



## MEMORANDUM

**DATE:** January 16, 2019

**TO:** Local Workforce Development Board (LWDB) Executive Directors

**FROM:** Shila A. Salem, Chief, One-Stop Program Support *Shila A. Salem*

**SUBJECT:** Local Workforce Development Area Designation and Local Board Composition & Certification

The purpose of this memorandum is to inform Local Workforce Development Boards of the upcoming due date to submit applications for Subsequent Local Workforce Development Area Designation and Local Board Composition Rosters. As required under section 106 of the Workforce Innovation and Opportunity Act (WIOA), CareerSource Florida will grant subsequent designation of a local area if, for the two most recent program years, the local workforce development area performed successfully and sustained fiscal integrity. Additionally, every two years, CareerSource Florida must certify each local board as required under section 107, WIOA.

Please refer to the authority section in the table below for details on the requirements for each of these actions. Applications for Subsequent Local Workforce Development Area Designation and Local Board Composition Rosters and are due on or before close of business **April 15, 2019**. Submit the completed documents to the email addresses below. Contact Trina Travis at (850) 245-7446 with questions related to these requirements.

Action	Authority	Submit to
1. Complete the <a href="#">Application for Subsequent Local Workforce Development Area Designation</a>	Sec. 106, WIOA <a href="#">CareerSource Florida Administrative Policy 94</a>	<a href="mailto:WIOA@deo.myflorida.com">WIOA@deo.myflorida.com</a>
2. Complete the <a href="#">Local Board Composition Roster</a>	Sec. 107, WIOA <a href="#">CareerSource Florida Administrative Policy 91</a>	<a href="mailto:Trina.Travis@deo.myflorida.com">Trina.Travis@deo.myflorida.com</a>

SAS/tt

Attachments: [Local Board Composition Roster](#)  
[Application for Subsequent Local Workforce Development Area Designation](#)

cc: Katie Crofoot Trina Travis Casey Penn

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399  
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