



## MEMORANDUM

**DATE:** June 9, 2023

**TO:** Local Workforce Development Board Executive Directors

**FROM:** Kathryn Nelson, Chief, Bureau of One-Stop and Program Support *Kathryn Nelson*

**SUBJECT:** Local Targeted Occupations List Annual Submission

[Administrative Policy 82](#) requires Local Workforce Development Boards (LWDBs) to develop Local Targeted Occupations Lists (LTOLs) in consultation with local business and industry representatives. LTOLs help LWDBs determine the occupations for which eligible participants may receive training assistance under the Workforce Innovation and Opportunity Act (WIOA).

LWDBs should use the Florida Department of Economic Opportunity (DEO) Bureau of Workforce Statistics and Economic Research generated [2023 - 2024 Statewide and Regional Demand Occupations List](#) as a baseline for establishing the LTOL. The Statewide and Regional Demand Occupations List identifies the labor market needs of Florida's business community and encourages job training based on local needs. Each LWDB must update their LTOL, when needed, and publish the updated LTOL on their website.

A link to each LWDB's LTOL must be submitted to DEO on or before June 30, 2023. LTOL submissions and requests for additional information or questions should be sent to the WIOA Program Team at [WIOA@DEO.MyFlorida.com](mailto:WIOA@DEO.MyFlorida.com).

KN/mn

cc: Keantha B. Moore  
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