



Division of Workforce Services

Bureau of One-Stop and Program Support
Program Year 2022-23

Certification for Program Year 2022-23

All requirements are per DEO Credentialing Guidance Paper OSPS-81, CSF Admin. Policy 92 and 93, and Federal law.

CareerSource Pasco Hernando Region 16, Pasco Hernando Workforce Board
CareerSource Pasco Hernando Brooksville at 15000 Citrus Country Drive Suite 303, 33523
John Bouska
07/21/2023

I am providing this form in connection with the DEO Local Workforce Development Board credentialing certification for PY 2022-2023. I confirm, to the best of my knowledge and belief, the following representations:

Career Center Credentialing		Y/N	Comments
Minimum Resource Room Requirements			
1	Are the following labor market publications and resources accessible to users? (y, n)	Y.	Each public use computer has an icon available for the following and there is a binder in each resource center with 4&5
2	Wage Conversion Posters (Note: Posters show hourly wages converted into weekly/monthly/annual earnings.)	Y.	
3	Resource Guide (displays the Systems, Publications, and Reports available from the Labor Market Statistics Center)	Y.	
4	Career Comics	Y.	
5	Job Journey Occupational Career Posters	Y.	
6	Occupational Highlights	Y.	
7	Industry Profiles	Y.	
8	Employment Projections Data	Y.	
9	Occupational Employment Statistics and Wages	Y.	
10	Career Information Delivery System (customized career decision making tools like "My Career Shines [Kuder]")	Y.	
11	Career Infonet (http://www.careerinfonet.org/)	Y.	
12	O*NET ONLINE (http://www.onetonline.org/)	Y.	
13	Florida Insight (formerly FREIDA)	Y.	
14	State Eligible Training Provider List (ETPL) for the LWDA	Y.	current-yes
15	Do computers have Internet Access?	Y.	# of public use computers = 20
16	Do the computers have a link to Employ Florida?	Y.	yes-working order to homepage as well as VET page
17	Is Employ Florida the MIS primarily used in the resource room for labor exchange services?	Y.	
18	If no to #17, what is the labor exchange system/program being used?	Y.	
19	Do basic software programs include technical skills self-assessment, resume building and interviewing skills?	Y.	yes-on demand videos, word, multiple online, and EmployFlorida
20	Are staff available to provide assistance on the use of software programs using labor market information and other web-based resources?	Y.	Yes-frontline staff operate the resource room at all times
Posters Required by Federal and State Law and Guidance			
21	Does the location display the following posters as required by law, in a place that is visible to customers? (y, n)	Y.	
22	"Employee Rights Under the National Labor Standards Act"	Y.	
23	"Family and Medical Leave Act"	Y.	
24	"If You Have A Complaint"	Y.	
25	"Notice to Workers with Disabilities"	Y.	
26	"Migrant & Seasonal Agriculture Worker Protection Act"	Y.	
27	"Job Safety and Health Protection Occupational Safety and Health Act"	Y.	
28	"Fair Labor Standards Act"	Y.	
29	"Florida Law Prohibits Discrimination"	Y.	
30	"Reemployment Assistance"	Y.	
31	"Child Labor Laws"	Y.	
32	"Interpretive Services" (One of three allowable posters)	Y.	
33	"Worker's Compensation Works for You"	Y.	
34	"Employee Polygraph Protection Act (EPPA)"	Y.	
35	"Uniformed Services Employment and Reemployment Rights Act (USERRA)"	Y.	
36	"Equal Employment Opportunity is the Law"	Y.	
37	"Florida Minimum Wage"	Y.	yes-updated 09/30/2022
Minimum Operating Hours			
38	Does the Career Center have standard operating hours for this site? (y, n) Please list days/hours in 'Comments' section.	Y.	Monday - Friday 8am - 5pm and telephone hours 5p-7p & Saturday
39	Are the operating hours prominently posted? (y, n)	Y.	Front Door Decal Signage, Window, and posted inside center
Minimum Skills Standards/Certification for Front-Line Staff			
40	Does the LWDB ensure that all front line staff successfully complete the Florida Workforce Professional Tier I certification within one year of the employee start date?	Y.	
41	List the number of employees required to complete the Tier I certification during the previous program year.		Brandy-RSO
42	List the number of employees that successfully completed the Tier I certification during the previous program year.		Brandy-RSO
43	Attach the list of employees (defined as front line staff) required to complete the Tier I certification during the previous program year.		Brandy-RSO
44	Do front line staff have the following minimum skills required of a workforce professional?	Y.	
45	Customer service training (y, n)	Y.	
46	Communications skills training (y, n)	Y.	
47	Basic computer software skills (y, n)	Y.	
48	Specific programmatic training (y, n)	Y.	
Continuing Education Credits for Front Line Staff			
49	Does the LWDB ensure all front-line staff who received Tier I certification prior to the review period have 15 hours of continuing education credits completed by the staff's certification anniversary date? (y, n)	Y.	
50	Attach the list of employees (defined as front line staff) required to complete the 15 hours of continuing education.	Y.	Brandy-RSO
Minimum activities to be provided by the Career Center			
51	Are the following minimum activities provided on-site, by referral or by internet connection? (y, n)		If yes, indicate the manner in which these activities are provided.
52	WIOA Adult/Dislocated worker program	Y.	On-site (referral and by internet as needed)
53	Veterans Workforce Investment programs	Y.	On-site (referral and by internet as needed)
54	Migrant and Seasonal Farm Worker services	Y.	On-site (referral and by internet as needed)
55	FDOE Farmworker Career Development Program	Y.	Referral
56	Indian and Native American programs	Y.	Referral
57	Job Corps	Y.	Referral
58	Youth Services	Y.	On-site (referral and by internet as needed)
59	Wagner-Peyser Programs	Y.	On-site (referral and by internet as needed)
60	Adult Education	Y.	Referral
61	Industrial Education	Y.	Referral
62	Vocational Rehabilitation	Y.	Referral (referral and by internet as needed)
63	Older Worker Programs	Y.	Referral (referral and by internet as needed)
64	Trade Adjustment Assistance	Y.	On-site (referral and by internet as needed)
65	Veterans Employment and Training Services	Y.	On-site (referral and by internet as needed)
66	Community Service Block Grant Activities	Y.	Referral (referral and by internet as needed)
67	Employment and Training activities carried out by the Department of Housing and Urban Development	Y.	Referral (referral and by internet as needed)
68	Unemployment Insurance Programs	Y.	On-site via online application (referral and by internet as needed)
69	Temporary Assistance for the Needy Families/ Welfare Transition	Y.	On-site (referral and by internet as needed)
70	Supplemental Nutrition Assistance Program - Employment and Training	Y.	On-site (referral and by internet as needed)
71	Supportive Services such as child care and transportation	Y.	Referral (referral and by internet as needed)
72	Disability Specialist	Y.	Referral (referral and by internet as needed)


