



CAREER SERVICES COMMITTEE MEETING

CareerSource Central Florida | 4/2/26

CareerSourceCentralFlorida.com

ISHMENT
BEGINS WITH A DREAM.



4/2/26 CAREER SERVICES COMMITTEE MEETING DETAILS

Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of Minutes

Information/
Discussion/
Action Items

Other Business

Adjournment

What: Career Services Committee Meeting

When: Thursday, April 2, 2026
3:00 p.m. – 4:30 p.m.

Where: Osceola Career Center / Valencia College (CIT) Building, 3rd Floor
1800 Denn John Lane, Kissimmee, FL 34744

or

Virtual Option via Zoom:

Link: <https://careersourcecf.zoom.us/j/81583387102?pwd=qo1Ne4oqk2ts1HPpV0k0defyPF09b7.1>

Dial In: 1 (305) 224-1968 / Meeting ID: 815 8338 7102 / Passcode: 185409

	Agenda Item #	Topic	Presenter	Action Item
Meeting Details	1.	Welcome - Dr. Carla McKnight	Andrew Abu	
Meeting Agenda	2.	Roll Call / Establishment of Quorum	Kaz Kasal	
Welcome	3.	Public Comment	Andrew Abu	
Roll Call	4.	Approval of Minutes A. 2/5/26 Career Services Committee Meeting	Andrew Abu	X
Public Comment	5.	Action Items / Information / Discussion A. Action Items: 1) Policy Approvals a) Eligible Training Provider List (ETPL) Policy b) Individual Training Account (ITA) Policy c) Self-Sufficiency Policy 2) Eligible Training Provider Approvals a) Training Provider Approvals for Upcoming Program Year B. Information: 1) Quarter 3 Scorecard 2) Negotiated Measures: Completions, Credential Attainment, Post-training Employment Rates. 3) Training Investment Overview 4) Workforce Pell C. Interactive Discussion: 1) Workforce Investment Strategy– How should we align our investments and resources to better meet talent needs: a) If tuition for short-term training were largely covered by Pell, where should workforce funding focus most? b) How should we define success as a workforce system moving forward?	Andrew Abu / Committee Discussion	X
Approval of Minutes			Gina Ronokarijo	
Information/ Discussion/ Action Items				
Other Business				
Adjournment			Andrew Abu / Committee Discussion	
	6.	Other Business	Andrew Abu	
	7.	Adjournment	Andrew Abu	



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WELCOME



**CAREER SERVICES COMMITTEE
WELCOMES**



DR. CARLA MCKNIGHT
VICE PRESIDENT OF
INSTITUTIONAL ADVANCEMENT
AND CHIEF OF STAFF
VALENCIA COLLEGE



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ROLL CALL / ESTABLISHMENT OF QUORUM



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PUBLIC COMMENT



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APPROVAL OF MINUTES



DRAFT
 Career Services Committee Meeting
 Thursday, February 5, 2026, 3:00pm
 MINUTES

MEMBERS PRESENT: Andrew Albu, Robert Bixler, Casey Ferguson, Molly Kostenbauder, Paula Mooney, Jonathan Schaefer and Richard Watford

MEMBERS ABSENT: Sean Donnelly, Karen Hogans, Chris Pascal and Brinkley Ruffin

STAFF PRESENT: Gina Ronokarijo, Tadar Muhammad, Vince Bruno, and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome <ul style="list-style-type: none"> Mr. Albu, Committee Chair, called the meeting to order at 3:03 p.m. 	
2	Roll Call / Establishment of Quorum <ul style="list-style-type: none"> Ms. Kasal reported a quorum was present. 	
3	Public Comment <ul style="list-style-type: none"> None offered. 	
4	Approval of Minutes <ul style="list-style-type: none"> Reviewed minutes from the 11/20/25 Career Services Committee meeting (attachment). 	Mr. Watford made a motion to approve the minutes <u>from</u> the 11/20/25 Career Services Committee meeting. Mr. Schaefer seconded; motion passed unanimously.
5	Action / Information/Discussion <u>Action Items</u> <ul style="list-style-type: none"> Approval of Apprenticeship Programs Added to ETPL (attachment). <ul style="list-style-type: none"> Reviewed staff recommendation for CSCF to add the following Registered Apprenticeship Programs (RAP) to the Eligible Training Provider List (ETPL). Each <u>below RAP</u> has been approved at the state and listed on the statewide ETPL, and therefore eligible at the local level: <ul style="list-style-type: none"> MPH Salud Association of International Certified Professional Accountants Florida Makes <u>Information</u> <ul style="list-style-type: none"> Quarter 2 Workforce Operations Scorecard (attachment) <ul style="list-style-type: none"> Reviewed workforce operations and businesses' measures during 2nd quarter (October through December 2025) <ul style="list-style-type: none"> Reviewed training and development expenditures by industry sector to date for this PY. 	Mr. Schaefer made a motion to approve forwarding for Board's final approval, the staff recommendation allowing program funds to support new apprentice enrollments based on current policies into the occupations, as presented, for a Registered Apprenticeship Program. Dr. Kostenbauder seconded; motion passed unanimously.



<ul style="list-style-type: none"> • Spotlight: Sector Employment Outlook and Employer Engagement Signals (attachment) <ul style="list-style-type: none"> - Reviewed current key employment factors per industry sector. • Education and Industry Consortium <ul style="list-style-type: none"> - The Consortium met on 12/4/25. The topic was workforce challenges with recruitment and retainage in the hospitality industry. <p><u>Interactive Discussion</u></p> <p>Sector Outlook:</p> <ul style="list-style-type: none"> • How should we approach industry sectors next program year? <p>Committee Feedback:</p> <ul style="list-style-type: none"> ➢ Healthcare: 89% ➢ Construction: 80% ➢ IT: 75% ➢ Manufacturing: no consensus ➢ Hospitality: 27% ➢ Trade & Logistics: 26% <ul style="list-style-type: none"> - Committee needs more info on manufacturing - Hospitality: how to get mid-level hospitality jobs, so more opportunity for career pathways. <ul style="list-style-type: none"> • Rank sectors by priority of funding for next program year: <p>Committee Feedback:</p> <ol style="list-style-type: none"> 1. Healthcare 2. Construction 3. IT 4. Manufacturing 5. *Hospitality 6. *Trade & Logistics <p>*Tied</p> <p>Employer Engagement – Strengths and Gaps:</p> <ul style="list-style-type: none"> • Rank employer engagement where CSCF delivers the most value: <p>Committee Feedback:</p> <ol style="list-style-type: none"> 1. Recruitment, hiring and training support. 2. Ongoing partnerships and talent pipeline support. 3. Awareness and outreach. 	<p>.</p> <p><i>Staff (BI) to pull what manufacturing in Central Florida looks like</i></p>
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	<p>4. Business consulting and needs assessment.</p> <ul style="list-style-type: none"> - Businesses don't need to know how to run their business <ul style="list-style-type: none"> • Where are employers least likely to think of CSCF: <p>Committee Feedback:</p> <ul style="list-style-type: none"> > Business consulting and needs assessment: 45 > Awareness and outreach: 38 > Ongoing partnerships and talent pipeline support: 11 > Recruitment, hiring and training support: 6 	
	<p>Other Business None offered.</p>	
7	<p>Adjournment Meeting adjourned at 4:14 p.m.</p>	

Respectfully submitted,

Kaz Kasal
Executive Board Coordinator

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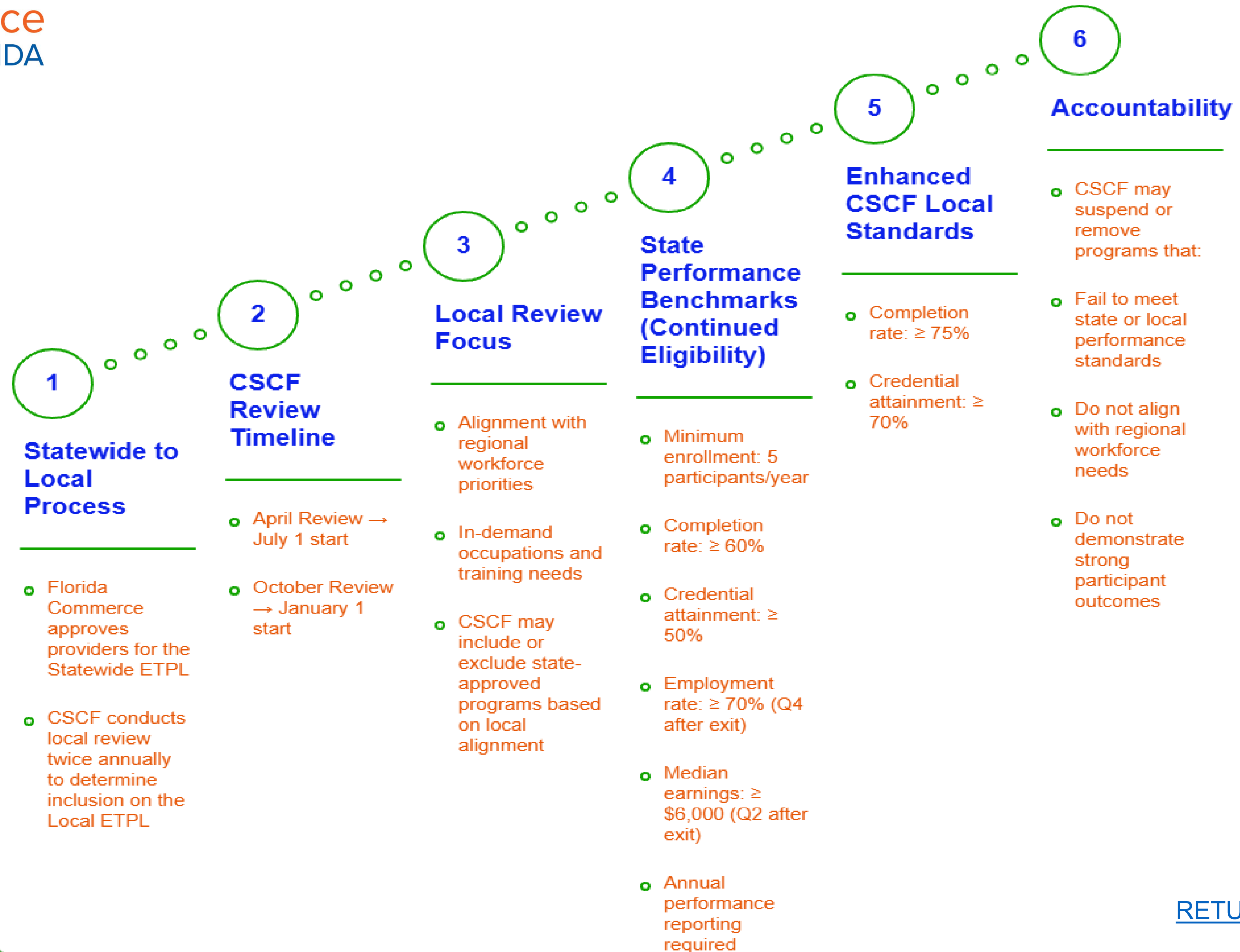
ACTION ITEMS / INFORMATION / DISCUSSION



