



**POLICY  
NUMBER**

**G105**

## **Workforce Policy**

<b>Title:</b>	Composition and Certification of Local Workforce Development Boards; Certification of One-Stop Systems; and Direct Service Provider Designation		
<b>Policy Type:</b>	Governance		
<b>Program:</b>	Workforce Innovation and Opportunity Act		
<b>Effective:</b>	06/08/2016	<b>Revised:</b>	01/28/2026

### **I. PURPOSE AND SCOPE**

Local Workforce Development Boards (LWDBs) are critical in achieving the Governor and State Workforce Development Board's (SWDB) strategic and operational vision and goals for Florida's Workforce Development System. The CareerSource Florida Board of Directors, as the SWDB, sets guidelines—aligned with state and federal laws and its strategic goals—to ensure local workforce boards, service providers, and career centers efficiently deliver essential services. Consistent with state and federal requirements,<sup>1</sup> these guidelines support the review, designation, and/or certification of LWDBs, service providers for the one-stop delivery system, and one-stop career centers.

This policy outlines the standards and procedures related to LWDB composition as well as for certifying LWDBs, One-Stop Delivery Systems, and approving LWDBs to directly provide career services.

### **II. KEY OBJECTIVES AND MEASURABLE PERFORMANCE OUTCOMES**

#### **A. Key Objectives**

LWDBs must ensure:

- a. LWDB governance meets requirements per state and federal law and is designed to support designated performance outcomes and SWDB-determined strategic objectives.
- b. High-quality, accessible, and integrated one-stop career center services and service providers.

<sup>1</sup> Workforce Innovation and Opportunity Act (WIOA), 20 Code of Federal Regulations (CFR) Parts 676 through 679, and [Chapter 445](#), Florida Statutes.

## **B. Measurable Performance Outcomes**

1. 100% of qualifying LWDBs are certified every two years and meet required LWDB board composition requirements.
2. 100% of qualifying One-Stop Delivery Systems are certified every three years.
3. LWDBs serving as direct providers of workforce services meet requirements to be approved and designated as such.

## **III. POLICIES AND PROCEDURES**

### **A. Local Workforce Development Board Composition**

The Chief Local Elected Official (CLEO) must select members of the LWDB, consistent with the criteria in federal and state law and criteria set by the Governor. The membership of a LWDB must be consistent with WIOA section 107(b). LWDB appointees must not be current members of the local area's Education and Industry Consortium as defined by CareerSource Florida's Workforce Policy. Business representatives appointed to the LWDB shall include the industry sectors of focus identified in the local area WIOA plan. LWDBs should include representation on their boards from businesses in all counties within the local area. LWDBs must make public a current and updated list of their LWDB members on their website and submit a form demonstrating compliance with federal and state requirements<sup>2</sup> as part of the LWDB Certification process.

LWDB members who no longer hold the position or status that made them eligible appointees must resign or be removed by the CLEO. LWDB vacancies must be filled within a reasonable amount of time, but no more than 12 months from the vacancy occurrence. This process must be described as part of the local plan.

CLEOs are responsible for providing leadership to LWDBs and ensuring not only fiscal and programmatic compliance, but also performance. Consistent with this, a CLEO may remove members of a LWDB, its executive director and/or the designated person responsible for operational and administrative functions of the board for cause. As set forth in section [445.002\(2\), F.S.](#), "for cause" includes lack of performance. Lack of performance includes, but is not limited to, the following:

1. Nonperformance, as more fully set forth in Section III.B. For purposes of removal under this section, an LWDB is determined to have not met the standard if its performance is below 90 percent of the negotiated standard for each performance indicator.
2. Consistent failure to perform on LWDB Letter Grades, the state identified measure of performance, including letter grade performance in identified subgroup populations.
  - a. CareerSource Florida and FloridaCommerce will examine LWDB performance on each of the criteria developed under [s. 14.36\(3\)\(h\)](#) for various populations served, including, but not limited to, veterans, individuals on public assistance as defined in [s. 414.0252\(10\)](#), and businesses. LWDBs consistently underperforming with a single subgroup, as evidenced by two consecutive letter grades of D or a single year with an F for that subgroup, will be required to

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<sup>2</sup> [20 CFR 679.320](#); [Section 445.007, Florida Statutes](#).

submit a LWDB Turnaround Plan, consistent with [Workforce Policy G104 - Sanctions and Other Required Corrective Action for LWDBs Who Fail to Meet Federal and State Standards](#).

