



Jeb Bush
Governor
Linda H. South
Director

MEMORANDUM

DATE: December 22, 2006
TO: Regional Workforce Board Executive Directors
FROM: Lois A. Scott, Program Manager, One Stop and Program Support
SUBJECT: Security Administration for Workforce Programs

Please share this memorandum with staff and administrators of the Wagner-Peyser (WP), Workforce Investment Act (WIA), Welfare Transition (WT) and Food Stamp Employment and Training (FSET) programs.

The Agency for Workforce Innovation (AWI) has made a change to the administrative process for security related to workforce programs.

At the state level, Linda Knowles has been assigned as the point-of-contact for regional security officers on issues related to Employ Florida Marketplace (EFM). Linda will be responsible for activation and inactivation of security administration access for the regions and for state level staff. The regional security officers will continue to be responsible for local access to systems. Gloria Loving will continue to provide support for the One Stop Service Tracking (OSST) and One Stop Management Information Systems (OSMIS) for approximately 30 days after the EFM rollout. During that time the state support role for both OSST and OSMIS will be transitioned to Linda Knowles.

Additionally, a temporary help desk will be established for regional security officers or a designated regional representative to contact for locally identified problems. The process will be for local office staff to contact the regional security officer or designated representative who resolves the issue or contacts the EFM security help desk. The desk will be staffed by EFM system-knowledgeable personnel and programmatic staff from both the WP and WIA programs. The temporary number to be used by regional security staff or a designated representative for assistance is (800) 438-4128. The EFM system problems will continue to be entered into the On-Line Project Communication (OPC) program for immediate attention by Geographic Solutions Incorporated.

If you have any questions regarding this memorandum, please contact Joan Losiewicz at 850-245-7422 or by e-mail at Joan.Losiewicz@awi.state.fl.us.

LAS/jlo

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