

FloridaCommerce & CareerSource Florida

Streamlined Instructions for WIOA Two-Year Modification: Workforce Services Plan Guidelines

January 1, 2027 – December 31, 2028

CareerSource Board / Planning Region	Submission Option	Date Submitted
Palm Beach–Research Coast Regional Planning Area CareerSource Research Coast (LWDB 20) CareerSource Palm Beach County (LWDB 21)	☐ Standard Local Plan + Regional Addendum ☒ Preferred Combined Regional Plan	
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Revision Intent

This streamlined version reduces duplicative narrative prompts and shifts the submission toward standardized tables, dashboards, evidence attachments, certifications, and change-only narrative responses. The revisions preserve the strategic objectives for Five Pillars alignment, performance data, apprenticeship growth, employer engagement, regional coordination, and statewide accountability.

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1. Introduction and Planning Approach

These instructions provide direction for local and regional workforce plans, also referred to as workforce services plans, submitted under the Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128, section 445.003, Florida Statutes, and Chapter 73B-7, Florida Administrative Code. Plans must align with the State WIOA Combined Plan, applicable federal regulations, state law, Florida Administrative Code, and CareerSource Florida workforce policies.

The planning process should focus on strategic direction, measurable outcomes, performance improvement, regional coordination, employer engagement, apprenticeship expansion, and transparent use of workforce resources. To reduce administrative burden, LWDBs should avoid duplicative narrative and may reference attachments, existing public resources, current policies, dashboards, or certifications where those materials answer the required prompt.

Burden Reduction Standard

Unless a full description is specifically required, LWDBs should provide a brief summary of major changes since the prior plan and cite or attach existing documentation. Narrative responses should be concise and focused on decisions, results, risks, and actions.

2. Submission Options and Key Dates

Option	Description	Due Date	Board Review
Option 1: Standard Submission	Local Plan with Regional Plan as addendum. Use when the region is not submitting a combined regional plan.	October 6, 2026	December 2026 Board of Directors Meeting
Option 2: Preferred Combined Regional Plan	One integrated Regional Plan that incorporates all required regional elements and includes local plan addenda for board-specific information.	January 19, 2027	February 2027 Executive Committee Meeting

Preferred Approach

FloridaCommerce and CareerSource Florida strongly encourage regions to pursue a single integrated regional plan wherever feasible. This option supports regional coordination, reduces duplication, and improves consistency across planning regions.

Key Dates

Milestone	Date / Timeframe
Overview of Local Plan Guidelines Issues	July 23, 2026
Office Hours: Regional and Local Plans	July 28, 2026 and August 5, 2026
Complete Local Performance Negotiations	August 10, 2026

Milestone	Date / Timeframe
Standard Local Plans Due	October 6, 2026 by 5:00 p.m. EDT
Preferred Combined Regional Plans Due	January 19, 2027 by 5:00 p.m. EDT
Regional and Local Plans Approved by State Board	March 24, 2027
Effective Date	TBD

3. Public Comment, Submission, and Attachments

Public Comment Process

Before submitting a local or regional plan, each LWDB must provide an opportunity for public comment consistent with WIOA §108(d), 20 CFR 679.550(b), and applicable state requirements. The plan must be made available electronically and through open meetings, and public comments expressing disagreement must be submitted to FloridaCommerce.

Submission Requirements

- Submit plans and attachments through the state's established WIOA plan submission method. Hard copies are not required.
- Submit plans and attachments in searchable PDF format and in a format compliant with Section 508 of the Rehabilitation Act.
- Do not alter required questions. Use tables, dashboards, evidence links, and attachments when they fully respond to a requirement.
- Identify the planning region, each LWDB included, submission option, contact information, approval date, and plan footer information.

Attachment Streamlining Rule

Use Attachments Instead of Repeating Narrative

If the required information is contained in an attachment, public website, current policy, MOU, roster, organizational chart, or approved local operating procedure, the plan may summarize the material in one to three sentences and provide the attachment name, link, page number, or section reference.

