
\$559.80	\$1,300.00	TBD	\$1,305.33	\$1,871.72	\$2,237.17	\$1,828.32	\$565.50	\$192.00	\$192.00	\$412.00	\$1,717.00	\$1,780.00	\$624.00	\$1,112.00	\$1,762.00	\$5,295.36	\$1,780.00	\$3,964.00
N/A	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$1,400.00	\$100.00	\$300.00	N/A	N/A	\$331.00	\$345.00	\$334.00	\$728.00	\$334.00	\$25.00
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	\$75.31	N/A	N/A	N/A	N/A	N/A	\$30.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	\$50,610.80	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$242.00	\$900.00	\$1,714.00	\$500.00	\$1,469.00	\$2,038.00	N/A	\$1,863.00	N/A
\$1,821.96	\$58,742.63	\$7,589.80	\$8,895.13	\$9,461.52	\$9,826.97	\$9,418.12	\$7,141.66	\$4,675.00	\$2,494.00	\$4,565.00	\$11,820.00	\$6,124.00	\$6,372.00	\$6,890.00	\$8,552.00	\$11,318.72	\$7,238.00	\$7,953.00
Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	74	5	92	113	327	48	80	51	5	3	209	66	62	125	216	87	35	3
2	2		7	29	97	8	1	12		6	3	44	33	70	125	78	10	6
College Credit Certificate	Associate Degree	Bachelor Degree	Bachelor Degree	Bachelor Degree	Bachelor Degree	Bachelor Degree	Associate Degree	Career Certificate	Career Certificate	Career Certificate	Associate Degree	Associate Degree	College Credit Certificate	Career Certificate	Associate Degree	Bachelor Degree	Associate Degree	Associate Degree
Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Professional, Scientific, and Technical Services (54)	Transportation and Warehouse (48-49)	Professional, Scientific, and Technical Services (54)	Professional, Scientific, and Technical Services (54)	Professional, Scientific, and Technical Services (54)	Professional, Scientific, and Technical Services (54)	Professional, Scientific, and Technical Services (54)	Transportation and Warehouse (48-49)	Other Services (81)	Other Services (81)	Health Care and Social Assistance (62)	Health Care and Social Assistance (62)	Health Care and Social Assistance (62)	Health Care and Social Assistance (62)	Health Care and Social Assistance (62)	Health Care and Social Assistance (62)	Health Care and Social Assistance (62)	Health Care and Social Assistance (62)	Health Care and Social Assistance (62)
None	None	AS or AA degree	AS or AA degree	AS or AA degree	AS or AA degree	AS or AA degree	None	None	None	None	None	None	None	None	None	None	None	None
Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes



Training Provider Agreement- Renewal

This Training Provider Agreement is by and between **Pasco Hernando Workforce Board, Inc. d/b/a CareerSource Pasco Hernando**, hereinafter referred to as **CareerSource Pasco Hernando**, and Rasmussen College, LLC dba Rasmussen University, hereinafter referred to as the Training Provider.

Whereas, CareerSource Pasco Hernando has available funding for certain training of eligible individuals under the Workforce Innovation Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF), Trade Adjustment Act (TAA), Supplemental Nutritional Assistance Program (SNAP), and other special project training funds and;

Whereas, in response to the training needs of youth and unskilled and/or dislocated workers in Pasco and Hernando Counties, CareerSource Pasco Hernando may request from time to time that the Training Provider provide certain prescribed training to eligible individuals referred by CareerSource Pasco Hernando, and;

Whereas, the Training Provider agrees to provide the above referenced training, subject to the terms and conditions set forth hereinafter, and;

Whereas, this Agreement summarizes the agreement of CareerSource Pasco Hernando and the Training Provider as to the training program(s) to be provided to those eligible individuals referred by CareerSource Pasco Hernando staff and accepted by the Training Provider and the operating procedures governing payment for that training program, and;

Whereas, authorized CareerSource Pasco Hernando staff acts as the referral agent for CareerSource Pasco Hernando customers, and;

Whereas, CareerSource Pasco Hernando is authorized to make payment of tuition, fees, materials, supplies, etc.;

Now, therefore, the following General Provisions are hereby agreed to by the parties.

A. STATEMENT OF WORK

1. Eligible individuals referred by CareerSource Pasco Hernando staff to the Training Provider shall be enrolled only in the approved training course(s) and only for the designated period of time specified on the CareerSource Pasco Hernando Individual Training Account Voucher. At no time can the Training Provider allow CareerSource Pasco Hernando student to switch training programs or to extend their training at CareerSource Pasco Hernando cost, without written approval via the issuance of an updated Training Voucher from CareerSource Pasco Hernando and/or its designated contractors.

The tuition charged shall be based on the tuition submitted with the Training Provider's Application, less applicable discounts for these courses. CareerSource Pasco Hernando cannot pay other fees that are not specified in this Agreement or on the Individual Training Account Voucher.

2. For individuals requiring a renewal of their CareerSource Pasco Hernando Individual Training Account Voucher, such voucher shall not be issued until receipt of transcript or an acceptable form of progress report. CareerSource Pasco Hernando students shall be eligible for program completion in accordance with the same standards as the general student population of

Training Provider.

3. The Training Provider shall provide the course(s) as specified in the approved Program Description. The Training Provider shall notify CareerSource Pasco Hernando of any changes in the approved Program Descriptions prior to the enrollment of any individual referred by CareerSource Pasco Hernando staff.
4. It is understood and agreed that WIOA customers will receive a comprehensive objective assessment and individual service strategy by CareerSource Pasco Hernando to determine the most appropriate training for each individual. Only those customers determined to be in need of training through this objective assessment will be referred to the Training Provider by CareerSource Pasco Hernando. Neither the Training Provider nor the customer is authorized to enroll the customer into additional training courses or programs without prior written consent of CareerSource Pasco Hernando staff.
5. All CareerSource Pasco Hernando students, regardless of program, but including those students eligible for WIOA or welfare transition assistance, shall not be discriminated against in receipt of such financial aid solely on their status as CareerSource Pasco Hernando customers. CareerSource Pasco Hernando students, including WIOA/welfare transition customers, shall be afforded all the rights, privileges, and benefits available to the general student population of the Training Provider. The Training Provider agrees that each individual referred by the CareerSource Pasco Hernando staff for training will be evaluated for all financial aid eligibility normally available to other students.
6. The Training Provider shall adhere to the Workforce Innovation and Opportunity Act (WIOA) as to the disposition of the Pell Grant for individual customers. Funds received for Pell eligible customers are authorized to be disbursed to the customer and are not required to be reimbursed to CareerSource Pasco Hernando. Students that applied for and received WIOA funding that are also eligible for Pell may utilize Pell funds for other education related expenses as allowable under Title IV regulation, in addition to tuition, with prior discussion and approval of CareerSource Pasco Hernando.
7. The Training Provider will seek and coordinate other funding sources for WIOA students. The Training Provider agrees to notify CareerSource Pasco Hernando staff in writing on a quarterly basis of any financial aid provided to students. It is the responsibility of the Training Provider to provide sufficient oversight to prevent misapplication of funds, which results in double payment of any charges or the utilization of Federal funds when other funds could have been used for the same purpose. The Individual Training Account Voucher will specify the expenses that will be paid for by CareerSource Pasco Hernando funds.
8. The Training Provider acknowledges and understands that remuneration to attract CareerSource Pasco Hernando students is prohibited.
9. The Training Provider understands that this Agreement does not guarantee any referrals, set aside any training vouchers, or budget any funds whatsoever for the approved training programs offered by the Training Provider and covered by this agreement. All decisions regarding the issuance of a training voucher will be made on a case-by-case basis by CareerSource Pasco Hernando, and/or its contractors, taking into consideration the information available, including the assessed needs of the potential trainee, geographical location of the training and the residence of the potential trainee, any additional costs of the training to the trainee, etc. Potential trainees requesting specific training from a pre-selected school will be given a list of approved Training
10. Providers who provide the same type of training in order to allow the potential trainee to research each school before making a final decision. The decision to issue a training voucher to any

approved training program at any particular Training Provider is at the sole discretion of CareerSource Pasco Hernando and/or its designated contractors.

11. The Training Provider will be required to submit documentation on an annual basis to include current CIE Licensure, FETPIP report, school catalog and schedule or website link, building facility accessibility checklist, and a copy of the current liability insurance.

B. PERFORMACEREPORTING

Training Providers must supply performance information to the Florida Education and Training Placement Information Program (FETPIP). Reporting to FETPIP is a requirement of this Agreement. The Training Provider shall understand that subsequent eligibility will be based, in part, on data reflecting favorable outcomes as verified by FETPIP.

The Training Provider must agree to track, supply and provide all required performance outcomes to include but not limited to: GPA, progress reports, credentials, certificate of completion to email address: trainingprovider@careersourcepascohernando.com Subject line should include subject matter that is being provided.

As a requirement to maintain subsequent eligibility, the Training Provider is responsible for making arrangements and providing FETPIP with the information that FETPIP requires in a timely manner.

The required performance information will be: Required performance information for all students:

- Program completion rates
- Percentage who obtained unsubsidized employment
- Wages at placement in employment

In order to maintain continued eligibility, Training providers are required to meet the following performance requirements:

- A. Employment rate. Each program will maintain a 70% rate of employment for all students that received CareerSource Pasco Hernando funding assistance. This rate will be inclusive of those that did not complete training. Under this requirement both full and part time employment and employment outside the field of training will be considered as a positive outcome.
- B. Completion Rate. Each program completion will maintain a 65% completion rate per training program.
- C. Wage rate. Currently, each training program must meet the minimum entry level wage rate in effect for the applicable period. This wage rate is adjusted annually by the State based on the Florida Price Index in effect for CareerSource Pasco Hernando.
- D. Enrollments for the addition of new training programs are limited to a maximum of 6-10 (to be determined by Upper Management) until performance is established.

C. AGREEMENT PERIOD

This renewal Agreement will become effective on July 1, 2025 and will remain in effect until June 30, 2026 with the option to renew for two additional years as long the Training Provider provides annually; performance data, valid licensures, and updated costs for tuition and fees.

A Related Party Training Provider requires annual approval by the board of directors.

Failure to respond to request for previous or current participant information will terminate this Agreement. With exception to the above statement of cancellation, this Agreement may be cancelled at any time by either party with thirty (30) days written notice. In the event of such cancellation, there shall be no interruption in services for customers already enrolled in training.

D. PAYMENT AND DELIVERY

1. Tuition payments will be considered only for those individuals referred to the Training Provider by CareerSource Pasco Hernando as evidenced by a valid CareerSource Pasco Hernando Individual Training Account Voucher. Tuition or other payments will be made to Training Provider only for those individuals enrolled in and receiving training.
2. The Training Provider shall forward to CareerSource Pasco Hernando an original, signed and embossed Individual Training Account Voucher and written invoice for this tuition/fee at the time a student begins training and becomes eligible for invoicing. This invoice is payable to the Training Provider upon receipt in accordance with payment procedures listed below.
3. Training Provider shall refund to CareerSource Pasco Hernando such tuition/fees which are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training, but drop out of courses. Refund payment shall never be made to the student for funds
4. The Training Provider agrees that CareerSource Pasco Hernando shall not incur financial liability for students enrolled prior to receipt of a voucher which bears the signature of authorized personnel working on behalf of CareerSource Pasco Hernando. No verbal authorizations for enrollment into training will ever occur under this agreement.
5. CareerSource Pasco Hernando will make all payments for authorized enrollments prior to the termination of this Agreement.
6. Any changes in the Training Provider's tuition and fees must be submitted in writing with justification to CareerSource Pasco Hernando for approval. Changes must be reviewed and accepted by CareerSource Pasco Hernando prior to implementation.
7. With the executed copy of this Agreement, the Training Provider will supply CareerSource Pasco Hernando with a copy of its written policies concerning refunds, cancellations, and withdrawals. These policies must be applied to CareerSource Pasco Hernando students the same as they would apply to any other student. The Training Provider shall, in conformity with the general refund policies of the Training Vender, refund such tuition, books and fees that are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training but drop out of courses or training. The Training Provider agrees not to accept a voucher that was transferred to any other student.
8. The Training Provider acknowledges and understands that under no circumstance can it hold the student accountable for any program costs that are attributable to this Agreement.
9. Payment Procedure
 - a) The Training Provider will receive funds based on the information contained on the Individual Training Account Voucher and from the coordination of other funding sources available to the student. The Training Provider will also provide the information to show if the PELL or any other scholarships have been applied for.
 - b) To receive reimbursement, the Training Provider must submit to CareerSource Pasco Hernando an official, Individual Training Account Voucher and invoice supported by back up documentation on costs. All invoices with signed copies of vouchers need to be emailed to invoices@careersourcepascohernando.com.
 - c) Individual Training Account Vouchers and invoices accepted for payment will generally be paid within thirty (30) days of receipt.

- d) Individual Training Account Vouchers and invoices not accepted for payment will be returned to the Training Provider with an explanation.

E. RECORDS

1. The Training Provider shall provide to CareerSource Pasco Hernando staff monthly progress reports indicating both the progress and attendance of CareerSource Pasco Hernando students and signed by the student and instructor or qualified school representative.
2. The Training Provider shall notify CareerSource Pasco Hernando staff within 5-10 days of a CareerSource Pasco Hernando student's completion or termination/drop from training program. In such an instance, information concerning the CareerSource Pasco Hernando student's date of employment, wage, job title, CIP code, if known, must also be indicated on the progress report. If the 5-10 business day notification period cannot be met due to extraordinary reasons, it is the responsibility of the Training Provider to communicate this to CareerSource Pasco Hernando and coordinate an alternative option.
3. The Training Provider shall provide CareerSource Pasco Hernando contact information to include an email address, a fax and a phone number for a designated representative of the Training Provider who can respond to requests from CareerSource Pasco Hernando's authorized staff for any monthly progress report, attendance information, completion/termination information, transcripts and/or credentials.
4. The Training Provider shall take any and all necessary steps to insure the confidentiality of personal information including, name, Social Security Number, Social Security benefit data, date of birth, official State or government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, home address, phone number and medical information of each trainee receiving a CareerSource Pasco Hernando Training Voucher. This information is considered confidential and all applicable confidentiality policies and laws shall apply. The Training Provider shall also have in place an official process for investigating and reporting lost or stolen confidential information. Any infraction of the Federal Privacy Act related to the lost or stolen of confidential information should immediately be reported to CareerSource Pasco Hernando.
5. At any time during normal business hours and as often as CareerSource Pasco Hernando, the State of Florida, United States Department of Labor, Comptroller General of the United States, or their designated representative may deem necessary, the Training Provider shall make available all such books, documents, papers, and records (including computer records) which are directly

pertinent to payments made by CareerSource Pasco Hernando to the Training Provider under this agreement, for examination, audit, or for the making of excerpts or copies of such records. This provision shall also include timely and reasonable access to the Training Provider's personnel for the purpose of interviews and discussions related to such documents.

F. AUDITS

If applicable, the Training Provider shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations" and any other specific requirements imposed by the Board.

G. ASSIGNMENTS AND SUBCONTRACTS

The Training Provider shall not subcontract, assign or transfer any rights or responsibilities under this agreement or any portion thereof without the written approval by CareerSource Pasco

Hernando, unless otherwise authorized by this Agreement. A written subcontract must be presented to CareerSource Pasco Hernando for consideration. In no case shall such consent relieve Training Provider from the obligation under or change the terms of this Agreement unless otherwise provided.

H. TERMINATION FOR CONVENIENCE/DEFAULT

1. As noted in Section C, failure to respond to request for previous or current participant information will terminate this Agreement.
2. CareerSource Pasco Hernando or Training Provider may terminate this Agreement for convenience when it is in the best interest of CareerSource Pasco Hernando or Training Provider. CareerSource Pasco Hernando may suspend this Agreement for the purpose of investigating irregularities under this Agreement. Any termination for convenience or suspension will be preceded by written notice setting forth the effective date of said termination or suspension. The termination/suspension shall be effective as of the date the notice is issued and the Training Provider has thirty (30) days after the effective date to bill for payment. The Training Provider shall be entitled to receive just and equitable compensation for any services performed hereunder through the date of termination or suspension.

In the event of termination for whatever reason, both parties agree to negotiate a plan to ensure an orderly transition for customers in training. If the Training Provider elects to remove themselves from the approved Training Provider list, the Training Provider is required to "train out" any students financially supported by a CareerSource Pasco Hernando Training Voucher under the same provisions that are included in this agreement.

3. If the Training Provider fails to perform, in whole or in part, or to make sufficient progress, so as to endanger performance, CareerSource Pasco Hernando will notify the Training Provider of such unsatisfactory performance. If such unsatisfactory performance continues, CareerSource Pasco Hernando will notify the Training Provider in writing. The Training Provider will have ten (10) working days from receipt of notice in which to respond with a plan agreeable to CareerSource Pasco Hernando to correct said deficiencies.

Upon failure of the Training Provider to respond within the appointed time or failure of the Training Provider to respond with appropriate plans, CareerSource Pasco Hernando will cease enrollments

into the Training Provider's programs until the Training Provider responds with appropriate plans to correct its deficiencies. Should the Training Provider be unable or unwilling to correct its performance, CareerSource Pasco Hernando will serve a termination notice which shall become effective within fifteen (15) days after its issuance.

In the event of such termination, CareerSource Pasco Hernando shall be liable for payment only for services rendered prior to the effective date of termination. Final billing for payment must be received by CareerSource Pasco Hernando within thirty (30) days of termination date.

CareerSource Pasco Hernando staff will also present information to the CareerSource Pasco Hernando Board of Directors regarding the performance issues and recommend removal of the Training Provider from the list of approved Training Providers.

4. The Training Provider shall give CareerSource Pasco Hernando written notice of any perceived breach, and it shall give CareerSource Pasco Hernando ten (10) working days to cure any perceived breach under the Agreement.

I. POLICY

Providers and Programs Policy of CareerSource Pasco Hernando, hereinafter referred to as the Policy. The Policy constitutes an integral part of this Agreement and is posted on CareerSource Pasco Hernando website under <https://www.careersourcepascohernando.com/wioa> in the Training Provider Section. CareerSource Pasco Hernando reserves the right to amend its policy at any time.

When CareerSource Pasco Hernando amends its policy, CareerSource Pasco Hernando shall make reasonable efforts to provide the Training Provider with general, not specific, notice of such changes by posting a conspicuous announcement on CareerSource Pasco Hernando's website that i) such policy changes and amendments have occurred; and ii) identifying which particular provisions have changed.

Such announcement shall be maintained for no less than 30 days following the effective date of such amendment. The Training Provider's continued use of CareerSource Pasco Hernando's Services, following the posting of such amendment shall signify and be deemed Training Provider's assent to and acceptance of the revised agreement and policy. The Training Provider agrees that it has the burden to periodically review CareerSource Pasco Hernando's website for any updates or changes.

J. ENTIRE AGREEMENT/MODIFICATION

This Agreement constitutes the complete and exclusive agreement between the parties relating to the subject matter hereof. It supersedes all prior proposals, understandings and all other agreements, oral and written, between the parties relating to this subject matter.

No agent, employee, or other representative of any party is empowered to alter any of the terms of this Agreement, unless done in writing and signed and approved by an executive officer of CareerSource Pasco Hernando or designee for CareerSource Pasco Hernando and an executive officer of Training Provider.

The parties agree to renegotiate this Agreement if revisions of any applicable state or federal laws, regulations or decreases in allocations make changes to this Agreement necessary.

K. APPLICABLE LAW AND JURISDICTION

The present agreement is governed by the internal substantive laws of the State of Florida, without respect to its conflict of laws principles. Jurisdiction for any claims arising under the present agreement shall lie exclusively with the courts in Pasco/Hernando County, Florida for those who entered into agreement with CareerSource Pasco Hernando.

L. CONFIDENTIALITY

Both Parties recognize they may have access to confidential student records. Likewise, both Parties will keep all records confidential to the extent required or allowed by applicable law; including but not limited to the Family Educational Rights and Privacy Act. Any information received by the Parties in the performance of this Agreement, or from any employee, student, or parent participating in or involved in the training will not be shared or otherwise disseminated except as allowed or required by law.

M. INDEMNIFICATION

Both Parties agree to indemnify and hold harmless the other for all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the

operation of this contract. Further, the implicated party, upon receiving timely written notification, shall defend the other party against all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the operation of this contract.

Where both parties commit joint negligent and intentional acts, each party shall be liable for, and shall

have the obligation to defend, the part of the jointly negligent or intentional act committed by such party. In no event shall a party be liable for or have any obligation to defend against such claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the sole negligent or intentional acts of the other party.

Nothing herein shall be interpreted to expand or enlarge the scope of the waiver of sovereign immunity for state agencies as provided in Florida Statutes 768.28, Florida Statutes

N. STATEMENT OF ASSURANCE

During the performance of this Agreement, both Parties shall comply with Title VII of the 1964 Civil Right Act, as amended, and the Florida Human Rights Act of 1977, in that such Parties shall does not discriminate on the grounds of race, color, national origin, religion, sex, age, handicap, or marital status or in any form or manner with regard to its students, employees or applicants. Both Parties understand and agree that this Agreement is conditioned upon the veracity of this Statement of Assurance. Furthermore, both Parties agree they will comply with Title VI of the Civil Rights Act of 1964 when federal grant funds are involved in the provision of services required hereunder. Other applicable federal and state laws, executive orders, and regulations prohibiting the type of discrimination as herein delineated are included by this reference thereto. This Statement of Assurance shall be interpreted to include Vietnam era veterans and disabled veterans within its protective range of applicability.

O. NOTICES

All notices under this Agreement shall be given in writing to the parties at the following addresses:

If to Training Provider:

STAFF CONTACT INFORMATION			
Contact Name: Legal Department	Job Title:		
Institution Name: Rasmussen College, LLC			
Email: contracts@rasmussen.edu	Phone: #: (____)____-____		
Address: 303 West 3rd Avenue	City: Ranson	State: WV	Zip: 25438

If to CareerSource Pasco Hernando:

STAFF CONTACT INFORMATION			
Contact Name:	Job Title:		
Email:	Phone: #:		
Address:		FL	

If given by United States mail, notices shall be deemed given upon mailing as specified in this paragraph. Either party may change the persons or addresses to which future notices are to be sent as provided by this paragraph.

Individual Training Account Voucher Invoices should be sent to:

CONTACT INFORMATION
CAREERSOURCE PASCO HERNANDO
Email: invoices@careersourcepascohernando.com

[SIGNATURE PAGE FOLLOWS]

P. SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates set forth below the respective signatures:

PASCO HERNANDO WORKFORCE BOARD, INC. DBA CAREERSOURCE PASCO
HERNANDO

Signature: _____

Print Name: _____

Title: _____

Date: ____/____/____

Name of Institution:
Rasmussen College, LLC

Signature: Carrie Oell _____

Print Name: Carrie Daninhirsch

Title: Provost

Date: May 14, 2025

Training Provider

Instituion	Rasmussen University - Central Pasco campus
Street Address	16418 State Road 54, Odessa, FL 33556
Contact Person	Dan Stern
Contact Email	Daniel.Stern@Rasmussen.edu
Contact Phone Number	813-246-7614

Please list the information for each training you currently have on the CareerSource Pasco Hernando training list along with any new you will be applying for.

1	Program Title	Practical Nursing - Diploma	Professional Nursing - Associate's Degree
2	SOC	29-2061	29-1141
3	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	yes	yes
4	License #	4493	4493
5	Tuition	\$20,104	45,798
6	Expiration Date	11/30/2025	11/30/2025
7	Book Cost	n/a	n/a
8	Lab Fee	n/a	n/a
9	Physical/ Medical Cost	n/a	n/a
10	Uniforms	n/a	n/a
11	Certification, Licensure or Testing Cost	n/a	n/a
12	Other Costs	\$5,235.00	\$7,680.00

Total Cost		\$25,339.00	\$53,478.00
For July 2025 through June 2026			
13	Is program eligible for Pell Grant	yes	yes
14	Total number of persons enrolled in training program 2023 - 2025	44 (2023-2024), 28 (2024-2025) = 72	172 (2023-2024), 128 (2024-2025) = 300
15	Total number of WIOA funded persons enrolled in training program. 2024/2025	0	0
15 a	Total number of WIOA funded persons enrolled in training program. 2023/2024	1	1
16	Total number of WIOA funded persons from CareeSource Pasco Hernando enrolled in training program. 2023-2025 (this is a two year period)	1 (2023-2024), 0 (2024-2025) = 1	0
17	Total number of persons compleing this training program 2023-2025 (this is a two year period)	44 (2023-2024), 28 (2024-2025) = 72	170 (2023-2024), 128 (2024-2025) = 298
18	Total number of WIOA funded persons compleing this training program 2023-2025 (this is a two year period)	1 (2023-2024), 0 (2024-2025) = 1	1 (2023-2024), 0 (2024-2025) = 1
19	Total number of WIOA funded persons from CareeSource Pasco Hernando completing this training 2023 - 2025 (this is a two year period)	1 (2023-2024), 0 (2024-2025) = 1	0
20	Total number of persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	44 (2023-2024), 28 (2024-2025) = 72	170 (2023-2024), 128 (2024-2025) = 298
21	Total number of WIOA funded persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	1 (2023-2024), 0 (2024-2025) = 1	0

22	Total number of WIOA funded persons from CareeSource Pasco Hernando awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2023-2025 (this is a two year period)	1 (2023-2024), 0 (2024-2025) = 1	0
23	Total number of persons employed after completing the training program 2023-2025 (this is a two year period)	35 (2023-2024), 12 (2024-2025) = 47	142 (2023-2024), 72 (2024-2025) = 214
24	Total number of WIOA funded persons employed after completing the training program 2023-2025 (this is a two year period)	1 (2023-2024), 0 (2024-2025) = 1	1 (2023-2024), 0 (2024-2025) = 1
25	Total number of WIOA funded persons from CareeSource Pasco Hernando employed after completing the training program 2023-2025 (this is a two year period)	1 (2023-2024), 0 (2024-2025) = 1	0

A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.	Diploma	Associate's Degree
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	yes	yes
C	Has this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	no	no
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)	623110	623110

E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	See the program page in the current Rasmussen University catalog.	See the program page in the current Rasmussen University catalog.
F	Verification the training program is for an occupation on the Local Area TOL. (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the occupation from the TOL)	yes	yes



Training Provider Agreement- Renewal

This Training Provider Agreement is by and between **Pasco Hernando Workforce Board, Inc.. d/b/a CareerSource Pasco Hernando**, hereinafter referred to as **CareerSource Pasco Hernando** and UMA Education, Inc. d/b/a Ultimate Medical Academy hereinafter referred to as the Training Provider.