Self Attestation:

I **John Bouska** certify, to the best of my knowledge, that the above information provided as part of DEO's Credentialing process is true and correct.

Signature *John Bouska*

Date : **07/21/2023**

[illegible]

 <div> <div>Division of Workforce Services</div> <div>Bureau of One-Stop and Program Support Program Year 2022-23</div> </div>		
Certification for Program Year 2022-23 All requirements are per DEO Credentialing Guidance Paper OSPS-81, CSF Admin. Policy 92 and 93, and Federal law.		
Name and Number of LWDB: CareerSource Pasco Hernando Region 16		
Name and Location of Career Center: CareerSource Pasco Hernando, 16336 Cortez Blvd, Brooksville, FL 34601		
Name of individual completing this form: Donna Baines		
Date: 7/20/23		
I am providing this form in connection with the DEO Local Workforce Development Board credentialing certification for PY 2022-2023. I confirm, to the best of my knowledge and belief, the following representations:		
Career Center Credentialing	Y/N	Comments
Minimum Resource Room Requirements		
1	Are the following labor market publications and resources accessible to users? (y, n)	Y Each public use computer has an icon available for the following and there is a binder in each resource center with 4&5
2	Wage Conversion Posters (Note: Posters show hourly wages converted into weekly/monthly/annual earnings.)	Y
3	Resource Guide (displays the Systems, Publications, and Reports available from the Labor Market Statistics Center)	Y
4	Career Comics	Y
5	Job Journey Occupational Career Posters	Y
6	Occupational Highlights	Y
7	Industry Profiles	Y
8	Employment Projections Data	Y
9	Occupational Employment Statistics and Wages	Y
10	Career Information Delivery System (customized career decision making tools like "My Career Shines [Kuder]")	Y
11	Career Infonet (http://www.careerinfonet.org/)	Y
12	O*NET ONLINE (http://www.onetonline.org/)	Y
13	Florida Insight (formerly FREIDA)	Y
14	State Eligible Training Provider List (ETPL) for the LWDA	Y Current-yes
15	Do computers have Internet Access?	Y # of public use computers - 15
16	Do the computers have a link to Employ Florida?	Y yes-working order to homepage as well as VET page
17	Is Employ Florida the MIS primarily used in the resource room for labor exchange services?	Y
18	If no to #17, what is the labor exchange system/program being used?	Y
19	Do basic software programs include technical skills self-assessment, resume building and interviewing skills?	Y yes-on demand videos, word, multiple online, and EmployFlorida
20	Are staff available to provide assistance on the use of software programs using labor market information and other web-based resources?	Y yes-frontline staff operate the resource room at all times
Posters Required by Federal and State Law and Guidance		
21	Does the location display the following posters as required by law, in a place that is visible to customers? (y, n)	Y
22	"Employee Rights Under the National Labor Standards Act"	Y
23	"Family and Medical Leave Act"	Y Updated 4/2023
24	"If You Have A Complaint"	Y
25	"Notice to Workers with Disabilities"	Y
26	"Migrant & Seasonal Agriculture Worker Protection Act"	Y
27	"Job Safety and Health Protection Occupational Safety and Health Act"	Y
28	"Fair Labor Standards Act"	Y
29	"Florida Law Prohibits Discrimination"	Y
30	"Reemployment Assistance"	Y
31	"Child Labor Laws"	Y
32	"Interpretive Services" (One of three allowable posters)	Y
33	"Worker's Compensation Works for You"	Y
34	"Employee Polygraph Protection Act (EPPA)"	Y
35	"Uniformed Services Employment and Reemployment Rights Act (USERRA)"	Y
36	"Equal Employment Opportunity is the Law"	Y