4. Required Evidence and Certification Checklist

Attach or link the documents below. Narrative is only required to identify changes, gaps, pending updates, or documents expiring within six months of submission.

Evidence Item	Required?	Submitted / Linked	Change Since Prior Plan?	Notes / Expiration Date
Executed Interlocal Agreement	Yes, if applicable	☒ Interlocal Agreement	☐ Yes ☒ No	10/22/24 – automatic annual renewal
Executed CLEO–LWDB Agreement	Yes	☒ Interlocal Agreement	☐ Yes ☒ No	10/22/24 – automatic annual renewal
Fiscal Agent Designation	If other than CLEO	☐ N/A	☐ Yes ☐ No	N/A
Current Bylaws	Yes	☒ Bylaws	☐ Yes ☒ No	7/2/24 – no expiration date
Board Roster, Minutes, and Vote	Yes	☒ Board Roster Board Items (Agendas, Minutes, etc.)	☒ Yes ☐ No	The board roster changes as board members' time limits expire.
Organizational Chart with Required Roles, Apprenticeship Navigator, and Hope Navigator	Yes	☒ Attached	☒ Yes ☐ No	Organizational chart was updated to reflect the Functional Service Delivery Roles.
One-Stop Partner MOUs and Infrastructure Funding Agreement	Yes	☒ Contracts and Agreements - MOUs/IFAs	☐ Yes ☒ No	No Expiration Date – automatically renewed
Firewalls / Conflict Mitigation Documentation	If applicable	☒ Governance & Leadership - Board Policies	☐ Yes ☒ No	No Changes
Planning Region Agreements	For regional plan	☒ Regional Area Identification Agreement	☐ Yes ☒ No	No Changes
Public Comment Documentation	Yes	☐ Attached	☐ Yes ☐ No	
Staff Training and Credentialing Evidence	Yes	☒ Attached	☒ Yes ☐ No	New training provided based on FSD roles
Plan Review Checklist	Recommended	☐	☐ Yes ☐ No	

5. Regional Plan Requirements — Streamlined Framework

The regional plan should be organized around four integrated sections. Each section may use tables, dashboards, evidence links, existing data sources, and concise summaries. Avoid repeating the same strategy across multiple sections.

Regional Section	Covers	Required Evidence / Response Format
A. Regional Economy and Labor Market	Shared labor market, common economic development area, commuting patterns, population centers, targeted industries, in-demand sectors and occupations, regional assets, and education/training resources.	Regional labor market table; industry/occupation dashboard; list of data sources; one-page summary of major changes.
B. Regional Service Delivery and Customer Experience	Regional service strategies, consistent eligibility/enrollment processes, supportive services coordination, universal services, accessibility, and business/job seeker customer experience.	Service delivery matrix; regional customer experience baseline; shared agreements; service gaps and actions.

Regional Section	Covers	Required Evidence / Response Format
C. Regional Operations and System Efficiencies	Administrative cost arrangements, shared services, technology/data-sharing practices, procurement coordination, regional agreements, and reduced duplication.	System efficiencies table; administrative cost-sharing summary; regional agreements; shared tools list.
D. Regional Performance, Employer Engagement, and Apprenticeship	Performance negotiation support, letter grade improvement strategies, sector partnerships, coordinated business services, employer retention/market penetration, apprenticeship and preapprenticeship expansion, MCL alignment, and talent pipeline actions.	Regional scorecards for performance, employer engagement, apprenticeship, credentials, and sector partnerships.

Regional Strategy Summary Table

Priority Area	Shared Regional Strategy	Participating LWDBs / Partners	Measure of Success	Evidence / Attachment
Targeted Industries and Sector Partnerships	Align workforce strategies with regional labor market demand by supporting healthcare, skilled trades and construction, manufacturing (including marine-related employment), logistics and distribution, and other locally identified high-demand industries.	CareerSource Palm Beach County (Region 21); CareerSource Research Coast (Region 20); employers; education providers; economic development organizations; Treasure Coast Regional Planning Council.	Continued alignment of workforce investments with regional employer demand and sector priorities.	Lightcast Economy Overview; Industry Dashboard; Occupation Dashboard; Section 5A.