Whereas, CareerSource Pasco Hernando has available funding for certain training of eligible individuals under the Workforce Innovation Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF), Trade Adjustment Act (TAA), Supplemental Nutritional Assistance Program (SNAP), and other special project training funds and;

Whereas, in response to the training needs of youth and unskilled and/or dislocated workers in Pasco and Hernando Counties, CareerSource Pasco Hernando may request from time to time that the Training Provider provide certain prescribed training to eligible individuals referred by CareerSource Pasco Hernando, and;

Whereas, the Training Provider agrees to provide the above referenced training, subject to the terms and conditions set forth hereinafter, and;

Whereas, this Agreement summarizes the agreement of CareerSource Pasco Hernando and the Training Provider as to the training program(s) to be provided to those eligible individuals referred by CareerSource Pasco Hernando staff and accepted by the Training Provider and the operating procedures governing payment for that training program, and;

Whereas, authorized CareerSource Pasco Hernando staff acts as the referral agent for CareerSource Pasco Hernando customers, and;

Whereas, CareerSource Pasco Hernando is authorized to make payment of tuition, fees, materials, supplies, etc.;

Now, therefore, the following General Provisions are hereby agreed to by the parties.

A. STATEMENT OF WORK

1. Eligible individuals referred by CareerSource Pasco Hernando staff to the Training Provider shall be enrolled, only if Training Provider's admission's criteria has been satisfied, only in the approved training course(s) and only for the designated period of time specified on the CareerSource Pasco Hernando Individual Training Account Voucher. At no time can the Training Provider allow CareerSource Pasco Hernando student to switch training programs or to extend their training at CareerSource Pasco Hernando cost, without written approval via the issuance of an updated Training Voucher from CareerSource Pasco Hernando and/or its designated contractors. Training Provider shall communicate to CareerSource Pasco Hernando its admission's criteria to ensure eligible individuals are in compliance prior to referral. Training Provider also agrees that its admission's criteria will be applied in the same manner to referrals as its general student body.

The tuition charged shall be based on the tuition submitted with the Training Provider's Application,

01100652 CareerSource Pasco Hernando is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this website may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. A proud partner of the American Job Center network.

less applicable discounts for these courses. CareerSource Pasco Hernando cannot pay other fees that are not specified in this Agreement or on the Individual Training Account Voucher.

2. For individuals requiring a renewal of their CareerSource Pasco Hernando Individual Training Account Voucher, such voucher shall not be issued until receipt of transcript or an acceptable form of progress report. CareerSource Pasco Hernando students shall be eligible for program completion in accordance with the same standards as the general student population of Training Provider.
3. The Training Provider shall provide the course(s) as specified in the approved program description. The Training Provider shall notify CareerSource Pasco Hernando of any changes in the approved program descriptions prior to the enrollment of any individual referred by CareerSource Pasco Hernando staff.
4. Course content, teaching strategy, and overall program descriptions shall be the exclusive responsibility of Training Provider. Training Provider shall ensure such course content, teaching strategy, and overall program descriptions are meeting regulatory and accreditation standards. Nothing in this Agreement shall give CareerSource Pasco Hernando the right to edit, or modify Training Provider's courses.
5. It is understood and agreed that WIOA customers will receive a comprehensive objective assessment and individual service strategy by CareerSource Pasco Hernando to determine the most appropriate training for each individual. Only those customers determined to be in need of training through this objective assessment will be referred to the Training Provider by CareerSource Pasco Hernando. Neither the Training Provider nor the customer is authorized to enroll the customer into additional training courses or programs without prior written consent of CareerSource Pasco Hernando staff.
6. All CareerSource Pasco Hernando students, regardless of program, but including those students eligible for WIOA or welfare transition assistance, shall not be discriminated against in receipt of such financial aid solely on their status as CareerSource Pasco Hernando customers. CareerSource Pasco Hernando students, including WIOA/welfare transition customers, shall be afforded all the rights, privileges, and benefits available to the general student population of the Training Provider. The Training Provider agrees that each individual referred by the CareerSource Pasco Hernando staff for training will be evaluated for all financial aid eligibility normally available to other students.
7. The Training Provider shall adhere to the Workforce Innovation and Opportunity Act (WIOA) as to the disposition of the Pell Grant for individual customers. Funds received for Pell eligible customers are authorized to be disbursed to the customer and are not required to be reimbursed to CareerSource Pasco Hernando. Students that applied for and received WIOA funding that are also eligible for Pell may utilize Pell funds for other education related expenses as allowable under Title IV regulation, in addition to tuition, with prior discussion and approval of CareerSource Pasco Hernando.
8. The Training Provider will seek and coordinate other funding sources for WIOA students in accordance with Training Provider's normal procedures. The Training Provider agrees to notify CareerSource Pasco Hernando staff in writing on a quarterly basis of any financial aid provided to students so long as each student has a signed FERPA release on file. CareerSource Pasco Hernando has the discretion to require a FERPA release to be filled out by an eligible individual, as a condition of receiving any voucher issued by CareerSource Pasco Hernando. It is the responsibility of the Training Provider to

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provide sufficient oversight to prevent misapplication of funds, which results in double payment of any charges or the utilization of Federal funds when other funds could have been used for the same purpose. The Individual Training Account Voucher will specify the expenses that will be paid for by CareerSource Pasco Hernando funds.

9. The Training Provider acknowledges and understands that remuneration to attract CareerSource Pasco Hernando students is prohibited.
10. The Training Provider understands that this Agreement does not guarantee any referrals, set aside any training vouchers, or budget any funds whatsoever for the approved training programs offered by the Training Provider and covered by this agreement. All decisions regarding the issuance of a training voucher will be made on a case-by-case basis by CareerSource Pasco Hernando, and/or its contractors, taking into consideration the information available, including the assessed needs of the potential trainee, geographical location of the training and the residence of the potential trainee, any additional costs of the training to the trainee, etc. Potential trainees requesting specific training from a pre-selected school will be given a list of approved Training Providers who provide the same type of training in order to allow the potential trainee to research each school before making a final decision. The decision to issue a training voucher to any approved training program at any particular Training Provider is at the sole discretion of CareerSource Pasco Hernando and/or its designated contractors.
11. The Training Provider will be required to submit documentation on an annual basis to include current CIE Licensure, FETPIP report, school catalog and schedule or website link, building facility accessibility checklist, and a copy of the current liability insurance.

B. PERFORMANCE REPORTING

Training Providers must supply performance information to the Florida Education and Training Placement Information Program (FETPIP). Reporting to FETPIP is a requirement of this Agreement. The Training Provider shall understand that subsequent eligibility will be based, in part, on data reflecting favorable outcomes as verified by FETPIP.

Subject to a FERPA release being on file, the Training Provider must agree to track, supply and provide all required performance outcomes to include but not limited to: GPA, progress reports, credentials, certificate of completion to email address: trainingprovider@careersourcepascohernando.com. Subject line should include subject matter being provided.

As a requirement to maintain subsequent eligibility, the Training Provider is responsible for making arrangements and providing FETPIP with the information that FETPIP requires in a timely manner.

The required performance information will be: Required performance information for all students:

- Program completion rates
- Percentage who obtained unsubsidized employment
- Wages at placement in employment

In order to maintain continued eligibility, Training Providers are required to meet the following performance requirements:

- A. Employment rate. Each program will maintain a 70% rate of employment for all students that received CareerSource Pasco Hernando funding assistance. Under this requirement both full and part time employment and employment outside the field of training will be considered as a positive outcome.

- B. Completion Rate. Each program completion will maintain a 65% completion rate per training program.
- C. Wage rate. Currently, each training program must meet the minimum entry level wage rate in effect for the applicable period. This wage rate is adjusted annually by the State based on the Florida Price Index in effect for CareerSource Pasco Hernando.
- D. Enrollments for the addition of new training programs are limited to a maximum of 6-10 (to be determined by Chief Executive Officer of CareerSource Pasco Hernando until performance is established).

C. AGREEMENT PERIOD

This renewal Agreement will become effective on
__07/01/2025_____
and remain in effect until __06/30/2026_____ with the option to renew for two additional years as long the Training Provider provides annually; performance data, valid licensures, and updated costs for tuition and fees.

A Related Party Training Provider requires annual approval by the board of directors of CareerSource Pasco Hernando.
Failure to respond to request for previous or current participant information will terminate this Agreement. With exception to the above statement of cancellation, this Agreement may be cancelled at any time by either party with thirty (30) days written notice. In the event of such cancellation, there shall be no interruption in services for customers already enrolled in training.

D. PAYMENT AND DELIVERY

1. Tuition payments will be considered only for those individuals referred to the Training Provider by CareerSource Pasco Hernando as evidenced by a valid CareerSource Pasco Hernando Individual Training Account Voucher. Tuition or other payments will be made to Training Provider only for those individuals enrolled in and receiving training.
2. The Training Provider shall forward to CareerSource Pasco Hernando an original, signed and embossed Individual Training Account Voucher and written invoice for this tuition/fee at the time a student begins training and becomes eligible for invoicing. This invoice is payable to the Training Provider upon receipt in accordance with payment procedures listed below.
3. Training Provider shall, in conformity with the general refund policies of Training Provider, refund to CareerSource Pasco Hernando such tuition/fees which are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training, but drop out of courses. Refund payment shall never be made to the student for funds received by the Training Provider from CareerSource Pasco Hernando under this Agreement.
4. The Training Provider agrees that CareerSource Pasco Hernando shall not incur financial liability for students enrolled prior to receipt of a voucher which bears the signature of authorized personnel working on behalf of CareerSource Pasco Hernando. No verbal authorizations for enrollment into training will ever occur under this agreement, or if made are void.
5. CareerSource Pasco Hernando will make all payments for authorized, eligible enrollments prior to the termination of this Agreement.
6. Any changes in the Training Provider's tuition and fees must be submitted in writing with justification to CareerSource Pasco Hernando for approval prior to being applicable to this Agreement.

01100652 CareerSource Pasco Hernando is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this website may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. A proud partner of the American Job Center network.

7. With the executed copy of this Agreement, the Training Provider will supply CareerSource Pasco Hernando with a copy of its written policies concerning refunds, cancellations, and withdrawals. These policies must be applied to CareerSource Pasco Hernando students the same as they would apply to any other student. The Training Provider shall, in conformity with the general refund policies of the Training Vender, refund such tuition, books and fees that are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training but drop out of courses or training. The Training Provider agrees not to accept a voucher that was transferred to any other student.

8. Payment Procedure

- a) The Training Provider will receive funds based on the information contained on the Individual Training Account Voucher and from the coordination of other funding sources available to the student. Subject to any FERPA release on file, the Training Provider will also provide the information to show if the PELL or any other scholarships have been applied for.
- b) To receive reimbursement, the Training Provider must submit to CareerSource Pasco Hernando an official, Individual Training Account Voucher and invoice supported by back up documentation on costs. All invoices with signed copies of vouchers need to be emailed to invoices@careersourcepascohernando.com.
- c) Individual Training Account Vouchers and invoices accepted for payment will generally be paid within thirty (30) days of receipt, in accordance with CareerSource Pasco Hernando billing procedures..
- d) Individual Training Account Vouchers and invoices not accepted for payment will be returned to the Training Provider with an explanation.

E. RECORDS

1. If a signed FERPA release is on file, the Training Provider shall provide to CareerSource Pasco Hernando staff monthly progress reports indicating both the progress and attendance of CareerSource Pasco Hernando students and signed by the student and instructor or qualified school representative.
2. If a signed FERPA release is on file, the Training Provider shall notify CareerSource Pasco Hernando staff within 5-10 days of a CareerSource Pasco Hernando student's completion or termination/drop from training program. In such an instance, information concerning the CareerSource Pasco Hernando student's date of employment, wage, job title, CIP code, if known, must also be indicated on the progress report. If the 5-10 business day notification period cannot be met due to extraordinary reasons, it is the responsibility of the Training Provider to communicate this to CareerSource Pasco Hernando and coordinate an alternative option.
3. The Training Provider shall provide CareerSource Pasco Hernando contact information to include an email address, a fax and a phone number for a designated representative of the Training Provider who can respond to requests from CareerSource Pasco Hernando's authorized staff for any monthly progress report, attendance information, completion/termination information, transcripts and/or credentials.

4. The Training Provider shall take any and all necessary steps to insure the confidentiality of personal information including, name, Social Security Number, Social Security benefit data, date of birth, official State or government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, home address, phone number and medical information of each trainee receiving a CareerSource Pasco Hernando Training Voucher . This information is considered confidential and all applicable confidentiality policies and laws shall apply. The Training Provider shall also have in place an official process for investigating and reporting lost or stolen confidential information. Any infraction of the Federal Privacy Act related to the lost or stolen of confidential information should immediately be reported to CareerSource Pasco Hernando.
5. At any time during normal business hours and as often as CareerSource Pasco Hernando, the State of Florida, United States Department of Labor, Comptroller General of the United States, or their designated representative may deem necessary, the Training Provider shall make available all such books, documents, papers, and records (including computer records) which are directly

pertinent to payments made by CareerSource Pasco Hernando to the Training Provider under this agreement, for examination, audit, or for the making of excerpts or copies of such records. This provision shall also include timely and reasonable access to the Training Provider's personnel for the purpose of interviews and discussions related to such documents.

F. AUDITS

If applicable, the Training Provider shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations" and any other specific requirements imposed by the Board.

G. ASSIGNMENTS AND SUBCONTRACTS

The Training Provider shall not subcontract, assign or transfer any rights or responsibilities under this agreement or any portion thereof without the written approval by CareerSource Pasco Hernando, unless otherwise authorized by this Agreement. A written subcontract must be presented to CareerSource Pasco Hernando for consideration. In no case shall such consent relieve Training Provider from the obligation under or change the terms of this Agreement unless otherwise provided.

H. TERMINATION FOR CONVENIENCE/DEFAULT

1. As noted in Section C, failure to respond to request for previous or current participant information will terminate this Agreement.
2. CareerSource Pasco Hernando or Training Provider may terminate this Agreement for convenience when it is in the best interest of CareerSource Pasco Hernando or Training Provider by providing thirty (30) days written notice. CareerSource Pasco Hernando may suspend this Agreement for the purpose of investigating irregularities under this Agreement. Any termination for convenience or suspension will be preceded by written notice setting forth the effective date of said termination or suspension. The termination/suspension shall be effective as of the date the notice is issued and the Training Provider has thirty (30) days after the effective date to bill for payment, or such payments will be barred. The Training Provider shall be entitled to receive the normal payment rate for any services performed hereunder prior to the date of termination or suspension.

In the event of termination for whatever reason, both parties agree to negotiate a plan to ensure an orderly transition for customers in training. If the Training Provider elects to remove themselves from the approved Training Provider list, the Training Provider is required to "train out" any students financially supported by a CareerSource Pasco Hernando Training Voucher under the same provisions that are included in this agreement.

3. If the Training Provider fails to perform, in whole or in part, or to make sufficient progress, so as to endanger performance, CareerSource Pasco Hernando will notify the Training Provider of such unsatisfactory performance. If such unsatisfactory performance continues, CareerSource Pasco Hernando will notify the Training Provider in writing. The Training Provider will have ten (10) working days from receipt of notice in which to respond with a plan agreeable to CareerSource Pasco Hernando to correct said deficiencies.

Upon failure of the Training Provider to respond within the appointed time or failure of the Training Provider to respond with appropriate plans, CareerSource Pasco Hernando will cease enrollments

into the Training Provider's programs until the Training Provider responds with appropriate plans to correct its deficiencies. Should the Training Provider be unable or unwilling to correct its performance, CareerSource Pasco Hernando will serve a termination notice which shall become effective within fifteen (15) days after its issuance.

In the event of such termination, CareerSource Pasco Hernando shall be liable for payment only for services rendered prior to the effective date of termination. Final billing for payment must be received by CareerSource Pasco Hernando within thirty (30) days of termination date or such late billing will be barred.

CareerSource Pasco Hernando staff will also present information to the CareerSource Pasco Hernando Board of Directors regarding the performance issues and recommend removal of the Training Provider from the list of approved Training Providers.

4. The Training Provider shall give CareerSource Pasco Hernando written notice of any perceived breach, and it shall give CareerSource Pasco Hernando ten (10) working days to cure any perceived breach under the Agreement.

I. POLICY

Providers and Programs Policy of CareerSource Pasco Hernando, hereinafter referred to as the Policy. The Policy constitutes an integral part of this Agreement and is posted on CareerSource Pasco Hernando website under <https://www.careersourcepascohernando.com/wioa> in the Training Provider Section. CareerSource Pasco Hernando reserves the right to amend its policy at any time.

When CareerSource Pasco Hernando amends its policy, CareerSource Pasco Hernando shall make reasonable efforts to provide the Training Provider with general, not specific, notice of such changes by posting a conspicuous announcement on CareerSource Pasco Hernando's website that i) such policy changes and amendments have occurred; and ii) identifying which particular provisions have changed.

Such announcement shall be maintained for no less than 30 days following the effective date of such amendment. The Training Provider's continued use of CareerSource Pasco Hernando's Services, following the posting of such amendment shall signify and be deemed Training Provider's assent to and acceptance of the revised agreement and policy. The Training Provider agrees that it has the burden to periodically review CareerSource Pasco Hernando's website for any updates or changes.

J. ENTIRE AGREEMENT/MODIFICATION

01100652 CareerSource Pasco Hernando is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this website may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. A proud partner of the American Job Center network.

This Agreement constitutes the complete and exclusive agreement between the parties relating to the subject matter hereof. It supersedes all prior proposals, understandings and all other agreements, oral and written, between the parties relating to this subject matter.

No agent, employee, or other representative of any party is empowered to alter any of the terms of this Agreement, unless done in writing and signed and approved by an executive officer of CareerSource Pasco Hernando or designee for CareerSource Pasco Hernando and an executive officer of Training Provider. Both parties represent and warrant that person signing this Agreement is authorized to sign this agreement on behalf of such party.

The parties agree to renegotiate this Agreement if revisions of any applicable state or federal laws, regulations or decreases in allocations make changes to this Agreement necessary.

K. APPLICABLE LAW AND JURISDICTION

The present agreement is governed by the internal substantive laws of the State of Florida, without respect to its conflict of laws principles. Jurisdiction for any claims arising under the present agreement shall lie exclusively with the courts in Pasco/Hernando County, Florida for those who entered into agreement with CareerSource Pasco Hernando.

L. CONFIDENTIALITY

Both Parties recognize they may have access to proprietary and confidential information concerning the other party's business, products, customers, and students ("Confidential Information"). Confidential Information includes, but is not limited to, business records, customer lists, course materials, student information, and educational records Confidential Information shall also include all information in tangible or intangible form that is marked or designated as confidential or that, under the circumstances of its disclosure, would reasonably be considered confidential. Likewise, unless written consents is given, or required by a court order or subpoena of an administrative agency, both Parties will keep all records confidential to the extent required or allowed by applicable law, including but not limited to the Family Educational Rights and Privacy Act. Any information received by the Parties in the performance of this Agreement, or from any employee, student, or parent participating in or involved in the training will not be shared or otherwise disseminated except as allowed under this Agreement or required by law. In the event of unauthorized use, commercialization, or disclosure of Confidential Information, the party providing the Confidential Information may seek temporary and permanent injunctive relief to enforce the foregoing restrictions without any requirement to post bond or other security as a condition for such relief.

M. INDEMNIFICATION

Both Parties agree to indemnify and hold harmless the other for all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the

operation of this contract. Further, the implicated party, upon receiving timely written notification, shall defend the other party against all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the operation of this contract. The obligation to indemnify or defend shall be contingent on (i) the defending party receiving timely written notice of the claim, suit, judgement, or damage, (ii) the implicated party agreeing not to enter into any negotiations or settlements that would bind the defending party without first consulting the defending party, and (iii) if requested, the implicated party turning over complete defense of the claim, suit, or judgment, to the defending

party.

Where both parties commit joint negligent and intentional acts, each party shall be liable for, and shall have the obligation to defend, the part of the jointly negligent or intentional act committed by such party. In no event shall a party be liable for or have any obligation to defend against such claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the sole negligent or intentional acts of the other party.

Nothing herein shall be interpreted to expand or enlarge the scope of the waiver of sovereign immunity for state agencies as provided in Florida Statutes 768.28, Florida Statutes

N. STATEMENT OF ASSURANCE

During the performance of this Agreement, both Parties shall comply with Title VII of the 1964 Civil Right Act, as amended, and the Florida Human Rights Act of 1977, in that such Parties shall does not discriminate on the grounds of race, color, national origin, religion, sex, age, handicap, or marital status or in any form or manner with regard to its students, employees or applicants. Both Parties understand and agree that this Agreement is conditioned upon the veracity of this Statement of Assurance. Furthermore, both Parties agree they will comply with Title VI of the Civil Rights Act of 1964 when federal grant funds are involved in the provision of services required hereunder. Other applicable federal and state laws, executive orders, and regulations prohibiting the type of discrimination as herein delineated are included by this reference thereto. This Statement of Assurance shall be interpreted to include Vietnam era veterans and disabled veterans within its protective range of applicability.

O. NOTICES

All notices under this Agreement shall be given in writing to the parties at the following addresses:

If to Training Provider:

STAFF CONTACT INFORMATION			
Contact Name: Jody Bacon	Job Title: Assoc. Director		
Institution Name:UMA Education, Inc.			
Email: jbacon@ultimatemedical.edu	Phone: #: (813____)283__ - 5750__		
Address:9309 N. Florida Ave.	City:Tampa	State:FL	Zip:33612

If to CareerSource Pasco Hernando:

STAFF CONTACT INFORMATION	
Contact Name: Jerome Salantino	Job Title: Chief Executive Officer
Email: jsalantino@careersourcepascohernando.com	Phone: #: 352-593-2225

Address: PO Box 6589	Spring Hill	FL	34611
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If given by United States mail, notices shall be deemed given upon mailing as specified in this paragraph. Either party may change the persons or addresses to which future notices are to be sent as provided by this paragraph.

Individual Training Account Voucher Invoices should be sent to:

CONTACT INFORMATION
CAREERSOURCE PASCO HERNANDO
Email: invoices@careersourcepascohernando.com

P. SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates set forth below the respective signatures:

PASCO HERNANDO WORKFORCE BOARD, INC. DBA CAREERSOURCE PASCO
HERNANDO

Signature: _____

Print Name: _____

Title: _____

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Date: ____/____/____

Name of Institution: UMA Education, Inc. d/b/a Ultimate Medical Academy

Signature: Jody Bacon
Jody Bacon (Aug 19, 2025 17:17:20 EDT)

Print Name: Jody Bacon

Title: Assoc Director, SF Processing & Operations (Business Office)

Date: 08/19/2025

Training Provider

Institution Ultimate Medical Academy
Street Address 9309 N. Florida Ave Ste 100, Tampa, FL 33612
Contact Person Jody Bacon
Contact Email jbacon@ultimatemedical.edu
Contact Phone Number 813-676-2236

Please list the information for each training you currently have on the CareerSource Pasco Hernando training list along with any new you will be applying for.
to add additional columns please do so)

(If you need

		1	2	3	4	5	6	7	8	9	10	11
1	Program Title	Dental Assistant w/ Expanded Functions	Medical Assistant	Medical Administrative Assistant	Medical Office Billing Specialist	Medical Billing Coding	Medical Billing Coding Associate	Pharmacy Technican	Nursing Assistant	Patient Care Technician	Phlebotomy Technician	Emergency Medical Technician
2	SOC	31-9091	31-9092	31-9092	43-6013	43-6013	43-6013	31-9095	31-1131	31-1131	31-9097	29-2042
3	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
4	License #	1606	1606	4379	4379	4379	4379	4379	1606	1606	1606	4379
5	Tuition	\$15,000.00	\$ 16,950.00	\$ 18,050.00	\$ 18,525.00	\$ 18,050.00	\$ 29,925.00	\$ 29,212.50	\$ 1,750.00	\$ 15,000.00	\$ 1,750.00	\$ 4,000.00
6	Expiration Date											
7	Book Cost	included	included	included	included	included	included	included	included	included	included	included
8	Lab Fee	included	included	included	included	included	included	included	included	included	included	included
9	Physical/ Medical Cost	included	included	included	included	included	included	included	included	included	included	included
10	Uniforms	included	included	included	included	included	included	included	included	included	included	included
11	Certification, Licensure or Testing Cost	included	included	included	included	included	included	included	included	included	included	included
12	Other Costs											
Total Cost		\$15,000.00	\$ 16,950.00	\$ 18,050.00	\$ 18,525.00	\$ 18,050.00	\$ 29,925.00	\$ 29,212.50	\$ 1,750.00	\$ 15,000.00	\$ 1,750.00	\$ 4,000.00
For July 2025 through June 2026		DA	MA	MAA	MOBS	MBC	MBCA	PHT	NA	PCT	PHLB	EMT
13	Is program eligible for Pell Grant	yes	yes	yes	yes	yes	yes	yes	no	yes	no	no
14	Total number of persons enrolled in training program	56	95	2311	614	4336	15577	2114	31	39	16	54
15	Total number of WIOA funded persons enrolled in training program. 2024/2025	4	12	2	0	2	1	0	7	0	10	39
15 a	Total number of WIOA funded persons enrolled in training program. 2023/2024	8	18	1	0	3	1	0	3	7	8	14
16	Total number of WIOA funded persons from CareeSource Pasco Hernando enrolled in training program. 2023-2025 (this is a two year period)	12	30	3	0	5	2	0	10	7	18	53
17	Total number of persons compleing this training program 2023-2025(this is a two year period)	17	22	1246	751	2572	8273	2398	73	71	21	74
18	Total number of WIOA funded persons compleing this training program 2023-2025 (this is a two year period)	9	18	1	0	5	1	0	4	7	18	36
19	Total number of WIOA funded persons from CareeSource Pasco Hernando completing this training 2023 - 2025 (this is a two year period)	0	0	0	0	0	0	0	0	1	0	7
20	Total number of persons awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2023-2025 (this is a two year period)	17	22	1246	751	2572	8273	2398	73	71	21	74

21	Total number of WIOA funded persons awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2023-2025 (this is a two year period)	9	18	1	0	5	1	0	4	7	18	36
22	Total number of WIOA funded persons from CareerSource Pasco Hernando awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2023-2025 (this is a two year period)	0	0	0	0	0	0	0	0	1	0	7
23	Total number of persons employed after completing the training program 2023-2025 (this is a two year period)	17	12	561	128	2870	7715	427	53	65	17	74
24	Total number of WIOA funded persons employed after completing the training program 2023-2025 (this is a two year period)	9	8	1	0	5	1	0	4	7	18	36
25	Total number of WIOA funded persons from CareerSource Pasco Hernando employed after completing the training program 2023-2025 (this is a two year period)	9	0	0	0	0	0	0	0	1	0	7

		1	2	3	4	5	6	7	8	9	10	11
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.	Diploma	Diploma	Diploma	Diploma	Diploma	Associates Degree	Diploma	Diploma	Diploma	Diploma	Diploma
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	No	No	no	No	No	No	No	Yes - BayCare, CDC of Tampa and Orlando Health	No	No	Yes - Crisis Center
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)	62 - Health Care and Social Assistance	62 - Health Care and Social Assistance	62 - Health Care and Social Assistance	62 - Health Care and Social Assistance	62 - Health Care and Social Assistance	62 - Health Care and Social Assistance	62 - Health Care and Social Assistance	62 - Health Care and Social Assistance	62 - Health Care and Social Assistance	62 - Health Care and Social Assistance	29 - Healthcare Practitioners and Technical Occupations
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	See Catalog for Program Descriptions	See Catalog for Program Descriptions	See Catalog for Program Descriptions	See Catalog for Program Descriptions	See Catalog for Program Descriptions	See Catalog for Program Descriptions	See Catalog for Program Descriptions	See Catalog for Program Descriptions	See Catalog for Program Descriptions	See Catalog for Program Descriptions	See Catalog for Program Descriptions
F	Verification the training program is for an occupation on the Local Area TOL. (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the occupation from the TOL)	Yes - 31-9091	Yes - 31-9092	Yes - 31-9092/43-6013	Yes - 43-6013	Yes - 43-6013	Yes - 43-6013	Yes - 292052	No - 31-1131	No - 31-1131	Yes - 31-9097	No - 29.2042

ACTION ITEM 8
Regional Apprenticeship Coordination

All contracts with organizations or individuals currently serving as Directors of Pasco-Hernando Workforce Board, Inc. (PHWB) shall require a two-thirds vote of the Board, quorum having been established.

