

Ron DeSantis
GOVERNOR



Dane Eagle
EXECUTIVE DIRECTOR

MEMORANDUM

DATE: January 11, 2021

TO: Local Workforce Development Board (LWDB) Executive Directors

FROM: Casey Penn, Chief, Bureau of One-Stop and Program Support *Casey Penn*

SUBJECT: Local Workforce Development Area Designation and Local Board Composition & Certification

The purpose of this memorandum is to inform Local Workforce Development Boards of the upcoming due date to submit applications for Subsequent Local Workforce Development Area (LWDA) Designation and Local Board Composition Rosters. As required under section 106 of the Workforce Innovation and Opportunity Act (WIOA), CareerSource Florida will grant subsequent designation of a local area if, for the two most recent program years, the LWDA performed successfully and sustained fiscal integrity. Additionally, the CareerSource Florida Board of Directors must certify each local board as required under section 107, WIOA.

Refer to the authority section in the table below for details on the requirements for each of these actions. Applications for Subsequent Local Workforce Development Area Designation and Local Board Composition Rosters and are due on or before close of business **April 16, 2021**. Submit the completed documents as instructed below. Contact Trina Travis at (850) 245-7446 with related questions.

Action	Authority	Submit to
Complete the Application for Subsequent Local Workforce Development Area Designation	Sec. 106, WIOA Administrative Policy 94	LWDBGovernance@deo.myflorida.com
Complete the Local Board Composition Roster	Sec. 107, WIOA Administrative Policy 91	

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Attachments: [Local Board Composition Roster](#)
[Application for Subsequent Local Workforce Development Area Designation](#)

cc: Dan McGrew Warren Davis Steven Gustafson Charles Williams Keantha Moore

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