Priority Area	Shared Regional Strategy	Participating LWDBs / Partners	Measure of Success	Evidence / Attachment
Coordinated Service Delivery	Improve consistency in workforce services through policy alignment, shared best practices, and customer-centered service strategies while maintaining local operational flexibility.	CareerSource Palm Beach County; CareerSource Research Coast.	Improved consistency in customer experiences and continued regional policy alignment.	Regional Service Delivery Matrix; regional policies; Section 5B.
Supportive Services Coordination	Coordinate information sharing regarding supportive services and community resources while maintaining locally administered supportive service policies.	CareerSource Palm Beach County; CareerSource Research Coast; community partners.	Improved customer access to workforce and community resources throughout the region.	Local supportive service policies; partner resource information; Section 5B.
Administrative Efficiencies	Reduce duplication through shared tools, labor market information, employer leads, procurement support, and regional planning activities while maintaining independent governance and fiscal responsibility.	CareerSource Palm Beach County; CareerSource Research Coast.	Continued implementation of shared operational tools and regional efficiencies without increasing administrative burden.	Section 5C; Regional Planning Area Identification Agreement
Coordinated Performance	Share labor market information, performance analysis, and promising practices to support regional planning and continuous improvement while each board remains responsible for its negotiated performance outcomes.	CareerSource Palm Beach County; CareerSource Research Coast.	Continued regional collaboration supporting performance improvement and informed performance negotiations.	Performance dashboards; quarterly leadership meetings; Section 5D.
Apprenticeship/ Work -Based Learning	Expand On-the-Job Training, registered apprenticeship, preapprenticeship, internships, and other work-based learning opportunities that respond to regional employer demand.	CareerSource Palm Beach County; CareerSource Research Coast; employers; apprenticeship sponsors; education providers.	Increased employer participation in work-based learning opportunities and continued apprenticeship expansion.	Apprenticeship Scorecard; OJT documentation; Section 5D.

Priority Area	Shared Regional Strategy	Participating LWDBs / Partners	Measure of Success	Evidence / Attachment
MCL / Credential Alignment	Coordinate with education and industry partners to align workforce training investments and credential opportunities with Florida's Master Credentials List (MCL) and regional employer demand.	CareerSource Palm Beach County; CareerSource Research Coast; education and training providers; employers; apprenticeship sponsors; education and industry consortiums.	Increased alignment of training programs and credential opportunities with MCL-approved credentials and targeted industry needs.	Master Credentials List; Eligible Training Provider List (ETPL); consortium and sector partnership documentation; Section 5D.
Coordinated Business Services	Coordinate employer outreach, business engagement, and regional initiatives to better serve employers operating across local workforce development boundaries.	Business Services teams; employers; chambers of commerce; economic development partners.	Continued regional employer engagement activities, including coordinated outreach and Regional Job Fairs.	Quarterly Business Services meetings; employer engagement documentation; Section 5D. https://canva.link/sw3007nl8fni01c

6. Local Plan Addendum Requirements — Streamlined Framework

The local plan addendum should provide board-specific information not already answered in the regional plan. When the regional plan fully addresses a topic, the local addendum may state: "Addressed in the Regional Plan, Section __," and provide only local exceptions, changes, or board-specific actions.