Pasco-Hernando Workforce Board, Inc. (PHWB) / CareerSource Pasco Hernando (CSPH) currently receives funding for various programs that offer training and work opportunities including apprenticeship and pre-apprenticeship programs.

On April 23, 2025, an Executive Order issued by President Donald J. Trump, titled "Preparing Americans for High-Paying Skilled Trade Jobs of the Future," was signed. This order outlines a national strategy to modernize federal workforce development efforts, expand Registered Apprenticeships, promote alternative credentialing, and strengthen alignment with the skill needs of high-growth and emerging industries. In response to this and other state efforts, a Request for Proposal (RFP) was issued on May 15, 2025, to solicit an organization with expertise and demonstrated capacity to effectively and efficiently spearhead regional efforts to develop, expand, and support registered apprenticeship and pre-apprenticeship programs in Pasco and Hernando counties.

Three responses were received and were reviewed and scored based on the following criteria: Organization Experience Capabilities / Capacity, Plan Development and Ability to Implement Plan, Budget/Cost.

Organization	Max Points	Combined Average Points
Pasco County Schools	300	278
STEMA	300	263
T. Clark	300	256

*Scoring sheets available upon request

The funding period will be from October 1, 2025, through June 30, 2026, provided performance remains acceptable during that period and funding is available, the contract will include an option to renew for up to two (2) 1-year periods. Staff are seeking approval for an annual allocation of up to \$100,000.

FOR CONSIDERATION

Recommend the approval for staff to begin negotiations and enter into an agreement with Pasco County Schools for regional apprenticeship coordination. For the current program year, the allocation available for this initiative totals \$70,000.

ACTION ITEM 9

Approval of CSPH New Policies and Revisions

FloridaCommerce instituted a new process (Memo dated January 27, 2021) related to Local Operating Procedures (LOPs) to coincide with the release of new administrative policies. This process was effective immediately and is designed to provide local workforce development boards (LWDBs) with the oversight and support needed to administer workforce programs in compliance with federal and state requirements. Some previously issued state-level policies and guidance may require LWDBs to update their LOPs for alignment. As CareerSource Florida and FloridaCommerce continue issuing new and revised policies, CSPH is responsible for ensuring consistency at the local level.

Attached are the updated and new CareerSource Pasco Hernando (CSPH) administrative policies. These were adapted directly from CareerSource Florida's approved versions with CSPH's branding and local information incorporated.

Summary of Policies for Approval:

- 1. Revisions to the Availability of Services to Floridians Workforce Policy**
 - Establishes clear expectations for LWDBs and career centers to ensure universal access for jobseekers and businesses.
 - Requires public posting of career center hours, timely responses to customers, and consistent communication.
 - Aligns with the REACH Act goals for expanded workforce coordination and economic mobility.
- 2. Emergency Response and Disaster Recovery Workforce Policy**
 - Provides a unified framework for preparing and responding to disasters.
 - Includes guidance on dislocated worker grants and cybersecurity planning.
 - Improves coordination and efficiency in statewide workforce disruption response.
- 3. Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker Program Eligibility Policy**
 - Aligns eligibility procedures with Workforce Policy P9.
 - Requires tracking of eligibility determination timelines and service delivery.
 - Emphasizes program coordination, co-enrollment, and proper documentation in the state case management system.
- 4. Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T) Components and Case Management Workforce Policy**
 - Establishes expectations for case management in line with Florida's SNAP E&T and WIOA plans.
 - Requires individualized employment plans (IEPs) to promote long-term self-sufficiency and job success.

5. Supportive Service, Participant Incentives, and Operational Skills Training Procedure / WIOA Youth Support Service Matrix

- Updated to reflect CSPH (removing Eckerd references).
- No substantive changes except administrative updates.
- Supportive services remain subject to available funding and CEO/COO approval.

FOR CONSIDERATION

Recommend the approval of the following CareerSource Pasco Hernando Administrative Policies:

- CareerSource Pasco Hernando (CSPH) Availability of Services to Floridians
- Emergency Response and Disaster Recovery
- Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker Program Eligibility
- Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T) Components and Case Management Workforce Policy
- WIOA Youth Supportive Services Matrix and Supportive Service, Participant Incentives, & Operational Skills Training Procedure – WIOA Youth



**Policy
Number
P9**

Workforce Policy

Title:	CareerSource Pasco Hernando (CSPH) Availability of Services to Floridians		
Type:	Programmatic		
Program:	One-Stop Career Centers		
Effective:	September 21, 2021	Revised:	08/21/2025

I. PURPOSE AND SCOPE

Local workforce development boards (LWDBs) are required by law to provide universal access to workforce services for both job-seeker and employer customers.¹ This policy outlines statewide expectations for LWDBs, including setting and publicly posting one-stop career center hours, enhancing customer responsiveness, and maintaining clear, comprehensive communication to create a system that supports individuals in finding employment, assisting businesses in finding talent, and advances economic opportunities across Florida. Aligned with the REACH Act's goals to improve workforce coordination and expand opportunities for meaningful employment and economic freedom for Floridians², this policy:

1. Guides LWDBs in delivering fast and effective services to Floridians, and
2. Strengthens accountability and transparency to ensure consistency for customers and improved leveraging of public funds.

II. KEY PROGRAM OBJECTIVES

1. Provide high-quality, responsive, timely, and effective customer service that meets the needs of job seekers and employers.
2. Provide planned, targeted outreach to engage jobseekers and employers to increase community engagement, improve access to workforce services, strengthen business partnerships, and align with the needs of local employers to improve employment outcomes for those with barriers to employment within the local area.

¹ [20 CFR Part 678; § 445.004\(10\), Fla. Stat.](#)

² [Chapter 14.36, F.S](#)

3. Ensure availability of services to all Floridians—including Florida businesses, jobseekers with disabilities, limited English skills, those receiving public assistance, or other employment barriers—using universal design in physical and digital spaces.
4. Coordinate seamlessly across WIOA core and combined partner programs to deliver integrated services that support high-quality education, training, and employment outcomes.
5. Maintain transparency and accountability by clearly posting service hours, available resources, and accessibility information at career centers and on LWDB websites.
6. Foster continuous improvement by using customer feedback, data (including complaint resolution data), and staff input to enhance service delivery and ensure positive employment outcomes.

III. MEASURABLE PERFORMANCE OUTCOMES

1. Performance Measures to include:

a. For Job Seekers

- i. Outreach to potential participants (numbers by area, population type and identified barriers).
- ii. Time to determine eligibility.
- iii. Time to service provision.
- iv. Training and employment outcomes.
- v. Customer satisfaction ratings at least twice a year utilizing a variety of formats including one that is electronically accessible.

b. For Employers

- i. Business outreach (numbers by industry sector and business size)
- ii. Number of active partnerships (including apprenticeships, preapprenticeships, customized training, incumbent worker training, internships, work experience, and On-the-Job Training (OJT))
- iii. Number of active partnerships by industry sector
- iv. Time to execution of partnership agreements or contracts (including OJT)
- v. Business satisfaction ratings at least twice a year utilizing a variety of formats including one that is electronically accessible.

2. Compliance Measures to include:

- a. Posted hours, signage, and communication in compliance with state and federal regulations and [Florida Workforce System Statewide Brand Policy](#)
- b. Digital, physical, and telephonic accessibility in compliance with federal and state regulations

IV. POLICIES AND PROCEDURES

CSPH shall maintain service delivery standards in accordance with its Grantee-Subgrantee Agreement, the following policies and procedures, and all other applicable laws, rules, and guidelines.

The Governor sets statewide service delivery standards, requiring LWDBs to submit WIOA Local Plans that align with Florida's WIOA Combined Plan. Consistent with [Chapter 73B-7, Florida Administrative Code](#) and as directed by FloridaCommerce:

1. WIOA Regional and Local Plan Instructions mandate that career centers provide services during standard business hours at designated locations.
2. Each local workforce board signs a Grantee-Subgrantee Agreement with FloridaCommerce.
 - a. CSPH will adopt and publicly post annual schedules of operations, covering daily hours, holidays, and service availability.
 - b. Centers affiliated with colleges or universities may align their schedules with the academic calendar.
3. CSPH will notify FloridaCommerce and CareerSource Florida of schedule changes impacting the availability of walk-up services to Floridians as soon as possible.
 - a. Schedule changes must be approved in advance by FloridaCommerce, except in cases of emergencies, such as natural disasters or government directives.
 - b. If an emergency closure occurs, CSPH will notify FloridaCommerce and CareerSource Florida within 48 hours to ensure continuity of services using a method designated by FloridaCommerce.

A. Customer Service Expectations for One-Stop Centers and LWDBs Serving Job Seekers

CSPH shall maintain a welcoming and safe environment that:

1. Has readily available options to support job seekers with challenges or barriers impeding meaningful participation.
2. Ensures all signage and communication follow the Florida Workforce System Statewide Brand Policy and encourage job seekers, including those with barriers to employment (childcare, transportation, homelessness, and other needs) to participate in person or online.
3. Does not employ any policy, procedure or signage at a LWDB site that functions as a bar to job seekers with children, or other identified barriers, from entry to those sites.
4. Engages potential customers in the community to ensure that job seekers are aware of available services.
5. Communicates in a timely, responsive, and respectful way when responding to requests from job seekers.

6. Determines jobseeker customer eligibility promptly and delivers services efficiently with a high level of communication and opportunities for feedback.
7. Gathers and shares data on job seeker satisfaction to inform training and supports increased job-seeker satisfaction, including:
 - a. timeliness of interactions;
 - b. provision of service and support;
 - c. clarity of communication; and
 - d. results from services provided.
8. Has a publicly available process that tracks and resolves customer complaints.
9. Provides training to employees on improving customer service and the roles of career center employees designated to resolve customer complaints.
10. Includes program outlines and descriptions of customer service goals in the LWDB WIOA Local and Regional Plans³.
11. Implements LOPs that align with customer service standards and other goals identified in the LWDB WIOA Four-year and Two-Year plans⁴.

B. Customer Service Expectations for CSPH Serving Employers

CSPH shall:

1. Engage in strategic, data-driven outreach with employers and businesses within the community to ensure awareness of available services.
2. Communicate in a timely, responsive and respectful way when responding to requests from businesses.
3. Provide timely and efficient services and support.
4. Gather and share data on business customer satisfaction that inform training and supports increased business and community satisfaction, including:
 - a. timeliness of interactions
 - b. provision of service and support;
 - c. clarity of communication; and
 - d. results from services provided.
5. Have a publicly available process that tracks and resolves business customer complaints.
6. Train employees in improving customer service and on the role of career center employees designated to resolve customer complaints.
7. Include a program outline and customer service goals in the CSPH WIOA Four-year and Two-Year plans.
8. Implement LOPs that align with goals identified in the CSPH WIOA Four-year and Two-Year plans.

C. Availability and Hours of Operation

³ [Chapter 73B-7, F.A.C.](#)

⁴ [Chapter 73B-7, F.A.C.](#)

Comprehensive one-stop career centers must be open to the public for walk-up service during regular business hours and at least eight hours a day, Monday through Friday.⁵ As is common practice across the state, local career centers may offer additional service hours, in-person, or virtual appointments to accommodate individuals who work during regular business hours. Customers seeking in-person services at one-stop career centers should not be denied entry or access to services at those centers based on physical appearance, presence of children, or any other indicator that may be associated with the existence of a barrier to employment.

CSPH will clearly display their hours of operation on-site. Additionally, each career center staff will provide customers with information on hours of operation and services available at other career centers in their local area. The schedule of operations, including standard hours and holiday closures (following state holidays), CSPH will post all Holiday closures on the website in an easily accessible format.

Any restrictions to, or changes in standard availability or hours of operation must be communicated to and approved by CareerSource Florida and FloridaCommerce prior to the change occurring and using a method designated by FloridaCommerce.⁶

V. IMPLEMENTATION

CSPH will include applicable local strategies in their WIOA Local and Regional Plans and operating policies to enable FloridaCommerce to monitor implementation.

VI. AUTHORITIES

[Public Law 113-128, The Workforce Innovation and Opportunity Act \(WIOA\)](#), Sections 107-108.

[20 CFR Part 678 and 20 CFR 679.500](#)

[Training and Employment Guidance Letter 04-15](#)

[Chapter 445.003 – 445.004, Florida Statutes](#)

[Agreement Between Local Workforce Development Boards and the Florida Department of Commerce \(The Grantee-Subgrantee Agreement \)](#)

[CareerSource Florida Administrative Policy 93 – One-Stop Career Center Certification Requirements](#)

[Florida Workforce System Statewide Brand Policy](#)

⁵ See [20 CFR § 678.305\(c\)](#).

⁶ Notifications of emergency closures must be consistent with [Insert Link to Workforce Policy – Emergency Response and Disaster Recovery].

VII. HISTORY

9/10/2025	Revised to incorporate Key Program Objectives, Measurable Performance Outcomes, and Implementation elements that require strategies and local operating procedures, including description of customer service standards and complaint resolution to be incorporated into WIOA Local Four-Year Plans and Two-Year Modifications; Emphasizes supporting individuals in finding employment, assisting businesses in finding talent, and advancing economic opportunities.

VIII. RESOURCES

[WorkforceGPS - Using Data to Help Open Doors for Universal Access and Outstanding Customer Service](#)



**Policy
Number
O15**

Workforce Policy

Title:	Emergency Response and Disaster Recovery
Type:	Operational
Program:	Workforce Innovation and Opportunity Act
Effective	08/21/2025

I. PURPOSE AND SCOPE

This policy outlines roles and responsibilities of the CareerSource Florida network before, during, and after disasters and states of emergency. It provides a framework for coordinating services with federal, state, and local partners, including the Florida Department of Commerce (FloridaCommerce) and local workforce development boards (LWDBs), Regional Planning Areas, and career centers and establishes guidance for LWDBs to administer Disaster Recovery Dislocated Worker Grants (DWGs), while ensuring compliance with the Workforce Innovation and Opportunity Act (WIOA), U.S. Department of Labor (USDOL) regulations and state requirements.

This policy applies to CareerSource Florida, FloridaCommerce and all LWDBs and regional planning areas.

II. KEY OBJECTIVES

To provide clear guidance and support to LWDBs on operations and considerations during an emergency and outline clear expectations to guide data-based, responsive and comprehensive planning, response, and recovery in the event of a disaster or emergency, including expectations for the following:

1. Continuity of Operations Plans (COOP)
2. Activation and utilization of state and local Rapid Response Teams
3. Provision of services and supports.
4. Disaster Recovery Dislocated Worker Grant application and utilization
5. Emergency Response and Disaster training for staff

III. MEASURABLE PERFORMANCE OUTCOMES

Measurable outcomes identified by activity are outlined below:

1. Continuity of Operations Plans (COOP) compliance
2. Disaster Recovery Dislocated Worker Grant
 - a. The negotiated primary indicators of performance for the WIOA Dislocated Worker program serve as the performance measures for participants receiving career or training services through the Disaster Recovery DWG program.
3. Provision of required services and support:
 - a. Use of mobile career center units or career center services support at community partner locations
 - b. Number and percentage of one-stop customers receiving services during a disaster, including those served in mobile units or at community partner locations.
 - c. Time to provision of requested support for one-stop customers during a disaster.
 - d. Percentage of participants enrolled in short-term training programs offered during disaster recovery.
 - e. Employer satisfaction and engagement with services provided during and after a disaster including satisfaction with Dislocated Worker Grant funded programs, layoff aversion, short-time compensation.

Note: Participants who only receive disaster-relief employment are excluded from WIOA performance indicators unless they also receive career or training services through the grant or are co-enrolled in another WIOA program with a common exit. For more information, refer to [Administrative Policy 115, Common Exit](#).

IV. BACKGROUND

The Florida Division of Emergency Management leads the State Emergency Response Team (SERT), which coordinates disaster response across state agencies, nonprofits, and federal partners. FloridaCommerce leads SERT's Emergency Support Function 18 (ESF 18), which helps businesses recover and stabilize the economy.

CareerSource Florida partners with FloridaCommerce, LWDBs, career centers, and WIOA combined planning partners to support job seekers and businesses during emergencies. Together, they coordinate office closures, assess workforce needs, and deliver services such as Disaster Dislocated Worker Grants. The goal is to ensure quick, easy access to services that help communities recover and people return to work.

V. POLICIES AND PROCEDURES

A. CareerSource Florida Network Coordination

CareerSource Florida and FloridaCommerce collaborate systematically to support activities and the workforce recovery needs of the state before, during, and after an emergency.

B. Office Closures and Emergency Notifications

Local governments manage emergency declarations and evacuations under section [252.38, Florida Statutes](#). Counties and municipalities coordinate emergency management plans, which guide office closure decisions. LWDBs must follow local directives and report closures exceeding two days to FloridaCommerce.

Each LWDB office or center must designate a contact person responsible for notifying

CareerSource Florida, FloridaCommerce, and the Local Emergency Operations Center of office closures. Updated contact details, including name, phone number, fax, and email, must be provided to FloridaCommerce and CareerSource Florida.

C. State-owned Facility Closures

FloridaCommerce will close state-owned workforce facilities in affected counties during disaster or emergency situations based on the following criteria:

1. Local government decision to close offices
2. Mandatory evacuation orders
3. Declaration of a local state of emergency

When state-owned facilities are closed due to an emergency, employees assigned to those facilities will be released from duty and granted administrative leave for the duration of the closure. Employees required to remain on duty to provide essential services will receive special compensatory leave credits for hours worked during the closure. Essential services are normally considered to be services directly related to the preservation of life, health, or property.

D. Non-State-Owned Facility Closures

LWDBs and career centers must follow local and state emergency management directives and close offices accordingly.

LWDBs must notify FloridaCommerce of emergency office closures exceeding two days, unless a state of emergency has been declared for a specified period.

E. Notification Protocols

LWDBs must notify FloridaCommerce of office closures as soon as possible, and within 48 hours of the event, as feasible, using approved communication channels. Closure information will be posted and made available to the public.

F. Operational Requirements

LWDBs shall support business and jobseeker customers through a combination of activities, including but not limited to:

1. Providing access as available to career centers and dedicated staff through on-site, virtual, and electronic interactions.
2. Providing access to career center mobile units as directed and coordinated by CareerSource Florida and FloridaCommerce in consultation with federal and state partners.
3. Providing access to quality customer service and direct services to affected workers including:
 - a. job training services.
 - b. filing of reemployment assistance claims
 - c. resume preparation and job-readiness workshops.
 - d. job placement services.
 - e. career and skills assessment services
 - f. labor market information
 - g. referrals to community programs
 - h. information on the impacts of layoffs on health coverage and other benefits
 - i. community resource workshops
 - j. veterans' programs and services for those with barriers to employment

- k. supportive services¹
- l. job fairs and other special events.

a. Cybersecurity and Protection of Electronic Data

Operational emergency planning must include cybersecurity measures consistent with guidance provided by FloridaCommerce and grantee-subgrantee agreements. A LWDB must notify Florida Commerce via the approved method when a cyberattack occurs and must have a local operating procedure (LOP) that includes the following:

1. Data protection
2. Authentication using MFA or passkeys.
3. Staff responsibilities
4. Incident response
5. Device management

The incident response plan should outline the steps to be taken during a breach in security. This plan must also include clear direction on roles and responsibilities of specific LWDB staff through access control measures, establish communication channels, and define escalation procedures.

LWDBs should conduct and document periodic cybersecurity assessments and audits to identify vulnerabilities and weaknesses that include penetration testing and vulnerability scanning to uncover potential flaws in the organization's systems. LWDBs should implement a strategy to ensure all systems receive OS, application, driver and firmware updates at a regular cadence and should ensure critical data and systems are recoverable in a manner consistent with their approved LOP for continuity of operations to ensure essential functions continue during and after a disruption or crisis.

LWDBs are required to take reasonable measures to protect and secure electronic data containing personal information. LWDBs must follow the requirements set forth in their agreements with FloridaCommerce regarding any breach of security and must follow the requirements in section [501.171, Florida Statutes](#), and FloridaCommerce's directions as specified in the agreement.²

G. Disaster Recovery Jobs Portal

LWDBs shall provide expedited access to individuals whose employment has been either lost or interrupted as a direct result of a major disaster and instruction on navigating the Disaster Recovery Jobs Portal linked from the Employ Florida website to find job opportunities or post disaster-related jobs to assist in rebuilding affected communities.

H. Rapid Response and Layoff Aversion Activities and Short-Time Compensation

LWDBs shall provide access to Rapid Response and Layoff Aversion activities authorized under WIOA and described in [CareerSource Florida Workforce Policy 2021.06.09.A.2 – Rapid Response and Layoff Aversion System](#) and [Training and Employment Guidance Letter No. 19-16](#), to assist employers and impacted workers prior to and immediately following announcement of layoff or natural or other disaster resulting in a mass job dislocation.

I. Business Damage Assessment Surveys

Encouraging business owners to navigate [FloridaDisaster.biz](#) to obtain information about preparedness resources, current disaster updates, recovery programs, and to complete the Florida Business Damage Assessment Survey, which helps FloridaCommerce to determine

¹ Supportive Services described in [20 CFR 680.900](#) for Adult and Dislocated Workers and [20 CFR 681.570](#) for Youth.

² [Grantee-Subgrantee Agreement](#)

damage related to disaster impacts, understand individual business needs, and to inform relief efforts.

J. Local Operating Procedures and Continuity of Operation Plans (COOP)

LWDBs, regional planning areas, and their career center staff shall consult with local government, chief local elected officials, and other stakeholders to develop streamlined strategies, policies, and a comprehensive Continuity of Operations Plan (COOP) that describes engagement in systematic processes that accomplish the following:

1. Creation of local board-led strategies and policies that ensure uninterrupted communication with federal, state, and local partners and designation of trained employees to communicate with state and local partners, leadership, and board members before, during, and after a state of emergency.
2. A published plan that ensures the safety and availability of staff, minimizes disruption of service delivery, and maximizes cooperation with all partners.
3. Includes emergency contacts, a disaster response checklist, and service delivery options that include virtual and mobile service delivery. Plans must outline how customer services will be provided within 24 hours, or as soon as practicably possible, of a disaster declaration. LWDBs must update and submit COOPs biennially to CareerSource Florida and FloridaCommerce. COOP plans may be included as part of WIOA local plans and two-year modifications.
4. Includes ongoing training of incumbent and new staff to ensure current and sufficient levels of awareness of operational activities before, during, and after a state of emergency.
5. Outlines outreach, including surveys of existing and potential business customers before and after states of emergency to obtain business intelligence and information about community business needs resulting from disasters and other emergencies.

K. Use of Disaster Recovery Dislocated Worker Grants

Pursuant to [Training and Employment Guidance Letter \(TEGL\) 09-24](#),³ FloridaCommerce has the authority to apply for Disaster Recovery Dislocated Worker Grants (DWGs) to help communities affected by a natural disaster or emergency recovery from the impacts of these events and to help develop a workforce better equipped for resiliency to disaster events in the future

A LWDB shall administer and deliver services under the Disaster Recovery DWG funding associated with the Disaster/Emergency Declaration that impacts its area, including but not limited to the following:

1. Working with state and local governmental agencies to assess the need for temporary disaster-relief workers and developing worksite agreements to address these needs.
2. Working with local employers to address talent needs in the wake of the disaster/emergency; and
3. Conducting outreach and eligibility determination of individuals applying for workforce services and providing eligible participants appropriate grant services.

a. Before Qualifying Events

Disaster recovery efforts are primarily managed at the local level and, as the subrecipients of Disaster Recovery DWG funding, LWDBs play a pivotal role in supporting the economic and overall recovery of their region.

