

**Ron DeSantis**  
GOVERNOR



**Ken Lawson**  
EXECUTIVE DIRECTOR

## MEMORANDUM

**DATE:** May 28, 2019

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

**FROM:** Shila A. Salem, Chief, Bureau of One-Stop and Program Support

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

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

LWDBs should use the Department of Economic Opportunity (DEO) Bureau of Workforce Statistics and Economic Research generated [2019-2020 Regional Demand Occupation Lists](#) as a baseline for establishing the LTOL. The Regional Demand Occupation Lists identify the labor market needs of Florida's business community and encourages job training based on the local needs. LWDBs must update LTOLs when changes are made and publish the updated LTOL on their website.

Each LWDB must submit to DEO a link to the LTOL by June 30<sup>th</sup> of each year. Please submit the annual update to [WIOA@deo.myflorida.com](mailto:WIOA@deo.myflorida.com) as soon as possible to be compliant with the due date.

Should you need additional information or have questions, please contact Christa Nelson at 850-245-7492 or [Christa.Nelson@deo.myflorida.com](mailto:Christa.Nelson@deo.myflorida.com).

SAS/odr

cc: Adrienne Johnston