Local Section	Required Response	Narrative Limit	Evidence / Attachment
Governance and Organizational Structure	Update only changes to CLEO, LWDB membership, fiscal agent, one-stop operator, providers, youth provider, organizational chart, required roles, or delegated signatory authority.	Change-only narrative; 1 page max	Roster, bylaws, organizational chart, agreements
Analysis of Need and Available Resources	Use current labor market and service data to identify top industry needs, workforce gaps, population barriers, and available resources.	2 pages max plus dashboard	Labor market dashboard; data source list
Strategic Alignment and Five Pillars	Complete the Strategic Alignment Framework in Section 7.	Table only plus 1-page summary	State Plan / local strategy crosswalk
Program Services and Partner Coordination	Summarize program/service delivery across core and combined partners, including Adult, Dislocated Worker, Youth, TANF, SNAP, JVSG, UI, SCSEP, CSBG, HUD where available, Perkins V, and other partners.	Table plus exceptions narrative	Partner matrix, MOUs, LOPs
One-Stop Delivery System	Summarize access points, customer access, accessibility, technology, integration, and significant changes since prior plan.	Change-only narrative; 2 pages max	Access point table; certification; accessibility evidence
Employer Engagement, Sector Strategies, and Apprenticeship	Complete the scorecards in Sections 9A and 9B and explain major actions to strengthen employer-driven strategies and apprenticeship expansion.	Scorecards plus 1-page action summary	Business services data, sector reports, apprenticeship evidence

Local Section	Required Response	Narrative Limit	Evidence / Attachment
Performance and Continuous Improvement	Complete the Performance Dashboard and Improvement Plan in Section 8.	Dashboard plus 2 pages max	Federal indicators, letter grade, improvement actions

7. Strategic Alignment Framework

Complete the table below to show how the LWDB and/or planning region aligns local and regional strategies with the Five Pillars, statewide priorities, performance outcomes, and available resources. This table replaces duplicative narrative across the plan.

Strategic Overview

CareerSource Palm Beach County's workforce development strategy is centered on **Functional Service Delivery (FSD)**, a customer-centered service delivery model designed to improve workforce outcomes through integrated services, strong employer partnerships, and coordinated staff expertise. Guided by human-centered and trauma-informed principles, FSD creates a seamless experience for job seekers, workers, employers, and community partners while advancing the priorities of Florida's WIOA Combined State Plan.

By aligning staff responsibilities with customer needs, strengthening cross-functional collaboration, and using data to drive continuous improvement, CareerSource Palm Beach County has transformed how workforce services are delivered. This approach supports the Five Pillars by connecting individuals to career pathways, helping employers meet workforce demands, improving accountability, expanding partnerships, and fostering innovation throughout the local workforce system.

Five Pillar	Statewide Priority / Requirement	Local or Regional Strategy	Key Partners	Measure / Target	Evidence / Attachment
Industry-Driven Strategies	Employer engagement, sector strategies, in-demand occupations, targeted industries, OJT, apprenticeship, preapprenticeship, MCL alignment	CareerSource Palm Beach County aligns workforce investments with the needs of regional employers by focusing on Healthcare, Information Technology, Skilled Trades, and Manufacturing & Logistics. Through Functional Service Delivery, business services staff work collaboratively with career services staff to better understand employer workforce needs, develop qualified talent pipelines, and connect job seekers to employment opportunities through sector partnerships, work-based learning, OJT, customized training, incumbent worker training, and industry-recognized credentials aligned with Florida's Master Credential List.	Employers, Business Development Board of Palm Beach County, Palm Beach State College, School District of Palm Beach County, Florida Atlantic University, CareerSource Research Coast, economic development organizations, registered apprenticeship sponsors, and workforce education partners.	Increase employer engagement, expand work-based learning opportunities, increase credential attainment, and improve employment outcomes in targeted industries.	Employer Engagement Scorecard, Eligible Training Provider List (ETPL), Sector Strategy documentation, Apprenticeship Scorecard, Business Services Reports.
Worker Mobility	Credential attainment, career pathways, supportive services, reduced	Functional Service Delivery provides an individualized, coordinated approach to helping customers achieve long-term economic mobility.	Training providers, educational institutions, community-based organizations,	Increase employment, credential attainment, measurable skill	Career pathway documentation, Individual Employment Plans,