LWDBs shall participate in pre-disaster planning efforts organized by FloridaCommerce

³ [TEGL 09-24](#)

to:

- i. Identify existing recovery stakeholders (local agencies or organizations that would be critical to support the recovery process after a disaster).
- ii. Coordinate with existing recovery stakeholders and local government officials to develop communication plans and memorandums of understanding.
- iii. Develop public engagement strategies to effectively communicate Disaster Recovery DWG funding availability, flexibilities, and limitations.
- iv. Identify organizations, such as recovery stakeholders, who may operate as worksite sponsors and develop worksite agreements with such organizations.
- v. Prepare position descriptions that encompass anticipated cleanup and restoration activities and providing humanitarian assistance.
- vi. Identify training programs to help local businesses and their workers recover from the disaster.
- vii. Develop general processes and point people for managing Disaster Recovery DWGs; and
- viii. Train appropriate staff on Disaster Recovery DWG participant eligibility, worksite prioritization, and allowable costs.

b. Determining a Need for a Disaster Recovery DWG

FloridaCommerce will assess the need for disaster-relief employment, determine funding needs, decide whether to apply for a Disaster Recovery DWG, and will make Disaster Recovery DWG awards to impacted LWDBs.

c. Disaster Recovery DWG Application Submittal

If a need for Disaster Recovery DWG funding is identified, FloridaCommerce will assist impacted LWDBs in submitting an application in accordance with [TEGL 09-24](#), which must include:

- i. An abstract that identifies impacts of the qualifying event, an overview of activities anticipated, type of participants to be enrolled, a list of project operators or subrecipients and any deliverables or expected outcomes.
- ii. A summary of emergency management agency coordination or anticipation of such activities.
- iii. A project overview to include the project's scope and priorities, as well as plans to identify, recruit, and enroll eligible participants.
- iv. A Community Needs Assessment for each project.
- v. Projected enrollment and cost breakdown by type of activity.
- vi. A project timeline that includes major goals and objectives over the period of performance; and
- vii. A line-item budget.

d. Community Needs Assessment

As a part of the application process, FloridaCommerce submits a Community Needs Assessment to USDOL. The assessment provides the context for the effects of the qualifying event and sets the scope of the planned response.

The Community Needs Assessment must describe:

- i. The impacts of the declared emergency or disaster event, including how the proposed grant will prioritize projects from communities and individuals most in need due to the effects of the declared disaster or emergency situation, or due to economic or other disadvantage.
- ii. How the proposed projects will address the cleanup, or humanitarian needs that

- stem from the impacts of the declared emergency or disaster.
- iii. How proposed disaster-relief employment projects will address the needs and help mitigate the effects of the declared emergency or disaster event, and promote community recovery, including through creating high-quality employment opportunities; and
- iv. How Disaster Recovery DWG funds will provide opportunities for individuals to return to unsubsidized employment as a result of grant activities.

For emergencies or disasters of national significance, the Community Needs Assessment should also demonstrate that the declared emergency or disaster could result in the loss of at least 50 jobs in the area covered by the declaration.

For Disaster Recovery DWGs that include employment and training activities in addition to disaster-relief employment, the Community Needs Assessment must include:

- i. A description of the resulting economic impacts of the qualifying event as well as any broader or additional economic effects or challenges including secondary or related layoffs, increases in unemployment, or other factors where applicable, that impact the community or communities to be covered by the proposed projects.
- ii. An explanation of why existing formula and/or other funds are unable to meet the employment and training needs created by the qualifying event.
- iii. An overview of the current economic situation, layoff impacts or other challenges impacting the ability of the grant recipient and any subrecipients to effectively serve eligible dislocated workers; and
- iv. The identification of populations to be targeted for services, including those who had previous barriers to employment, such as the need for supportive services (to include childcare or transportation), to enable participants to successfully enroll, participate in, and complete grant-funded activities.

LWDBs and Regional Planning Areas affected by a declared disaster must coordinate with county and city emergency management offices and other agencies involved in disaster recovery in the affected areas⁴, to complete the Community Needs Assessment.

e. Funding of Disaster Recovery DWGs

USDOL issues its funding decision within 45 calendar days of receiving a valid application. If the application is approved, USDOL will issue Disaster Recovery DWG funds to FloridaCommerce in full or incrementally.

FloridaCommerce will use state and federal disaster declarations, the Business Damage Assessment Survey and local recovery stakeholder feedback to determine areas of the state that have significant disaster recovery needs. LWDBs are expected to use Disaster Recovery DWG funds when areas within their region demonstrate significant disaster recovery needs.

FloridaCommerce will distribute funds to participating LWDBs based on identified needs and availability of funds. Funds are released to LWDBs by FloridaCommerce through NFAs that describe special grant conditions.

Requests for additional funds must be submitted by LWDBs to FloridaCommerce when needed and must be supported by information that details enrollments, completion of

⁴ Such agencies will include FEMA, Small Business Administration, voluntary organizations active in disaster (VOAD) in the affected area, and others.

work goals, remaining program activities, and expenditures.

FloridaCommerce is responsible for ensuring that funds are expended in compliance with Disaster Recovery DWG requirements and for the de-obligation and re-obligation of funds to meet ongoing needs. Failure to meet planned Disaster Recovery DWG enrollments and/or expenditures may result in sanctions for LWDB failure to meet federal and state standards.⁵

f. Participant Eligibility

LWDBs must ensure that individuals receiving services funded by a Disaster Recovery DWG meet at least one of the following eligibility requirements:

- i. Temporarily or permanently laid off as a consequence of the emergency or disaster;⁶
- ii. A dislocated worker as defined in WIOA Section 3(15), including displaced homemakers as defined in WIOA Section 3(16).
- iii. A long-term unemployed individual;⁷ or
- iv. A self-employed individual who became unemployed or significantly underemployed⁸ as a result of the emergency or disaster.

g. Eligibility Documentation

LWDBs must document eligibility in the participant's Employ Florida program application, including, but not limited to the participant's:

- i. Verification of Work Authorization Status⁹
- ii. Citizenship or right to work;¹⁰
- iii. Compliance with the Selective Service Act; and
- iv. Status as one of the four grant-specific eligibility categories listed above.¹¹

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, and upload this documentation into Employ Florida, as soon as is practicably possible. Additionally, LWDBs must obtain and maintain documentation that supports the determination for eligibility and continued participation, including utilizing the E-Verify system pursuant to [Section 448.095, F.S.](#)

Circumstances surrounding the disaster may make documentation of eligibility difficult for

⁵ [Workforce Policy 104 – Sanctions for Local Workforce Development Boards' Failure to Meet Federal and State Standards](#)

⁶ The term "laid off as a consequence of the emergency or disaster" includes any job separation that can be reasonably linked, directly or indirectly, to the disaster or emergency. May include individuals who were forced to leave their employment following the disaster due to reductions in time or wages, as well as external circumstances caused by the disaster that prevents them from remaining at their pre-disaster job. For example, a worker may have to leave a job to take care of problems caused by the emergency or disaster, to take care of themselves or a relative during the emergency or disaster or dealing with temporary or permanent homelessness due to the emergency or disaster. May include individuals whose offers of employment were rescinded or whose ability to work was delayed or canceled due to the disaster.

⁷ A Long-term Unemployed Individual has been unemployed for six (6) out of the last 13 weeks. An individual is considered unemployed if they were not employed during the weeks in question or were employed in irregular jobs, such as day labor, or in part-time positions, (i.e., an average of 20 hours or less for the six weeks).

⁸ An individual is significantly underemployed when their income from self-employment is no longer adequate to maintain self-sufficiency or meet living expenses.

⁹ [TEGL 10-23, Change 2](#)

¹⁰ A copy of the completed Form I-9 and E-Verify documentation must be maintained in the file of a participant placed into a temporary disaster-relief position.

¹¹ Such documentation may include a notice of separation from previous employer; documentation of Reemployment Assistance benefits or other unemployment compensation; federal income tax returns; business ledgers; and client information for self-employed individuals.

participants to obtain during the initial stages following the disaster. Self-attestation is an allowable method for documenting employment-related eligibility requirements when other documentation is not available. If the LWDB subsequently discovers through monitoring that it has served an ineligible participant, the participant must be terminated from the program and a case note must be recorded in Employ Florida describing the review process and subsequent determination of ineligibility. This situation will not result in disallowed costs.

h. Veterans and Eligible Spouse Priority of Service

As covered persons, veterans and eligible spouses determined eligible for services under a Disaster Recovery DWG must receive priority over non-covered persons in accordance with [Workforce Policy 111, Priority of Service for Veterans and Eligible Spouses](#).

i. Allowable Activities

In most cases, Disaster Recovery DWG projects must include a disaster-relief employment component.¹² Participants may be enrolled in disaster-relief employment activities, as well as employment and training activities, concurrently, sequentially, or as stand-alone services. However, certain Disaster Recovery DWG awards may limit the availability of certain activities as specified within the accompanying NFA.

Prioritization of types of services must be determined in coordination with local emergency planning and recovery agencies as further discussed in Section V.K.x. of this policy. Please see Attachment for additional information on allowable activities.

j. Disallowed Activities

The following are not allowable uses of Disaster Recovery DWG funds:

- i. Activities that are in preparation for future disasters;¹³
- ii. Incumbent Worker Training (IWT)¹⁴ and Customized Training for employed workers.
- iii. Purchasing humanitarian supplies such as food, clothing, and hygiene products;¹⁵
- iv. Purchasing materials to do repairs.
- v. Matching FEMA funds.
- vi. Membership dues for local economic development organizations; and
- vii. Paying for LWDB staff education not directly related to the performance of their job duties in managing the Disaster Recovery DWG.

k. Disaster-Relief Employment

LWDBs must demonstrate that disaster-relief employment created under a Disaster Recovery DWG aligns with the following categories:

- i. Cleanup and recovery efforts; or
- ii. Delivery of appropriate humanitarian assistance in the aftermath of the

¹² Disaster Recovery DWGs awarded due to an influx of individuals relocated from a disaster-affected area to another geographic area may not require a temporary disaster-relief employment component.

¹³ DWG activities must be designed to mitigate the effects of the current declared disaster for which the grant was awarded; activities that may prevent future disasters or their impacts are permissible only where such activities are incidental to addressing the impacts of the current disaster or emergency.

¹⁴ IWT is generally not allowable for DWGs but may be made available for certain specified funding opportunities.

¹⁵ For example, Disaster Recovery DWG funding could be used to support food delivery workers through disaster-relief employment at food shelters but not to purchase the food itself.

emergency or disaster.

Post-disaster response and recovery activities address needs associated with mass care/sheltering, public health and health care, (re)housing, debris/infrastructure removal and repair, support to business owners, emotional/psychological support, public health and health care, and mitigation activities that are directed at correcting existing damage.

Humanitarian assistance provided by temporary disaster-relief workers generally includes actions designed to alleviate suffering and maintain human dignity in the aftermath¹⁶ of disasters. The humanitarian assistance provided by disaster-relief workers must relate directly to needs created by the disaster or emergency, and physical, emotional, and economic consequences of the disaster or emergency.

I. Disaster-Relief Employment Duration

Eligible participants may be enrolled into disaster-relief employment under a Disaster Recovery DWG for up to 12 months or 2,080 hours (whichever is longer).

USDOL may approve an extension for up to an additional 12 months/2,080 hours through a grant modification. When an extension is granted, FloridaCommerce will notify the impacted LWDBs by modifying the NFAs to reflect the extension.

m. Participant Wages and Fringe Benefits

In accordance with WIOA Section 181(a)(1)(A), participants must be compensated at the same rates, including periodic increases, as employees who are similarly situated in similar occupations doing the same type of work, and who have similar training, experience, and skills.

However, in cases where the worksite does not have employees doing the same or similar work and with similar training, experience, and skills, LWDBs must ensure that the wages paid to participants:

- i. Are in line with the industry standard for that type of work in the area where the work is to be performed, supported by documentation; or
- ii. Are paid at least \$15 per hour in the absence of a determinable industry standards for the area where the type of work is to be performed.¹⁷

Where applicable, fringe benefits must be paid in accordance with the policies of the Disaster-Relief Employer.¹⁸ If employees at the worksite are doing similar work and receiving hazard pay, disaster-relief workers may also be paid hazard pay rates for their work.¹⁹

n. Training and Pre-vocational Activities

To meet the disaster-recovery needs of affected areas, LWDBs may provide short-term training and pre-vocational activities that allow a disaster-relief worker to obtain the skills

¹⁶ The aftermath involves time and causality. With every declared disaster, there will be physical damage which results in the dislocation of individuals, families, and businesses, as well as economic and emotional damage. Temporary disaster-relief workers may be provided to help deal with these crises since they are the consequence of the disaster for the time necessary to help affected individuals recover.

¹⁷ [TEGL 09-24](#)

¹⁸ Disaster-Relief Employers are entities designated by FloridaCommerce or LWDBs to carry out day-to-day human resources and payroll activities of a Disaster Recovery DWG. The role of the Disaster-Relief Employer is described in Section V.K.q-r.

¹⁹ Overtime is allowable.

needed to conduct the disaster-relief work.²⁰ For example, this may include training in the use of heavy equipment. During involvement in these activities, for a participant who has been hired in a disaster-relief position that requires attainment of specific skills, the participant may receive wages under the Disaster Recovery DWG.

o. Employment and Training Activities

Pursuant to WIOA Section 170(d)(1)(C), LWDBs may use Disaster Recovery DWG funding to provide employment and training activities to participants to help them obtain (re)employment that leads to self-sufficiency when they are unlikely to return to their prior employment. These services may include job search/job readiness activities, literacy instruction, including English as a Second Language (ESL) instruction, and occupational skills training and/or work-based training for career pathways that lead to high-demand jobs in high-growth industries.

An Individual Employability Plan must be developed in Employ Florida, detailing the need for training services as well as certain individualized career services such as work experiences, literacy/GED prep/ESL instruction, short-term pre-vocational services, and out-of-area job searches/relocation.

p. Supportive Services

LWDBs must provide supportive services when needed to enable individuals to participate in disaster-relief employment and employment and training activities. Supportive services provided to participants in disaster-relief employment must be designed to enable the participant to safely and effectively carry out the job for which they have been hired. Any supportive service provided must enable the individuals to participate in grant-funded employment and training activities. Any supportive services provided must be consistent with WIOA and applicable regulations, as well as [Workforce Policy 109, Supportive Services and Needs Related Payments](#). LWDBs must ensure their local operating procedures governing supportive services and needs-related payments include the provision of such services to individuals participating in disaster-relief employment and employment and training activities.

Note: Participants who receive wages from disaster-relief employment are not eligible for needs-related payments.

q. Disaster-Relief Employers and Worksites

LWDBs must identify appropriate Disaster-Relief Employers based on the nature and scope of the disaster or emergency and the types of disaster-relief activities that projects will be carrying out. LWDBs must have contracts or agreements in place with Disaster-Relief Employers to ensure that they comply with all Disaster Recovery DWG and other relevant rules and requirements, including with regard to employment activities, participant eligibility, participant safety and health (including Occupational Safety and Health Administration (OSHA) safety and work condition standards), supervision and attendance, and any other worksite requirements.

Similarly, LWDBs must identify appropriate Worksite Sponsors based on the nature and scope of the disaster or emergency and the types of disaster-relief activities that projects will be carrying out. Worksite Sponsors are entities²¹ that preferably have experience in disaster recovery and enter into worksite agreements with LWDBs to

²⁰ Such training is not required to be included in state or local eligible training provider/program list, nor is the occupation required to be on the local targeted occupation list.

²¹ Worksite Sponsors are entities with which participants are placed to engage in disaster-relief employment and are often governmental or nonprofit entities to avoid potential conflicts of interest.

develop position descriptions and to support participant placement on worksites. LWDBs must ensure that the Worksite Sponsor complies with all Disaster Recovery DWG and other relevant rules and requirements.

r. Eligible Disaster-Relief Employers

Each disaster-relief worker must have an employer of record, referred to as the Disaster-Relief Employer. There is no limitation on what type of entity or organization may be a Disaster-Relief Employer. The LWDB, a staffing agency, or another entity may be the Disaster-Relief Employer. The Disaster-Relief Employer is responsible for maintaining all personnel and payroll records related to the employment of disaster-relief workers, including employer and employee withholdings and other benefits, if applicable. The Disaster-Relief Employer may be responsible for unemployment claims filed by temporary disaster-relief workers when their assignment ends.

s. Worksite Selection

Disaster-relief worksites must be in the geographic area covered by the qualifying event for the Disaster Recovery DWG and within the LWDB's jurisdiction.²² LWDBs must give the highest priority to cleanup of the disaster area's most severely damaged public communities, facilities, and property, and to the cleanup of and provision of humanitarian assistance to economically disadvantaged portions of the disaster area.

The administration of Disaster Recovery DWG funds must be in coordination with projects administered by emergency management and disaster recovery agencies. The funding of temporary disaster-relief positions shall not duplicate or supplant other funding.

Projects may perform work on private property when the following conditions are met:

- i. The work must be intended to remove health and safety hazards to the larger community, or to address or alleviate specific economic or employment-related impacts of the disaster, such as cleanup work needed for disaster-affected employers to resume or continue operations.
- ii. The activities are necessary to remove health and safety hazards on private lands or around homes or other structures and may only return the land or structure(s) to a safe and habitable level, or operational status, and will not improve the original land or structure(s); and
- iii. The LWDB establishes a priority of disaster-relief activities in coordination with the local area's disaster-recovery team²³ that identifies the need for and use of private for-profit worksites, as applicable.

t. Health and Safety Standards

In all Disaster Recovery DWG projects, LWDBs must establish written policies specifying that Disaster-Relief Employers ensure that project participants are afforded the same health and safety standards established under federal and state law applicable to working conditions of permanent employees. LWDBs must also ensure that participants receive appropriate safety training and ensure safe working conditions in accordance with the OSH Act of 1970, as amended. LWDBs are responsible for ensuring and maintaining documentation that worker orientation and OSHA/safety

²² In extraordinary cases, LWDBs may develop and staff worksites outside of their jurisdiction with approval from FloridaCommerce.

²³ In some communities, groups are sanctioned by the County Emergency Operations Center, and any number or type of non-profits could be the county's proxy for disaster-relief activities. (This may include the Red Cross, Salvation Army, United Way, faith-based groups, and others.)

training has occurred.

Note: Certificates awarded for completion of basic safety training (i.e., OSHA 10) are not recognized postsecondary credentials under WIOA.

u. Prioritizing Disaster-Relief Worksites

LWDBs must be prepared to deploy the most appropriate disaster-relief jobs based on the criteria listed in [TEGL 09-24](#), as well as through consultation with local government, community and faith-based organizations, economic development and industry stakeholders, etc. Priorities for the types of disaster-relief jobs should be based on an assessment of the following factors:

- i. Physical impact on public properties.
- ii. Physical and human impact on the elderly, people with disabilities, low-income and other special needs populations.
- iii. Impact on organizations that are needed to respond to the disaster or emergency (governmental, community, and faith-based); and
- iv. Impact on local businesses, industry sectors, and the overall economic health of the area.

v. Approval and Tracking of Worksites

LWDBs are responsible for approving temporary disaster-relief worksites and job duties for disaster-relief workers. Worksite Reports containing worksite and job description information must be maintained and reported to FloridaCommerce according to a schedule and in a format provided by FloridaCommerce for each Disaster Recovery DWG.

Worksite files must be maintained for each worksite and must include:

- i. The agreement between the LWDB, the Worksite Sponsor, and the Disaster-Relief Employer, including non-duplication requirements (see Subsection V.K.x. below).
- ii. Approved job descriptions.
- iii. Evidence of appropriate OSHA/safety training.
- iv. Evidence that supervisor orientation²⁴ has taken place at the worksite.
- v. Description of supplies and equipment needed and responsibility for providing such;²⁵ and
- vi. Copies of attendance records.

Worksite files will be reviewed on a semi-annual basis by FloridaCommerce staff and must be provided upon request.

w. Use of Equipment for Temporary Disaster-Relief Workers

Generally, Disaster Recovery DWG funds may not be used to purchase equipment.²⁶ [Workforce Policy 87, Prior Approval Administrative Policy for Local Workforce](#)

²⁴ Worksite supervisor orientation includes an overview of their responsibilities under the grant, allowable activities, timekeeping, discipline, etc.

²⁵ The worksite file identifies the supplies and equipment that will be needed for the temporary disaster-relief worker(s) to fulfill their job duties. As supplies are provided to individual participants, these are recorded as supportive services in Employ Florida.

²⁶ Equipment means tangible [personal property](#) (including information technology systems) having a useful life of more than one year and a per-unit [acquisition cost](#) that equals or exceeds the lesser of the capitalization level established by the [non-Federal entity](#) for financial statement purposes, or \$10,000. See [2 CFR 200.1](#).

Development Boards requires prior approval from FloridaCommerce before funds awarded to a LWDB may be used to purchase equipment for such cases, which may be subject to exception.

If equipment needed for the temporary disaster-relief workers to complete their assigned task is not available at the worksite, such equipment may be rented. Equipment rental expenses must be detailed as a separate line item in the budget(s) submitted by the LWDB to FloridaCommerce.

x. Coordination with FEMA and Non-Duplication of Funds

Disaster-relief activities must be coordinated with the appropriate local emergency management agencies to avoid duplication of benefits²⁷ and ensure that grant activities appropriately respond to the affected community's needs after a disaster. LWDBs must also coordinate with federal agencies responding to the disaster, either through direct contact or through state or local agencies working with the federal agencies.

As FEMA and Disaster Recovery DWG funds can pay for similar services, the best way to ensure that the LWDB is not duplicating FEMA funding is to obtain a written statement from the county, city, and/or non-profit as to what services and/or funding FEMA is or will be supplying to the entity and what disaster-recovery services will be provided by disaster-relief temporary workers. This will provide documentation to show that Disaster Recovery DWG funds are not duplicated with FEMA funded services/activities. The written statement should include a brief description of what staff, equipment, supplies, etc., are being paid through FEMA vs. Disaster Recovery DWGs. When a Disaster Recovery DWG funded disaster-relief temporary job participant works at a site which is later approved for FEMA reimbursement, and it is time for FEMA to reimburse the costs of the project, the wages of the temporary job participants must be deducted from the cost of the project before FEMA reimburses 75% of the cost of the project to the local government.

LWDBs must establish policies and procedures that describe how the LWDB will assess the availability of other resources, such as assistance from FEMA, private insurance, etc., to ensure non-duplication of funds and recover grant funds when other funds become available for the same activities. The established policies and procedures must also address a plan to recover grant funds expended for activities or services for which other funds become available from FEMA, public or private insurance, or other available resources.

y. Local Operating Procedures

Local Operating Procedures (LOPs) help local areas further define and clarify how programs will operate locally and are unique to each LWDB. LOPs govern procedures for the Disaster Recovery DWG program and must specifically address how the program will be administered locally. The LOPs must align with this policy. LWDBs must develop LOPS that:

- i. Define what constitutes a participant as being "unlikely to return to previous employment."
- ii. Establish a local process for collecting and maintaining eligibility verification documentation, including ensuring that documentation collected is made available for monitoring by federal, state, and other auditors.

²⁷ Duplication occurs when a beneficiary receives assistance for the same purpose from multiple sources resulting in the total assistance exceeding the actual need.

- iii. Outline how the LWDB will ensure the wages paid to participants enrolled in the disaster-relief employment are in line with the industry standard for that type of work in the area where the work is to be performed.
- iv. Ensure that supportive services are provided when needed to enable individuals to participate in disaster-relief employment and employment and training activities.
- v. Specify that Disaster-Relief Employers must ensure that participants are afforded the same health and safety standards established under federal and state law applicable to working conditions of other employees at the worksite.
- vi. Describe how the LWDB will assess the availability of other resources, such as assistance from FEMA, private insurance, etc., to ensure non-duplication of funds and recover grant funds when other funds become available for the same activities.

Local policies relating to program services must be updated to allow for the full array of services needed to operate DWGs. A written process must be developed that describes variations from the local policies. LWDBs must also ensure that LOPs related to the provision of supportive services and needs-related payments include how these services will be provided to Disaster Recovery DWG participants.

LOPs may be submitted to FloridaCommerce to provide feedback and ensure compliance with WIOA, USDOL regulations, and this policy.

VI.IMPLEMENTATION AND MONITORING

a. Florida Commerce Oversight

FloridaCommerce oversees the programmatic and financial management of Disaster Recovery DWGs to ensure effective support for businesses, individuals, and communities impacted by disasters.

Monitoring may occur on-site or virtually and will focus on:

- i. Outreach and recruitment
- ii. Participant eligibility
- iii. Career services and training
- iv. Performance and expenditure management
- v. Business services
- vi. Disaster-relief strategies
- vii. Coordination with federal, state, and local partners

Deficiencies, including the failure of an LWDB to meet Disaster Recovery DWG enrollments and/or expenditures, or failure to meet performance requirements, may result in sanctions and Performance Improvement Plans (PIP) identified in [Workforce Policy P104 – Sanctions for Local Workforce Development Boards’ Failure to Meet Federal and State Standards](#) and [Workforce Policy P88 – Performance Requirements for Local Workforce Development Boards](#).

b. Local Workforce Development Board Responsibilities

LWDBs must establish local policies and procedures to meet state and federal requirements. Each worksite must be included in the LWDB's formal monitoring plan.

