

Rick Scott
GOVERNOR

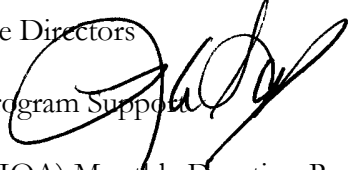


Cissy Proctor
EXECUTIVE DIRECTOR

MEMORANDUM

DATE: March 30, 2016

TO: Local Workforce Development Board Executive Directors

FROM: Lois A. Scott, Chief, Bureau of One-Stop and Program Support 

SUBJECT: Workforce Innovation and Opportunity Act (WIOA) Monthly Duration Report

In preparation for implementation of the Workforce Innovation and Opportunity Act (WIOA), the Department of Economic Opportunity (DEO), Performance and Reporting Analysis Unit developed the WIOA Monthly Duration Report for Local Workforce Development Boards (LWDBs) to utilize as an additional resource and case management tool.

The WIOA Monthly Duration Report provides further insight to LWDBs regarding the amount of WIOA participations which are currently open in their local areas, the length of time these participations have been open, and how recently there has been activity in these participations. The report allows this information to be sorted and filtered by multiple data points, including, but not limited to, Local Workforce Development Area (LWDA), WIOA customer group, and participation duration. Utilizing this information will provide staff and program managers a detailed analysis of the status and level of activity of their local WIOA cases, and assist in identifying additional focus points within their local areas. The WIOA Monthly Duration Report is available to view and download on the [State Program Reports page](#) of DEO's website and will be updated on a monthly basis.

If you have any questions, please contact Tony Carter directly at (850) 245-7406 or by email at Tony.Carter@deo.myflorida.com.

LAS/otc

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