

Rick Scott  
GOVERNOR

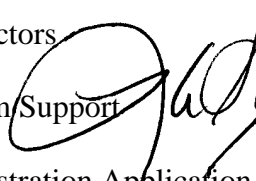


Cissy Proctor  
EXECUTIVE DIRECTOR

## MEMORANDUM

**DATE:** November 17, 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 Self-Registration Application

The Department of Economic Opportunity (DEO) has requested that access to the Workforce Innovation and Opportunity Act (WIOA) Self-Service Registration Application (WIOA Pre-App) in Employ Florida (EF) be made available to local workforce development boards. The WIOA Pre-App allows jobseekers to enter required information that assists in determining WIOA eligibility, prior to receiving staff assistance. The WIOA Pre-App entries include education and employment information, disability and veteran status, public assistance and barrier information. The Pre-App also gives jobseekers the ability to upload verification documentation.

Each local area utilizing the WIOA Pre-App must develop local policy which includes:

- Instructions for how the WIOA Pre-App will be utilized.
- The timeframe and review process for WIOA Pre-Apps to be converted into full WIOA applications.
- The manner in which non-converted WIOA Pre-Apps will be processed.

The WIOA Pre-App can be accessed at the request of the local board. Requests for access should be submitted through an [Online Project Communication](#) (OPC) and notification given to Andrew Morton at [Andrew.morton@deo.myflorida.com](mailto:Andrew.morton@deo.myflorida.com).

Geographic Solutions, Inc. (GSI) held a WIOA Pre-App training webinar on November 10, 2016. The WIOA Pre-App Training is available [here](#). Please submit questions regarding the WIOA Pre-App to: [WIOA@deo.myflorida.com](mailto:WIOA@deo.myflorida.com).

LAS/okb

cc: Tom Clendenning    Michelle Dennard    Trina Travis    James Finch

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399  
850.245.7105 | [www.FloridaJobs.org](http://www.FloridaJobs.org)  
[www.twitter.com/FLDEO](https://www.twitter.com/FLDEO) | [www.facebook.com/FLDEO](https://www.facebook.com/FLDEO)

An equal opportunity employer/program. Auxiliary aids and service are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TTD equipment via the Florida Relay Service at 711.