- i. **Monitoring Schedule:** Conduct the first monitoring visit within three months of a participant's placement, and at least every six months thereafter.
- ii. **Monitoring Standards:** An independent staff member or third party unaffiliated

- with worksite or case management must conduct the monitoring. The monitor must engage directly with worksite supervisors²⁸ and disaster-relief workers.
- iii. **Documentation:** Each visit must be documented in a written report, including any required corrective actions. LWDBs must provide monitoring tools and documentation to FloridaCommerce upon request.
- iv. **Compliance:** If LWDBs discover that workers are engaged in non-disaster-related activities, they must take immediate corrective action, which may include terminating the worksite agreement.
- v. **Strategic Planning:** LWDBs must use information gathered from their monitoring activities to refine their disaster response strategies, including for business engagement, staff training, and integration of disaster response into service delivery.

c. Statewide Monitoring

CareerSource Florida and FloridaCommerce will monitor the implementation of this policy, including:

- i. Local operating procedures
- ii. Continuity of Operations (COOP) plans
- iii. Emergency service delivery logs
- iv. Mobile unit deployment
- v. Supportive service distribution
- vi. Post-disaster performance data

FloridaCommerce will review each LWDB's COOP and operating procedures every two years to ensure alignment with state protocols. LWDBs must submit a disaster response summary within 30 days of the event's closure, detailing services provided, and individuals served.

VII. AUTHORITIES

Public Law 113-128, The Workforce Innovation and Opportunity Act (WIOA),
WIOA Sections 3(15); 134; 170; 181; 184; 185; 188; 189

20 CFR Sections 679.100 - 130 20 CFR Part 680, Subpart C, Section 682.300 – Section
682.370 20 Code of Federal Regulations (CFR) Part 687, *National Dislocated Worker Grants*

TEGL 19-16, *Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service (ES), as amended by Title III of WIOA, and for Implementation of the WIOA Final Rules*

TEGL 14-18, *Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor (DOL)*

TEGL 09-24, *Updated National Dislocated Worker Grant Program Guidance*

Chapter 252, Florida Statutes

Sections 445.003 – 445.004, Florida Statutes

²⁸ Worksite Supervisors are individuals at a temporary disaster-recovery worksite who are responsible for overseeing the day-to-day work of temporary disaster-relief workers assigned to the worksite.

[Section 448.095, Florida Statutes](#)

[CareerSource Florida Workforce Policy G1 – State Workforce Development Board Roles and Responsibilities](#)

[CareerSource Florida Workforce Policy 2021.06.09.A.2 – Rapid Response and Layoff Aversion System](#)

[CareerSource Florida Workforce Policy P114 – Rapid Response Program Administration](#)

[Florida Administrative Code \(FAC\), Chapter 60K-5, and Chapter 252.38, Florida Statutes](#)

VIII. HISTORY

Date	Description
08/21/2025	AWI Final Guidance 00-017, CareerSource Florida Workforce Policy Disaster Recovery Dislocated Worker Grants Program Administration Policy, and CareerSource Florida Emergency Response Strategy consolidated into a single policy to provide strategic and operational guidance.
06/18/2024	CareerSource Florida Emergency Response Strategic Policy approved by the CareerSource Florida Board of Directors
08/16/2023	CareerSource Florida Workforce Policy Disaster Recovery Dislocated Worker Grants Program Administration Policy updated to conform to TEGl 16-21 ²⁹ and re-issued by FloridaCommerce.
06/09/2021	CareerSource Florida Workforce Policy Disaster Recovery Dislocated Worker Grants Program Administration approved by CareerSource Florida Board of Directors to provide LWDBs with the minimum requirements for administering Disaster Recovery Dislocated Worker Grants.
11/27/2000	AWI Final Guidance 00-017 – Procedures for the Closure of the One-Stop Delivery System Centers Due to Natural Disasters or Other Emergency Conditions issued by the Florida Agency for Workforce Innovation

IX. RESOURCES

[Florida Virtual Business Emergency Operations Center - FloridaDisaster.biz](#)

[Workforce Services Quick Facts: Mobile Unit](#)

[Workforce Services Quick Facts: State Rapid Response Program](#)

[Disaster Recovery Dislocated Worker Grants](#)

[State of Florida Comprehensive Emergency Management Plan](#)

[ESF 18: Business, Industry and Economic Stabilization Annex](#)

[Employ Florida Disaster Recovery Jobs Portal](#)

²⁹ Note: TEGl 16-21 rescinded.

[National Dislocated Worker Grants – WIOA Desk Reference](#)

[National Voluntary Organizations Active in Disaster Resource Center](#)

Attachment: Disaster Recovery Projects Allowable Activities

Activity Type	Description	Allowable/Disallowed	Citation (CFR/TEGL)
Disaster Relief Employment	Temporary jobs created to assist with clean-up, humanitarian aid, and recovery efforts in areas affected by a federally declared disaster or emergency. These jobs must be related to disaster recovery and are time limited.	Allowable	20 CFR 687.180(b)(1)
Employment and Training Activities	Services such as job search assistance, career counseling, occupational skills training, and on-the-job training provided to help dislocated workers re-enter the workforce.	Allowable	20 CFR 687.180(b)(1)
Pre-vocational Activities	Services that prepare individuals for employment or training, including basic skills instruction, English language acquisition, and work readiness training.	Allowable	TEGL 09-24 Attachment II
Supportive Services	Services that enable individuals to participate in disaster relief employment or training, such as transportation, childcare, housing assistance, and work-related tools or clothing.	Allowable	TEGL 09-24 Attachment II
Preparation for Future Disasters	Activities focused on planning, training, or equipping for future disasters rather than responding to a current declared disaster.	Disallowed	TEGL 09-24 Attachment II
Incumbent Worker Training	Training for workers who are currently employed and not dislocated, which is not allowable under Disaster Recovery DWGs.	Disallowed	TEGL 09-24 Attachment II
Customized Training for Employed Workers	Employer-specific training for currently employed individuals, which is not aligned with the intent of serving dislocated workers.	Disallowed	TEGL 09-24 Attachment II

Purchasing Humanitarian Supplies (e.g., food, clothing, hygiene products)	Buying food, clothing, hygiene products, or other humanitarian aid items is not an allowable use of DWG funds because these are not employment related services, other federal programs cover humanitarian needs and WIOA Title I funds must align with workforce outcomes.	Disallowed	TEGL 09-24 Attachment II
Purchasing Materials for Repairs	Using DWG funds to buy construction materials or supplies for physical repairs is not permitted because this is not a workforce activity. Other federal programs are designed to fund infrastructure and material recovery. Under WIOA, all expenditures must be tied to employment outcomes. Allowing material purchases could lead to misallocation of funds.	Disallowed	TEGL 09-24 Attachment II
Matching FEMA Funds	Dislocated Worker Grant funds cannot be used to match or supplement FEMA disaster relief funds. DWG funds are intended to supplement workforce development efforts, not to serve as a match or cost-share for other federal programs like FEMA's Public Assistance. Federal cost principles prohibit the use of one federal grant to match another unless explicitly authorized.	Disallowed	TEGL 09-24 Attachment II
Membership Dues for Local Economic Development Organizations	Paying dues or fees to join local economic development groups is not an allowable cost because this is not an employment or training activity and paying membership dues to economic development organizations does not provide a direct benefit to dislocated workers nor does it contribute to	Disallowed	TEGL 09-24 Attachment II

	measurable employment outcomes. Under WIOA, administrative costs must be reasonable, necessary and allocable to the grant's purpose.		
Education for Local Workforce Board Staff (not job-related)	TEGL 09-24 explicitly lists training or education for staff that is not directly tied to managing the Dislocated Worker Grant as a disallowed activity. Training that helps staff administer the grant, comply with federal reporting requirements, and manage disaster relief employment or training programs that support effective delivery of grant-funded services may be allowable.	Disallowed	TEGL 09-24 Attachment II

Pasco-Hernando Workforce Board, Inc. Standard Operating Procedure (SOP)



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SOP Number: 122	Title: WIOA Adult and Dislocated Worker Eligibility
Date of Issuance:	Revision Date: 8/21/2025
Effective Date:	Chief Operations Officer – Workforce Services: Brenda Gause

I. PURPOSE AND SCOPE

The purpose of this policy is to provide the Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker program eligibility requirements to CSPH Staff to ensure timely, efficient, and aligned services are provided to all seeking eligibility in this program.

II. KEY OBJECTIVES

1. Expand timely access to career services so eligible adults and dislocated workers can get the help they need through the one-stop system.
2. Improve employment outcomes by helping participants find and keep good jobs with competitive wages.
3. Promote skill development through training that leads to recognized credentials and prepares workers for in-demand industries.
4. Strengthen partnerships by working with required and additional partners to deliver coordinated services.
5. Ensure compliance and accountability by tracking performance.

III. MEASURABLE PERFORMANCE OUTCOMES

WIOA outlines six primary performance indicators for the Adult and Dislocated Worker programs, as defined in Section 116(b)(2)(A) of WIOA and [20 CFR Part 677](#). Additional measures of performance for this policy include:

1. Aligned, clearly written and posted local operating procedures outlining processes for

Adult and Dislocated Worker program eligibility.

2. Average time to eligibility determination and service delivery.

IV. POLICIES AND PROCEDURES

A. 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. CSPH WIOA Staff must ensure that every individual receiving services under the WIOA Adult or Dislocated Worker programs meets the applicable eligibility criteria and is subsequently enrolled in the program.

An individual's eligibility status is fixed at the time of eligibility determination, and individuals remain eligible for the Adult/Dislocated Worker Program even if there are changes in the original circumstances that were used as the basis to establish eligibility. For example, an individual determined eligible as a dislocated worker on the basis of an anticipated layoff or termination remains eligible even if the layoff or termination does not take place.

Pursuant to the definition of dislocated worker, RESEA participants and those in stop-gap employment may also be eligible for services through the WIOA Dislocated Worker Program.

B. Eligibility for Training Services

Training services may be made available to employed and unemployed adults and dislocated workers consistent with federal regulations¹. Additional considerations include:

- i. Economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services serve as part of the determination consistent with local plans;²
- ii. Individuals unable to obtain grant assistance from other sources to pay the costs of such training, including such sources as state-funded training funds or Federal Pell Grants established under Title IV of the Higher Education Act of 1965, or who require WIOA assistance in addition to other sources of grant assistance, including Federal Pell Grants may be eligible. Veteran Assistance (VA) benefits for education and training services do not constitute "other grant assistance" under WIOA's eligibility requirements and do not preclude eligibility or need to be exhausted or depleted for eligibility to be determined.; and³
- iii. Need financial support to cover training costs that have not been paid. Reimbursement for training services already paid for is not allowed.

¹ [20 CFR 680.220](#), [20 CFR 680.210\(2\)](#), [20 CFR 680.210\(3\)](#), [20 CFR 680.210\(b\)](#)

² The Florida Department of Commerce publishes the Adjusted Lower Living Standard Income Level (LLSIL) Wage Rates each year upon converting the LLSIL to an hourly wage. The hourly wage rates are used as baseline data in state-generated performance reports such as the monthly management report and may be used by local workforce development boards for other purposes such as the locally required definition for employment that leads to self-sufficiency. Each LWDB must describe the definition of "self-sufficiency" used by the local area in its WIOA local plan.

³ [20 CFR 680.210\(c\)](#), [20 CFR 680.230](#)

iv. 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, as prescribed in [Workforce Policy 105 – Priority of Service](#).⁴

C. Statutory Priority for Adult Funds

WIOA establishes a priority requirement with respect to funds allocated to a local area for the Adult program.⁵ When using WIOA Adult funds to provide individualized career services and training services, CSPH Staff must give priority to recipients of public assistance consistent with [Workforce Policy 105 – Priority of Service](#) and [Workforce Policy P111 – Priority of Service for Veterans and Eligible Spouses](#) for the requirements for providing priority of service under WIOA.

D. Eligibility Documentation

CSPH WIOA staff are required to collect supporting eligibility documentation used to determine eligibility and retain such documentation in Employ Florida. CSPH WIOA staff must ensure the documentation collected is appropriate and available for review by auditors and federal, state, and local representatives. Adult and dislocated worker service providers must obtain and maintain documentation that supports the determination for eligibility and continuous participation. Please see [Section VI. Resources: Source Documentation for Core/Non- Core Programs DOL-only Data Element Validation](#).

E. Enrollment

1. Employ Florida Requirements

Individuals seeking WIOA services, aside from self-service or information-only services or activities, through the Adult and Dislocated Worker program must be registered in [Employ Florida](#).⁶ Once an individual is determined to be eligible for the WIOA Adult or Dislocated Worker program, staff are required to complete a WIOA Adult or Dislocated Worker program application in Employ Florida and enter all required information, including that required by [29 CFR 38.41\(b\)](#).

2. Enrollment Process Requirements

Individuals interested in consideration for WIOA Title I Adult or Dislocated Worker program services must be allowed to apply for services. However, an application alone is not equivalent to enrollment into the program. CSPH WIOA staff 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 soon as possible but no later than 90 days after eligibility determination. When enrollment is not completed within 90 days of eligibility determination, a redetermination must occur. Enrollment into the program(s) requires assigning an

⁴ [20 CFR 680.210\(d\)](#)

⁵ [WIOA sec. 134\(c\)\(3\)\(E\)](#)

⁶ [20 CFR 680.110\(b\)](#)

appropriate service in Employ Florida that initiates participation.⁷ Note that while CSPH staff must meet the 90 days requirement above, staff should strive to ensure that every individual seeking to receive services under the Dislocated Worker program is determined eligible as a dislocated worker and formally enrolled in the program no later than 30 days after eligibility determination.

3. Enrollment in the Adult Program, the Youth 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 eligibility criteria applicable to the services provided. If such concurrent enrollment occurs, CSPH WIOA staff must track expenditure separately by program and the delineation of services must be clearly identified in the service plan for activities in Employ Florida.

See [Workforce Policy 095 - Youth Eligibility](#) for specific details about co- enrollment.

4. Timely, Efficient, and Aligned Determinations

CSPH staff must engage all customers by following the standards established in [CareerSource Florida Workforce Policy P9 - Availability of Services to Floridians](#). For job seekers, CSPH staff prioritize customer-centered approaches that ensure a smooth transition from self-service to staff-assisted support, guiding individuals through intake, eligibility assessment, service delivery, and ultimately into quality employment. Additionally, customer eligibility determination should allow for the provision of services and support as quickly as possible, and staff should deliver services efficiently with a high level of communication and opportunity for feedback.

F. State and Local Monitoring

CSPH staff must create and publicly post local operating procedures or LOPs that align with federal and state requirements. Service providers must fully cooperate with all state and CSPH monitoring and follow all applicable laws and policies. FloridaCommerce will monitor activities associated with this policy consistent with [2 CFR 200](#) and as required by [20 CFR 683.410](#).

V. IMPLEMENTATION

CSPH will implement policy through written LOPs that align with federal and state requirements. LOPs must define local eligibility and enrollment processes, including intake procedures, and service timelines and must not include criteria beyond those set forth in WIOA Section 134(c)(3) and [20 CFR 680.210](#) regarding eligibility or “suitability” for training services. CSPH clearly defines and apply key eligibility terms and ensure all determinations are supported by documentation that meets the required standards⁸.

⁷ [Employ Florida Service Code Guide](#)

⁸ [TEGL 23-19, Change 1](#)

Documentation must be uploaded to Employ Florida and retained per [2 CFR 200.334](#).

CSPH has established internal controls and a local monitoring plan to ensure timely eligibility determinations and compliance with WIOA requirements. Monitoring occurs at least annually, including a statistically valid sample of participant files, and assessing compliance with eligibility, documentation, and priority of service requirements. CSPH tracks delivery timelines and uses results to improve customer flow.

CSPH evaluates the effectiveness of eligibility and enrollment processes using WIOA performance indicators under [Section 116\(b\)\(2\)\(A\)](#) and [20 CFR 677.155](#). Performance data informs adjustments to LOPs, local policies, and service strategies. Service providers must cooperate with all monitoring activities and correct any deficiencies.

This policy is effective upon approval. FloridaCommerce will monitor implementation of this policy and related LOPs for compliance with applicable statutes and regulations, including [20 CFR 683.410\(b\)\(2\)](#).

VI. AUTHORITY

Workforce Innovation and Opportunity Act of 2014, [Public Law 113-128](#)

Code of Federal Regulations (CFR), [Title 20 Part 680](#), *Adult and Dislocated Worker Activities Under Title I of the Workforce Innovation and Opportunity Act*

[TEGL No. 11-11, Change 2](#), *Selective Service Registration Requirements for Employment and Training Administration Funded Programs*

[TEGL No. 19-16](#), *Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service (ES), as amended by Title III of WIOA, and for Implementation of the WIOA Final Rules*

[TEGL 07-20](#), *Effective Implementation of Priority of Service Provisions for Most in Need Individuals in the Workforce Innovation and Opportunity Act (WIOA) Adult Program*

VII. REVISION HISTORY

Date	Revision
08/21/2025	Revised to add measurable performance outcomes. Revisions included the requirement that LWDBs track how long it takes to determine WIOA eligibility and provide services, updates reflecting federal guidance on requirements for verifying work authorization, based on TEGL 10-23, Change 2 and selective service verification, and

	providing guidance on the retention of eligibility proof in Employ Florida. This policy also provides guidance on what must be included in internal procedures and local policies for LWDBs on this topic.
12/19/2022	Approved as CareerSource Florida Administrative Policy 122 and implemented.

VIII.RESOURCES/ATTACHMENTS

[Source Documentation for Core/Non-Core Programs DOL-only Data Element Validation](#)
[Implementing Priority of Service Provisions for Most in Need Individuals in the WIOA Adult Program](#)

WIOA Desk Reference-Priority of Service for WIOA Adult Funds

[Promising Practices in Achieving Universal Access and Equal Opportunity: A Section 188 Disability Reference Guide](#)

[Selective Service - Who Must Register Includable/Excludable Income](#)

Pasco-Hernando Workforce Board, Inc. Standard Operating Procedure (SOP)



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SOP Number:	Subject: Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T) Components and Case Management Workforce Policy
Date of Issuance: 8/21/2025	Revision Date: 8/21/2025
Effective Date: 8/21/2025	Chief Operations Officer – Workforce Services: Brenda Gause

PURPOSE AND SCOPE

ABAWDs and mandatory work participants in the SNAP Education and Training (E&T) program are required to participate in activities operated by Local Workforce Development Boards (LWDBs) and local career centers. LWDBs deliver SNAP E&T components, including supervised job search, job search training, vocational and basic education, work experience, and job retention services. Timely access to SNAP E&T and other services is critical to removing barriers to participation and supporting successful employment outcomes.

This policy provides LWDBs with a comprehensive description of program components and activities required for operating the SNAP E&T program and requires LWDBs to ensure local SNAP E&T strategies and operations align with the Florida SNAP E&T Plan and the Workforce Innovation and Opportunity Act (WIOA) Combined Plan. LWDBs are also expected to align with Florida's workforce development priorities, focus on employment and training for ABAWDs and other mandatory work participants that lead to self-sustaining jobs, and implement data-driven accountability measures to enhance service delivery and outcomes.

KEY PROGRAM OBJECTIVES

Objectives of this policy include:

1. Promote economic self-sufficiency for SNAP E&T recipients, particularly those with barriers to employment, and the achievement of long-term economic independence through access to employment, education, training, and support services.
2. Align with the State's identified SNAP E&T services with Florida's broader workforce development system and ensure strategic alignment with WIOA's six core programs, including adult education, vocational rehabilitation, and employment services.
3. Support Job-Driven Training that prioritizes training and education programs that are responsive to labor market demands and equip participants with skills that lead to in-demand occupations and sustainable employment.

4. Enhance Service Delivery that leverages the expertise and infrastructure of Florida's LWDBs to deliver high quality and timely SNAP E&T services that are regionally tailored, accessible, and effective.
5. Ensure Simplified Access and High-Quality Customer Service for all eligible SNAP recipients, including youth and those facing barriers to employment.
6. Foster Innovation and Continuous Improvement including data-driven decision-making, and strategies that enhance program outcomes and participant success.
7. Comply with Federal and State Accountability Standards by maintaining rigorous documentation, performance tracking, and reporting in alignment with federal and state requirements to ensure transparency, accountability, and program integrity.

MEASURABLE PERFORMANCE OUTCOMES

Consistent with the requirements identified in Florida's approved SNAP E&T State Plan, all performance outcomes associated with this policy include:

1. Ensure SNAP participants who receive Supervised Job Search services are within monthly allowable hours targets of 39 hours for ABAWD and 59 hours for Mandatory Work Participants (MWP).¹
2. Track and document all SNAP components delivered to participants, including:
 - a. Number of participants served in each component.
 - b. Number of participants who complete these services and, in fact, move toward employment; and
 - c. Number of participants who receive work-related training services and offered participant reimbursements.
3. Maintain documentation and methodology for all administrative costs, including the certification of the percentage of time and effort for staff working on the provision of SNAP E&T components and services.

LWDBs component activities performance data may be subject to technical assistance in the event individual LWDB data is inconsistent with the state's historical FNS-583 quarterly or annual reporting.

BACKGROUND

The Florida SNAP E&T Program is a federally funded initiative that helps recipients gain skills, training, and work experience for long-term employment and economic self-sufficiency. The program is administered by the Florida Department of Children and Families (DCF), which determines eligibility and refers participants to LWDBs for services. The Florida Department of Commerce (FloridaCommerce) oversees service delivery through LWDBs and career centers. CareerSource Florida, the State Workforce Development Board, ensures alignment with statewide workforce goals, while LWDBs and career centers deliver program services, provide assessments, employment planning, component assignments, and other services. Collaborative efforts enhance engagement, compliance with federal and state requirements, and effective service delivery to support participant success and program accountability.

Under Title 7, Code of Federal Regulations (CFR), [sections 273.7](#) and [273.24](#), and [Chapter 414.455, F.S.](#), Florida operates a mandatory SNAP E&T program for Able-Bodied Adults Without Dependents (ABAWDs) and Mandatory Work Participants who do not meet an exemption. ABAWDs must meet specific work requirements to maintain benefits.²

POLICIES AND PROCEDURES

Program Access and Participant Engagement

Referral Process

Consistent with [7 CFR 273.7\(c\)\(1\)](#)³ DCF screens SNAP recipients and refers eligible individuals to LWDBs via the One-Stop Service Tracking (OSST) system. LWDBs must review referrals daily and initiate contact within 10 calendar days for ABAWDs. This process must be documented.

LWDBs should establish referral protocols with local DCF offices and relevant DCF staff, to ensure timely and accurate referrals to connect participants to wraparound services (e.g., housing, mental health, and substance abuse recovery) and promote a holistic approach to economic self-sufficiency. Staff must maintain regular communication with DCF partners and document referrals and outcomes in OSST.

Service Delivery Flow

The following information is outlined to represent a general flow of activity assignment and is expected to be followed by all Workforce Development Counselors.

Automation Processes

- The Supplemental Nutrition Assistance Program is time sensitive; therefore, all cases should be acted upon in a timely manner. With the automation process the OSST system is designed to have client screens that will actively engage the candidate with the initial stages and walk candidates through the initial process.
- The initial engagement process welcomes the participant to the program and helps the participant understand the program and its requirements. The automated process will assess the participant and utilize the answers of activity determination from the assessment to help guide the candidate through the initial process. The OSST system will also provide step-by-step instructions and the due date for any materials that may be required for submission.
- The candidate will also be prompted by Florida Commerce to schedule an appointment with their local CareerSource office. This task must be done by the candidate as they will have to login to the OSST tracking system, through online instruction. They will also be able to call to get help logging in to the system. Once the candidate has completed the initial steps in the OSST system and has created a login, the candidate will be guided through the on-line orientation and assessment.

Step list below:

STEP 1 & 2

***Complete State orientation & Assessment and EF registration:**

GO TO: <https://osstclient.deo.myflorida.com/>

Click on **NEW USER** – answer the questions and set up your password (be sure to keep your username and password for future use)

Login with your new username and password and complete all *steps*.

Please note that this step must be completed timely. Please refer to the completion date specified on your Employment and Training Referral or contact DCF to inquire.

STEP 3

***Schedule the first appointment:**

GO TO: <https://osstclient.deo.myflorida.com/>

Login with your new username and password and select the date, time and location you wish to attend your first appointment.

Please note that this step must be completed timely. Please refer to the completion date specified on your MYTESS account Employment and Training Referral or contact DCF to inquire.

List of locations and time below:

	Brooksville	New Port Richey	Dade City
	Thursday (every other)	Tuesday / Wednesday	Thursday (every other)
	9AM to 10AM	By individual appointment only https://osstclient.deo.myflorida.com/	9AM to 10AM

***** Should a participant be *unable to complete the automated online process set forth by Florida Commerce or LWDB 16 and need assistance completing the process due to a computer, reading, or language barrier, the LWDB will assist the participant through a one-to-one meeting and guide them through the process. If needed, the paper version will be administered to the customer for completion and if needed assistance may be provided.* *****

Orientation and Initial Engagement

Individuals referred to the SNAP E&T program will receive an Employment and Training Referral (ETR) notification letter instructing the participant to complete specific steps via OSST within seven (7) days. The ETR provides participants with information to complete the orientation, assessment, and schedule options for the initial engagement

appointment with a case manager. All steps must be completed within the seven (7) day window to avoid OSST beginning the automated consideration process with DCF to determine if the reason for being non-compliant is related to good cause. The orientation and assessment may be completed online or in-person for individuals who are not computer literate or do not have access to a computer or internet.

The orientation must outline why the participant is referred to the program, an overview of the SNAP E&T program components, participation expectation/requirements, and available support services. The orientation is a required activity for newly referred or reopened referrals for participants who have not completed orientation within the previous 12 months. Participants may also be required to complete orientation if there have been significant program changes, regardless of the time frame of last attendance.

Career center staff must inform participants of grievance procedures, their rights, responsibilities, and the consequences of noncompliance. In addition, the participant must acknowledge receipt of this information by signing the Opportunities and Obligations Form. Staff should maintain a copy of the signed form in the participant's case file and provide a copy to the participant for their records.

Eligibility Verification

Career center staff should confirm the participant's eligibility using DCF referral data housed in their management information system and OSST records to ensure the individual has been properly referred and does not appear to meet an exemption as outlined in the most current programmatic guidance and current federal law.⁴ Staff should confirm this information at the time of the initial engagement appointment prior to assigning the participant to a program component. If it is determined the participant may meet an exemption, staff must instruct the participant to notify DCF of their household changes to allow DCF to determine whether the participant continues to meet the requirements for referral to the SNAP E&T program.