37	"Florida Minimum Wage"	Y yes-updated 09/30/2022
Minimum Operating Hours		
38	Does the Career Center have standard operating hours for this site? (y, n) Please list days/hours in 'Comments' section.	Y Monday - Friday 8am - 5pm & telephone hours 5pm - 7pm & Saturdays
39	Are the operating hours prominently posted? (y, n)	Y Front Door Decal Signage, Window, and posted inside center
Minimum Skills Standards/Certification for Front-Line Staff		
40	Does the LWDB ensure that all front line staff successfully complete the Florida Workforce Professional Tier I certification within one year of the employee start date?	Y
41	List the number of employees required to complete the Tier I certification during the previous program year.	Y Brandy-RSO
42	List the number of employees that successfully completed the Tier I certification during the previous program year.	Y Brandy-RSO
43	Attach the list of employees (defined as front line staff) required to complete the Tier I certification during the previous program year.	Y Brandy-RSO
44	Do front line staff have the following minimum skills required of a workforce professional?	Y
45	Customer service training (y, n)	Y
46	Communications skills training (y, n)	Y
47	Basic computer software skills (y, n)	Y

48	Specific programmatic training (y, n)	Y	
Continuing Education Credits for Front Line Staff			
49	Does the LWDB ensure all front-line staff who received Tier I certification prior to the review period have 15 hours of continuing education credits completed by the staff's certification anniversary date? (y, n)	Y	
50	Attach the list of employees (defined as front line staff) required to complete the 15 hours of continuing education.	Y	Brandy-RSO
Minimum activities to be provided by the Career Center			
51	Are the following minimum activities provided on-site , by referral or by internet connection? (y, n)	Y	If yes, indicate the manner in which these activities are provided.
52	WIOA Adult/Dislocated worker program	Y	On-site (referral and by internet as needed)
53	Veterans Workforce Investment programs	Y	On-site (referral and by internet as needed)
54	Migrant and Seasonal Farm Worker services	Y	On-site (referral and by internet as needed)
55	FDOE Farmworker Career Development Program	Y	Referral
56	Indian and Native American programs	Y	Referral
57	Job Corps	Y	Referral
58	Youth Services	Y	On-site (referral and by internet as needed)
59	Wagner-Peyser Programs	Y	On-site (referral and by internet as needed)
60	Adult Education	Y	Referral
61	Industrial Education	Y	Referral
62	Vocational Rehabilitation	Y	Referral (referral and by internet as needed)
63	Older Worker Programs	Y	Referral (referral and by internet as needed)
64	Trade Adjustment Assistance	Y	On-site (referral and by internet as needed)
65	Veterans Employment and Training Services	Y	On-site (referral and by internet as needed)
66	Community Service Block Grant Activities	Y	Referral (referral and by internet as needed)
67	Employment and Training activities carried out by the Department of Housing and Urban Development	Y	Referral (referral and by internet as needed)
68	Unemployment Insurance Programs	Y	On-site via online application (referral and by internet as needed)
69	Temporary Assistance for the Needy Families/ Welfare Transition	Y	On-site (referral and by internet as needed)
70	Supplemental Nutrition Assistance Program - Employment and Training	Y	On-site (referral and by internet as needed)
71	Supportive Services such as child care and transportation	Y	Referral (referral and by internet as needed)
72	Disability Specialist	Y	Referral (referral and by internet as needed)
Self Attestation:			

