

Rick Scott
GOVERNOR




Cissy Proctor
EXECUTIVE DIRECTOR

MEMORANDUM

DATE: September 30, 2016

TO: Local Workforce Development Area Executive Directors
Serving as One-Stop Operators or Direct Providers of Workforce Services

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

SUBJECT: Annual Performance Report as a One-Stop Operator or Direct Provider of Workforce Services

Local Workforce Development Boards (LWDBs) designated as a one-stop operator or direct provider of workforce services are required to submit an annual performance report to the State at the end of each program year. Pursuant to [Final Guidance OSPS-83](#), the report is due on October 15th of each year and should contain the following:

1. An analysis of the actual cost savings realized as a result of the LWDBs providing the workforce service.
2. A description of any realized improvement to the local service delivery system and any realized improvement in performance outcomes.
3. A description of any “best practices” that could be shared with other LWDBs.

Please send your report for the program year that ended on June 30, 2016 to: WIOA@deo.myflorida.com by October 15, 2016. The information will be compiled into a statewide report for submission to CareerSource Florida. If you have further questions, please contact Kirk Brown at: Kirk.Brown@deo.myflorida.com.

LAS/okb

cc: Tom Clendenning
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