



**COMBINED PROCESS MANAGEMENT REVIEW TOOL
PROGRAM YEAR (PY) 2023-2024**

LWDB Name: | |

Dates of Review: | |

Review Period: | |

LWDB Staff Completing the Tool: | |

GENERAL PROGRAM QUESTIONS

LOCAL OPERATING PROCEDURES	REFERENCES	YES	NO	COMMENTS
1. Does the LWDB have local policies or procedures (LOPs) in place to administer each of the following programs: Workforce Innovation Opportunity Act (WIOA), Wagner-Peyser (WP), Welfare Transition (WT), Trade-Adjustment Assistance (TAA) and Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T)? (Provide copies of each or indicate where these can be found). If no, please indicate in the comment section which programs do not have LOPs.	<u>Memorandum dated January 27, 2021, New Process for Local Operating Procedures; Grantee-Subgrantee Agreement.</u>	<input type="checkbox"/>	<input type="checkbox"/>	
2. If yes to #1, do the LOPs include methods for referring individuals between the local one-stop centers and partners for appropriate services and activities?	<u>Memorandum dated January 27, 2021, New Process for Local Operating Procedures.</u>	<input type="checkbox"/>	<input type="checkbox"/>	
MONITORING	REFERENCES	YES	NO	COMMENTS
1. Do local policies or procedures include internal monitoring of all programs? (Provide copies or indicate where this can be found). If no, how does the LWDB ensure that internal and external monitoring complies	<u>Grantee - Subgrantee Agreement Sections 15(a),(c), & (f); Administrative Policies 093 Sections (C) & (D); and 104 Section IV(A)(2).</u>	<input type="checkbox"/>	<input type="checkbox"/>	

with federal and state provisions and other applicable laws?				
2. Do policies, procedures or schedules specify when staff will conduct monitoring of its workforce programs (i.e., monthly, quarterly, semi-annually, etc.)? If yes, indicate timeframe(s) or provide a copy of the schedule.	<u>Grantee - Subgrantee Agreement Sections 15(a), (c), & (f); Administrative Policies 093 Sections (C) & (D); and 104 Section IV(A)(2).</u>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Has any monitoring been conducted by the LWDB during the review period?	<u>Grantee - Subgrantee Agreement Sections 15(a), (c), & (f); Administrative Policies 093 Sections (C) & (D); and 104 Section IV(A)(2).</u>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are reports written and corrective action required as a result of monitoring issues found? If yes, provide copies of the monitoring reports and CAPs. If no, how are staff informed of the monitoring results?	<u>Grantee - Subgrantee Agreement Sections 15(a), (c), & (f); Administrative Policies 093 Sections (C) & (D); and 104 Section IV(A)(2).</u>	<input type="checkbox"/>	<input type="checkbox"/>	

WELFARE TRANSITION (WT)

SCHEDULING INITIAL APPOINTMENTS	REFERENCES	YES	NO	COMMENTS
1. If assigned to job search or job readiness assistance activities, what is the method used by the LWDB to certify that at least 10 percent of the participant hours are completed? If there are any LOPs explaining the method used, please provide a copy.	<u>Florida's Work Verification Plan.</u>	<input type="checkbox"/>	<input type="checkbox"/>	

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) EMPLOYMENT & TRAINING

SCHEDULING INITIAL APPOINTMENTS	REFERENCES	YES	NO	COMMENTS
1. Does the LWDB manually schedule initial appointments (code 590)?	<u>Memorandum entitled "Supplemental Nutrition Assistance Program Employment and Training Able-Bodied Adults Without</u>	<input type="checkbox"/>	<input type="checkbox"/>	

	<u>Dependents Initial Engagement Process Changes” Dated January 5, 2017.</u>			
SANCTIONS	REFERENCES	YES	NO	
1. Are there policies or procedures in place to ensure that participants are not engaged in an activity while serving a sanction? If yes, indicate where to locate policy. If no, please explain the process in the comment section.	<u>State Plan; 7 CFR 273.7(i) and 7 CFR 273.7(b).</u>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are there policies and procedures in place to ensure an activity is assigned by the case manager and completed by the participant prior to a sanction lift? If yes, indicate where to locate policy. If no, please explain the process in comment section.	<u>State Plan; 7 CFR 273.7(i) and 7 CFR 273.7(b).</u>	<input type="checkbox"/>	<input type="checkbox"/>	

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

WIOA YOUTH PROGRAM	REFERENCES	YES	NO	COMMENTS
1. Are all 14 program elements made available to youth participants? If yes, please provide a list of providers identified that covers each of the 14 program elements, as well as the LWDBs local policy/ MOU or contracts that demonstrate the availability of each program element.	<u>20 CFR 681.420, 460-470.</u>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Has the LWDB established a process to ensure parents, youth participants, and other members of the community with experience relating to youth programs are involved in both the design and implementation of the youth program? If yes, please provide a copy of the established process/procedure.	<u>20 CFR 681.420, 460-470.</u>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Does the work experience activity provided to youth participants include the required academic and occupational education components? If yes, please provide a copy of the work experience program design.	<u>20 CFR 681.600(b); WIOA Sec. 129(c) (2) (c); TEGL 21-16.</u>	<input type="checkbox"/>	<input type="checkbox"/>	
WIOA YOUTH CAREER PATHWAY	REFERENCES	YES	NO	COMMENTS
1. Is there a process/procedure in place to ensure disconnected youth are provided career pathways to access educational and occupational opportunities which	<u>WIOA Section 3 (7); WIOA Section 129 (c)(1) (A and B).</u>	<input type="checkbox"/>	<input type="checkbox"/>	

enhance their long-term career goals? If yes, please provide a copy of the plan/process. If no, please explain how this is done in the comment section.				
2. Do career pathways established provide a combination of rigorous and high-quality education, training, and other services in a manner that accelerates the educational and career advancement of the participant? Please explain in comment section or provide supporting documentation.	<u>WIOA Section 3 (7); WIOA Section 129 (c)(1) (A and B).</u>	<input type="checkbox"/>	<input type="checkbox"/>	