Five Pillar	Statewide Priority / Requirement	Local or Regional Strategy	Key Partners	Measure / Target	Evidence / Attachment
	public assistance, wage progression	Customers receive career planning, career readiness services, supportive services, occupational skills training, work-based learning opportunities, and employment assistance designed to meet their unique needs and career goals. Human-centered and trauma-informed practices ensure services are responsive, equitable, and focused on removing barriers to employment while supporting sustainable career advancement.	employers, vocational rehabilitation, adult education providers, and supportive service partners.	gains, median earnings, and successful transitions from public assistance to self-sufficient employment.	Supportive Services Policy, Eligible Training Provider List, Workforce Program Policies.
Integrated Systems	Core and combined partner coordination, regional service delivery, education/workforce/economic development alignment	CareerSource Palm Beach County's Functional Service Delivery model integrates workforce programs, partner services, and regional collaboration into a coordinated workforce system. Cross-functional teams, standardized referral processes, shared accountability, and collaborative partnerships improve service coordination while creating a seamless customer experience across workforce programs and partner agencies. This integrated approach strengthens alignment between workforce development, education, economic development, and community resources.	FloridaCommerce, CareerSource Research Coast, One-Stop partners, educational institutions, Vocational Rehabilitation, Adult Education providers, community-based organizations, and economic development partners.	Improve service integration, increase partner collaboration, enhance customer access, and improve customer satisfaction.	One-Stop Memoranda of Understanding (MOUs), Infrastructure Funding Agreement (IFA), Functional Service Delivery documentation, Organizational Chart, Partner Referral Procedures.
Accountability	Federal performance indicators, letter grades, ROI, performance improvement actions, data quality	CareerSource Palm Beach County promotes accountability through role-based performance dashboards, regular performance reviews, quality assurance activities, and continuous coaching. Functional Service Delivery establishes clear staff responsibilities, performance expectations, and data-driven decision-making that strengthen organizational performance while ensuring compliance with federal and state workforce requirements.	Executive Leadership, Innovation Department staff, Functional Supervisors, FloridaCommerce, CareerSource Florida, and workforce partners.	Meet or exceed negotiated performance measures while improving data quality, customer outcomes, organizational effectiveness, and return on workforce investments.	Performance Dashboards, Performance Reports, Quality Assurance Reviews, Continuous Improvement Plans.

Five Pillar	Statewide Priority / Requirement	Local or Regional Strategy	Key Partners	Measure / Target	Evidence / Attachment
Flexibility and Innovation	Regional efficiencies, shared services, technology, innovative training, customer access, continuous improvement	CareerSource Palm Beach County embraces innovation through the implementation of Functional Service Delivery, human-centered and trauma-informed service delivery practices, expanded technology solutions, flexible service options, and continuous evaluation of workforce programs. Customer feedback, staff engagement, employer input, and performance data are used to identify opportunities for improvement and to develop responsive workforce solutions that meet the evolving needs of the community.	One-Stop partners, employers, educational institutions, technology providers, community organizations, and CareerSource Research Coast.	Increase customer access, improve customer satisfaction, strengthen workforce system effectiveness, expand innovative service delivery practices, and continuously improve organizational performance.	Functional Service Delivery implementation documentation, Customer Experience Surveys, Staff Training Records, Technology Solutions, Continuous Improvement Initiatives.

8. Performance Dashboard and Improvement Plan – Pending Negotiation with the State

Complete the dashboard and brief improvement narrative. The purpose is to strengthen accountability while avoiding lengthy repeated explanations.

Measure	Negotiated Level / Target	Actual Performance	Status	Primary Cause / Driver	Improvement Action
Employment Rate 2nd Quarter After Exit					
Employment Rate 4th Quarter After Exit					
Median Earnings 2nd Quarter After Exit					
Credential Attainment Rate					
Measurable Skill Gains					
State Accountability Letter Grade					

Measure	Negotiated Level / Target	Actual Performance	Status	Primary Cause / Driver	Improvement Action
Return on Investment / Wage Growth					
Public Assistance Transition Outcomes					
Business Services Outcomes					
Apprenticeship / Preapprenticeship Outcomes					

Performance Improvement Narrative

1. What is performing well? Identify the strongest results and the strategies driving those results.
2. What is underperforming or at risk? Identify data points, root causes, populations, programs, or service gaps requiring improvement.
3. What actions will be taken? Identify no more than five priority actions, responsible parties, timelines, and expected outcomes.