Assessment and Employability Planning

As part of the online assessment, participants will answer questions that provide information on the participant's:

- academic and occupational skills
- career goals and interests
- personal needs/barriers
- employability skills
- work history

Staff must review the assessment information with the participant during the initial engagement appointment to ensure accuracy. The information will be used throughout the employability planning process culminating in the creation of an Individual Employment Plan.

LWDBs may use other assessment tools, in addition to the OSST Initial Assessment, to assist with employability planning/case management, such as Test of Adult Basic Education (TABE), My Career Shines, Career Scope, and the CLIFF Dashboard. Additional assessments should be scheduled or conducted at

the initial engagement appointment, as determined appropriate, prior to the participant being assigned to a program component. Further, LWDBs may conduct additional assessments during program participation as the participants' needs change, or a new program component is being considered. In the event of a system outage, staff may conduct the assessment manually by using the [OSST Initial Assessment Form](#).

LWDBs must ensure that staff are trained in techniques to facilitate a productive experience to include motivational interviewing, employability planning, coordination of services, and methods of ongoing progress monitoring.

Documentation and Compliance

Staff must document case management activities, participation hours, support services, participant reimbursements, supporting documentation, and outcomes in OSST and the participant's case file in a timely and accurate manner. It is recommended that documentation of activities occur within two days of provision. Case files must include verification of participation (i.e., timesheets, attendance records, check stubs, etc.), documentation supporting participant reimbursements, support service referrals, and any correspondence related to the participant's progress or challenges. Documentation may be submitted to staff either in-person or virtually (i.e., email, upload to document management system, etc.).

IEP Development

To ensure effective service delivery and alignment with participant goals, all participants must have an Individual Employment Plan (IEP) developed and maintained in the participant case file and a summary documented via case

notes in OSST. IEP development should use the S.M.A.R.T. (Specific. Measurable. Achievable. Relevant. Time-Bound) principles and include sector strategies and career pathways principles as described in CareerSource Florida Workforce Policies [O3 – Sector Strategies Policy](#) and P10 – Comprehensive Employment Education and Training Strategy, and implemented in WIOA Local Plans.

IEP Processing Steps and Completion Timeline

The IEP must identify appropriate SNAP E&T components, support services, and co-enrollment opportunities with WIOA or other workforce programs. IEPs should reflect both short-term and long-term employment and educational goals, informed by labor market information and participant interests. The IEP must be initiated during the initial engagement appointment. Completion of the IEP means the IEP has been signed by the participant and staff or otherwise documented in OSST. All contact attempts made to complete or update the IEP must also be documented in case notes.

SNAP E&T Components

A qualifying SNAP E&T component is considered standalone and can count for part or all of the monthly work requirement for ABAWDs and MWPs.⁵ Career center staff must assign participants to appropriate SNAP E&T components (upon completion of assessment), document component assignments in OSST, and update the IEP accordingly.

Work components and activities under the SNAP E&T program are outlined in [7 CFR 273.7](#) and further defined in the SNAP E&T State Plan. Participants may be enrolled in one or more qualified components each month to satisfy the program's mandatory work requirement.

Note: Supervised job search and job search training are non-qualifying components unless paired with a qualifying activity.⁶ Supervised job search and job search training activities, when offered as part of other E&T program components, are acceptable as long as those activities comprise less than half the total required time spent in the components.⁷

Career center staff must assess participants for co-enrollment opportunities in WIOA and other workforce programs. Co-enrollment can fill service or funding gaps (e.g., training, support services), provide access to additional work-based learning (e.g., On-the-Job Training and apprenticeships), and maximize participant outcomes through layered support. Staff must document co-

enrollment decisions in OSST and coordinate with WIOA case managers to align services.

Details on required components consistent with Florida's state plan include:

Supervised Job Search

Supervised Job Search (SJS) activities are guided and tailored to participant needs and employment goals and provide participants with increased opportunities to obtain employment. This component must occur at state-approved locations such as LWDB computer labs, LWDB community partner computer labs, public libraries, and on personal computers and/or devices while being supervised. Criteria that may be used to determine whether a location is deemed state-approved include:

- a. Locations that are open to the public with access to resources for job searching (i.e., computers/tablets, internet access, etc.)
- b. Locations that serve populations that are typically eligible for and/or recipients of food assistance benefits and fall into a barrier category such as ex-offenders, domestic violence victims, high school dropouts, disabled, etc.
- c. Locations that have an agreement with the state and/or LWDBs that defines mutually agreed upon services to SNAP eligible individuals.

- d. Locations that are willing to assist individuals who are actively seeking employment and have the means to monitor (supervise) and track time that an individual spends job searching.
- e. Locations that have qualified and sufficient staff to assist with job searching, as well as monitoring (supervising) and tracking the time an individual spends job searching.

Supervised Job Search may be conducted independently or within a group setting, and may also be conducted remotely, in-person, or a combination of both. LWDBs should tailor the delivery of supervised job search services to the needs of participants. Participation in this component must be tracked and reflected on the Job Participation Rate Screen and in case notes. Supervised Job Search activities must have a direct link to increasing the employment opportunities of participants. A participant in the Supervised Job Search program must be likely to find a job through the activity, and appropriate jobs must be available for that participant in the community. Effective case management requires that supervised job search is not established as continuous, year-round activity for the program participant.

7

Participants in supervised job search must have at least one meeting a month with a qualified staff member to review job search activities, get feedback, troubleshoot issues, and discuss next steps. This meeting may occur remotely or in-person and be synchronous with the job search activities or asynchronous and must be documented within OSST. Interactive software or other types of automated processes on a computer do not meet the requirement for engagement with a qualified staff person at least once a month. In between meetings with a qualified staff person, LWDBs may use other supervisory techniques, such as software that tracks time spent logged into a job search website or computer assessments that automatically identify next steps for the participant.

The hours assigned to Supervised Job Search for ABAWDs are limited to 39 hours monthly. If Supervised Job Search is combined with Job Search Training, the total combined hours cannot exceed 39 hours monthly. For MWP, the activity is limited to 59 hours monthly. If combined with Job Search Training, the total combined hours cannot exceed 59 hours monthly.

Job Search Training

Job Search Training is a component that enhances the job readiness of participants by teaching them job seeking techniques, increasing job search motivation, and boosting self-confidence. Job Search Training assists participants with development of essential job readiness/employability skills, through workshops or sessions to secure/retain employment. This component may consist of, but is not limited to, job skills assessments, classroom instruction, job development and placement services, and other direct training or support activities. It could also teach life and interpersonal skills, time management,

decision making skills, appropriate dress for the workplace, career planning, and how to develop a resume.

The hours assigned to Job Search Training for ABAWDs are limited to 39 hours monthly. If combined with Supervised Job Search, the total combined hours cannot exceed 39 hours monthly. For MWP, the activity is limited to 59 hours monthly. If combined with Supervised Job Search, the total combined hours cannot exceed 59 hours monthly.

Basic Education and Vocational Training

The basic education component includes a wide range of activities that improve basic skills and the employability of participants. Such programs include Adult Basic Education (ABE), basic literacy, English as a Second Language (ESL), high school completion or general education equivalency (GED), career and technical education (CTE), and other post-secondary education.

Education may also include the following:

- Adult basic education
- Remedial Education
- High School/GED
- Post – Secondary education
- ESOL
- GCF Learn Free / Alison / EFM Training for Job Seekers
- Ready to Work
- Khan Academy

For those that are non-English speaking may be enrolled in ESOL classes and may consider it their full-time activity for 80 hours monthly participation in SNAP. This activity may be counted as the primary activity if the classroom hours and study time hours are signed by a teacher, librarian, or other official responsible for monitoring the activity.

Education components can offer participants an opportunity to earn postsecondary credentials valued by employers and industry, including certificates and degrees, industry-recognized credentials, and licensures.

Vocational Training helps to improve the employability of participants through training in a skill or trade that will allow the participant to move directly into employment. Training is offered at the career centers, through community partners, and training providers who are approved by the LWDBs and/or CareerSource Florida.

An ABAWD can complete 80 hours monthly in basic education and/or vocational training to meet the mandatory work requirement. An MWP can complete 120 hours monthly in basic education and/or vocational training to meet the mandatory work requirement.

Participants assigned to education components (basic education/vocational training), may be allowed one hour of study time⁸ for each hour of class time completed, as long as documented verification is provided of the actual time spent in the classroom. Education may be provided onsite or through online classes. OSST must be updated with the number of hours completed (including study time) and documentation maintained in the participant's case file.

Education components (basic education/vocational training) may be combined with the following components:

- a. Supervised Job Search
- b. Job Search Training
- c. Work Experience

LWDBs are strongly encouraged to review program participants who are interested in Vocational Training for co-enrollment in the WIOA program.

To be considered "participating," the individual must participate in vocational training activities an average of eighty hours a month. Hours will be documented by:

- a timesheet signed by the class instructor;
- a timesheet signed by a Teacher's Assistant (TA);
- a timesheet signed by a lab instructor;
- a timesheet signed by a lab assistant;
- a timesheet signed by a clinical supervisor;
- a designated party at the school submitting hours on behalf of the institution;
- a progress report from the instructor;
- a progress report from the TA;
- a progress report from a designated party on behalf of the institution;
- a document verifying hours of participation from an on-line or Internet based institution.

A progress report from an on-line or Internet-based institution; or other documentation signed (including electronically signed) by a designated party as outlined in the LWDB's local operating procedure.

ABAWDs who self-enroll in vocational training prior to being referred to the SNAP E&T program may participate in the program, but costs associated with the education activity (such as tuition, books, uniforms, etc.) will not be covered using SNAP E&T funds. However, SNAP E&T funds may be used to pay for such costs for subsequent semesters if the participant has attempted to secure federal financial aid but is not eligible.

ABAWDs assigned to education components, to include online classes, may be allowed one hour of study time for each hour of class time completed, as long as verification is provided of the actual time spent in the classroom.

Work Experience

Work Experience programs include a planned, structured learning experience that takes place in a workplace for a limited amount of time. These activities are designed to connect participants with employers to build employability skills or job-related skills through actual work experience or training at a worksite. In lieu of wages, participants

receive compensation in the form of their monthly food assistance allotment. Work experience sites can be developed with not-for-profit, for profit, private, and public employers. Worksite agreements, as well as job descriptions for each work experience position, must be obtained by staff prior to assigning participants to a worksite.

Participants may identify a worksite that aligns with their career path. However, the participant will not be assigned to work experience at the worksite until an agreement with the site has been executed.

When a participant is assigned to a worksite, the employer cannot replace regular employees with participants performing work experience.⁹ The employer must also provide participants with the same or similar work conditions and assignments as regular employees and is required to supervise work activities and complete time sheets for participants.

Hours assigned to work experience must not exceed the allowable hours derived from the benefit calculation. To determine the benefit calculation, staff will use the participant's monthly food assistance allotment divided by the current state minimum wage which equals the monthly required hours. If there is more than one participant within a household, the monthly required hours will be further divided by the number of participants to derive the number of hours that each career seeker will need to complete monthly. If the number of hours determined by the benefit calculation is not enough to satisfy the work requirement for the participant type, additional program components must be assigned.

Work experience may be combined with the following components:

- a. Supervised Job Search
- b. Job Search Training
- c. Education Basic Education
- d. Vocational Training

In case there are additional members in the household receiving SNAP benefit, LWDBs must verify with DCF for an accurate number of hours for assigning under Work Experience.

Job Retention Services/Employment Retention Services (ERS)

The Job Retention Services (commonly known as Employment Retention Services or ERS) components are continued supportive services to help a SNAP E&T participant continue in their first months on their job. The activities help participants even if their new employment income makes them no longer eligible to receive SNAP benefits. Participants are eligible for at least 30 days and up to 90 days after securing employment and within 30 days of successful completion of a SNAP E&T program component. Participants are not eligible to receive ERS if they are leaving the SNAP E&T program due to a failure to comply with the general work requirement or an intentional program violation.

All reimbursements considered under ERS must be reasonable, necessary, and directly related to the participant's employment, such as uniforms/clothing required for

the job, equipment or tools required for the job, and/or transportation. Other items may be considered for ERS if they meet the criteria.

Support Services and Participant Reimbursements

Participants may be provided reimbursement for costs associated with program participation, including transportation, work-related expenses, costs for books, supplies and tools, digital supports, clothing and uniforms, and other expenses, as needed and allowable. Career center staff must document participation hours, support services, participant reimbursements, supporting documentation, outcomes and ensure services are reasonable, necessary, and directly related to participation in program components.

LWDBs must obtain and retain documentation, including receipts, for verification and audit purposes. Self-attestation may be used in some circumstances to document expenses; however, staff should use this option as a last resort and must include a justification documented in case notes. Self-attestation forms will be used for items in value of \$100.00 or less. LWDBs should use the [SNAP Self-Attestation Form](#) Template for documentation purposes.

LWDBs staff must ensure all necessary information is in case notes related to GCC request for an exemption. This will allow DCF staff to make an appropriate and accurate E&T decision for SNAP participants.

Braiding Funding and Leveraging Resources

LWDBs are encouraged to braid SNAP E&T funds with WIOA and other local, state, or community resources to expand access and supplement service capacity to training and support services, increase reimbursement opportunities, and support innovative service delivery models.

Career center staff and LWDBs must actively pursue opportunities to braid SNAP E&T funds with other workforce and community resources to maximize participant access to training, support services, and employment opportunities; fill service gaps not covered by a single funding source; and increase the efficiency and impact of program investments.

LWDBs should establish clear agreements with their partners, define roles and responsibilities, and track outcomes to ensure transparency and accountability. LWDBs should also maintain documentation of such agreements and a list of applicable partnerships.

Provider Determination

There may be instances where a participant may be ill-suited for a particular Education and Training component, despite the participant's best efforts to remain in the program. Based on the case manager's assessment of the participant's fit with the work component and after documented efforts to explore all available alternative program components, the case worker may record the participant as failing the work requirement. All assessments of fit and

documented efforts to identify an alternative work component must be maintained as part of case management prior to this determination and must contain documented supervisor approval. The SNAP E&T program, in accordance with 7 CFR 273.7(c)(18)(i)(A), allows for LWDBs to process a provider determination for DCF to consider an exemption.

Case Management and Compliance Monitoring

Ongoing Case Management

LWDBs must maintain regular contact with SNAP E&T participants to monitor progress and address ongoing barriers. Career center staff must update OSST with customer participation hours, progress notes, and changes in status.

Participation Tracking

Career center staff must enter participation hours, support services, participant reimbursements, supporting documentation, outcomes and applicable documentation in OSST as soon as possible but no later than by the 10th business day following the end of the month. LWDBs must outline in local operating procedures the frequency at which participant's documentation will be received and entered in OSST.

Participants in partial month participation are required to participate (in any combination) in a minimum of 4 work hours per day, or 20 hours per week and MWPs are required to participate in a minimum of 6 work hours per day, or 30 hours per week. In this instance, the ABAWD/MWP will not be required to complete the required monthly participation hours. Participants in partial month participation who complete the partial hours for the given month will be considered compliant. For example, an ABAWD was referred for participation on June 9th with 15 business days remaining in the month. The ABAWD must complete 60 hours (15 days multiplied by 4 hours daily) to be considered compliant; anything less will be considered non-compliance.

Targeted Case Management

Case management must be proactive, participant-centered, and focused on achieving measurable outcomes. Updates must be documented in OSST,

including progress notes, participation hours, and any changes to service strategies. Case managers must review and update the IEP based on the LWDB's LOPs or when there is a significant change in the participant's status, goals, or assigned activities. The approved IEP form may be accessed on FloridaCommerce's website.

Noncompliance and Good Cause Consideration

If a SNAP E&T participant fails to comply with the requirements of the program, LWDBs must initiate good cause consideration (GCC) review and

document all issues.¹⁰ GCC participant cases must be referred to DCF for determination.

Data Entry and Reporting

OSST System Use

Career center staff must record all case management activities for participants including participation hours, support services, participant reimbursements, supporting documentation, and outcomes in OSST. All data must be accurate and timely to support performance reporting. It is recommended that data entry is completed within 2 business days from provision.

Employ Florida Integration

Career center staff working with SNAP E&T customers must ensure the participant registers in Employ Florida for job seeking, uploading resumes, exploring labor market services, and to document job referrals, placements, and employment outcomes.

Exemptions

In accordance with 7 CFR 273.7(i), DCF is responsible for determining outcomes from a good cause review for a SNAP recipient who does not complete applicable SNAP work requirements. Outcomes of the review may result in a determination of good cause or a sanction. Allowable exemptions are subject to change based on programmatic guidance.

IMPLEMENTATION

Oversight of Florida's SNAP E&T program is shared among FloridaCommerce, which monitors LWDB operations and provides technical assistance; DCF, a WIOA Combined Planning Partner which manages participant eligibility, referrals, and good cause determinations; and the CareerSource Florida Board of Directors,

which sets statewide workforce policy and ensures alignment with Florida's broader workforce development goals. SNAP E&T is a required one-stop partner and contributes to infrastructure funding and service delivery.

LWDBs must establish clear local policies and procedures to guide the delivery of SNAP E&T services. These procedures must be in alignment with the state plan and include:

1. Identifying and co-enrolling eligible SNAP E&T participants in WIOA and other workforce programs to maximize access to training, support services, and employment opportunities.
2. Approving, documenting, and tracking support services.
3. Ensuring accurate and timely data entry in OSST and Employ Florida, including participation hours, case notes, and service delivery records.
4. Maintaining documentation for all services provided, including receipts and attendance logs, to support audit readiness and performance reporting.

LWDBs must also document and implement internal monitoring processes to ensure compliance with federal and state requirements including:

1. Conducting regular internal reviews of case files, documentation, and data entries.
2. Participating in state-led monitoring and technical assistance.
3. Taking corrective action when necessary to address identified issues.

This policy and any subsequent changes are effective upon approval by the State Workforce Development Board and issuance to the CareerSource Florida Network.

VII. AUTHORITIES

[H.R. 1 – One Big Beautiful Bill Act 119th Congress \(2025-2026\)](#)

[7 CFR § 273.7](#) – Work provisions for SNAP recipients.

[7 CFR § 273.24](#) – Time limits for ABAWDs.

[20 CFR §§ 676–681](#) – WIOA performance accountability and planning.

[20 CFR 678.410\(3\)](#) – One Stop Partners

[29 U.S.C. § 3101](#) – Workforce Innovation and Opportunity Act.

[Section 445.033, Florida Statutes](#) – FloridaCommerce and Department of Children and Families local performance accountability and reporting.

VIII. RESOURCES

[Florida SNAP E&T Plan](#)

WIOA Youth Support Service Matrix		
Support Service	Amount/Limit	Issued *as funds permit
Develop U Training *must complete all training	\$ 100.00	One Time Incentive
Work Experience Completion *must complete 90% with no negative feedback *or be hired as an employee	\$ 100.00	One Time Incentive
Occupational Credential Incentive *Must successfully complete training	\$ 25.00	Once for each credential completed
Transportation	\$ 50.00	Monthly, not to exceed \$150 total
Bus Pass Transportation	\$ 35.00	Monthly, not to exceed \$150 total
High School Diploma/GED Attainment *see SOP for requirements	\$ 50.00	One Time Incentive
Job Shadow Incentive *must Complete 6 hours on site	\$ 25.00	once per not to exceed \$50 total
Program Completion Incentive *Must complete all training successfully and Gain employment	\$ 125.00	One Time Incentive
Uniforms/Clothing/Tools	\$ 150.00	case by case
High School Diploma Enrollment (Penn Foster)	\$ 1,400.00	case by case
Retention Incentive *completion of Employment Verification for quarters 2 and 4	\$ 50.00	will not be offered more than one time for quarter 2 and 4
Job Background Check *If requested by employer/ WEX site	\$ 100.00	Case by case
Driver's License *to include completion of online courses	\$ 100.00	Case by case
Assistance Support Services *including utility payments, cell phone, childcare costs, assistance with medical, counseling, prescriptions, and eyeglasses	\$ 100.00	Case by case

Pasco-Hernando Workforce Board, Inc. Standard Operating Procedure (SOP)



A proud partner of the  AmericanJobCenter network

SOP Number: 8.01	Subject: Supportive Service, Participant Incentives, & Operational Skills Training Procedure – WIOA Youth
Date of Issuance: July 1, 2025	Revision Date: July 29, 2025
Effective Date: July 1, 2025	Director of Operations: Brenda Gause

PURPOSE:

This Operating Guideline outlines the process for CareerSource Pasco Hernando staff to for supportive services and program incentives. Supportive services are services that are necessary to enable an individual to participate in WIOA authorized activities. WIOA support services are limited and must be coordinated with other community resources. Program staff must ensure that other resources do not exist or that the need is so urgent that a delay would create a hardship for the participant. This guidance applies to individuals enrolled in WIOA eligible services or those that have exited and need post-program support services as follow-up for only 12 months after exit AND are unable to obtain assistance from other resources.

PROCEDURE

Support Services

Support services are to be expanded on participants based on funding and documented need who have been **deemed eligible** and are participating in Workforce Innovation and Opportunity Act (WIOA) Youth funded programs.

Allowable support services:

- Incentives or bonuses for completion of activities, as described in the governing incentive policy, maximum stated on current local incentive policy per program year. Must be scanned and documented in Atlas.
- Assistance with transportation costs (bus passes, gas vouchers deposits, gas or merchant cards. This may include bicycle or parts for a motorized bicycle.
- Assistance with housing and food
- Assistance with utility payments. Utility bill must be in participant's name.
- Assistance with childcare and dependent costs
- Assistance with medical, counseling, prescription, and eyeglasses

- costs that support the participant with work or training.
- Assistance with uniforms, or other appropriate work attire, hygiene, haircuts, and work-related training material.
- Assistance with educational testing and accommodations
- Assistance with work and training related licenses/permits, professional memberships
- Assistance with out-of-state job search
- Emergency assistance, upon approval and available funds

Disallowed Support Services:

- Fines and penalties, such as traffic violations, courts and probation fees, finance charges, and interest payments
- Vehicle or mortgage payments
- Refundable deposits (including security deposits)
- Items for family members or friends (unless a dependent child)
- No purchases of socks, belts, personal undergarments

Limits:

The support service limit (incentives, transportation, and other support services; not equal to work experience wages) for each registered WIOA eligible participant is \$3000 for the duration of the participant's enrollment in the WIOA program. There may be special projects that have additional non-WIOA funds (such as TANF, or YouthBuild) that may allow for additional incentives over the above referenced limit. If additional support service payments would significantly benefit the participant's ability complete the program or in job retention or wage progression the State Director may waive the limit and authorize an increase of up to an additional \$500, if funds permit. Exited or follow-up participants may receive up to \$600 in support services to retain employment or educational services or wage progression only provided 12 months after exit. All values or limits may vary based on program and funding available.

Procedure:

- CSPH staff will determine a participant's need for support service as a part of the on-going assessment and development of the individual service strategy (ISS).
- The CSPH staff must request assistance by identification of support service codes (481- Transportation, 484- Incentives-Bonuses; or 485- Other support services in EF and on the ISS).
- Requests for Support Service-Other (485) will be coordinated by the CSPH staff to the Program Manager. All emergency related requests must be requested on the Emergency Assistance Form.
- When possible, the CSPH staff along with the participant must identify community resources to show efforts to access alternate funding support. This can be noted in the participant's case notes in EF.
- All requests for support services should be an email request to

Program Manager and Designee. Once approved, receipt and signed voucher and/or back-up must be uploaded to SharePoint in appropriate folder.

- The transportation request for a bus pass and/or gas card requires receipt and signed voucher and/or back-up must be uploaded to SharePoint in appropriate folder.
- Rental assistance will require a copy of the current lease agreement in the participant's name, with signatures.
- For assistance with car repair the participant must provide a copy of the vehicle's registration. The vehicle must be registered in the participant's name and the participant must have a valid drivers' license.
- A case note should be data entered into the EF system, noting the support service request, value, and justification for the support payment.
- Once approved, a copy of the signed vouchers and back up documentation will be included in the participant's file in Atlas.
- Any incentives received in form of a check needs to be copied, signed, and uploaded to participant's file in Atlas.

Participant Incentives

WIOA Participants can earn incentives for completing goals outlined on their ISS. The maximum amount of participant incentives may vary each program year based on the availability of funding. CSPH staff should refer to the current Incentive Policy. The Incentive policies may vary based on WIOA formula funds or special project co- enrollment. The incentive plan may change based on funds availability and Eckerd Connects reserves the right to change, reduce or eliminate these incentives based upon budget and contract changes.

The below listed skills activity descriptors outline the participant incentive structure. Incentive amounts listed on annual Program Incentive Policy Form:

1. Develop U Training - Must complete requirements based on current incentive policy.
2. Work Experience Completion Bonus - Participant must complete requirements based on current Work Experience Incentive policy.
3. Occupational Credential – Participant must complete requirements based on current incentive policy.
4. Job Shadowing - Participant must complete requirements based on current incentive policy.
5. Program Completion Bonus -Participant must complete requirements based on current incentive policy.
6. Retention Bonus - Participant must meet requirements based on current Follow-up Transition Incentive policy.

Once a participant completes a benchmark outlined on the incentive policy and updated on the ISS, the CSPH staff and the participant will complete and submit a voucher request to the Program Manager for approval and submission to Eckerd Connects finance department for processing. The participant will receive the funds via check; payment method may vary by program and participant.

Occupational Skills Training Procedure

Training related expenses may be covered by other funds for occupational skills or Individual Training Account (I.T.A) funds for participants that are in need of training and are deemed eligible and suitable. These do not count under the support service limit. ITA related expenses include but are not limited to assistance with purchase of tools, school admission fees, computer and lab fees, books and supplies.