TRADE ADJUSTMENT ASSISTANCE (TAA)

LOCAL OPERATING PROCEDURES	REFERENCES	YES	NO	COMMENTS
1. Briefly describe the coordination of services between Rapid Response and TAA when a dislocation is trade related. Does the coordination of services include the process for trade-affected workers to receive rapid response assistance and the opportunity to participate in a TAA Information Session?	<u>Trade Act 2002; TAARA 2015; Administrative Policy No.114; TEGs 22-08, 10-11, 7-13, 11-02, and 05-15; 20 CFR 682.300 – 682.370; Memorandum entitled Rapid Response Requirement Dated 02/14/20; PIRL and USDOL TAA Data Integrity Requirement.</u>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Is the TAA Coordinator a merit staff employee? If no, please explain?	<u>TAARA 2015 & Administrative Policy No. 101.</u>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is there a policy or practice on co-enrolling TAA participants in WP and/or WIOA when appropriate? If so, please describe the process	<u>20 CFR 617.22; 20 CFR 618.600-665; TEGs 22-08, 10-11, 7-13, 05-15; and Administrative Policy No. 116.</u>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Does the LWDB utilize Job Search and/or Relocation Allowances for eligible individuals? If yes, is there a policy in place to support this?	<u>20 CFR 617.30; 20 CFR 618.400-460; TEGs 22-08, 10-11, 7-13, 05-15; FG-039; Memorandum entitled State Definition of Commuting Area dated 02/19/19; and 2 CFR part 200.</u>			
5. What is the approval process for individuals needing remedial, English as a second language and/or prerequisite training?	<u>Trade Act 2002 & TEGs 22-08, 10-11, 7-13, 05-15 TEG 11-02 and 03/04/2019 Employ Florida Changes Memorandum, Administrative Policy No. 107.</u>	<input type="checkbox"/>	<input type="checkbox"/>	

WAGNER-PEYSER (WP)

REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT (RESEA)	REFERENCES	YES	NO	COMMENTS
1. Does the orientation provided to RESEA participants include all RESEA requirements? Please provide a copy of the orientation package.	<u>UIPL 02-23 & 13-21; Admin Policy 068 (RESEA).</u>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Is the RESEA program conducted by RESEA grant paid staff as designated in the LWDB's RESEA budget? If not, please explain.	<u>UIPL 02-23 & 13-21; Admin Policy 068 (RESEA).</u>	<input type="checkbox"/>	<input type="checkbox"/>	
JOB SEEKER ENGAGEMENT, PARTICIPATION, AND EXITS	REFERENCES	YES	NO	COMMENTS
1. Does the LWDB have written policies and procedures in place for determining a job seeker's continued participation in the WP program? If yes, please provide a copy. If no, how are job seeker case closures determined and conducted?	<u>Administrative Policy 115; and Employ Florida Service Code Guide.</u>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Does the LWDB have written policies and procedures in place for identification of job seeker services considered information -only? If yes, please provide a copy. If no, please describe how locally a service is determined to be an information only service.	<u>Administrative Policy 115; and Employ Florida Service Code Guide.</u>	<input type="checkbox"/>	<input type="checkbox"/>	
EMPLOYER SERVICES	REFERENCES	YES	NO	COMMENTS
1. Does the LWDB have written policies and procedures or plans in place detailing how new and existing employer recruitment, engagement, and retention in the LWDA is conducted by Business/Employer Services staff? If yes, please provide a copy. If no, please describe in detail how employer recruitment, engagement, and retention in the LWDA is conducted.	<u>Wagner-Peyser Act of 1933, as amended, Section (c)(3)(4); 20 CFR 652.207 (b)(2); 445.003-8, F.S.; and Administrative Policy 098;</u>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Does the LWDB have written policies and procedures in place identifying all of the customized services offered to prospective and current employers? If yes, please provide a copy of the supporting	<u>Wagner-Peyser Act of 1933, as amended, Section (c)(3)(4); 20 CFR 652.207 (b)(2); 445.003-8, F.S.; Administrative Policy 098 Section IV(A);</u>	<input type="checkbox"/>	<input type="checkbox"/>	

documentation. If no, describe the services offered and how employers are made aware of the services.				
3. Does the LWDB conduct a formal analysis or measurement of the effectiveness of the local employer services strategy and/or staff effort? If yes, please provide copies of results of evaluation or measurement strategies and how effectiveness is determined. If no, explain how employer service effectiveness is measured, alongside the frequency and any means of strategic adjustment.	<u>Wagner-Peyser Act of 1933, as amended, Section (c)(3)(4); 20 CFR 652.207 (b)(2); 445.003-8, F.S.; Administrative Policy 098.</u>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Does the LWDB track or monitor Employer Code usage and entry in Employ Florida? If yes, please describe how monitoring occurs, including frequency and verification methods.	<u>Wagner-Peyser Act of 1933, as amended, Section (c)(3)(4); 20 CFR 652.207 (b)(2); 445.003-8, F.S.; Administrative Policy 098</u>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are employers, employer contact information, staff, and associated worksites entered into Employ Florida periodically reviewed and verified for accuracy? If yes, please provide details regarding procedures for accomplishing this including frequency and methods of verification.	<u>Wagner-Peyser Act of 1933, as amended, Section (c)(3)(4); 20 CFR 652.207 (b)(2); 445.003-8, F.S.; Administrative Policy 098</u>	<input type="checkbox"/>	<input type="checkbox"/>	