

**Ron DeSantis**  
GOVERNOR



**Dane Eagle**  
SECRETARY

## MEMORANDUM

**DATE:** May 20, 2021

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

**FROM:** Steven Gustafson, Administrator, Bureau of One-Stop and Program Support

**SUBJECT:** Employ Florida Apprenticeship and Substance Use Disorder Employer Service Codes

This memorandum notifies Local Workforce Development Boards (LWDBs) of two (2) new Employ Florida employer service activities that have been created to record LWDB staff-time dedicated to expanding apprenticeship and pre-apprenticeship opportunities around the state, and providing employer assistance regarding substance use disorder and recovery in the workplace.

LWDB staff must record these service activities in accordance with requirements outlined in the attachment provided and the [Virtual OneStop® User Guide for Staff, Section 20: Manage Activities](#). The proper recording of these activities, including detailed case notes, will allow LWDBs to fully document their efforts.

Please share the information with appropriate staff. If you have any questions or concerns, please contact Isabelle Potts at [Isabelle.Potts@deo.myflorida.com](mailto:Isabelle.Potts@deo.myflorida.com) or (850) 921-3148.

SG/oip

Cc: Casey Penn  
Keantha B. Moore  
Charles Williams

Service Code	Service Code Title	Definition	Documentation Requirements
E64	Participated in the expansion of an existing registered apprenticeship program	Staff generated – Code is recorded when staff convene or participate in meetings with employers and registered apprenticeship sponsors with the goal of expanding an existing registered apprenticeship program.	A case note must be created and include the specific assistance provided to the employer or registered apprenticeship sponsor; identify the participants in the planning and development meetings and their respective roles; and detail the actions taken to expand the existing registered apprenticeship program.
E65	Participated in the expansion of an existing registered pre-apprenticeship program	Staff generated – Code is recorded when staff convene or participate in meetings among registered pre-apprenticeship sponsors, employers or other entities such community-based organizations with the goal of expanding an existing registered pre-apprenticeship program.	A case note must be created and include the specific assistance provided to the employer or registered pre-apprenticeship sponsor; identify the participants in the planning and development meetings and their respective roles; and detail the actions taken to expand the existing registered pre-apprenticeship program.
E66	Provided information regarding substance abuse disorder and recovery in the workplace	Staff generated – Code is recorded when staff gather and deliver technical assistance to an employer regarding substance use disorder and recovery in the workplace. This may be provided in-person, virtually, or through written materials.	A case note must be created and include the specific information provided and the format in which the information was provided (i.e., in-person, virtually, or through written materials).