Signature Donna Batnes

Date 7/20/2023



Division of Workforce Services

Bureau of One-Stop and Program Support
Program Year 2020-21

Certification for Program Year 2020-21

All requirements are per DEO Credentialing Guidance Paper OSPS-81, CSF Admin. Policy 92 and 93, and Federal law.

Name and Number of LWDB: CareerSource Pasco Hernando (Region 16) 727-484-3400
Name and Location of Career Center: CareerSource Pasco Hernando (New Port Richey Office 4410_ 4440 Grand Blvd)
Name of individual completing this form: Glenn Swanson
Date: 04/11/2023

I am providing this form in connection with the DEO Local Workforce Development Board credentialing certification for PY 2020-2021. I confirm, to the best of my knowledge and belief, the following representations:

Career Center Credentialing		Y/N	Comments
Minimum Resource Room Requirements			
1	Are the following labor market publications and resources accessible to users? (y, n)		
2	Wage Conversion Posters (Note: Posters show hourly wages converted into weekly/monthly/annual earnings.)	Yes	Opposite side of TV Display on Wall
3	Resource Guide (displays the Systems, Publications, and Reports available from the Labor Market Statistics Center)	Yes	Fl.Dept. of Economic Opportunity Workforce & Labor Resources
4	Career Comics	Yes	Fl.Dept. of Economic Opportunity Workforce & Labor Resources
5	Job Journey Occupational Career Posters	Yes	Opposite side of TV Display on Wall and LMI Binder
6	Occupational Highlights	Yes	Fl.Dept. of Economic Opportunity Workforce & Labor Resources and LMI Binder
7	Industry Profiles	Yes	Fl.Dept. of Economic Opportunity Workforce & Labor Resources
8	Employment Protections Data	Yes	Fl.Dept. of Economic Opportunity Workforce & Labor Resources
9	Occupational Employment Statistics and Wages	Yes	Fl.Dept. of Economic Opportunity Workforce & Labor Resources
10	Career Information Delivery System (customized career decision making tools like CHOICES)	Yes	Fl.Dept. of Economic Opportunity Workforce & Labor Resources
11	Career Infonet (http://www.careerinfonet.org/)	Yes	Fl.Dept. of Economic Opportunity Workforce & Labor Resources
12	O*NET ONLINE (http://www.onetonline.org/)	Yes	Fl.Dept. of Economic Opportunity Workforce & Labor Resources
13	Florida Research and Economic Information Database Application (FREIDA) http://freida.labormarketinfo.com/	Yes	Fl.Dept. of Economic Opportunity Workforce & Labor Resources
14	State Eligible Training Provider List (ETPL) for the LWDA	Yes	Fl.Dept. of Economic Opportunity Workforce & Labor Resources
15	Do computers have Internet Access?	Yes	Fl.Dept. of Economic Opportunity Workforce & Labor Resources
16	Do the computers have a link to Employ Florida?	Yes	Resource Room Desktop for Customers
17	Is Employ Florida the MIS primarily used in the resource room for labor exchange services?	Yes	
18	If no to #17, what is the labor exchange system/program being used?	Yes	
19	Do basic software programs include technical skills self-assessment, resume building and interviewing skills?	Yes	
20	Are staff available to provide assistance on the use of software programs using labor market information and other web-based resources?	Yes	3 FT Staff and 1 PT Staff
Posters required by Federal and State Law and Guidance			
21	Does the location display the following posters as required by law, in a place that is visible to customers? (y, n)		
22	"Employee Rights Under the National Labor Standards Act"	Yes	Opposite side of TV Display on Wall
23	"Family and Medical Leave Act"	Yes	Opposite side of TV Display on Wall
24	"If You Have A Complaint"	Yes	Opposite side of TV Display on Wall
25	"Notice to Workers with Disabilities"	Yes	Opposite side of TV Display on Wall
26	"Migrant & Seasonal Agriculture Worker Protection Act"	Yes	Opposite side of TV Display on Wall
27	"Job Safety and Health Protection Occupational Safety and Health Act"	Yes	Opposite side of TV Display on Wall
28	"Fair Labor Standards Act"	Yes	Opposite side of TV Display on Wall
29	"Florida Law Prohibits Discrimination"	Yes	Opposite side of TV Display on Wall
30	"Reemployment Assistance"	Yes	Opposite side of TV Display on Wall
31	"Child Labor Laws"	Yes	Opposite side of TV Display on Wall
32	"Interpretive Services" (One of three allowable posters)	Yes	Opposite side of TV Display on Wall
33	"Worker's Compensation Works for You"	Yes	Opposite side of TV Display on Wall
34	"Employee Polygraph Protection Act (EPPA)"	Yes	Opposite side of TV Display on Wall
35	"Uniformed Services Employment and Reemployment Rights Act (USERRA)"	Yes	Opposite side of TV Display on Wall

