




Charlie Crist
Governor
Monesia T. Brown
Director

MEMORANDUM

DATE: May 9, 2008
TO: Regional Workforce Board Executive Directors
FROM: Lois A. Scott, Program Manager, One-Stop and Program Support 
SUBJECT: Federal Work Program Review

The Agency for Workforce Innovation has received notification of a federal review being conducted by the Employment and Training Administration. A representative from its office may conduct a review of the policies, procedures, files, etc. in your administrative area. We have requested review tools relative to the visit and will distribute them upon receipt.

Please review your schedules and make reasonable accommodations to help facilitate the review in your area based on the dates outlined in the attached letter.

If there are any questions regarding this information, please contact Fay Malone at (850) 245-7420 or via email at Fay.Malone@flaawi.com .

LAS/obw

Attachment

cc: Barbara Griffin

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)

For more information go to www.floridajobs.org

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.