ACTION ITEMS



ETPL Policy Changes



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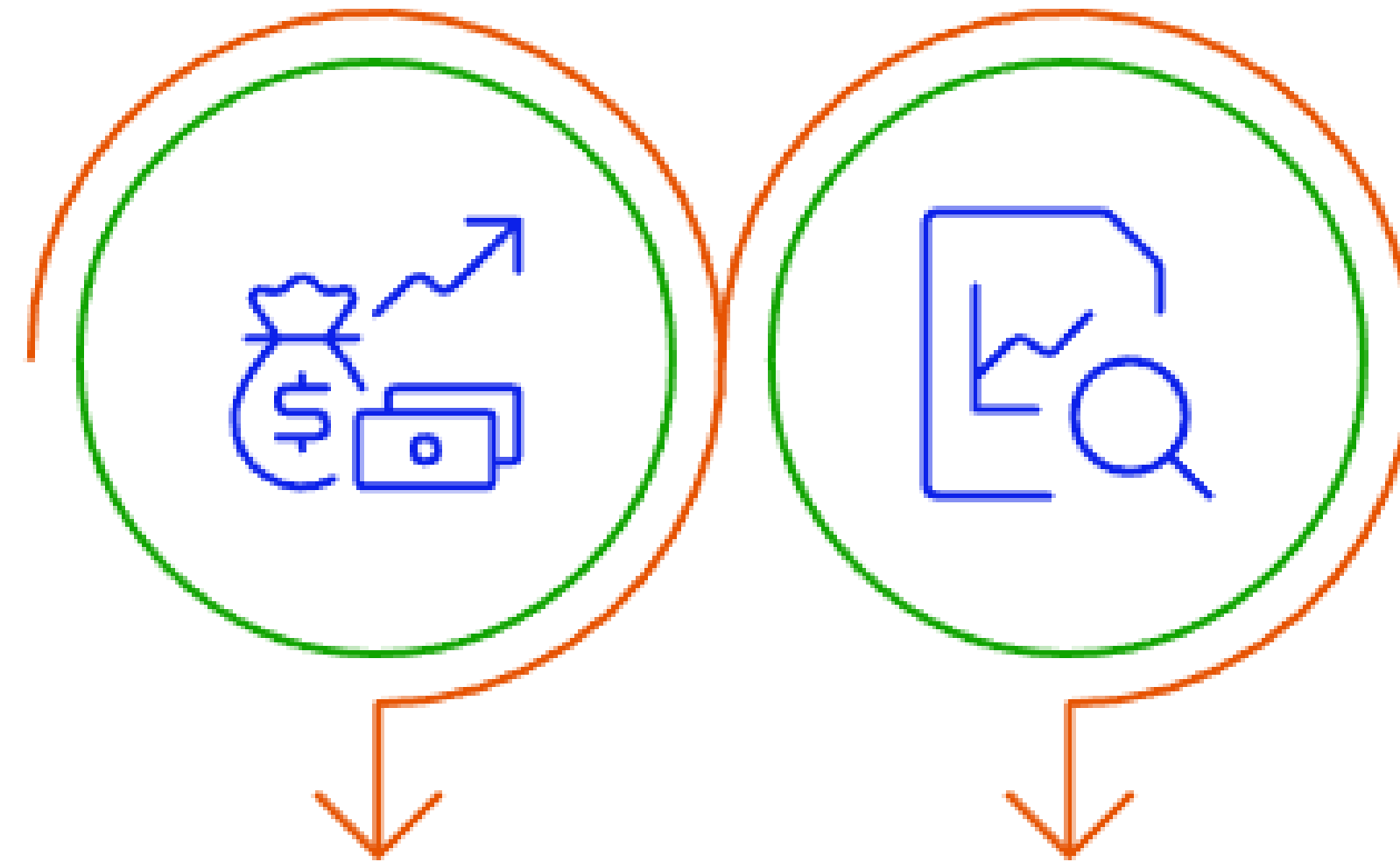


Occupational Skills Training Policy Updates





Priority of Funds Policy Updates



Self-Sufficiency Wage

Updated to \$68,000 annual household income to reflect current economic conditions.

Self-Sufficiency Determination

Based on United Way ALICE data, HUD Median Family Income for the Orlando MSA, and reflects the true cost of living.



ETPL New Provider Recommendations

Truckmaster CDL Training

Not recommended due to saturated pathways and sufficient existing options



Per Scholas Orlando Tech Center

Recommended for expanding customer choice and flexibility



Academy of South Florida

Not recommended due to being out-of-area and lacking local partnerships

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INFORMATION



WORKFORCE OPERATIONS

Review of Q3

Target Goal: 75%

WORKFORCE OPERATIONS






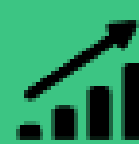



PY2024-2025 Negotiated Performance - WIOA Adult

Measure	Performance Goal	4th Quarter Performance	% of Goal Met
 Employed 2nd Qtr After Exit	85.5	84.8	99.18%
 Median Wage 2nd Quarter After Exit	7269	9437	129.83%
 Employed 4th Qtr After Exit	79.8	84.4	105.76%
 Credential Attainment Rate	73.1	77.9	106.57%
 Measurable Skill Gains	62.3	85	136.44%

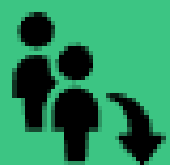

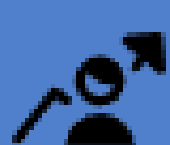
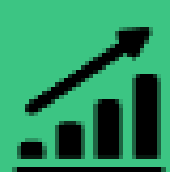



PY2024-2025 Negotiated Performance - WIOA Dislocated Workers

Measure	Performance Goal	4th Quarter Performance	% of Goal Met
 Employed 2nd Qtr After Exit	85	89.2	104.94%
 Median Wage 2nd Quarter After Exit	9410	9123	96.95%
 Employed 4th Qtr After Exit	75.7	83.8	110.70%
 Credential Attainment Rate	82.7	74.6	90.21%
 Measurable Skill Gains	80	93.8	117.25%

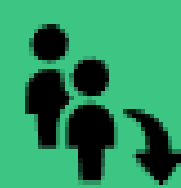
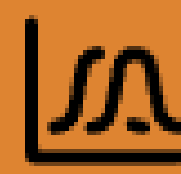



PY2024-2025 Negotiated Performance - WIOA Youth

Measure	Performance Goal	4th Quarter Performance	% of Goal Met
 Employed 2nd Qtr After Exit	76	75.2	98.95%
 Median Wage 2nd Quarter After Exit	4219	5871	139.16%
 Employed 4th Qtr After Exit	73.3	76.6	104.50%
 Credential Attainment Rate	79.1	69.4	87.74%
 Measurable Skill Gains	68	64.7	95.15%

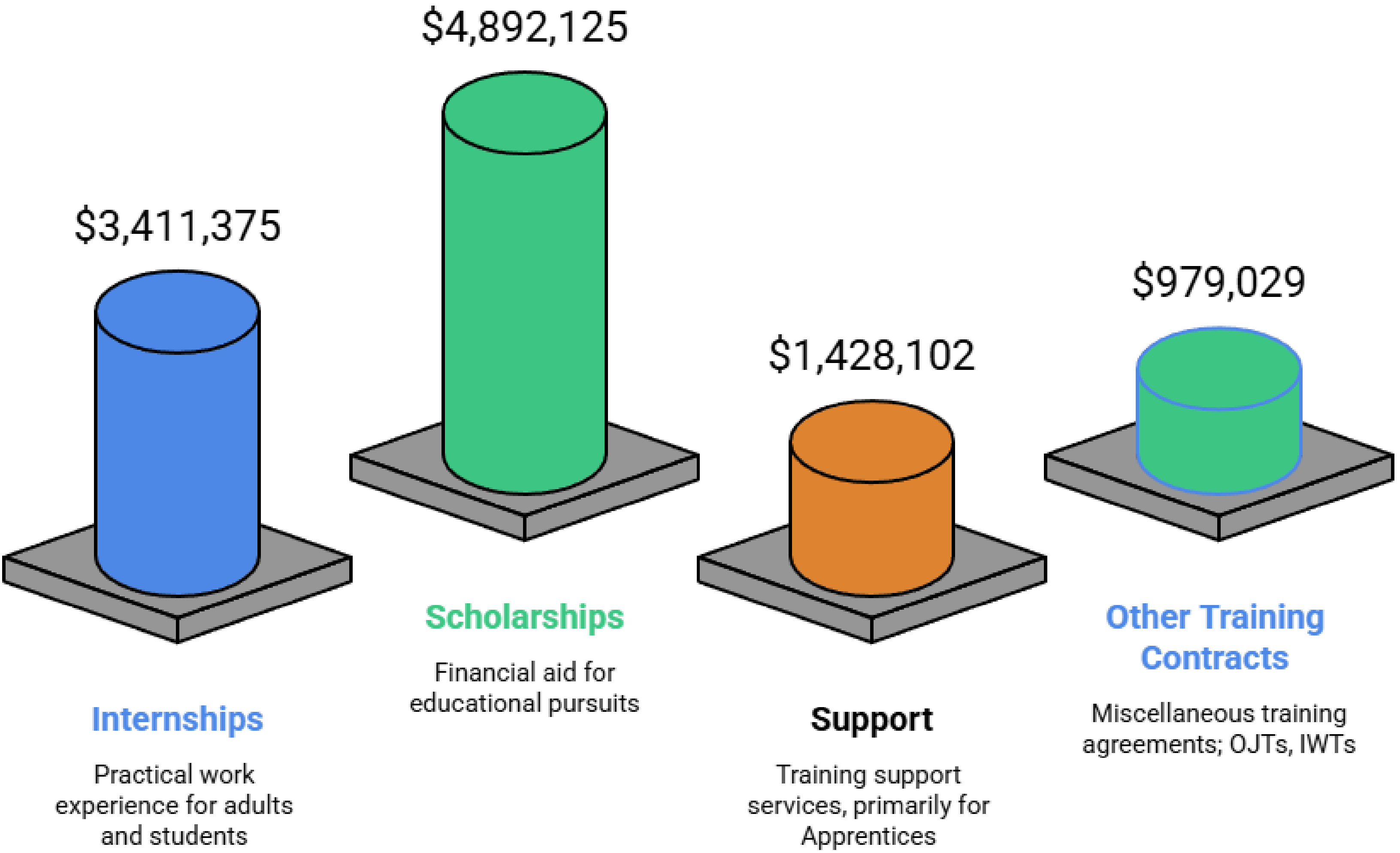


Negotiated Performance - Wagner Peyser

Measure	Performance Goal	4th Quarter Performance	% of Goal Met
 Employed 2nd Qtr After Exit	67.7	69.5	102.66%
 Median Wage 2nd Quarter After Exit	6218	7791	125.30%
 Employed 4th Qtr After Exit	61.7	70.1	113.61%