36	"Equal Employment Opportunity is the Law"	Yes	Opposite side of TV Display on Wall
37	"Florida Minimum Wage"	Yes	Opposite side of TV Display on Wall
Minimum Operating Hours			
38	Does the Career Center have standard operating hours for this site? (y, n) Please list days/hours in 'Comments' section.	Yes	Monday, Tuesday, Wednesday, Thursday, Friday 8 am-5 pm
39	Are the operating hours prominently posted? (y, n)	Yes	
Minimum Skills Standards/Certification for Front-Line Staff			
40	Does the LWDB ensure that all front line staff successfully complete the Florida Workforce Professional Tier I certification within one year of the employee start date?	Yes	
41	List the number of employees required to complete the Tier I certification during the previous program year.		3 Staff Members
42	List the number of employees that successfully completed the Tier I certification during the previous program year.		
43	Attach the list of employees (defined as front line staff) required to complete the Tier I certification during the previous program year.		Pam, Janice, Glenn.
44	Do front line staff have the following minimum skills required of a workforce professional?	Yes	
45	Customer service training (y, n)	Yes	
46	Communications skills training (y, n)	Yes	
47	Basic computer software skills (y, n)	Yes	
48	Specific programmatic training (y, n)	Yes	
Continuing Education Credits for Front Line Staff			
49	Does the LWDB ensure all front-line staff who received Tier I certification prior to the review period have 15 hours of continuing education credits completed by the staff's certification anniversary date? (y, n)	Yes	
50	Attach the list of employees (defined as front line staff) required to complete the 15 hours of continuing education.		Glenn, Pam, Janice, Joshua
Minimum activities to be provided by the Career Center			
51	Are the following minimum activities provided on-site, by referral or by Internet connection? (y, n)		If yes, indicate the manner in which these activities are provided.
52	WIOA Adult/Dislocated worker program	Yes	On Site
53	Veterans Workforce Investment programs	Yes	On Site
54	Migrant and Seasonal Farm Worker services	Yes	On Site
55	FDOE Farmworker Career Development Program	No	Referral
56	Indian and Native American programs	No	Referral
57	Job Corps	No	Referral
58	Youth Services	No	Referral
59	Wagner-Peyser Programs	Yes	On Site
60	Adult Education	Yes	On Site
61	Industrial Education	No	Referral
62	Vocational Rehabilitation	No	Referral
63	Older Worker Programs	No	Referral
64	Trade Adjustment Assistance	No	Referral
65	Veterans Employment and Training Services	No	Internet Connection
66	Community Service Block Grant Activities	Yes	On Site
67	Employment and Training activities carried out by the Department of Housing and Urban Development	No	Referral
68	Unemployment Insurance Programs	No	Referral
69	Temporary Assistance for the Needy Families/ Welfare Transition	Yes	On Site, Internet
70	Supplemental Nutrition Assistance Program - Employment and Training	Yes	On Site
71	Supportive Services such as child care and transportation	Yes	On Site
72	Disability Specialist	No	Referral
Self Attestation:			

I certify, to the best of my knowledge, that the above information provided as part of DEO's Credentialing process is true and correct.

Signature



Date

04/11/2023