


Rick Scott
GOVERNOR



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EXECUTIVE DIRECTOR

MEMORANDUM

DATE: May 19, 2016
TO: Local Workforce Development Board Executive Directors
FROM: Lois A. Scott, Chief, Bureau of One-Stop and Program Support 
SUBJECT: Enrolling Incumbent Worker Training Participants into Employ Florida Marketplace (EFM)

The Workforce Innovation and Opportunity Act (WIOA) now allows the use of local funds for Incumbent Worker Training (IWT). Please see [Administrative Policy 89](#) for further guidance on the use of IWT.

The United States Department of Labor has not issued guidance for reporting IWT under WIOA; however, participation in this activity must be accurately documented. The Department of Economic Opportunity (DEO) developed the following steps for enrolling WIOA participants selected for IWT into EFM. Please follow the steps outlined below to record IWT activities provided in your area.

1. Complete the EFM application for Adults or Dislocated Workers.
2. Navigate to the ***Eligibility and Grants*** tab.
3. Scroll down to ***WIOA Grant Eligibility*** Section. You will see a list of eligibility selections.
4. Scroll to the ***Statewide Incumbent Work Eligibility*** section and select “Yes.”
5. Scroll down to the ***Grants*** Section and click ***View Available Grants***.
6. Select ***WIOA-Incumbent Worker-20% Non-Waiver Local Only – 478*** from the list. You will do this by clicking ***Add*** to the far right of the grant title.
7. Scroll to the bottom of the page and select ***Finish***.

A PowerPoint titled “How to Enroll an Incumbent Worker Training Participant into the Employ Florida Marketplace” is attached as an additional resource.

Please send related questions to DEO’s WIOA staff at: WIOA.Transition@deo.myflorida.com.

LAS/okb

Attachment: [How to Enroll an Incumbent Worker Training Participant into the Employ Florida Marketplace](#)

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