9. Apprenticeship and Employer Engagement Scorecards

9A. Employer Engagement and Sector Strategy Scorecard

CareerSource Palm Beach County employer engagement strategies will prioritize Healthcare, Skilled Trades, Manufacturing, Logistics, and Information Technology, while remaining responsive to emerging employer demand.

Measure	Current Baseline	Target	Priority Sector	Key Actions	Evidence / Data Source
Employers Served	1,453	1,599	All CSPBC Priority Sectors	Employer outreach, recruitment assistance, hiring events, customized training, OJT, Rapid Response, and sector-based engagement.	Employ Florida
Repeat / Retained Business Customers	910	1,001	All CSPBC Priority Sectors	Relationship management, follow-up with existing employers, responsive Business Services, and identification of additional workforce needs.	Employ Florida
New Business Customers	485	500	All CSPBC Priority Sectors	Targeted employer outreach, referrals from partners, sector engagement, hiring events, and business development activities.	Employ Florida

Measure	Current Baseline	Target	Priority Sector	Key Actions	Evidence / Data Source
OJT Employers	9	12	All CSPBC Priority Sectors	Identify employers with hiring needs suitable for OJT, conduct targeted outreach, and promote OJT as an employer-driven training strategy.	Employ Florida
Sector Partnerships	1	3	All CSPBC Priority Sectors	Convene employers, education providers, economic development partners, and industry representatives around identified priority sectors.	Employ Florida; sector partnership meeting records and documentation
Employer Referrals to Training	0	1	All CSPBC Priority Sectors	Engage employers in identifying skill gaps and connect employers and workers to appropriate training, credential, and upskilling opportunities.	Employ Florida
Market Penetration	5.52%	6.07%	All CSPBC Priority Sectors	Expand employer outreach, strengthen partnerships with chambers and economic development organizations, and increase awareness of Business Services.	Employ Florida
Business Services to Targeted Industries	480	528	All CSPBC Priority Sectors	Prioritize employer outreach and workforce solutions within healthcare, skilled trades, manufacturing, logistics, and information technology.	Employ Florida

9B. Apprenticeship and Work-Based Learning Scorecard

CareerSource Palm Beach County and CareerSource Research Coast will collaborate on apprenticeship and work-based learning strategies where opportunities cross local workforce development boundaries. Each LWDB will maintain responsibility for its respective apprenticeship and work-based learning performance measures, investments, and program outcomes. Regional collaboration will focus on identifying shared employer opportunities, expanding apprenticeship pathways, coordinating employer engagement, and sharing promising practices.

Measure	Current Baseline	2030 / Plan Target	Targeted Industry or Occupation	Annual Action	Partner / Evidence
New Registered Apprentices	2	109	Healthcare, IT, Construction, Manufacturing	Apprenticeship outreach and develop partnerships	Florida Mentoring Network, Palm Beach State College
Registered Apprenticeship Programs	27	30	Healthcare, IT, Construction,	Apprenticeship outreach and develop	Employer network

Measure	Current Baseline	2030 / Plan Target	Targeted Industry or Occupation	Annual Action	Partner / Evidence
			Manufacturing	partnerships	
Registered Preapprenticeship Programs	2	4	Healthcare, IT, Construction, Manufacturing	Apprenticeship outreach and develop partnerships	School District of PBC
OJT Placements	4	24	Healthcare, IT, Construction, Manufacturing	Work closely with employer network for OJT opportunities	Employers, Labor Unions, associations
Work-Based Learning Opportunities	0	10	Healthcare, IT, Construction, Manufacturing	Apprenticeship outreach and develop partnerships	School District of PBC
Apprenticeship Navigator Activities	121	152	Healthcare, IT, Construction, Manufacturing	Apprenticeship outreach, recruitment to employers and jobseekers	Community partners, industry associations, labor unions, employers and education partners
Career Center Staff Training on Apprenticeship	1	3	Healthcare, IT, Construction, Manufacturing	Training appropriate front-line staff on understanding apprenticeships	LWDB staff
WIOA Supportive Services for Apprentices	0	24	Healthcare, IT, Construction, Manufacturing	Evaluate apprentices for WIOA eligibility	LWDB staff
Apprenticeship Sponsorship	1	1	Workforce Development	Operate internal apprenticeship program	LWDB staff

The 2030 cumulative expected performance target of 109 apprentices for CareerSource Palm Beach County (LWDB 21) is established in Figure 2.45 of the State Plan.