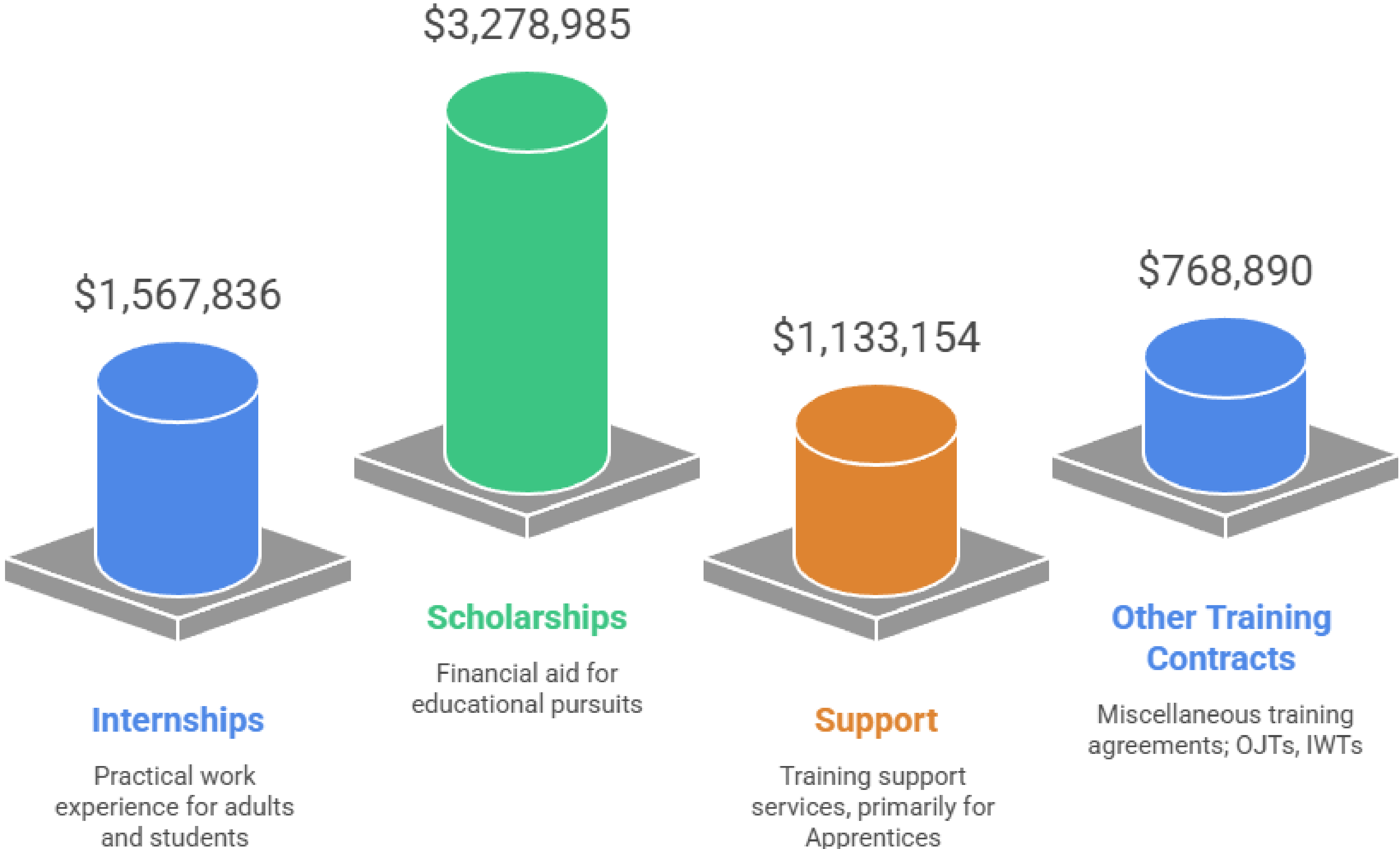


Investment in Training by Category (PY24-25)





Investment in Training by Category (PY 25/26 through February)



Internships
Practical work experience for adults and students

Scholarships
Financial aid for educational pursuits

Support
Training support services, primarily for Apprentices

Other Training Contracts
Miscellaneous training agreements; OJTs, IWTs



Workforce Pell Explained

What is Workforce Pell?

A proposed expansion of federal Pell Grants to cover short-term training programs.

What types of training would qualify?

Programs as short as 8–15 weeks (or ~150–600 hours, depending on final rules) that lead to a recognized credential or certification.

What shift would Workforce Pell create?

Today, CSCF often pays for short-term training. With Workforce Pell, federal financial aid may cover that same training.





Why Workforce Pell Matters to Our Board

Why does Workforce Pell matter to our board?

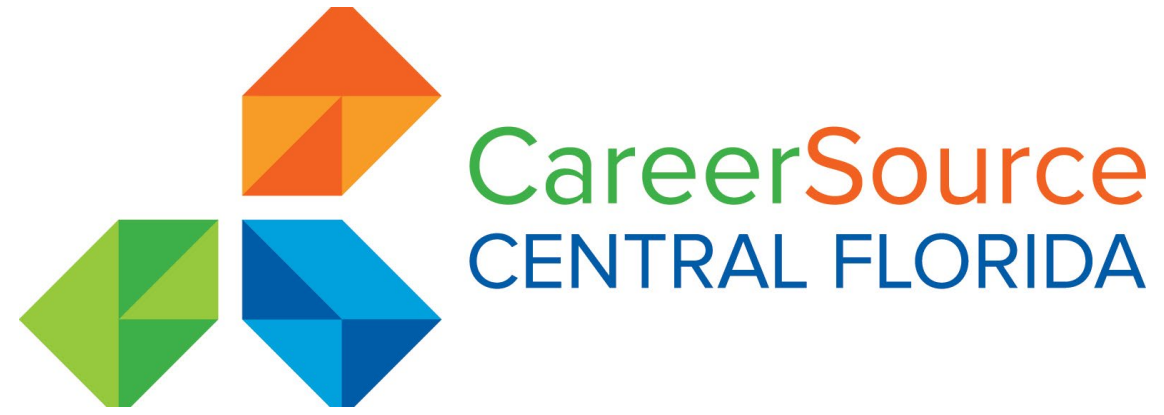


A significant portion of our training dollars could become duplicative if not repositioned, or be freed up for higher-impact strategies. This is an opportunity, not just a risk.