CSPH will prioritize the funding of programs and training providers listed on the CSPH Eligible Training Provider List (ETPL); however, training with other providers may be provided using a contract between the provider and CSPH. For these training services, participants may receive the training from a program not on the ETPL. These training services may include:

- Training where there is an insufficient number of ETPs in the local area.
- There is a training service program with demonstrated effectiveness offered in the local area by a community-based organization or other private organization to service individuals with barriers to employment.
- It would be most appropriate to award a contract to an institute of higher education or other provider of training services to facilitate the training of multiple individuals in one or more in-demand industry sectors or occupations, and such contract does not limit customer choice.

CSPH staff will complete an application for WIOA Youth services and determine eligibility and suitability for WIOA prior to determination of need for OST. When considering a participant for OST, CSPH staff must determine via interview, evaluation, assessment, and career planning that:

- The participant meets eligibility for OST funding as a WIOA Title I Youth
- The participant would benefit from training and is unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to higher than previous wages.
- The participant has the interest, skills and qualifications, based on assessments to successfully engage in training services. This includes sufficient reading and math skill level to indicate success in the program of training services.
- Labor Market Information in the local area supports direct linkage to employment with completion of the OST and attainment of credential.

If the above criteria are met, the Program Manager or Designee will provide approval for the Occupational Skills Training in writing (email) to the CSPH staff.

MICROIX Process

The MICROIX software program will be used to create and track training budgets and vouchers or ITA's, credit card purchases and check processes. Credit card and check processing occurs with the Finance and support team level at the administrative level. This software is uploaded to the accounting system managed by the Finance Team. MICROIX is a desktop driven application. This system will be available via the internet or web-based connectivity.

Each staff person is provided with a unique user ID and password to access the system. Each user ID is tied to a specific Workflow and funding stream within the MICROIX system. Staff user profiles can be set up as a Requester or an Approver. A requester can create new or edit unapproved purchase orders (PO), also referred to as training vouchers. An approver is a user set to approve a specific Workflow(s). Staff can be designated as a requester and/or approver.

Participant Contract Code Creation

The contract code is the unique identifier for the participant. Staff will ensure that the participant contract code is created accurately.

1. In the Requisition/ Purchase Order section, select Account List
2. In the Account List section, select Add Account
3. Code box
 - a. Last name + Last 4 digits of the participants social security number (Ex. Doe1234)
4. Title
 - a. Participants first and last name (Ex. Jane Doe)

If the contract code generated using the steps provided is already in use, the alternate method to create the code will be: First initial of participant first name + last name + First 4 digits of the participants' social security number.

Budget Creation

Staff will create a budget for every participant who will need to have a voucher, credit card or checks requested as related to all training requests in MICROIX. Budgets will be created for the amount of dollars that will be obligated for the entire program year. The budget amount will include all training, training related and fees/exams using a MICROIX voucher, check request or credit card request. Budgets will be created by PY for each year in which CS Pin is supporting the participants training.

1. Open the MICROIX program and sign in with the User ID provided
2. Select the Budget tab on the upper left-hand corner and open My Worksheets
3. Click the New button on the bottom of the page. This will open the Budget Period box
4. The Budget History Period and the New Budget Period should be updated to reflect the current Program Year (PY) that the budget is being created for.
5. Select the appropriate program in the Workflow drop down box
6. Review the information in the Budget Period box for correctness before clicking OK
7. The Worksheet page open with several fields that will need to be completed. MICROIX has numeric fund codes that are created for each allowable funding program and program year. New fund codes are established by Finance prior to the start of each fiscal year. There are several fields that are pre-populated, staff will need to fill out the following:
 - a. Document Information:
 - Description – Insert Participant contract code at the beginning of the box + Budget for PY_
 - Comments box – Staff should enter a thorough description of the transaction
 - b. Document Detail:
 - Fund – select the correct drop-down option for the current PY
 - Function – select the appropriate category of funding for the program
 - Activity – select the appropriate activity for which the voucher is being created
 - Participant – type in the participant contract code
 - Group – select the reason for the budget
 - GL – select the account title that fits the line item
 - Description – This will default to the participant's name and contract number however staff enter a brief description of the voucher purpose.
 - Monthly Distribution – select the quarter that the voucher is being created in
 - Budget – this will be the amount for the transaction item
8. Once all of the required fields in the budget are filled in, the budget can be saved by clicking the disk icon on the upper right-hand side of the page
9. Review the budget for correctness and submit for approval to Finance by clicking on the paper with green arrow on the upper right-hand side of the page

Updates and edits can be made to the budget as long as Finance has not approved the budget. Once a budget has been approved by Finance, staff can only correct the budget by requesting a budget de- obligation.

Purchase Order (PO)/Service Creation

– Prior to the creation of a training related request in MICROIX, also referenced as an encumbrance within MIP, there must be a corresponding budget in MICROIX. The exceptions to this are for GED tuition, GED exams, and one time or supported services provided by the WT Program. The participant case file needs to be fully updated and current in the appropriate programs Management Information Systems (MIS) tracking system.

1. Open the MICROIX program and sign in with the User ID provided
2. Select the Purchase Order/Invoice tab on the upper left-hand corner and open My Documents
3. Click the New button on the bottom of the page. This will open the Select Document Type box
4. The Document Options fields should pre-populate to Document Type: PO/Requisition and Number Prefix: EN. There should be no other fields that need to be updated. Click OK
5. The Document Type-Standard Requisition page open up with several fields that will need to be completed. MICROIX has numeric fund codes that are created for each allowable funding program and program year. New fund codes are established by Finance prior to the start of each fiscal year. There are several fields that are pre-populated, staff will need to fill out the following:
 - a. Document Information:
 - i. Description – Insert Participant contract code and the participant first and last name
 - ii. Workflow ID – select the correct program code from the drop-down box
 - b. Reason/Justification:
 - i. Staff should provide a thorough description of the transaction
 - c. Special Instructions/Comment:
 - i. Staff should enter specific mailings or pick up instructions
 - d. Additional Information (User Defined Fields)
 - i. SSN Last 4 – self explanatory
 - ii. Training Dates – self explanatory

e. Vendor Information:

- i. Vendor ID – select the vendor that the voucher, check, or credit card payment will be made to. A vendor not listed will need to be added to the MIP system by Finance.
- ii. Item No. – defaulted to N/A – DO NOT CHANGE
- iii. Qty – defaulted to 1.00 – DO NOT CHANGE
- iv. Units – defaulted to EA – DO NOT CHANGE
- v. Date – this will pre-populate – DO NOT CHANGE
- vi. Vendor ID – this is a drop-down box option; select the vendor that the voucher, check, credit card payment will be made to
 - For check and credit card requests the vendor is not the payee but the special vendor labeled as “CHECK REQUEST” OR “CREDITCARD REQUEST” is to be used in the Vendor ID box
- vii. Description - This will default to the participant’s name and contract number however staff enter a brief description of the voucher purpose.
- viii. Type – defaulted to N/A – DO NOT CHANGE
- ix. Price – type in the amount of the voucher, this amount must be the exact dollar of the requested service.
- x. Amount – auto populates when the Price field is filled in
- xi. Dist Code – defaults to N/A – DO NOT CHANGE
- xii. Fund - select the correct drop-down option for the current PY

ACTION ITEM 10
WIOA Youth Training Services

All contracts with organizations or individuals currently serving as Directors of Pasco-Hernando Workforce Board Inc. (PHWB) require a two-thirds vote of the Board, quorum having been established.

Pasco-Hernando Workforce Board, Inc. (PHWB) / CareerSource Pasco Hernando (CSPH) currently receives funding for WIOA year-round youth programs designed to equip individuals to enter the workplace and obtain employment.

On September 3, 2025, staff issued a Request for Quotation seeking quotes from vendors for WIOA Youth Training, Certification, Placement and Retention Services. The focus is but not limited to the (7) targeted industry sectors: Manufacturing, Construction, Healthcare, Retail Trade, Information Technology, Finance and Transportation & Warehousing. CSPH reserved the right to select multiple providers.

Two responses were received, reviewed and scored based on the following criteria: Experience & Years Providing Service, Plan to Provide Services, Cost, and Presence in Pasco and Hernando Counties.

Organization	Max Points	Combined Average Points
AmSkills	400	356
Hope Services, Inc.	400	367

*Scoring sheets available upon request

The funding period will be from October 1, 2025, through June 30, 2026, provided performance remains acceptable during that period and funding is available, the contract will include an option to renew for up to three (3) 1-year periods.

FOR CONSIDERATION

Recommend approval for staff to negotiate and enter into agreements with AmSkills and Hope Services, Inc. as WIOA Youth Training, Certification, Placement, and Retention Services vendors. Agreements will be subject to state approval and local funding availability, and depending on funding availability, shall not exceed \$400,000 individually for any given program year.

ACTION ITEMS

Action Items to be presented to the Pasco Hernnado Workforce Development Consortium: The motion proposes recommending the items to the Consortium for approval. While these are recommendations, the final decision rests with the Consortium.

ACTION ITEM 11

Umbrella MOU Addendum- Division of Vocational Rehabilitation

All contracts with organizations or individuals currently serving as Directors of Pasco-Hernando Workforce Board, Inc. (PHWB) shall require a two-thirds vote of the Board, quorum having been established.

Under WIOA, Local Workforce Development Boards (LWDBs), in agreement with Chief Elected Officials, are mandated to establish MOUs/IFAs with One-Stop partners. These agreements define the services provided, allocate shared costs, and ensure efficient coordination of resources to deliver comprehensive workforce services.

These agreements outline the shared responsibilities, funding contributions, and operational expectations among mandatory and co-located partners within the One-Stop Delivery System, as required by the Workforce Innovation and Opportunity Act (WIOA).

CareerSource Pasco Hernando (CSPH) received a modified addendum from the Division of Vocational Rehabilitation (VR). Legal review was requested to determine whether any substantive changes impacted the validity of the Umbrella MOU. The Board Attorney confirmed that the addendum does not void the existing MOU and only replaces the prior addendum with updated provisions.

Key Elements of the Addendum

- **Services Update:** Additional services provided by VR include listing job opportunities through PHWB and providing virtual/digital assistance for students to increase awareness of available programs.
- **Funding Update:** Adjusted proportionate share amount of \$1,452.08 per non-co-located partner. This is based on total budget divided by FTE staff, multiplied by 10% (half-day shared cost allocation).
- **Compliance Assurance:** Language affirms the Umbrella MOU remains in effect and governs the partnership. The addendum is a replacement of the prior addendum, not a nullification of the Umbrella MOU.

Impact

- Ensures continued compliance with WIOA Subtitle B, Section 121.
- Clarifies VR's partner responsibilities and financial contributions.
- Strengthens coordination of services for individuals with disabilities within the One-Stop system.
- Provides legal assurance that the MOU framework remains intact.

Additional Information

- **Non Co-located Partners:** contribute to shared infrastructure costs based on a proportionate share formula:
 - Partners include
 - Division of Blind Services,

- Vocational Rehabilitation,
- Pasco County School Board,
- Hernando County School,
- You Thrive (formerly Mid Florida Community Services),
- Pasco-Hernando State College,
- Pasco Housing Authority,
- Pinellas Urban League, and
- AARP.
- Mandatory Partner Contribution for FY 2023-2024: \$1,452.08 per partner.
 - Calculation: Total budget divided by FTE staff, multiplied by 10% (half-day shared cost allocation).

Example: total budget: 1,030,977.29 divided by total staff: 71, multiplied 10%

Step 1:

$$\frac{\$1,030,977.29}{71} = \$14,520.82$$

Step 2:

$$\$14,520.82 \times 10\% = \$1,452.08$$

Result "Calculated Proportionate Share:" \$1,452.08

- Real-time adjustments will be made during reconciliation.
- **Co-located Partners:** contribute based on the square footage utilized in CareerSource Pasco Hernando One-Stop locations.
 - Partners include Eckerd (2,538 sqft) and Gulf Coast Jewish Families and Community Services (220 sqft).
 - Contributions are determined using a formula that incorporates space, staff, utilities, and other resources.

**Each co-located partner utilizes resources from the One-Stop Operating Center, which is then calculated based on a snapshot at that time to determine total proportionate share of contributions. In this case, Eckerd and Gulf Coast are charged a per square footage cost based on a formula, which calculates time, space, resources, staff, utilities and additional factors which determine the cost per square foot.*

FOR CONSIDERATION

Approval of the following Umbrella MOU Addendums between Pasco-Hernando Workforce Board and Division of Vocational Rehabilitation Addendum.

**FLORIDA DEPARTMENT OF EDUCATION
CONTRACT NO. SA-653
AMENDMENT NO. 1**

This **AMENDMENT** to the Florida Department of Education Contract Number **SA-653** ("Contract") is entered into by and Pasco Hernando Workforce Board, Inc., DBA CareerSource Pasco Hernando, a Florida non-profit corporation ("CareerSource Pasco Hernando"), Pasco Hernando Workforce Development Consortium (the "Consortium"), (the "Contractor") authorized to do business in the State of Florida, with its principal office at PO Box 6589 Spring Hill, FL 4611, and the Florida Department of Education, Division of Vocational Rehabilitation ("Department"), an agency of the State of Florida with its principal offices in Tallahassee, Florida. Defined terms used herein shall have the meanings set forth in the Contract.

WHEREAS, on **July 1, 2023**, the Department entered into the Contract with the Contractor to provide the service; and

WHEREAS, the expiration date of the Contract is **June 30, 2026** and

WHEREAS, the Department desires to amend this Contract Infrastructure Funding Agreement (IFA) to add renewal funds in the amount of **\$1,452.08 for year two**.

WHEREAS, the Department also desires to amend this Contract to revise and replace **Addendum to Umbrella Memorandum Of Understanding and Exhibit A Budget 2024-2025**

NOW, THEREFORE, in consideration of the mutual covenants and conditions hereinafter stated, the Department and the Contractor covenant and agree as follows:

1. The recitals are true and correct and are incorporated herein by reference.
2. The Infrastructure Cost total is hereby amended to read: **The infrastructure costs for the Department will increase by \$1,452.08 for a new year two total of \$5,814.74 of the contract ending June 30, 2026.**
3. Addendum to Umbrella Memorandum Of Understanding is hereby deleted in its entirety and is replaced with a updated Addendum to Umbrella Memorandum Of Understanding.
4. Exhibit A Budget 2024-2025 is hereby deleted in its entirety and is replaced with an updated Exhibit A Budget 2024-2025

The effective date of the Amendment shall be the date that it is signed by both parties.


All provisions in the contract and any attachments thereto in conflict with this amendment shall be and are hereby changed to conform to this amendment.

All provisions not in conflict with this amendment are still in full force and effect and are to be performed at the level specified in the contract.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be executed by their proper and duly authorized representatives.

Department of Education

**Pasco Hernando Workforce Board, Inc.
dba CareerSource Pasco Hernando**

By: <u></u>	By: _____
Signature	Signature
Name: <u>Manny Diaz, Jr.</u>	Name: _____
Typed	Typed
Title: <u>Commissioner of Education</u>	Title: _____
Typed	Typed
Date: <u>12/18/21</u>	Date: _____

ADDENDUM TO UMBRELLA MEMORANDUM OF UNDERSTANDING
BETWEEN PASCO HERNANDO WORKFORCE BOARD, INC.
DBA CAREERSOURCE PASCO HERNANDO,
PASCO HERNANDO WORKFORCE DEVELOPMENT CONSORTIUM, AND
FLORIDA DIVISION OF VOCATIONAL REHABILITATION

This Addendum to Umbrella Memorandum of Understanding (this “Addendum”) between **Pasco Hernando Workforce Board, Inc.**, DBA CareerSource Pasco Hernando, a Florida non-profit corporation (“CareerSource Pasco Hernando”), **Pasco Hernando Workforce Development Consortium** (the “Consortium”), and **Florida Division of Vocational Rehabilitation** (“DVR”).

WITNESSETH:

WHEREAS, CareerSource Pasco Hernando, the Consortium and DVR have agreed to enter into that certain Umbrella Memorandum of Understanding (the “MOU”), which contains the global terms and conditions applicable to mandatory partners as provided and required by federal, state and local law, including but not limited to the Workforce Innovation and Opportunity Act (WIOA);

WHEREAS, CareerSource Pasco Hernando, the Consortium and DVR desire to enter into this Addendum to establish terms and conditions that solely govern the relationship between CareerSource Pasco Hernando, the Consortium and DVR, for so long as DVR is a mandatory partner under the MOU;

WHEREAS, CareerSource Pasco Hernando, the Consortium and DVR further desire to enter into this Addendum to better address the operations of the local one-stop delivery system, provisions of programs and services, and apportionment of costs for DVR as provided within the MOU;

WHEREAS, DVR is not a co-located Partner and is authorized under a State Vocational Rehabilitation (VR) Services program authorized under Title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by WIOA Title IV; and

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein set forth and for other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, the parties to this Addendum agree as follows:

SECTION I: INDIVIDUAL PARTNER CONTRIBUTION OF SERVICES

- 1.1 DVR is a federal-state program that helps people who have physical or mental disabilities get or keep a job. DVR is committed to helping people with disabilities find meaningful careers. In addition to the general customer employment program, DVR has additional

specific programs designed to help eligible people with disabilities become employed. Some of DVR services include:

- Medical and Psychological Assessment
- Vocational Evaluation and Planning
- Career Counseling and Guidance
- Training and Education After High School
- Job-Site Assessment and Accommodations
- Job Placement
- Job Coaching
- On-the-Job Training
- Supported Employment
- Assistive Technology and Devices
- Time-Limited Medical and/or Psychological Treatment
- DVR provides virtual and digital presence for student/customers on all digital platforms to create greater awareness to resources available through CSPH.
- List all DVR job openings through CareerSource Pasco Hernando.

This is set forth and required by the 2021 Reimagining Education and Career Help (REACH) Act, and the 2023's Senate Bill 240.

SECTION II: COST ALLOCATION BASIS/ METHOD TO DETERMINE BENEFITS

2.1 Pursuant to Subsection E, Section XVI: One-Stop Operating Budget and Infrastructure Funding of the MOU, the following chart summarizes the cost allocation basis used for DVR to determine the benefit received from the use of the one-stop system.

Co-located	Partner Organization	Partner Program	Method to Determine Benefit/Allocation Base
No	Division of Vocational Rehabilitation	Vocational Rehabilitation	10% of 1 FTE

SECTION III: PARTNER CONTRIBUTION

3.1 Pursuant to Subsection F, Section XVI: One-Stop Operating Budget and Infrastructure Funding of the MOU, the following chart summarizes the mandatory annual proportionate share that DVR must make to CareerSource Pasco Hernando as part of DVR's obligations under the MOU.

Partner Organization	Partner Program	Partner Annual Proportionate Share (1)	FTE (1)
Division of Vocational Rehabilitation	Vocational Rehabilitation	\$1,452.08	10% of 1 FTE

The Partner Annual Proportionate Share amount is subject to amendment each fiscal year, consistent with Section XVI: One-Stop Operating Budget and Infrastructure Funding set forth in the Umbrella MOU.

SECTION IV: MISCELLANEOUS PROVISIONS

4.1 DVR specifically agrees to be bound by Section XVI: One-Stop Budget and Infrastructure Funding terms as provided in the MOU and the method of DVR's annual proportionate share calculation.

4.2 DVR specifically agrees to be bound by Section XVII: Modification terms as provided in the MOU and the method of amending the MOU and this Addendum.

4.3 DVR specifically agrees to be bound by Section XVIII: Termination/ Separation terms as provided in the MOU.

4.4 DVR specifically agrees to the Section XIX: Dispute Resolution terms as provided in the MOU.

4.5 DVR also acknowledges the terms of Section XX: Authority and Signatures and warrants that the signature of the person to this Addendum has the authority to bind to the terms and conditions of the MOU and this Addendum.

4.6 This Addendum shall be construed with the MOU as one document. This Addendum shall also be construed with the laws of the State of Florida and venue shall be as provided in the MOU. This MOU and the Addendum constitutes all the complete terms and conditions between CareerSource Pasco Hernando, the Consortium and DVR, and supersedes all previous oral and written agreements between the parties. If any term of this Addendum or MOU is deemed illegal or unenforceable, such term shall be severed and the remaining terms and conditions shall remain in effect. DVR, the Consortium and CareerSource Pasco Hernando waive and release the right to a jury trial for any litigation that arises.

SECTION V: DESIGNATED REPRESENTATIVE

The Designated Representative for this MOU for DVR is:

Name:	John Howell
Title:	Area 4 Director
Address:	1313 N. Tampa St. Suite 801, Tampa, FL 33602
Phone:	813-233-3600
Email:	John.Howell@vr.fldoe.org

[SIGNATURE PAGE FOLLOWS]

BY HAND SUBSCRIBED, this Addendum to the MOU is the product of local discussion and negotiation, and is an agreement developed and executed between CareerSource Pasco Hernando, Pasco Hernando Workforce Development Consortium, and the Partner hereunder, relating to the operation of the One-stop delivery system in the local area. See CFR 463.500.

Florida Department of Education



Signature

Manny Diaz, Jr.

Print Name

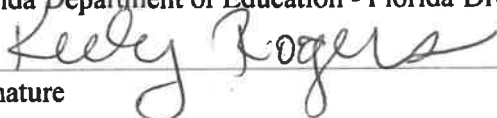
Commissioner of Education

Title

12/18/24

Date

Florida Department of Education - Florida Division of Vocational Rehabilitation



Signature

~~Victoria Gaitani~~ Kelly Rogers

Print Name

~~Acting~~ Director

Title

8/14/25

Date

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Pasco Hernando Workforce Board, Inc. dba CareerSource Pasco Hernando

Charles Gibbons
Charles Gibbons (Dec 5, 2024 10:35 EST)

Signature

Charles Gibbons

Print Name


Board Chair

Title

Date

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Pasco Hernando Workforce Development Consortium


John Allocco (Dec 5, 2024 12:41 EST)

Signature

John Allocco

Print Name

CLEO

Title

Date

EXHIBIT A

APPROVED BUDGET 2023-2024 Budget approved by board on 9/17/2023

Your financial contribution will be based on actual when you provide documentation to reconcile to actual financial information. Actual will be based on the number of square feet, the number of staff located at the centers.

**This is only a snapshot*

GL Account:	Description:	Amount:
5225	Contracted Services	213,914.78
5227	One Stop Operator	25,000.00
5230	Insurance	45,000.00
5400	Leases/Facilities	332,275.31
5410	Utilities	42,247.20
5340	Staff Training	
5420	Leases/Office Equipment	36,540.00
5425	Repairs & Maintenance	60,000.00
5430	Vehicle Maintenance	10,000.00
5440	Communications - Internet	35,000.00
5441	Communications - Telephone	24,000.00
5445	Postage & Delivery	5,000.00
5450	Outreach	5,000.00
5460	Office Supplies	5,000.00
5470	Operating Supplies/Software	192,000.00
5475	Equipment <\$5K	
5480	Equipment >\$5K	
7300	One Stop Cost Pool	-
Total 903	One Stop Cost Pool	1,030,977.29

The table below reflects the estimated annual value of an FTE based on the number of days of staff-assisted services.

# of Days per Week	% of FTE	Annual Value of FTE Equivalent budget
1/2 Day	10% of 1 FTE	1,452.08
1 Day	20% of 1 FTE	2,904.16
2 Days	40% of 1 FTE	5,808.32
3 days	60% of 1 FTE	8,712.48
4 days	80% of 1 FTE	11,616.65
5 days	100% of 1 FTE	14,520.81

INFORMATION ITEM 1
Minutes from August 14, 2025, Executive Committee Meeting

Pursuant to Section 6 of Article VII of the Bylaws, all action by the Executive Committee shall be reported to the Board of Directors at its meeting next succeeding such action.

The following item is presented for the Board's information.

No action is required.

Executive Committee Meeting Minutes - DRAFT

August 14, 2025 – 10:00 a.m.

Committee Members

Present: Mark Earl, Charles Gibbons, Joelle Neri

Absent: Paul Micklow

Quorum Present: Yes

Others Present:

PHWB Staff – Nicole Beverley, Brenda Gause, Theresa Miner, Kenneth Russ,
Jerome Salatino, Jessica Weightman

Hogan Law Firm: Jennifer C. Rey, Doreen Hoffman

Proceedings:

Meeting called to order at 10:00 a.m. by Chair, Charles Gibbons

Public Comments

No public comments were received.

Action Item 1 – Minutes from April 24, 2025, Executive Committee Meeting

Charles Gibbons asked the Committee members to review the minutes from the April 24, 2025, Executive Committee meeting for any corrections or comments. Hearing none, a motion was made to accept the minutes of the meeting.

MOTION was made by Joelle Neri to approve the minutes.

MOTION was seconded by Mark Earl. MOTION carried 3-0.

Action Item 2 – Amended Employee Handbook

Committee members reviewed the CSPH Handbook that was revised to reflect updated federal and state laws, to clarify existing policies, and to improve the overall usability and consistency of the handbook.

MOTION was made by Mark Earl to approve the updated CareerSource Pasco-Hernando Employee Handbook effective July 1, 2025.

MOTION was seconded by Joelle Neri. MOTION carried 3-0.

Action Item 3 – Amended Education and Industry Consortium Policy

Committee members reviewed the amended Education and Industry Consortium policy that was revised to enhance clarity, structure, and compliance with state expectations.

MOTION was made by Joelle Neri to approve the amended Education and industry Consortium

policy with an effective date of September 1, 2025.

MOTION was seconded by Mark Earl. MOTION carried 3-0.

Action Item 4 – Board Candidate – Timothy Hellmers

Committee members reviewed the board candidate under the Labor/Apprenticeship sector with a proposed term end date of June 30, 2031. Mr. Hellmers represents the Department of Veteran's Affairs that provide healthcare services in the Pasco-Hernando region to veterans.

MOTION was made by Mark Earl to approve the board candidate, Timothy Hellmers, for presentation to the PHWD Consortium under the Labor/Apprenticeship sector with a proposed term end date of June 30, 2031, as a class 3 staggered terms.

MOTION was seconded by Joelle Neri. MOTION carried 3-0.

Action Item 5 – Board Candidate – Stefanie Pontlitz

Committee members reviewed the board candidate under the Business sector with a proposed term end date of April 11, 2030. Mrs. Pontlitz represents the accounting/finance industry sector in the region and has previously served on the PHWB under the Labor/Apprenticeship sector.

