

Rick Scott
GOVERNOR




Jesse Panuccio
EXECUTIVE DIRECTOR

MEMORANDUM

DATE: October 22, 2014

TO: Regional Workforce Board (RWB) Executive Directors

FROM: Lois A. Scott, Chief, Bureau of One-Stop and Program Support 

SUBJECT: Individual Responsibility Plan (IRP), Alternative Requirement Plan (ARP) and Initial Assessment in One Stop Service Tracking (OSST) System

Efforts to respond to recent requests for information on the completion of Initial Assessments, Individual Responsibility Plans (IRPs), and Alternative Requirement Plans (ARPs) in the Welfare Transition (WT) Program have been unnecessarily impeded due to the incomplete recording of these documents in OSST. In an effort to improve the uniformity and consistency of case management reporting for the WT program, the Department of Economic Opportunity (DEO) plans to make it a requirement that all Initial Assessments, IRPs, and ARPs be entered into OSST.

Effective January 1, 2015, all Initial Assessments, IRPs, and ARPs will be required to be entered into OSST. Comments and questions regarding this new requirement should be sent to Michelle.Jones@deo.myflorida.com. All regions must incorporate this requirement into its local operating procedure (LOP) and a copy of the revised LOP must be submitted to Ms. Jones by December 31, 2014. The Department will begin to monitor for compliance with this requirement during the 2015-2016 programmatic year.

Please call Michelle at (850) 921-3294 for technical assistance with implementation of this new requirement.

LAS/omj

cc: Scott Fennell
Tom Clendenning
Michael Lynch
James Finch
Kenneth Williams

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399
866.FLA.2345 | 850.245.7105 | 850.921.3223 Fax
www.floridajobs.org | [www.twitter.com/FLDEO](https://twitter.com/FLDEO) | www.facebook.com/FLDEO