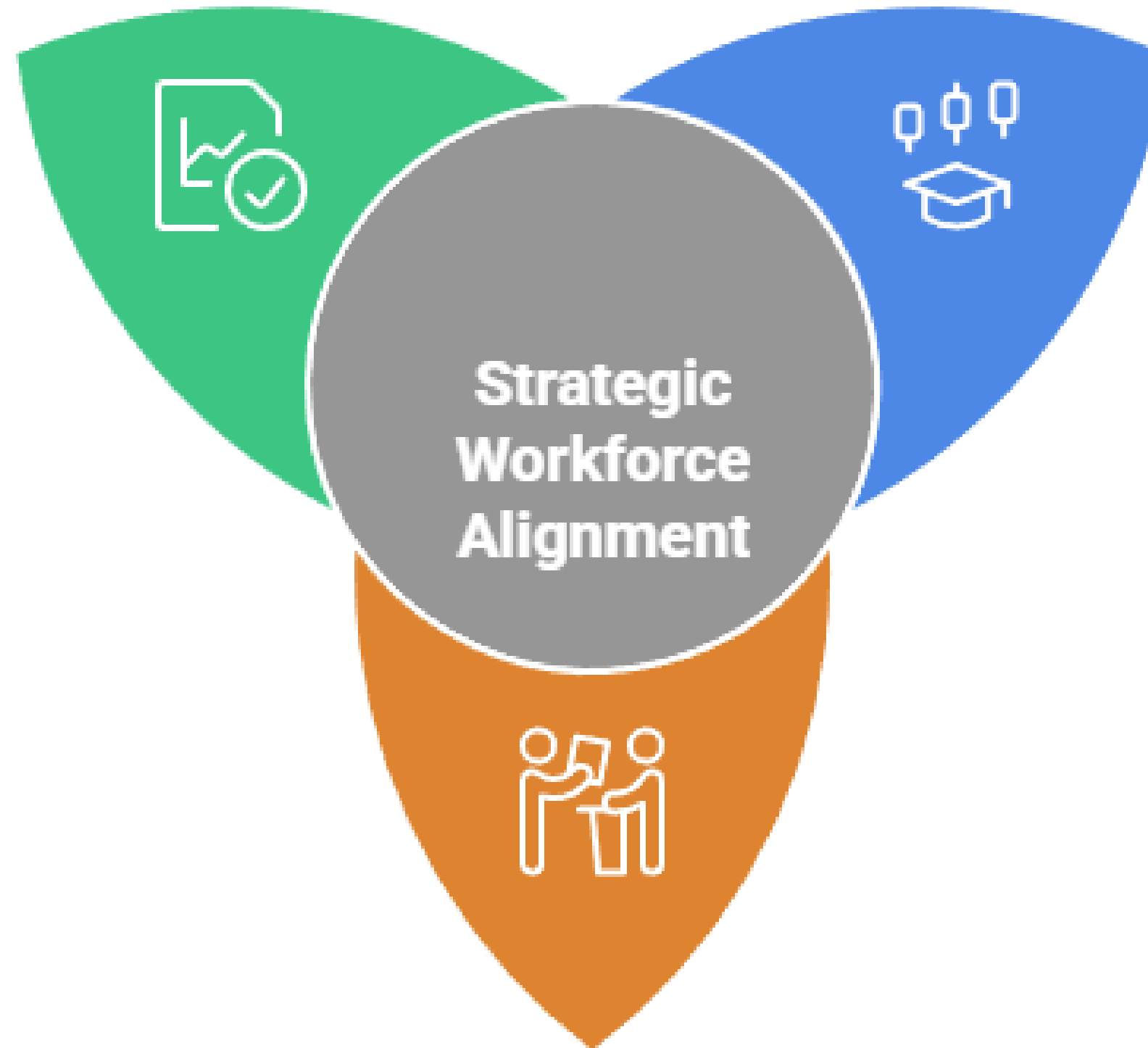
DISCUSSION



How It All Connects

Performance Expectations

Measurable outcomes and accountability

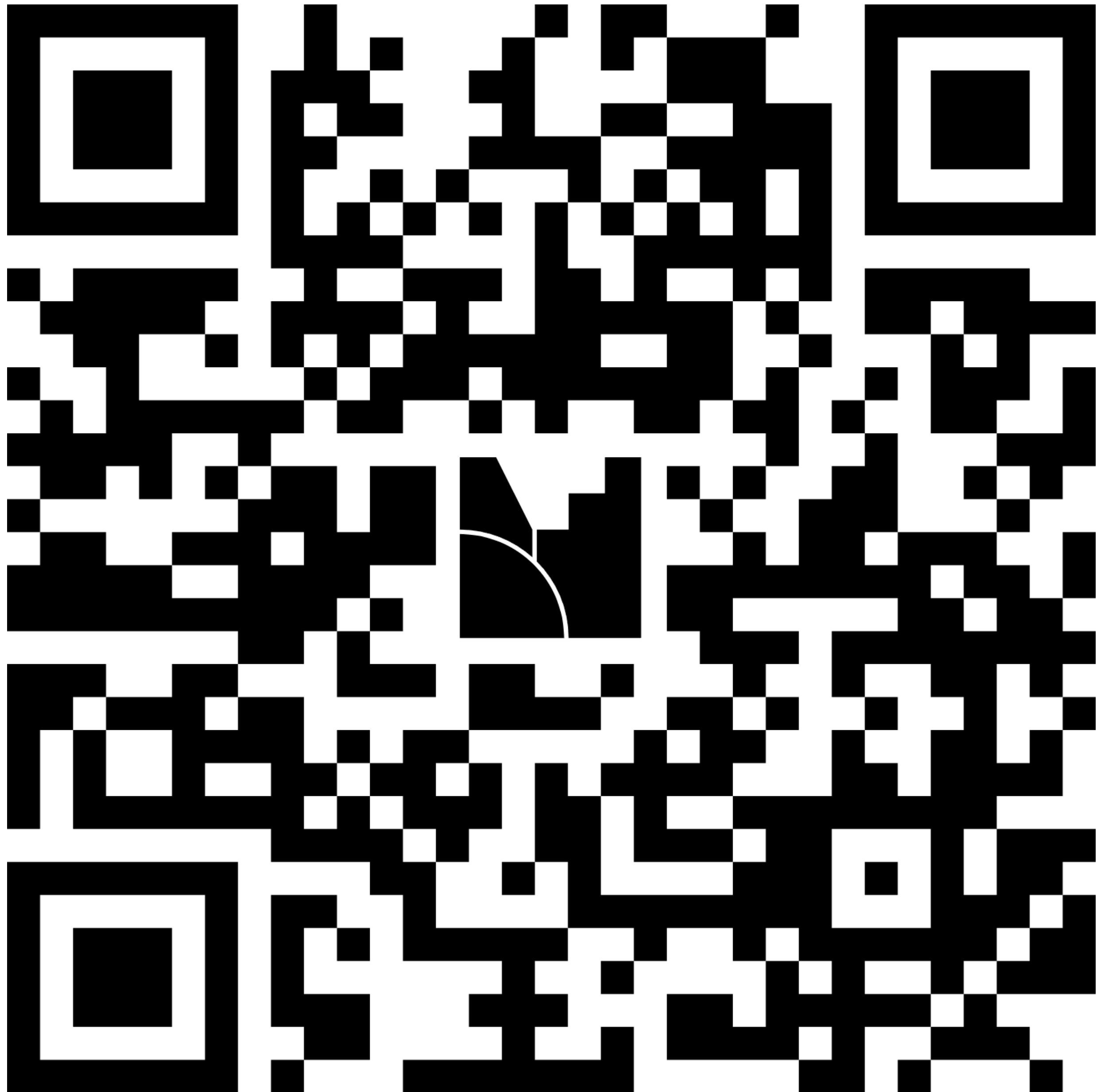


Current Investments

Resource allocation for training

Workforce Pell Potential

New funding opportunities





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OTHER BUSINESS



UPCOMING BUDGET WORKSHOP:

Tentative for 5/21/26, 10:00 a.m. to 12:00 p.m.



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ADJOURNMENT



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or in person by appointment, in your place of business or at one of our Career Centers.



THANK YOU

Phone: 800.757.4598

Website: www.CareerSourceCentralFlorida.com



REFERENCES

Agenda Item:

- 5A 1) a): Eligible Training Provider List (ETPL) Policy
- 5A 1) b): Individual Training Account (ITA) Policy
- 5A 1) c): Self-Sufficiency Policy

- 5A 2) a): Training Provider Approvals for Upcoming Program Year



POLICY TITLE: Eligible Training Provider Policy
POLICY NUMBER: WIOA 12

Author: Candace Burns, Sr Program Integrity Manager	Effective Date: June 1, 2017	Revision Date: 07/01/2026
Description of Revision(s):	Revisions based on Administrative Policy update and addition of State-wide ETPL, Performance requirements and Master Credential List	
Approval:	Gina Ronokarijo, VP Workforce Operations	
Signature:		

I. PURPOSE

This policy outlines the criteria for the approval, continued eligibility, and removal of training providers from CSCF’s Eligible Training Provider List (ETPL), ensuring compliance with federal, state, and local requirements under the Workforce Innovation and Opportunity Act (WIOA) and Florida Administrative Policy 090. This policy ensures alignment with Florida Commerce’s focus on participant outcomes under the 2021 Reimagining Education and Career Help (REACH) Act.

II. APPLICATION:

This policy applies to CSCF staff responsible for managing ETPL approvals, ensuring compliance with WIOA, Florida Commerce, and CareerSource Florida policies.

III. BACKGROUND:

The Workforce Innovation and Opportunity Act (WIOA) mandates that training services be provided through eligible training providers (ETPs) who are approved and listed on the ETPL. The ETPL ensures that job seekers have access to high-quality training programs that align with local and state workforce needs.

Additionally, Florida’s 2021 Reimagining Education and Career Help (REACH) Act requires Florida Commerce to establish ETP criteria focused on participant outcomes, emphasizing consumer choice, job-driven training, and provider performance accountability.

IV. REFERENCES:

- WIOA (Public Law 113-128), Sections 101(d), 122, 133
- 20 CFR 680.400 et seq., Subpart D – Eligible Training Providers
- Florida Statutes, Chapters 445, 1005, and 1008
- Florida Commerce Administrative Policy 090 (Revised July 1, 2024)
- CareerSource Florida State ETPL Requirements

V. DEFINITIONS

1. Eligible Training Provider (ETP): A provider authorized to receive WIOA funding for training services.

2. ETPL (Eligible Training Provider List): A public list of state-approved training providers meeting WIOA eligibility requirements.
3. Individual Training Account (ITA): A payment mechanism for WIOA-funded training.
4. Continued Eligibility: The periodic review (every two years) required for providers to remain on the ETPL.
5. Registered Apprenticeship Program (RAP): A program registered under the National Apprenticeship Act, which is automatically eligible for ETPL inclusion.
6. Targeted Occupations List (TOL): A list of in-demand occupations that drive training program approval.
7. Master Credentials List (MCL): A comprehensive list of state-approved credentials that align with Florida's workforce needs.

VI. POLICY:

This policy describes the criteria and framework to be added as a new or continuing training provider on CSCF's local ETPL. It details provider's performance requirements and outlines the resolution and appeal process. CSCF follows the requirements as defined in WIOA Regulations, 20 CFR§680.410 to be considered an entity for the selection on the local Eligible Training Provider List (ETPL).

A. Eligible Training Provider List (ETPL)

The State ETPL, managed by Florida Commerce, consists of approved training providers eligible to receive WIOA funds. CSCF's local ETPL consists of providers from the State ETPL—only those approved by the state are eligible for local funding.

All training providers and programs must be listed in Employ Florida, the state's online case management system, ensuring public accessibility and informed consumer choice.

B. Provider and Program Eligibility

Eligible Training Providers must be one of the following:

- Institutions of Higher Education – Accredited colleges, universities, and technical institutions offering programs leading to a recognized postsecondary credential.
- Registered Apprenticeship Programs (RAPs) – Automatically eligible for the ETPL and exempt from standard application and reporting requirements.
- Public and Private Training Providers – Licensed institutions providing industry-recognized training programs.
- Adult Education and Literacy Providers – Eligible under WIOA Title II when combined with occupational skills training.

All training programs must:

- Be licensed, accredited, or otherwise authorized under Florida law.
- Lead to a recognized postsecondary credential, employment, or measurable skills gain.
- Align with regional and state in-demand occupations, as defined by the Targeted Occupations List (TOL) and Master Credentials List (MCL).
- Be accessible for individuals with disabilities and individuals facing barriers to employment.

C. Initial Eligibility Application Process

All training providers must apply through the State ETPL portal in Employ Florida.

Application Steps:

- Apply via Employ Florida.
- Provide required documentation, including:
 - Proof of licensure, accreditation, or state authorization.
 - Detailed program descriptions, including costs and duration.
 - Evidence that training leads to an industry-recognized credential on the MCL.
 - Documentation of employer partnerships supporting job placement.
 - Show financial stability of the organization, as demonstrated by a copy of the organization's last two audits and a current organizational budget.
 - Demonstrate performance in the delivery of services to individuals with barriers to employment for two consecutive years including, participant demographics, program completion rates; attainment rates of the skills, certificates or degrees the program is designed to provide, placement after training in unsubsidized employment; and retention in employment.

Training providers approved by Florida Commerce are added to the Statewide Eligible Training Provider List (ETPL).

CareerSource Central Florida (CSCF) conducts a local review of providers on the Statewide ETPL twice annually to determine inclusion on CSCF's Local ETPL and alignment with regional workforce priorities.

CSCF will review Statewide ETPL providers during the following periods:

- April review – Programs approved for the CSCF Local ETPL may begin serving participants July 1.
- October review – Programs approved for the CSCF Local ETPL may begin serving participants January 1.

During this review, CSCF evaluates providers to ensure alignment with local workforce strategies, in-demand occupations, and regional training needs. CSCF reserves the right to include or exclude State-approved programs from the Local ETPL based on these considerations.

D. Continued Eligibility Requirements

To remain on the State ETPL, training providers must reapply every two years through Employ Florida and provide updated performance data.

Providers must demonstrate:

- Successful completion rates for enrolled students.
- Job placement rates that meet state benchmarks.
- Median earnings of program graduates.

Failure to meet minimum state performance benchmarks may result in removal from the ETPL.

