

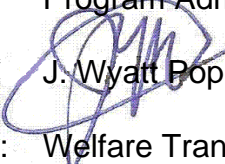


Charlie Crist
Governor
Monesia T. Brown
Director

MEMORANDUM

DATE: September 13, 2007

TO: Regional Workforce Board Executive Directors and Optional Workfare Program Administrative Entities*

FROM:  J. Wyatt Pope, Director of Workforce Program Support

SUBJECT: Welfare Transition (WT) Program, Optional Workfare (OW) Program and Food Stamp Employment and Training (FSET) Program Forms

In a continued effort to promote participant confidentiality in the WT, OW, and FSET programs, the Agency for Workforce Innovation (AWI) has updated program forms utilized by Regional Workforce Board (RWB)/OW staff.

Previously, the One-Stop Service Tracking (OSST) system generated social security numbers in correspondences sent to participants in the WT, OW, and FSET programs. Effective October 1, 2007, the OSST system will generate forms to include the first name, last name and last four digits of participants' social security numbers or the Department of Children and Families (DCF) Request for Assistance (RFA)/FLORIDA case number for these programs. There are, however, some WT forms that still may require a full social security number. These are forms that participants will complete in the presence of RWB staff and often impact eligibility for services, funds or exceptions to participation requirements. In addition, some FSET forms were modified to include revised language regarding the Food Stamp Reimbursements (FSRs).

If you have any questions, please contact Trina Dickey at (850) 245-7446 or by email at Trina.dickey@awi.state.fl.us. You may also contact Delores Coachman at (850) 245-7411 or via email at Delores.coachman@awi.state.fl.us.

JWP/otd

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