Local Workforce Development Board	2030 Cumulative Expected Performance Apprentice Count
CareerSource Escarosa (LWDB1)	138
CareerSource Okaloosa Walton (LWDB 2)	47
CareerSource Chipola (LWDB 3)	19
CareerSource Gulf Coast (LWDB 4)	27
CareerSource Capital Region (LWDB 5)	47
CareerSource North Florida (LWDB 6)	77
CareerSource Northeast Florida (LWDB 8)	336

CareerSource Citrus Levy Marion (LWDB 10)	206
CareerSource Central Florida (LWDB 12)	676
CareerSource Pasco Hernando (LWDB16)	177
CareerSource Polk (LWDB 17)	174
CareerSource Suncoast (LWDB 18)	71
CareerSource Heartland (LWDB 19)	85
CareerSource Research Coast (LWDB 20)	125
CareerSource Palm Beach County (LWDB 21)	109
CareerSource Broward (LWDB 22)	445
CareerSource South Florida (LWDB 23)	1012
CareerSource Southwest Florida (LWDB 24)	439
CareerSource North Central Florida (LWDB 26)	73
CareerSource Brevard Flagler Volusia (LWDB 27)	226
CareerSource Tampa Bay (LWDB 28)	491

*As identified in Figure 2.45 of the State Plan.

10. Plan Review and Approval

FloridaCommerce, in coordination with CareerSource Florida, will review plans for completeness, compliance, strategic alignment, and responsiveness to federal and state requirements. Plans must demonstrate alignment with the State WIOA Combined Plan, the Five Pillars, negotiated performance indicators, state workforce policies, and applicable federal and state requirements.

Review Area	Reviewer Focus	Evidence Expected	Potential Action if Deficient
Strategic Alignment	Five Pillars, state priorities, targeted industries, MCL, education/workforce/economic development alignment	Completed Strategic Alignment Framework	Request clarification or revision
Performance Accountability	Federal indicators, letter grades, ROI, data use, improvement actions	Dashboard and Improvement Plan	Request corrective action or return for revision
Regional Coordination	Shared strategies, service consistency, efficiencies, regional agreements	Regional framework, agreements, scorecards	Request clarification or revision
Employer Engagement and Apprenticeship	Business services, sector partnerships, OJT, apprenticeship/preapprenticeship expansion	Scorecards, partner evidence, sector data	Request clarification or revision
Compliance and Required Attachments	Required signatures, public comment, accessibility, MOUs, IFAs, policies, governance documents	Evidence checklist and attachments	Plan may not be recommended until complete

Approval Standard

The plan, including plan modifications, will be considered approved upon written notice of state board approval or at the end

of the applicable review period unless deficiencies are identified in writing and remain unresolved.

Appendix A. Suggested Page and Response Limits

Section	Recommended Limit	Format
Regional Economy and Labor Market	2 pages plus dashboard	Brief narrative + data table
Regional Service Delivery / Customer Experience	2 pages	Matrix + gaps/actions
Regional Operations and Efficiencies	1–2 pages	Evidence table
Regional Performance, Employer Engagement, Apprenticeship	Scorecards + 2 pages	Dashboards + action summary
Governance and Organizational Structure	1 page	Change-only narrative + attachments
Local Analysis of Need	2 pages plus dashboard	Data summary
Strategic Alignment	Table + 1 page	Five Pillars framework
Program Services / Partner Coordination	Table + exceptions	Partner matrix
One-Stop Delivery System	2 pages	Change-only narrative + evidence
Performance Improvement	Dashboard + 2 pages	Scorecard + 3-question narrative

END OF STREAMLINED WORKFORCE SERVICES PLAN INSTRUCTIONS