E. Performance Criteria and Compliance

Florida Commerce establishes performance benchmarks for training providers listed on the State Eligible Training Provider List (ETPL). Training providers must demonstrate performance across the following measures for WIOA participants who have exited training:

- Minimum Enrollment: Programs must have at least five (5) WIOA participants annually to be considered for continued eligibility.
- Completion Rate: At least 60% of WIOA participants must complete the training program.
- Credential Attainment: At least 50% of participants must earn a recognized postsecondary credential within one year of program completion.
- Employment Rate: At least 70% of participants must be employed in the fourth quarter after exit.
- Median Earnings: The median earnings of employed participants in the second quarter after exit must meet or exceed \$6,000. This measure may be adjusted annually to reflect updated wage data.

Training providers are required to submit annual performance reports to Florida Commerce that include participant outcomes, employment results, and credential attainment information.

To remain eligible on the CareerSource Central Florida (CSCF) local ETPL, programs must meet the State of Florida performance benchmarks listed above, with the following enhanced local standards:

- Completion Rate: At least 75% of WIOA participants must complete the training program.
- Credential Attainment: At least 70% of participants must earn a recognized postsecondary credential within one year of completion.

CSCF reserves the right to suspend or remove programs from its local ETPL if programs fail to meet state or local performance standards, do not align with regional workforce needs, or do not demonstrate sufficient outcomes for participants.

F. Registered Apprenticeships

Registered Apprenticeship Programs (RAPs) are exempt from initial eligibility requirements. RAPs remain on the ETPL unless they notify Florida Commerce to be removed or lose registration status.

Pre-apprenticeship programs are NOT automatically eligible and must apply through the standard process.

G. Approval Process

CSCF will review the application to ensure it meets the requirements outlined in this policy, including past performance of the proposed program. Based on its review, CSCF will make a formal recommendation to the Board's Career Services Committee for discussion and conditional approval. Final approval is contingent on a successful site visit to determine ADA (American with Disabilities Act) compliance (referenced in Attachment F: section XII and USDOL ETA Training & Employment Guidance Letter No. 41-14), assessment of appropriate facilities and staffing, and the provider's ability to provide training services to CSCF participants. Once approved, CSCF will enter into a vendor agreement with those entities selected as eligible training providers.

H. Provider Removal, Appeals, and Corrective Action

A training provider may be removed from the State ETPL if it:

- Fails to meet performance benchmarks as required by Florida Commerce.
- Loses accreditation, licensure, or approval from regulatory bodies.
- Intentionally provides false information in its application.
- Engages in fraud, mismanagement, or violates WIOA provisions.

If a provider is flagged for poor performance, CSCF will issue a written notice of corrective action. The provider must:

- Submit an improvement plan within 30 days.
- Show measurable improvement within 60 days.

If the provider fails to improve, the program is removed from CSCF's local ETPL and may be ineligible for one year before reapplying.

Appeals Process:

Training providers removed from the Statewide Eligible Training Provider List (ETPL) may appeal the decision directly to Florida Commerce in accordance with state-established appeal procedures.

Appeals related to CareerSource Central Florida (CSCF) Local ETPL determinations or funding decisions may be submitted in writing to the Chief Operating Officer.

The appeal must:

- Be submitted within 14 calendar days of the provider receiving written notification of the CSCF decision.
- Clearly state the basis for the appeal, including any supporting documentation or evidence the provider wishes CSCF to consider.

Upon receipt of the appeal, CSCF will review the documentation and may request additional information from the provider if necessary.

The Chief Operating Officer or designee will issue a written determination within 30 calendar days of receiving the appeal. The decision issued by CSCF will be considered final for local ETPL eligibility and funding determinations.

VII. INQUIRIES:

Direct any questions about this policy to the VP of Workforce Operations or their designee. Any updates to this policy will be communicated through the Chief Operations Officer or their designee.



POLICY TITLE: Occupational Skills Training Policy
POLICY NUMBER: WIOA 08

Author: Candace Burns, Sr Program Integrity Manager	Effective Date: 4/29/2014	Revision Date: 07/01/2026
Description of Revision(s):	Updates to Training Caps and Sector Strategies	
Approval:	Gina Ronokarijo, VP Workforce Operations	
Signature:		

I. PURPOSE:

To provide guidance on issuing Individual Training Account's (ITA) for training to customers who qualify under the Workforce Innovation and Opportunity Act (WIOA).

II. APPLICATION:

This document applies to all staff who are responsible for the supervision and issuance of ITA's, and case management of individuals in occupational skills training.

III. BACKGROUND:

The Workforce Innovation and Opportunity Act was signed into law on July 22, 2014 and is designed to help career seekers access employment, education, training, and support services to succeed in the labor market, and to match employers with the skilled workers they need for a competitive economy. The law authorizes career services for youth, adults, and dislocated workers in three categories: basic career services, individualized career services and follow-up services. These services can be provided in any order; with no pre-determined sequence of activities.

Occupational skills training is an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Training services, when determined appropriate, must be provided through an ITA. Occupational skills training should maximize customer choice, be linked to in-demand occupations, provide program performance of eligible training providers and coordinate to the extent possible with other sources of assistance. CareerSource Central Florida (CSCF) gives priority to training programs that lead to recognized post-secondary credentials that align with CSCF's in-demand industry sectors or occupations.

IV. DEFINITIONS:

1. **G.I. Bill** – Any Department of Veterans Affairs education benefit earned by members of Active Duty, Selected Reserve and National Guard Armed Forces and their families. The benefit is designed to help service members and eligible veterans cover education and training costs.
2. **High growth industries** -
 - An industry sector that has a substantial current or potential impact (including through jobs that lead to economic self-sufficiency and opportunities for advancement) on the state, regional, or local economy, as appropriate, and that contributes to the growth or stability of other supporting businesses, or the growth of other industry sectors; or
 - An occupation that currently has or is projected to have a number of positions (including positions that lead to economic self-sufficiency and opportunities for advancement) in an industry sector so as to have a significant impact on the state, regional, or local economy, as appropriate.
3. **Individual Training Account (ITA)** – An ITA is a voucher that covers training costs such as tuition, fees, books, required supplies, etc.
4. **PELL Grant** – Direct needs-based grants awarded through participating institutions to low-income students with financial need who have not received their first bachelor's degree or who are enrolled in certain post baccalaureate programs that lead to teacher certification or licensure. Unlike a loan, a PELL grant does not have to be repaid.
5. **Regional Targeted Occupational List (RTOL)** - An annual list of occupations identified as in-demand by the Department of Economic Opportunity, Labor Market Statistics for regional workforce areas.
6. **Registered apprenticeship:** Apprenticeships combine classroom studies with extensive on-the-job training under the supervision of a journey-level craft person or trade professional. Employers, groups of employers and joint labor-management groups design organize, manage and finance these programs in compliance with the National Apprenticeship Act. The Registered Apprenticeship provider serves as the course instructor using hands-on training supported by formal classroom training.

IV. REFERENCES:

1. CareerSource Central Florida Strategic and Operating Plan, 2024-2028
2. Title I of the Workforce Innovation and Opportunity Act (WIOA) Section 134(d)
3. TEGL 03-15: Guidance on Services Provided Through the Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Wagner-Peyser Programs
4. TEGL 13-16: Guidance on Registered Apprenticeship Provisions and Opportunities in the Workforce Innovation and Opportunity Act (WIOA)

V. POLICY

Occupational skills training for qualified WIOA programs participants will be administered by CSCF through the use of an Individual Training Account (ITA). Training services provided by eligible training providers or those established through a competitive procurement process are designed to assist individuals in obtaining employment in targeted occupations.

Registered Apprenticeship sponsors use ITA funds to support the related educational instruction component of the registered apprenticeship for eligible apprentices. ITA's will also finance pre-apprenticeship training in preparation for registered apprenticeships if they are on the Eligible Training Provider List (ETPL).

Participants must select their training institution and program from CareerSource Central Florida's approved Eligible Training Provider List which is updated twice a year (June, January).

It is CSCF's policy to limit funding to training programs that are no more than two years in duration, and to those programs that support the region's high growth industries. ITA funding will not pay for full bachelors, masters or doctorate degrees. Funding for education and training beyond the baccalaureate level is limited to licensure or exam fees necessary to retain or enter into an occupation.

A. ITA Cost

CareerSource Central Florida (CSCF) may provide Individual Training Account (ITA) funding to support career seekers pursuing training in occupations listed on the Regional Targeted Occupations List (RTOL). ITA funding is intended to support training that leads to employment in high-skill, high-wage, and in-demand occupations within the Central Florida region.

CSCF utilizes a **tiered funding approach for occupational skills training**:

Tier 1 – RTOL Occupations:

Up to \$5,000 may be available for training programs that lead to occupations listed on the Regional Targeted Occupations List (RTOL).

Tier 2 – Strategic Focus Occupations:

Up to \$7,000 may be available for training programs that lead to Strategic Focus Occupations identified in the CareerSource Central Florida Local Plan. Strategic focus sectors currently include:

- STEM Occupations
- Care Occupations
- Trades and Infrastructure Occupations

- Hospitality Mid-Level Career Occupations

The specific ITA award amount for each participant will be determined by CareerSource Central Florida after evaluating the individual's training plan, total program costs, and all other financial resources available to the participant. ITA funding levels are subject to change at the sole discretion of CareerSource Central Florida.

ITA funds may only be used for **direct training-related costs**, including tuition, required books, and mandatory training fees associated with **CSCF-approved training programs**.

The ITA maximum funding amount does **not include supportive services**, which may be provided separately when necessary to support successful participation and completion of training.

ITA funds may only be used for **required training-related items** associated with an approved program of study.

B. Coordinating ITAs with Federal Education Assistance Programs (CFR680.230):

WIOA§134(d)(4)(B) stipulates that training is limited to individuals who are unable to obtain other grant assistance (including Pell Grants) or require assistance beyond the grants. Federal rules require program operators to “coordinate” training costs, which would allow the application of WIOA funds to “tuition books and fees” and Pell Grants to any remaining costs of attendance. [20 CFR s. 663.320]

WIOA funds are intended to provide training services in instances when there is no grant assistance, or there is insufficient assistance from other sources such as, but not limited to: Temporary Assistance for Needy Families (TANF); Food Assistance Employment and Training (FAE&T); Title IV Programs such as Federal Pell Grants, Academic Competitiveness Grants, National SMART Grants, Federal Supplemental Educational Opportunity Grants, or Federal Work-Study; GI Bill or other Federal financial aid available to military veterans. CSCF staff must consider and document in the participant file the availability of other sources of grants, excluding loans, to pay for training costs so that WIOA funds are used to supplement other sources. The use of WIOA funds to make payments towards a personal loan of an otherwise eligible participant is prohibited.

Individuals may select training that costs more than the maximum amount available for ITAs when other sources of funds (e.g., Pell Grants, scholarships, savings, etc.) are available to supplement the ITA.

VI. INQUIRIES:

Questions regarding this policy should be directed to the VP of Workforce Operations. Any updates to this policy will be communicated through the Chief of Operations Officer or his/her designee and noted on page one of the policy.



