

Rick Scott
GOVERNOR




Jesse Panuccio
EXECUTIVE DIRECTOR

MEMORANDUM

DATE: October 1, 2015

TO: Local Workforce Development Area Executive Directors
Serving as One-Stop Operators or Direct Providers of Workforce Services

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

SUBJECT: Annual Performance Report as a One-Stop Operator or Direct Provider of Workforce Services

This is a reminder that your designation as a one-stop operator or direct provider of workforce services requires that a performance report be submitted at the end of each program year that the service has been provided. As required by [Final Guidance OSPA-83](#), these reports are due on October 15th. The report should contain the following:

1. An analysis of the actual cost savings realized as a result of the Local Workforce Development Areas (LWDAs) providing the workforce service.
2. A description of any realized improvement to the local service delivery system and any realized improvement in performance outcomes.
3. A description of any “best practices” that could be shared with other LWDAs.

Please send your report to April.Moore@deo.myflorida.com by October 15, 2015. Our office will compile an overall report and provide it to CareerSource Florida.

If you have further questions, please contact April Moore.

LAS/am

cc: Tom Clendenning
Scott Fennell
Michelle Dennard
James Finch
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