MOTION was made by Joelle Neri to approve the board candidate, Stefanie Pontlitz, for presentation to the PHWD Consortium under the Business sector with a proposed term end date of April 11, 2030, as a class 2 staggered terms.

MOTION was seconded by Mark Earl. MOTION carried 3-0.

Action Item 6 – Budget Approval

Committee members reviewed the request to approve the budget for the 2025-2026 fiscal year. Mark Earl asked about ROI for outreach, and Jerome Salatino explained efforts with chambers, employers, schools, and marketing. Discussion also noted the Mobile One Stop overages due to repair and frequent use for community and veteran outreach.

MOTION was made by Mark Earl to approve the 2025-202 Annual Budget.

MOTION was seconded by Joelle Neri. MOTION carried 3-0.

Action Item 7 – Funds Transfer

Committee members reviewed the request to approve the transfer of funds to serve adult participants, while ensuring dislocated worker population needs remain covered.

MOTION was made by Joelle Neri to approve the transfer of WIOA Dislocated Workers fund to WIOA Adult funds to allow PHWB, Inc. to serve additional adults for the period ending June 30, 2026.

MOTION was seconded by Mark Earl. MOTION carried 3-0.

Action Item 8 – Amendment No.14 to the NCPEP Sub-Recipient Agreement

Committee members reviewed the request to approve amendment number fourteen. The amendment increased contract funds by \$200,000 in state funds for the Non-Custodial Parent Employment Program.

MOTION was made by Mark Earl to approve Amendment No. 14 to the Non-Custodial Parent Sub-Recipient Agreement with Gulf Coast Jewish Family and Community Services, Inc., increasing the budget by \$200,000 in State funds for the period of July 1, 2025, through June 30, 2026.

MOTION was seconded by Joelle Neri. MOTION carried 3-0.

Information Item 1 – Financial Reports

Theresa Miner reviewed the Financial Reports for the period 07/01/2024 through 06/30/2025.

Discussion Item 1 – Apprenticeship Strategy and Committee Formation

The Committee discussed the Apprenticeship Strategy and Committee Formation, with members emphasizing the importance of expanding registered apprenticeship opportunities in the region. Chuck suggested tying this effort to the Education and Industry Consortium, noting that new board candidate Timothy Hellmers is expected to bring valuable insights and contributions. Mark Earl highlighted the growing significance of AI technology and manufacturing, stressing the need to ensure the committee remains focused on these emerging sectors. Jerome and Jennifer confirmed they would move the initiative forward and keep both the committee and the Board updated on progress.

Discussion Item 2 – Creation of Special Projects Fund Using Corporate Resources

The Committee discussed the Creation of a Special Projects Fund Using Corporate Resources, which will allow CareerSource Pasco Hernando to address unmet workforce needs with agility and innovation. Jerome explained that specific dollar amounts and criteria for project selection will be presented at the September Board meeting. Chuck added that there has been community interest in short-term training for seniors, specifically in computer literacy and cyber security, and noted this could be one area of focus for the fund. Jerome agreed to identify interested members for the Task Force, with Chuck appointing participants. Chuck also informed the Committee that he would be late to the September Board meeting and would attend virtually.

Chair Comments

Chair Charles Gibbons noted that he will be late to the September Board meeting and will participate virtually.

With no further business to discuss, the meeting adjourned.

INFORMATION ITEM 2
Financial Reports

The following item is presented as information for the Board.

No action is required.

Pasco Hernando WFB 16

Statement of Activities -

Unposted Transactions Included

From 7/1/2025 Through 07/31/2025

(In Whole Numbers)

	Apprenticeship	Back to Work	Corporate	DVOP	HOPE-Navigator	HOPE WIOA	LVER	NCPEP	Pooled Costs	RESEA	Rapid Response
Revenue											
Grant Revenue.	0.00	0.00	0.00	0.00	844.00	0.00	0.00	126,275.00	0.00	0.00	0.00
Other Revenue	0.00	0.00	620.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	0.00	0.00	620.00	0.00	844.00	0.00	0.00	126,275.00	0.00	0.00	0.00
Expenditures											
Personnel	2,262.00	16,012.00	250.00	97.00	3,440.00	1,879.00	97.00	585.00	163,504.00	8,578.00	543.00
Staff Development / Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.00	0.00	0.00
Facilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	34,916.00	0.00	0.00
Equipment & Furniture	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accounting / Audit	7.00	80.00	702.00	1.00	16.00	7.00	1.00	2.00	903.00	53.00	0.00
Communications	0.00	0.00	0.00	154.00	0.00	0.00	206.00	0.00	5,445.00	0.00	0.00
Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,145.00	0.00	0.00
Insurance	0.00	0.00	251.00	0.00	0.00	0.00	0.00	0.00	46,561.00	0.00	0.00
Office Expenses	0.00	0.00	1,675.00	0.00	0.00	0.00	29.00	0.00	3,311.00	152.00	0.00
Software License renewals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,473.00	0.00	0.00
Travel & Meeting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,685.00	0.00	0.00
Program Expenses	0.00	10,518.00	4,731.00	0.00	0.00	0.00	0.00	137,922.00	0.00	0.00	0.00
Outreach	0.00	0.00	9,054.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Indirect Costs	792.00	5,608.00	88.00	4,839.00	1,205.00	921.00	5,535.00	286.00	(67,807.00)	4,203.00	190.00
Program Costs Pool	889.00	6,297.00	98.00	5,433.00	1,353.00	1,034.00	6,215.00	322.00	(76,130.00)	4,719.00	214.00
Business Services Pool	0.00	0.00	0.00	0.00	0.00	755.00	0.00	235.00	(36,475.00)	3,446.00	0.00
One Stop Cost Pool	958.00	6,783.00	106.00	3,595.00	1,457.00	1,114.00	4,645.00	346.00	(107,539.00)	5,084.00	230.00
Total Expenditures	4,909.00	45,299.00	16,954.00	14,119.00	7,471.00	5,709.00	16,728.00	139,698.00	0.00	26,235.00	1,177.00

Pasco Hernando WFB 16

Statement of Activities -

Unposted Transactions Included

From 7/1/2025 Through 07/31/2025

(In Whole Numbers)

	Apprenticeship	SNAP	WIOA Adult	WIOA DW	WIOA Youth	Wagner Peyser	WTP
Revenue							
Grant Revenue.	0.00	0.00	119,126.00	0.00	37,873.00	0.00	0.00
Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	0.00	0.00	119,126.00	0.00	37,873.00	0.00	0.00
Expenditures							
Personnel	2,262.00	2,576.00	20,222.00	7,589.00	8,545.00	0.00	40,829.00
Staff Development / Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Facilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Equipment & Furniture	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accounting / Audit	7.00	18.00	52.00	12.00	48.00	0.00	91.00
Communications	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Insurance	0.00	0.00	0.00	0.00	451.00	0.00	351.00
Office Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Software License renewals	0.00	0.00	0.00	260.00	0.00	0.00	0.00
Travel & Meeting	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Program Expenses	0.00	0.00	6,348.00	7,737.00	0.00	0.00	18,909.00
Outreach	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Indirect Costs	792.00	1,262.00	9,909.00	3,719.00	4,187.00	5,055.00	20,007.00
Program Costs Pool	889.00	1,417.00	11,125.00	4,175.00	4,701.00	5,676.00	22,463.00
Business Services Pool	0.00	1,035.00	8,123.00	3,049.00	3,432.00	0.00	16,401.00
One Stop Cost Pool	958.00	1,527.00	11,985.00	4,498.00	5,064.00	42,401.00	17,746.00
Total Expenditures	4,909.00	7,834.00	67,764.00	31,039.00	26,429.00	53,131.00	136,797.00

Pasco Hernando WFB 16
Statement of Revenues and Expenditures - Unposted Transactions included In
Report
From 7/1/2025 Through 07/31/2025
(In Whole Numbers)

Burn Rate 8%

	Current Period Budget - Revised	Current Year Actual	
Operating Revenue			
Grant Revenue	9,595,471.00	284,117.00	
Pasco County BCC	590,005.00	0.00	
Ticket to Work	35,000.00	0.00	**
Tobacco Free America	0.00	0.00	**
Interest Income	0.00	620.00	
Other Income	0.00		
Total Operating Revenue	10,220,476.00	284,737.00	
Total Revenue	10,220,476.00	284,737.00	
Expenditures			
Allocation Costs			
Personnel Expenses	5,134,800.00	277,006.00	5%
Staff Training & Education	8,500.00	1,452.00	17%
Facilities	351,320.00	34,916.00	10%
Office Furniture & Equipment	52,512.00	0.00	0%
Accounting / Audit	111,932.00	1,994.00	2%
Communications	73,166.00	5,804.00	8%
Contracted Services	236,550.00	20,145.00	9%
General Insurance	66,000.00	47,614.00	72%
Legal	30,000.00	0.00	0%
Mobile One Stop	10,000.00	0.00	0%
Office Expenses and Supplies	75,130.00	5,167.00	7%
Software & Licenses	148,950.00	11,733.00	8%
Travel	54,960.00	240.00	0%
Program Expenses	3,897,040.00	186,165.00	5%
One Stop Operator	45,000.00	0.00	0%
Outreach	70,000.00	9,054.00	13%
Total Expenditures	10,365,860.00	601,290.00	6%
Net Revenue Over Expenditures	(145,384.00)	(316,553.00)	

Pasco Hernando WFB 16
Statement of Financial Position - Unposted Transactions Included In Report
As of 07/31/2025
(In Whole Numbers)

	Beginning Year Balance	Current Year Balance	YTD Change
Assets			
Current Assets			
Cash - Operating	256,336.00	107,520.00	(148,816.00)
Global Cash Card	564.00	4,372.00	3,808.00
Cash - Corporate Unrestricted	9,469.00	9,442.00	(27.00)
Cash - Money Market	50,691.00	50,691.00	0.00
Cash - Payroll	3,244.00	3,238.00	(6.00)
Truist Banking Solutions	1,030,360.00	724,982.00	(305,378.00)
Prepaid Expenses	6,515.00	6,515.00	0.00
Deposits	44,321.00	44,321.00	0.00
Accounts Receivable	4,749.00	17,575.00	12,826.00
Grants Receivable	1,037,283.00	531,570.00	(505,713.00)
Employee Benefit Receivables	201.00	201.00	0.00
Right to Use Asset	1,674,647.00	1,674,647.00	0.00
Total Current Assets	4,118,380.00	3,175,074.00	(943,306.00)
Long-term Assets			0.00
Fixed Assets - Computer Equipment	286,407.00	286,407.00	0.00
Fixed Assets - Furniture & Fixtures	7,742.00	7,742.00	0.00
Fixed Assets - Office Equipment	67,012.00	67,012.00	0.00
Fixed Assets - Vehicles	317,082.00	317,082.00	0.00
Fixed Assets - Software	62,900.00	62,900.00	0.00
Accumulated Depreciation	(730,668.00)	(730,668.00)	0.00
Total Long-term Assets	10,475.00	10,475.00	0.00
Total Assets	4,128,855.00	3,185,549.00	(943,306.00)
Liabilities			
Short-term Liabilities			
Sales Tax Payable	0.00	23.00	23.00
Accounts Payable - Vendors	171,233.00	126,804.00	(44,429.00)
Accrued Expenses	45,662.00	41,811.00	(3,851.00)
Contracts Payable	309,101.00	338,979.00	29,878.00
Benefits Payable	(59.00)	732.00	791.00
Payroll Taxes Payable	0.00	0.00	0.00
Workers Comp Liability	26,161.00	12,924.00	(13,237.00)
ST Lease Liability	539,396.00	539,396.00	0.00
Accrued Wages	83,821.00	(142,677.00)	(226,498.00)
Accrued Leave	90,078.00	90,078.00	0.00
Accrued Payroll Taxes	43,255.00	26,063.00	(17,192.00)
Accrued Pension	18,047.00	9,351.00	(8,696.00)
Deferred Grant Revenue	162,003.00	460.00	(161,543.00)
Total Short-term Liabilities	1,488,698.00	1,043,944.00	(444,754.00)
Long-term Liabilities			
Non -Current Accrued Compensated Balances	316,298.00	316,298.00	0.00
LT Lease Liability	1,147,320.00	1,147,320.00	0.00
Total Long-term Liabilities	1,463,618.00	1,463,618.00	0.00
Total Liabilities	2,952,316.00	2,507,562.00	(444,754.00)
Net Assets			
	1,176,539.00	698,132.00	(498,552.00)
Total Net Assets	1,176,539.00	698,132.00	(498,552.00)

**CASH BY FUNDING SOURCE
As of 07/31/2025**

Fund Code	Fund Title	Debit Balance	Credit Balance
005	WIOA Adult NFA 44074	66,892.49	
031	WIOA Sector-Based Trmg NFA 44058		0.01
063	WIOA DW NFA 42854	8,333.97	
064	WIOA Dislocated Worker -43947		436,964.48
074	WIOA Youth NFA 43779	142,926.75	
087	Apprenticeship Navigator NFA 44171		5,933.02
088	Wagner Peyser NFA 44022		85,165.66
094	WTP 43865		134,486.98
095	WTP NFA 45490		32,264.13
104	SNAP NFA 44725		15,880.66
154	LVER NFA # 44831		16,520.77
164	DVOP NFA # 44858		13,963.19
171	WIOA NFA 43058		22,413.27
172	Hope Navigator NFA # 44148		6,627.78
173	WIOA HOPE/Sector Strategies -		5,709.07
224	Rapid Response NFA 45539		1,177.28
250	WP Navigators NFA		2,639.70
700	Corporate/Unrestricted	732,220.60	
702	HELENE	460.33	
712	NCPEP NFA #'s 43855, 44761,44738	319,750.44	
804	RESEA NFA 44470		51,970.94
845	Back to Work	70,452.88	
850	Accrued Leave	296,281.94	
900	Indirect Pool	29,106.41	
901	Program Pool		30,977.34
902	Business Svc Pool		37,924.20
903	One Stop Cost Pool	134,436.86	
Report Total		1,800,862.67	900,618.48
Report Difference		900,244.19	

GL Code	GL Title	Debit Balance	Credit Balance
1000	Cash - Operating	107,519.80	
1001	Global Cash Card	4,371.72	
1005	Cash - Corporate Unrestricted	9,441.57	
1010	Cash - Money Market	50,691.07	
1015	Cash - Payroll	3,238.48	
1020	Truist Banking Solutions	724,981.55	
Report Total		900,244.19	0.00
Report Difference		900,244.19	

INFORMATION ITEM 3
Letter Grades

The following item is presented as information for the Board.

No action is required.

Local Workforce Development Board Letter Grades

PY 2024-2025 Baseline Letter Grades

Letter grades are assigned to local workforce development boards annually by Oct. 15, following the close of the program year. Below is the quarter 3 performance update by local workforce development board for program year 2024-2025. Visit the Letter Grades website to learn more about the metrics and methodology for letter grades.

Local Workforce Development Board	Annual Score	Letter Grade	Funding Amount	Local-to-State Funding Ratio	Number of Placements	Local-to-State Placement Ratio	Cost-Per-Placement	Efficiency Ratio
01 - CareerSource Escarosa	87.65	B+	\$3,174,274	2.21%	929	2.49%	\$3,416.87	112.70%
02 - CareerSource Okaloosa Walton	87.23	B+	\$1,730,337	1.21%	472	1.27%	\$3,665.97	105.04%
03 - CareerSource Chipola	92.10	A-	\$769,526	0.54%	306	0.82%	\$2,514.79	153.12%
04 - CareerSource Gulf Coast	83.64	B	\$1,650,140	1.15%	872	2.34%	\$1,892.36	203.48%
05 - CareerSource Capital Region	89.69	B+	\$3,909,166	2.73%	1,302	3.50%	\$3,002.43	128.25%
06 - CareerSource North Florida	84.57	B	\$1,020,109	0.71%	606	1.63%	\$1,683.35	228.75%
08 - CareerSource Northeast Florida	92.45	A-	\$10,573,399	7.37%	2,269	6.09%	\$4,659.94	82.63%
10 - CareerSource Citrus Levy Marion	85.79	B	\$4,142,279	2.89%	467	1.25%	\$8,869.98	43.41%
12 - CareerSource Central Florida	95.32	A	\$18,707,480	13.05%	4,172	11.20%	\$4,484.06	85.87%
16 - CareerSource Pasco Hernando	89.66	B+	\$5,083,477	3.55%	1,991	5.35%	\$2,553.23	150.81%
17 - CareerSource Polk	81.53	B-	\$5,456,087	3.81%	1,717	4.61%	\$3,177.69	121.18%
18 - CareerSource Suncoast	93.52	A	\$4,037,437	2.82%	611	1.64%	\$6,607.92	58.27%
19 - CareerSource Heartland	88.16	B+	\$1,716,896	1.20%	1,037	2.78%	\$1,655.64	232.58%
20 - CareerSource Research Coast	93.18	A	\$4,272,347	2.98%	1,286	3.45%	\$3,322.20	115.91%
21 - CareerSource Palm Beach County	85.12	B	\$9,566,097	6.67%	1,944	5.22%	\$4,920.83	78.25%
22 - CareerSource Broward	96.83	A	\$11,978,388	8.35%	1,225	3.29%	\$9,778.28	39.38%
23 - CareerSource South Florida	103.92	A+	\$18,703,387	13.04%	6,137	16.48%	\$3,047.64	126.35%
24 - CareerSource Southwest Florida	95.79	A	\$9,098,925	6.35%	956	2.57%	\$9,517.70	40.46%
26 - CareerSource North Central Florida	88.02	B+	\$3,583,520	2.50%	491	1.32%	\$7,298.41	52.76%
27 - CareerSource Brevard Flager Volusia	89.16	B+	\$8,184,829	5.71%	3,553	9.54%	\$2,303.64	167.15%
28 - CareerSource Hillsborough Pinellas	93.67	A	\$16,032,214	11.18%	4,895	13.15%	\$3,275.22	117.57%
Total:			\$143,390,314	100.00%	37,238	100.00%		

Letter Grades Scale:

A+: ≥ 97	
A : 93 to < 97	C+: 77 to < 80
A-: 90 to < 93	C : 73 to < 77
B+: 87 to < 90	C-: 70 to < 73
B : 83 to < 87	D : 60 to < 70
B-: 80 to < 83	F : < 60

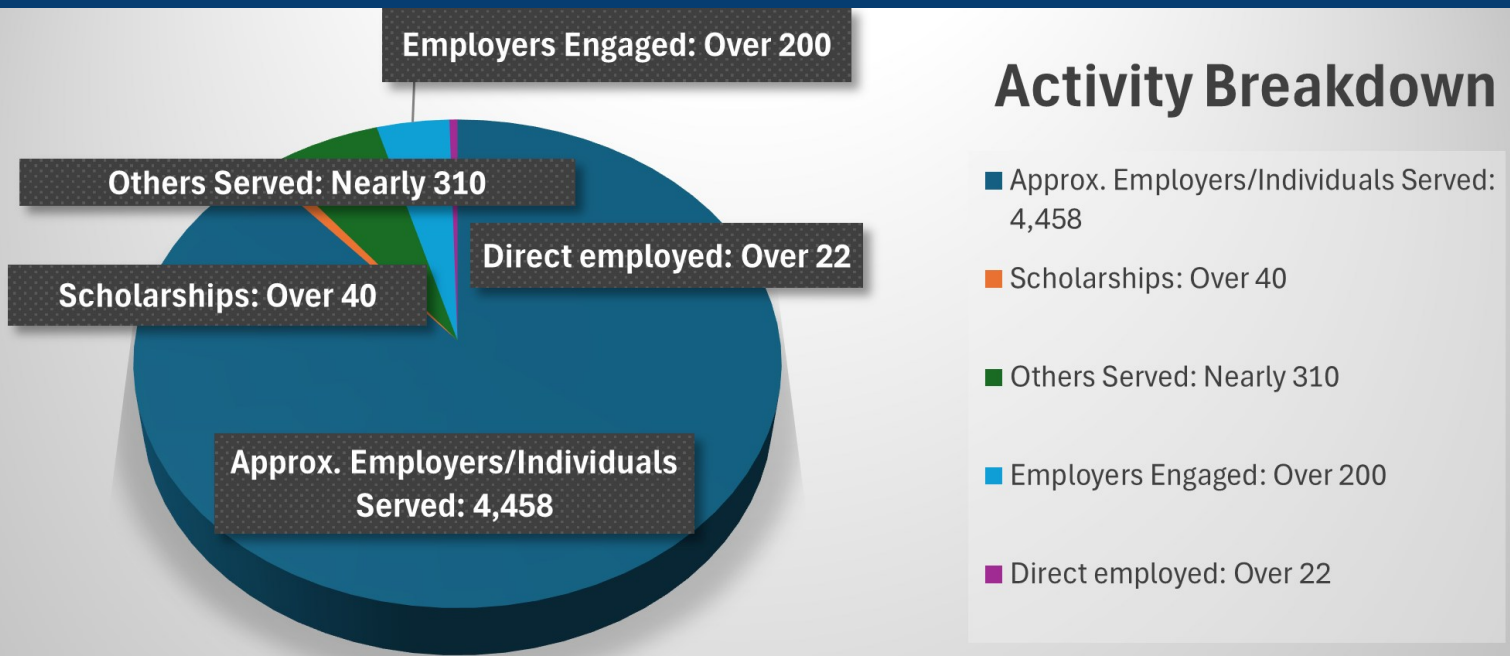
Metric	Metric Category	Weight	Numerator	Denominator	Rate (%)	YOY Rate (%)	Target (%)	Target Met 1 (%)	Weighted Performance 2 (%)
1. Participants with Increased Earnings	Employment and Training Services, Self-Sufficiency	0.25	1,991	5,318	37.44	-	50.00	74.88	18.72
2. Reduction in Public Assistance	Employment and Training Services, Self-Sufficiency	0.25	1,416	2,880	49.17	-	50.00	98.34	24.59
3. Employment and Training Outcomes	Employment and Training Services	0.20	18	18	100.00	-	100.00	100.00	20.00
4. Participants in Work-Related Training	Training Services	0.10	1037	7,752	13.38	-	25.00	53.52	5.35
5. Continued Repeat Business	Business Services	0.05	1,405	3,871	36.30	-	35.00	100.00	5.00
6. Year-Over-Year Business Penetration	Business Services	0.05	-	-	-	1.33	100.00	80.00	4.00
PY 2022-2023 Business Penetration		-	1,734	16,819	10.31	-	-	-	-
PY 2023-2024 Business Penetration		-	1,984	17,051	11.64	-	-	-	-
7. Completion-to-Funding Ratio	Employment and Training Services	0.10	6.32	3.54	100.00	-	100.00	100.00	10.00
Exiters: Local Board (N) / Statewide (D)		-	4,614	73,024	6.32	-	-	-	-
Budget: Local Board (N) / Statewide (D)		-	\$5,083,477	\$143,584,399	3.54	-	-	-	-
Extra Credit: Serving Individuals on Public Assistance	Employment and Training Services, Self-Sufficiency	Up to 0.05 points	3859.50	7,922	48.72	-	-	-	2.00
								FINAL SCORE	89.66

INFORMATION ITEM 4
Special Projects
Update

The following item is presented as information for the Board.

No action is required.

Career Explorations & Outreach



Partners and Activities

- Hernando Grown
- AmSkills Bootcamp
- Greater Hernando County Chamber of Commerce
- Bay Area Manufacturer Association
- Vincent House
- Dislocated Worker Incentives
- Pasco Hernando State College
- Pasco EDC
- Tours with Apprenticeship Opportunities
- Career Academies
- Tours Targeting Business Sectors
- Summer Youth Year-Round Programs
- MC3 Certifications
- Firefighter/EMT/ Corrections Program
- Scholarships/Grants
- Apprenticeships
- Internships
- Marketing and Outreach





Project Snapshot

Corporate Special Projects (2023 - 2025)

Career Explorations & Outreach

72

A total of 72 Career Explorations and Outreach/Sponsorships occurred to help expose students to career opportunities, and help guide their future career goals.

Employment, Training & OJT

29

A total combination of 29 Employments, OJT's and Trainings occurred to assist individuals in gaining meaningful experience and employment.

Project Expenditures FY 2023 - 2025

Amount Spent: \$181,633.28

Remaining balance: \$68,366.72

Career Explorations & Outreach: 72

Employment, Training & OJT: 29

Total Outcomes: 101

Cost Per Activity: \$1,798.35

INFORMATION ITEM 5

Task Force Creations

The following item is presented as information for the Board.

No action is required.

At the August 14, 2025, Executive Committee meeting, the Board discussed the creation of two additional advisory bodies: an Apprenticeship Committee and a Special Projects Fund Task Force. Both are designed to enhance the Board's ability to respond strategically and with flexibility to opportunities and challenges that fall outside traditional structures.

Apprenticeship Committee

The Apprenticeship Committee will provide oversight, strategic guidance, and employer engagement to expand registered apprenticeship programs and work-based learning models.

- **Action Needed:**
 - Define the scope and goals of the Apprenticeship Committee.
 - Identify and appoint potential members, including employers, training providers, and workforce board representatives.

Special Projects Fund Task Force

The Special Projects Fund utilizing corporate (non-restricted) resources. This initiative is designed to strategically and quickly address unmet or underfunded workforce needs in the Pasco-Hernando region that fall outside traditional state and federal funding streams.

The Special Projects Fund will allow CareerSource Pasco Hernando to:

- Develop pilot programs to test innovative workforce solutions.
- Launch short-term interventions to respond to urgent workforce needs.
- Implement targeted strategies to close gaps in services and resources.

To guide this effort, a Task Force is being established. The role of the Task Force will include:

- Defining eligible uses of the fund.
- Establishing an approval process and oversight responsibilities.
- Creating criteria for project selection and outcome evaluation.

Participation will be flexible, with virtual meetings available to accommodate members' schedules.

As of this update, three board members have expressed interest in serving on the Task Force:

- Turner Arbour
- Hope Kennedy
- Cindy Bray

Additional participation is welcome, and board members are encouraged to volunteer to ensure diverse perspectives and expertise are included.