POLICY TITLE: WIOA Priority of Funds Policy
POLICY NUMBER: WIOA 02

Author: Merarie Rodriguez, Director of Operations	Effective Date: 2/03/2019	Revision Date: 07/01/2026
Description of Revision(s):	Updated Self Sufficiency Annual Income using ALICE and HUD reporting	
Approval:	Gina Ronokarijo, VP Workforce Operations	
Signature:		

I. PURPOSE:

The Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker programs, in coordination with the Wagner-Peyser Employment Services, are pivotal pieces of the one-stop delivery system. This policy will provide clarification on providing basic, career and training services for unemployed adults, underemployed adults and dislocated workers.

II. APPLICATION:

This document applies to all staff and/or contractor staff who are responsible for determining WIOA eligibility using Priority for Funds in Region 12

III. BACKGROUND:

The WIOA was signed into law on July 22, 2014, and is designed to help career seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need for a competitive economy.

The law authorizes career services and referral to training for adults and dislocated workers in three categories:

A. Basic Services –Services made available to all participants:

- Orientation to information and services available.
- Initial assessments of skill level, aptitudes and abilities.
- Job search and placement assistance.
- Provision of information on in-demand industry sectors, occupations and non-traditional employment.
- Labor market information to include local, regional and national requested job skills, required educational levels and wage data.
- Performance information and program cost information on eligible providers of training services.

- Information and assistance regarding filing claims for unemployment.

B. Individualized Career Services - Services made available if deemed appropriate and needed for an individual to obtain or retain employment:

- Comprehensive and specialized assessments
- In-depth interviewing and evaluation to identify challenges and appropriate employment goals.
- Development of individual employment plan
- Individual or group counseling
- Career planning
- Workforce preparation activities
- Financial literacy services
- English language acquisition service – Must be in conjunction with an occupational skills training activity.
- Short-term prevocational services – development of learning skills, communication skills, interviewing skills, personal maintenance skills and professional conduct.
- Work-based learning

C. Training (stand alone or in combination)

- Occupational Skills Training
- Customized Training
- Employed Worker Training
- Registered Apprenticeship
- On-the Job Training

D. Follow-up Services

- Counseling regarding the workplace
- Confirmation of continued employment, potential wage gain and/or notification of additional employment.

Training activities can be provided in any order; with no pre-determined sequence of activities.

WIOA provides a focus on serving “individuals with challenges to employment” and seeks to ensure access to these populations by outlining a priority basis.

IV. Definitions:

Attachment B: Key Terms and Definitions

V. REFERENCES:

1. Employment and Training Administration, Training and Employment Guidance Letter WIOA No. 19-16

2. Section 134 (c)(3) (E) of WIOA
3. Section WIOA §680.600
4. Section WIOA §680.640
5. Section WIOA 134 (d)(4)
6. Section WIOA 101(d)(1) of title 10, United States Code
7. Section WIOA (16)(B)
8. Florida Commerce Communique -Lower Living Standard Income Levels (LLSIL)
9. Asset Limited, Income Constrained, Employed (ALICE) Study of Financial Hardship
10. U.S Department of Housing and Urban Development Median Income Report

VI. POLICY:

A. Adult Funds – Requires Priority

Pursuant to USDOL ETA guidance in TEGE 19-16 CareerSource Central Florida (CSCF) will prioritize individuals seeking adult services. Adult is defined as an individual older than 17 and younger than 72.

Under WIOA, the term “Basic Skills Deficient” applies when an individual is unable to compute or solve problems, or read, write or speak English, at a level necessary to function on the job, in the individuals’ family or in society.

Priority for Adult eligibility must be provided in the following order:

1. Veterans and eligible spouses who are WIOA eligible and who have one or more of the barriers listed in the chart below.
2. Individuals who are not veterans or eligible spouses, but who have any one or more of the barriers listed in the chart below.
3. Veterans and their eligible spouses who do not have any of the barriers listed in the chart below.
4. Priority populations established by the Governor and/or local WDB.
5. Individuals who are not veterans and do not have any of the barriers listed below.

Adult Barriers used to Determine Priority of Service (in alphabetical order):

- Disabled individuals, as defined in WIOA section 3, paragraph 25
- English language learners, as defined in WIOA section 204
- Ex-offender, as defined in WIOA section 3, paragraph 38
- Homeless individuals, as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C) 14043e-2(6)
- Indians, Alaska Natives and Native Hawaiians as defined in WIOA section 166
- Individuals who have a low level of literacy, as defined in WIOA section 203

- Individuals facing substantial cultural barriers, as defined in WIOA section 203
- Individuals within two years of exhausting the lifetime eligibility for TANF assistance part A of Title IV of the Social Security Act (42 U.S.C. 601 et6 seq.)
- Long-term unemployed individuals, defined as individuals who have not been employed within the last 27 weeks.
- Low-income individuals as defined in WIOA section 3 paragraph 36 and locally as:
 - a) An individual receiving, or who in the past six months has received, or is a member of a family that is receiving federal, state or local public assistance;
 - b) An individual with a family income that does not exceed 200% of the lower living standard income level;
- Older individuals, aged 55 or older as defined in WIOA section 3 paragraph (39)
- Migrant and/or seasonal farmworkers as defined in WIOA section 167 (1)
- Single parents
- Single pregnant women
- Youth who are in or have aged out of the foster care system.

B. Adult Low Income:

Region 12 has defined low income as **200%** for a metro area based on size of the household per the Lower Living Standard Income Level (LLSIL). Low-income is based on a federally issued Lower Living Standard Income Level chart that is updated annually. Knowing what it- takes to survive in our local operating area with housing, basic food and clothing needs, CSCF determined this level will allow us to use our resources to serve more individuals.

C. Dislocated Worker Funds – WIOA statutory priority use of funds does not apply to Dislocated Workers. Individuals may also receive career and follow up services as a dislocated worker if they meet one of the following descriptions.

A DISLOCATED WORKER is an individual who—

Dislocated Worker Category 1:

- Has been terminated, laid off, or who has received a notice of termination or layoff, from employment; and
- Is eligible for or has exhausted entitlement to unemployment compensation; and
- Is unlikely to return to a previous industry or occupation.
- Examples include but are not limited to: Entrepreneurship

Dislocated Worker Category 2:

- Has been terminated, laid off, or who has received a notice of termination or layoff, from employment; and

- has been employed for a duration sufficient to demonstrate attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and
- Is unlikely to return to a previous industry or occupation.

Unlikely to return to previous occupation (clarification) –

Refers to the status of an unemployed worker as having limited opportunities within their previous industry or occupation for employment or re-employment as confirmed by labor market information. This could include personal and/or confidential information that must be determined on a case-by-case basis.

Examples include but are not limited to:

- The industry and/or occupation is in decline, or the job has become obsolete.
- The dislocated industry and/or occupation is in demand and the individual's occupational skills are no longer in demand or outdated or lack the education degree/certification required by industry.
- The individual is not able to relocate to an area that has jobs in demand for which s/he is qualified.
- The individual is not able to work in another capacity in the occupational area from which s/he was dislocated because of physical or mental limitations. An individual may have been employed in an industry or occupation performing physically or mentally demanding tasks but is no longer capable of performing the essential requirements of the job.

Dislocated Worker Category 3:

- Has been terminated, laid off, or has received notice of termination or layoff, as a result of any permanent closure of, or any substantial layoff at a plant, facility, or enterprise.

Dislocated Worker Category 4:

- Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days.

Dislocated Worker Category 5:

- Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters.

Dislocated Worker Category 6:

- Is a displaced homemaker defined as an individual who has been providing unpaid services to family members in the home and has been dependent on the income of another family member but, is no longer supported by that income; or is the dependent spouse of a member of the Armed Forces on

active duty and whose family income is significantly reduced because of deployment, or a call or order to active duty, or a permanent change of station, or the service-connected death or disability of the member and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Dislocated Worker Category 7:

- Is a spouse of a member of the Armed Forces on active duty, **and** who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member.

Dislocated Worker Category 8:

- Is the spouse of a member of the armed forces on activity duty and who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

D. Applicable to both Adult and Dislocated Worker Programs/Funding under WIOA:

Training services may be made available to employed, underemployed, unemployed adults or dislocated workers who, among other criteria are:

- Unlikely or unable to obtain or retain employment that leads to economic self-sufficiency; or
- Working part-time looking for full-time employment; or
- Employed in a position that is inadequate with respect to their skills and training; or
- Unlikely or unable to obtain or retain wages comparable to or higher than wages from previous employment; or
- Ready with the skills and qualifications to successfully participate in the selected programs of training services; or
- Able to select training programs that are directly linked to employment opportunities.

E. Self-sufficiency

WIOA §680.140 Paragraph (b) (6) provides for local areas to adjust the economic self-sufficiency standards for local areas. Levels of self-sufficiency may vary by local area and the local economy; this flexibility allows local areas to tailor their services in a way that works in their local economy. In the spirit of the legislation, CSCF is making a distinction between low-income and self-sufficiency for purposes of serving individuals with WIOA funding.

CSCF bases its self-sufficiency threshold on two primary sources: the **United Way ALICE (Asset Limited, Income Constrained, Employed) Report** and the **U.S. Department of Housing and Urban Development (HUD) Median Family Income** for the Orlando–Kissimmee–Sanford Metropolitan Statistical Area (MSA). The 2024–2025 ALICE Report indicates that the cost of basic household needs for a

family of four in Central Florida has risen by approximately 20 percent since 2020. HUD FY 2025 data reflects a median family income of **\$92,200** for the same MSA (an increase of approximately 15 percent from FY 2022).

Taking these updated indicators into account, CSCF is establishing a **self-sufficiency threshold of \$68,000 in annual family income** for business clients and employed workers. This amount aligns with current HUD and ALICE data for the region and supports CSCF's goal to serve middle-career individuals who seek upskilling to advance into high-demand, middle-skill occupations.

CSCF defines self-sufficiency for unemployed workers as annualized family earnings of **250 percent of the Lower Living Standard Income Level (LLSIL)** based on family size. There is **no income threshold or limit** that the individual or family must meet in order to receive services as a *dislocated worker*. Dislocated workers who have become employed in "income maintenance" positions (i.e., earning less than their prior wage) may also receive services as deemed appropriate. This local self-sufficiency level represents the income necessary to maintain basic stability in the region, covering housing, food, transportation, childcare, and basic healthcare.

INQUIRES:

Questions regarding this policy should be directed to the Director of Operations. Any updates to this policy will be communicated through the VP of Workforce Operations or their designee as noted on the policy.

