




**Charlie Crist**  
*Governor*  
**Monesia T. Brown**  
*Director*

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## MEMORANDUM

**DATE:** January 16, 2008

**TO:** Regional Workforce Board Executive Directors

**FROM:** Lois A. Scott, Program Manager, One-Stop and Program Support 

**SUBJECT:** Department of Juvenile Justice (DJJ)-Foster Youth Pilot Project-Transferring a Case to the Appropriate Contact

The purpose of this memorandum is to provide the appropriate contact information for the DJJ-Foster Care pilot and to provide the necessary steps for transferring a case from one region to another in Employ Florida Marketplace (EFM) via the data change request mailbox.

The process of transferring a case takes place when the regional security officer (RSO) or the secondary person sends a case to a different region. Both open and closed Workforce Investment Act cases can be transferred; however, if the case was exited, a new case must be entered.

The process of transferring a pilot case in EFM is as follows:

- Pilot participating regions wanting to transfer a case should first make contact with the accepting regions using the attached contact list.
- Both the requesting and accepting regions should be in full agreement and maintain any written communications regarding the circumstances for transferring the case.
- The communication between the regions should include at minimum: the participant's name, last four digits of the social security number, effective date of transfer, case managers name, and the Region/One-Stop/Unit.
- All Case transfer requests should first go through the Regional Workforce Board's (RWBs) RSO.
- Only the RSO or its designee should then submit a request to transfer a case to the accepting region via the data change request mailbox.
- Proper documentation showing eligibility and previous services, credentials, case notes, etc., should be sent to the accepting region. Note: copies should be maintained in the sending region for quality assurance review or data validation purposes.

### Agency for Workforce Innovation

The Caldwell Building, Suite 100 • 107 East Madison Street • Tallahassee • Florida 32399-4122  
Phone 850-245-7130 • Fax 850-921-3226 • (TTY/TDD 1-800-955-8771 – Voice 1-800-955-8770)

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Note: Communication between the RWBs is critical.

To locate the appropriate contact person for your region, please refer to the attached (draft) spreadsheet, Pilot Project contacts.xls. The draft is compiled of contacts in each region.

Any updates to the list should be sent to Freida Sheffield at [freidasheffield@comcast.net](mailto:freidasheffield@comcast.net) and will then be forwarded to the RWBs and partner agencies. It is each region and agency's responsibility to keep each region and the state updated on any changes, as well as distribute the list to local contacts. Workforce Florida, Inc. and the Agency for Workforce Innovation is in the process of planning either a face-to-face meeting or webinar with individuals on this list to compile implementation procedures for this project based on "lessons learned" and field experience. The meeting is tentatively planned for February, 2008.

If you have any questions regarding this memorandum, please contact Barbara Walker at (850) 921-3864 or via email at [Barbara.Walker@flaawi.com](mailto:Barbara.Walker@flaawi.com)

LAS/obw

Attachment

cc: Richard Meik

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