VII. ATTACHMENTS/RESOURCES:

Attachment A: WIOA Qualification Guide

Attachment B: Lower Living Standard Income Level for the Workforce
Innovation and Opportunity Act

Attachment C: Key Terms and Definitions

Attachment A: WIOA Qualification Guide

Fund	Age	Work Status	Veteran Status	Selective Service	Adult Program Barrier Criteria
WIOA Adult	18-71 Note: older than 71 may be served on a case by case basis	Authorized to work in U.S.	DD214 or any document that verifies service	If male, registered as required	<ul style="list-style-type: none"> • Disabled • English language learners • Justice Involved (Ex-offender—currently or previously involved with law enforcement) • Native Americans, Alaska Natives and Native Hawaiians • Individuals who are basic skills deficient • Individuals facing substantial cultural barriers • Individuals within two years of exhausting the lifetime eligibility for TANF assistance • Long-term unemployed individuals (not employed in the last 27 weeks) • Low Income individuals are defined as: <ul style="list-style-type: none"> a. An individual receiving, or who in the past six month, has received federal, state or local public assistance b. An individual with a family income that does not exceed the federal poverty level c. An individual with a family income that does not exceed 200% of the lower living standard income level d. An individual who is homeless e. A disabled individual whose own income meets the definition of low income regardless of family income • Older individuals, aged 55 or older • Migrant and/or seasonal farmworkers • Single parents • Single pregnant women • Youth who are in or have aged out of the foster care system
Fund	Age	Work Status	Veteran Status	Selective Service	Barriers

<p>WIOA Dislocated Worker</p>	<p>There is no age limit.</p>	<p>Dislocated Worker Category 1:</p> <ul style="list-style-type: none"> • Has been terminated, laid off, or who has received a notice of termination or layoff, from employment; and • Is eligible for or has exhausted entitlement to unemployment compensation; and • Is unlikely to return to a previous industry or occupation. <p>Dislocated Worker Category 2:</p> <ul style="list-style-type: none"> • Has been terminated, laid off, or who has received a notice of termination or layoff, from employment; and • has been employed for a duration sufficient to demonstrate attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and • Is unlikely to return to a previous industry or occupation. <p>Dislocated Worker Category 3:</p> <ul style="list-style-type: none"> • Has been terminated, laid off, or has received a notice of termination or layoff, as a result of any permanent closure of, or any substantial layoff at a plant, facility, or enterprise. <p>Dislocated Worker Category 4:</p> <ul style="list-style-type: none"> • Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days. <p>Dislocated Worker Category 5:</p> <ul style="list-style-type: none"> • Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters. <p>Dislocated Worker Category 6:</p> <ul style="list-style-type: none"> • Is a displaced homemaker defined as an individual who has been providing unpaid services to family members in the home and has been dependent on the income of another family member but, is no longer supported by that income; or is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of deployment, or a call or order to 	<p>DD214 or any document that verifies service</p>	<p>If male, registered as required</p>	<p>Barrier requirement does not apply to Dislocated Worker</p>
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		<p>active duty, or a permanent change of station, or the service- connected death or disability of the member and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.</p> <p>Dislocated Worker Category 7:</p> <ul style="list-style-type: none"> • Is a spouse of a member of the Armed Forces on active duty, and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member. <p>Dislocated Worker Category 8:</p> <ul style="list-style-type: none"> • Is the spouse of a member of the armed forces on activity duty and who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment. 			
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WIOA Income Guidelines

PY 2025-26 Adult and Youth

ACTION REQUIRED

These guidelines should be used in determining if an individual meets the definition of low income for WIOA Adult (200% LLSIL- Metro) & Youth (100% FPL or 70% LLSIL- higher of the two).

FAMILY UNIT SIZE	200% LLSIL - Metro ADULT	100% FPL or 70% LLSIL* YOUTH (whichever is higher)
1	34,872	17,436
2	57,138	28,569
3	78,424	39,212*
4	96,822	48,411*
5	114,272	57,136*
6	133,648	66,824*
7	153,024	76,512*
8	172,400	86,200*
For each additional person in a family above eight, add \$19,376 per person.		For each additional person in a family above eight, add \$9,688* per person.

"A proud partner of the American Job Center network"

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

Attachment C: Key Terms and Definitions

Attachment III – Key Terms and Definitions

This attachment is not intended to be an exhaustive list of all program definitions, see WIOA sec. 3 and 20 CFR 675.300 for a full list of definitions.

ACTIVE DUTY (38 USC 101(21)) - means full-time duty in the active military service of the United States. Such term includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. Such term does not include full-time National Guard duty.

ADULT (WIOA sec. 3(2)) – means an individual who is age 18 or older.

ADULT EDUCATION AND LITERACY ACTIVITIES (§ 463.30) – means programs, activities, and services that include:

- (A) Adult education,
- (B) Literacy,
- (C) Workplace adult education and literacy activities,
- (D) Family literacy activities,
- (E) English language acquisition activities,
- (F) Integrated English literacy and civics education,
- (G) Workforce preparation activities, or
- (H) Integrated education and training

BASIC SKILLS DEFICIENT (WIOA sec. 3(5)) – means, with respect to an individual—

- (A) who is a youth, that the individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or
- (B) who is a youth or adult, that the individual is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual’s family, or in society.

CAREER PATHWAY (WIOA sec. 3(7)) – means a combination of rigorous and high-quality education, training, and other services that—

- (A) aligns with the skill needs of industries in the economy of the State or regional economy involved;
- (B) prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including apprenticeships registered under the Act of August 16, 1937 (commonly known as the “National Apprenticeship Act”; 50 Stat. 664, chapter 663; 29 U.S.C. 50 et seq.) (referred to individually in this Act as an “apprenticeship”, except in section 171);
- (C) includes counseling to support an individual in achieving the individual’s education and career goals;

- (D) includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- (E) organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;
- (F) enables an individual to attain a secondary school diploma or its recognized equivalent, and at least 1 recognized postsecondary credential; and
- (G) helps an individual enter or advance within a specific occupation or occupational cluster.

CAREER PLANNING (WIOA sec. 3(8)) – means the provision of a client-centered approach in the delivery of services, designed-

- (A) To prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to necessary workforce investment activities and supportive services, using, where feasible, computer-based technologies; and
- (B) To provide job, education, and career counseling, as appropriate during program participation and after job placement.

DEPLOYMENT (10 USC 991(b)) – means

- (A) A member of the Armed Forces is considered to be deployed or in a deployment on any day on which, pursuant to orders, the member is performing service in a training exercise or operation at a location or under circumstances that make it impossible or infeasible for the member to spend off-duty time in the housing in which the member resides when on garrison duty at the member's permanent duty station or homeport, as the case may be.
- (B) In the case of a member of a reserve component who is performing active service pursuant to orders that do not establish a permanent change of station, the housing referred to in paragraph (1) is any housing (which may include the member's residence) that the member usually occupies for use during off-duty time when on garrison duty at the member's permanent duty station or homeport, as the case may be.
- (C) A member is not deployed or in a deployment when the member is—
 - (i) Performing service as a student or trainee at a school (including any Government school);

- (ii) Performing administrative, guard, or detail duties in garrison at the member's permanent duty station; or
- (iii) Unavailable solely because of--
 - (1) a hospitalization of the member at the member's permanent duty station or homeport or in the immediate vicinity of the member's permanent residence; or
 - (2) a disciplinary action taken against the member.

ELIGIBLE SPOUSE – means an individual whose military active duty or veteran spouse was:

- a. Any veteran who died of a service-connected disability;
- b. Any member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:
 - i. Missing in action;
 - ii. Captured in the line of duty by a hostile force; or
 - iii. Forcibly detained or interned in the line of duty by a foreign government or power;
- c. Any veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs; or
- d. Any veteran who died while a disability was in existence. A spouse whose eligibility is derived from a living veteran or service member (i.e., categories b. or c. above) would lose his or her eligibility if the veteran or service member were to lose the status that is the basis for the eligibility (e.g. if a veteran with a total service-connected disability were to receive a revised disability rating at a lower level). Similarly, for a spouse whose eligibility is derived from a living veteran or service member, that eligibility would be lost upon divorce from the veteran or service member.

ENGLISH LANGUAGE ACQUISITION PROGRAM (34 CFR 463.31) – is a program of instruction—

- (A) That is designed to help eligible individuals who are English language learners achieve competence in reading, writing, speaking, and comprehension of the English language; and;
- (B) That leads to—
 - (1)(a) Attainment of a secondary school diploma or its recognized equivalent; and
 - (b) Transition to postsecondary education and training; or
 - (2) Employment

EXIT (see 20 CFR 677.150 for full definition) – as defined for the purpose of performance calculations for the WIOA Adult, Dislocated Worker, and Employment Service programs, exit is the point after which a participant who has received services through any program meets the following criteria:

- (1) For the adult, dislocated worker, and youth programs authorized under WIOA title I, the AEFLA program authorized under WIOA title II, and the Employment Service program authorized under the Wagner-Peyser Act, as amended by WIOA title III, exit date is the last date of service.
 - a. The last day of service cannot be determined until at least 90 days have elapsed since the participant last received services; services do not include self-service, information-only services or activities, or follow-up services. This also requires that there are no plans to provide the participant with future services.

FAMILY (20 CFR 675.300) - means two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

- (A) A married couple and dependent children;
- (B) A parent or guardian and dependent children; or
- (C) A married couple.

HOMELESS INDIVIDUAL OR HOMELESS CHILDREN AND YOUTHS (WIOA sec. 3(24)(G)) – is an individual who meets any of the following criteria:

- (A) Lacks a fixed regular and adequate nighttime residence; this includes a participant who:
 - a. Is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
 - b. Is living in a motel, hotel, trailer park, or campground due to a lack of alternative adequate accommodations;
 - c. Is living in an emergency or transitional shelter;
 - d. Is abandoned in a hospital; or
 - e. Is awaiting foster care placement;
- (B) Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, such as a car, park, abandoned building, bus or train station, airport, or camping ground;
- (C) Is a migratory child who in the preceding 36 months was required to move from one school district to another due to changes in the parent's or parent's spouse's seasonal employment in agriculture, dairy, or fishing work; or

(D) Is under 18 years of age and absents himself or herself from home or place of legal residence without the permission of his or her family (i.e. runaway youth)

(Note- A participant imprisoned or detained under an Act of Congress or State law does not meet the definition. Additionally, a participant who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless.)

INDIVIDUAL EMPLOYMENT PLAN (20 CFR 680.170) – is an individualized career service, under WIOA sec. 134(c)(2)(a)(xii)(II), that is developed jointly by the participant and career planner when determined appropriate by the one-stop operator or one-stop partner. This plan is an ongoing strategy to identify employment goals, achievement objectives, and an appropriate combination of services for the participant to achieve the employment goals.

INDIVIDUAL WITH A DISABILITY

If an individual with a disability meets the low-income thresholds, priority can be established regardless of family size.

INDUSTRY OR SECTOR PARTNERSHIP (WIOA sec. 3(26) – means a workforce collaborative, convened by or acting in partnership with a State board or local board, that—

(A) organizes key stakeholders in an industry cluster into a working group that focuses on the shared goals and human resources needs of the industry cluster and that includes, at the appropriate stage of development of the partnership—

- (i) representatives of multiple businesses or other employers in the industry cluster, including small and medium-sized employers when practicable;
- (ii) 1 or more representatives of a recognized State labor organization or central labor council, or another labor representative, as appropriate; and
- (iii) 1 or more representatives of an institution of higher education with, or another provider of, education or training programs that support the industry cluster; and

(B) may include representatives of—

- (i) State or local government;
- (ii) State or local economic development agencies;
- (iii) State boards or local boards, as appropriate;
- (iv) a State workforce agency or other entity providing employment services;
- (v) other State or local agencies;
- (vi) business or trade associations;
- (vii) economic development organizations;
- (viii) nonprofit organizations, community-based organizations, or intermediaries;
- (ix) philanthropic organizations;
- (x) industry associations; and

- (xi) other organizations, as determined to be necessary by the members comprising the industry or sector partnership.

INTEGRATED EDUCATION AND TRAINING (34 CFR 463.35) – refers to a service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement.

LOW-INCOME INDIVIDUAL (WIOA sec. 3(36)) – means an individual who—

(A) IN GENERAL—

- (i) receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), the program of block grants to States for temporary assistance for needy families program under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), or the supplemental security income program established under title XVI of the Social Security Act (42 U.S.C. 1381 et seq.), or State or local income-based public assistance;
- (ii) is in a family with total family income that does not exceed the higher of—
 - (I) the poverty line; or
 - (II) 200 percent of the lower living standard income level;
- (iii) is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), or a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)));
- (iv) receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.);
- (v) is a foster child on behalf of whom State or local government payments are made; or
- (vi) is an individual with a disability whose own income meets the income requirement of clause (ii), but who is a member of a family whose income does not meet this requirement.

LONG TERM UNEMPLOYED INDIVIDUAL (see Bureau of Labor Statistics definition) – is a person who has been unemployed for 27 or more consecutive weeks.

NONTRADITIONAL EMPLOYMENT (WIOA sec. 3(37)) – refers to occupations or fields of work, for which individuals from the gender involved comprise less than 25 percent of the individuals employed in each such occupation or field of work.

PARTICIPANT (20 CFR 677.150) – is a reportable individual who has received services other than the services described in paragraph (a)(3) of this section, after satisfying all applicable programmatic requirements for the provision of services, such as eligibility determination.

- (1) For the Vocational Rehabilitation (VR) program, a participant is a reportable individual who has an approved and signed Individualized Plan for Employment (IPE) and has begun to receive services.
- (2) For the WIOA title I youth program, a participant is a reportable individual who has satisfied all applicable program requirements for the provision of services, including eligibility determination, an objective assessment, and development of an individual service strategy, and received 1 of the 14 WIOA youth program elements in sec. 129(c)(2) of WIOA.
- (3) The following individuals are not participants:
 - a. Individuals in an Adult Education and Family Literacy Act (AEFLA) program who have not completed at least 12 contact hours;
 - b. Individuals who only use the self-service system;
 - i. Subject to paragraph (a)(3)(ii)(B) of this section, self-service occurs when individuals independently access any workforce development system program’s information and activities in either a physical location, such as a one-stop center resource room or partner agency, or remotely via the use of electronic technologies.
 - ii. Self-service does not uniformly apply to all virtually accessed services. For example, virtually accessed services that provide a level of support beyond independent job or information seeking on the part of an individual would not qualify as self-service.
 - c. Individuals who receive information-only services or activities, which provide readily available information that does not require an assessment by a staff member of the individual’s skills, education, or career objectives.

REPORTABLE INDIVIDUAL (20 CFR 677.150) – is an individual who has taken action that demonstrates an intent to use program services and who meets specific reporting criteria of the program, including:

- (1) Individuals who provide identifying information;
- (2) Individuals who only use the self-service system; or
- (3) Individuals who only receive information-only services or activities.

SERVICE CONNECTED (38 USC 101(16)) – means, with respect to disability or death, that such disability was incurred or aggravated, or that the death resulted from a disability incurred or aggravated, in line of duty in the active military, naval, or air service.

TRANSITIONAL JOB (20 CFR 680.190) – is a time limited work experience that is wage-paid and subsidized, and is in the public, private or non-profit sectors for those individuals with barriers to employment who are chronically unemployed or have inconsistent work history, as determined by the Local Workforce Development Board. These jobs are designed to enable an individual to establish a work history, demonstrate work success in an employee-employer relationship, and develop the skills that lead to unsubsidized employment.

UNEMPLOYED ADULT – is an individual who is not employed at the time of his/her first WIOA enrolled service.

UNDEREMPLOYED ADULT – is defined as an individual whose current wages are a minimum of 20% lower than his/her previous employment or meets the definition of low income, and CSCF staff has determined him/her unlikely or unable to retain or obtain employment that leads to self-sufficiency. CSCF staff must be able to determine and document that the individual has the skills and qualifications to successfully participate and complete a program before he/she can be enrolled in training. Individuals who are underemployed and meet the definition of a low-income individual may receive career and training services under the Adult program on a priority basis. Individuals who meet the definition of an individual with a barrier to employment who are underemployed, may also be service in the Adult program; however, unless they are a recipient of public assistance, a low income individual or are basic skills deficient, they are not eligible for service on a priority basis.

WORK EXPERIENCE (OR INTERNSHIP) (20 CFR 680.180) – is a planned, structured learning experience that takes place in a workplace for a limited period of time. Internships and other work experiences may be paid or unpaid, as appropriate and consistent with other laws, such as the Fair Labor Standards Act. An internship or other work experience may be arranged within the private for profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience setting where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists. Transitional Jobs are a type of work experience.

WORKFORCE PREPARATION ACTIVITIES (34 CFR 463.34) – include activities, programs, or services designed to help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in:

- (A) Utilizing resources;
- (B) Using information;
- (C) Working with others;
- (D) Understanding systems;
- (E) Skills necessary for successful transition into and completion of postsecondary education or training, or employment; and
- (F) Other employability skills that increase an individual's preparation for the workforce.



To: Career Services Committee
From: Gina Ronokarijo, Vice President of Workforce Operations
Subject: Request Approval for the CSCF Eligible Training Provider List
Date: April 2, 2026

PURPOSE:

To approve new Training Provider requests for in-demand occupations for training options on CSCF’s Eligible Training Provider List (ETPL) for PY 2025-2026.

BACKGROUND:

CareerSource Central Florida (CSCF) must select training providers from the State Eligible Training Providers List (ETPL), which is managed by Florida Commerce. Although all providers on the local ETPL must first be approved for the state ETPL, CSCF may apply additional local criteria to determine which providers best meet regional needs.

To be considered for CSCF’s local ETPL, training providers must:

- Meet all eligibility requirements established by Florida Commerce and be approved for the State ETPL
- Comply with CSCF’s ETPL Local Operating Policy
- Align with CSCF’s workforce priorities, including local and regional industry needs and in-demand occupations
- Represent a needed area to support customer choice.
- Submit all required documentation through the designated online application process.

ELIGIBILITY REQUIREMENTS:

Required Licensure	Commission for Independent Education (CIE) – Private/Public Training providers must be licensed by the CIE. Community Based Organizations (CBO’s) must provide occupational license as well as past performance of programs.
Industry	Training program must be within the industries strategically supported by CSCF.
Length	Short term training - All programs can be completed within a year
All programs must lead to job titles listed on the RDOL	Regional Demand Occupations List (RDOL) - Training programs must lead to jobs that are growing. The RDOL is an annual list that the state issues for job titles that meet this requirement both at the state and regional levels.
Credentials	All programs must lead to a credential as defined by WIOA
Wages	Training programs provide an opportunity for individuals to enter careers with wages beginning at a minimum of \$15.00 per hour, with opportunity for career and wage advancement.

SUBMISSIONS:

- CSCF received applications from **three** organizations during the open application period that were approved by Florida Commerce and subsequently requested inclusion on the CSCF ETPL.

REVIEW PROCESS:

- Florida Commerce has approved these training providers for the Statewide ETPL.
- CSCF follows an internal review process of all submissions CSCF eligibility requirements are met and determines if training providers will be recommended to be added to the CSCF ETPL.
- CSCF then provides these recommendations to the Career Services Committee for review and approval.
- Once approved by the committee, the ETPL is provided to the CSCF Board of Directors for final approval and implementation.
- All new Training Providers are then notified whether they will be included on the CSCF ETPL.
- All approved new training providers attend an orientation session and have their programs available for new students for program year 2025-2026.

CSCF RECOMMENDATIONS FOR THE ETPL:

CSCF recommends approval by the Career Services Committee of the following training providers to be added to the Eligible Training Providers List (ETPL) based on the criteria submitted: Per Scholas Orlando Tech Center.

Training Provider Application List – CSCF Recommendations / Rationale

Training Provider	Program	Cost	Industry	Recommendation
The Academy of South Florida Category – Private County – Miami-Dade County	AI Engineer	\$14,630.00	IT and Finance	Not Recommended for ETPL Although the courses are delivered fully virtually, this provider is located outside the service area and has not established local employer partnerships, limiting alignment with local workforce needs.
	Application Architect Program	\$16,250.00		
	Cloud and Security Network Administrator	\$18,470.00		
	Cyber Security Professional	\$12,110.00		
	Full Stack Web Developer Test Prep	\$14,630.00		
	Information Technology Professional	\$18,188.00		
	Virtualization Professional	\$8,294.00		
	Network Technician	\$14,053.00		

<p>Per Scholas Orlando Tech Training</p> <p>Category – Private Non-Profit</p> <p>County - Orange</p>	<p>IT Support - UCI 1024 PS - Approved Provider Training</p>	<p>\$10,051.00</p>	<p>IT and Finance</p>	<p>Recommended for ETPL</p> <p>CSCF currently has limited customer choice within this career pathway in Orange County. This program would enhance available options, and its hybrid delivery model offers increased flexibility that would benefit the region.</p>
<p>Truckmaster CDL Training LLC</p> <p>Category - Private</p> <p>County - Orange</p>	<p>CDL Refresh Course</p> <p>Class A Automatic CDL Training</p> <p>Class A Manual CDL Training</p> <p>Class B Automatic CDL Training</p>	<p>\$2,000.00</p> <p>\$4,000.00</p> <p>\$4,800.00</p> <p>\$3,000.00</p>	<p>Trade and Logistics</p>	<p>Not Recommended for ETPL</p> <p>CSCF currently partners with six training providers offering this short-term credential, providing sufficient options to support customer choice. Based on the current volume of trainees, this career pathway is experiencing saturation.</p>