## **B. Local Workforce Development Board Certification and Decertification**

LWDBs must be certified every two years. FloridaCommerce provides guidance to complete this process. LWDBs submit requests for certification using standardized forms provided by FloridaCommerce and CareerSource Florida.

CareerSource Florida and FloridaCommerce review submitted documents for completion and compliance with all state laws and federal regulations, using the approved and posted versions of the **LWDB Composition Tool and the *Evaluation for LWDB Certification Form*** to make approval recommendations to the SWDB based on information provided. Conditional approval for certification may be granted for LWDBs seeking certification that require additional time to meet criteria not associated with performance. LWDBs not meeting requirements outlined in the ***Evaluation for LWDB Certification Form*** may not be recommended for full approval.

Obtaining LWDB certification indicates that an LWDB meets minimum requirements to perform critical duties that support the workforce system in a designated local area. The SWDB may take action when the performance or activities of an LWDB do not meet requirements outlined in state board policies or state or federal law. This action can include LWDB decertification.

LWDBs who exhibit the following deficiencies cannot be fully certified and may be decertified, after the provision of notice and 30-day comment period, by the SWDB:<sup>3</sup>

1. Fraud, abuse, or failure to carry out the functions set forth in WIOA Section 107(d) and [20 CFR 679.370](#).<sup>4</sup>
2. Nonperformance: Failure to meet identified state or federal performance accountability measures for two consecutive program years.
  - a. Chief local elected officials (CLEOs) and their LWDBs will receive a notification from FloridaCommerce annually indicating whether the LWDB met or did not meet statistically adjusted federal performance accountability measures or failed to meet requirements associated with consistent poor performance on state issued LWDB Letter Grades as outlined in Section III - A. For LWDBs not successfully meeting state or federal performance accountability measures, the notification will include a reminder that failure to meet performance requirements in the next consecutive year may result in decertification and outline required actions related to increased monitoring and the provision of technical assistance that must occur during the next year.

Additional criteria for LWDB decertification include those listed below:

- b. Consistent failure to convene a system of stakeholders to support local workforce development activities.
- c. Consistent failure to effectively partner and engage local employers resulting in a measurable decline in measures of employer satisfaction for two consecutive

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<sup>3</sup> [WIOA Section 107\(c\)\(3\)](#).

<sup>4</sup> TEGL 11-19 Change 2 | U.S. Department of Labor

- years.
- d. Consistent failure to update LOPs and policies consistent with state law or policies measured through monitoring reports noting this deficiency for two consecutive years.
  - e. Other criteria as specified in [Workforce Policies G104 - Sanctions and Other Required Corrective Action for Local Workforce Development Boards Who Fail to Meet Federal and State Standards](#) and [P88 - Performance Requirements for Local Workforce Development Boards](#).

If a LWDB is decertified, a new LWDB for the designated local workforce development area must be appointed by the identified CLEO contingent upon a reorganization plan developed by FloridaCommerce in consultation with the CLEO. Plans governing LWDB reorganization for certification, including those that involve consolidation of LWDBs, must be approved by the SWDB.<sup>5</sup>

### C. Certification of the Local One-Stop Delivery System

Every three years, each local One-Stop Delivery System must be certified.<sup>6</sup> LWDBs must certify their local One-Stop Delivery Systems unless the LWDB serves or intends to serve as the One-Stop Operator. In such cases, the LWDB must first request approval from the SWDB to operate in that role. Upon submission, CareerSource Florida and FloridaCommerce will review the request for compliance in accordance with all applicable state laws and federal regulations, using the SWDB's standardized ***Evaluation for One-Stop Certification Form***. This form includes minimum criteria—such as measures of effectiveness, accessibility, and continuous improvement—that LWDBs must apply when selecting and certifying each local One-Stop Delivery System. CareerSource Florida and FloridaCommerce review the request and recommend approval to the SWDB when appropriate.

The certification approval of a LWDB to serve as its own One-Stop Operator can be revoked by the SWDB if it is determined that the LWDB no longer meets minimum criteria, including those used to assess the one-stop delivery system's effectiveness, accessibility, and commitment to continuous improvement as outlined in the *Evaluation for One-Stop Certification Form*.

### D. Approval of Waiver and Designation of LWDBs as a Direct Provider of Career Services

LWDBs may request to be a direct provider of career services.<sup>7</sup> For a LWDB to be a direct provider of career services, approval must be granted by the SWDB. LWDBs are not permitted to be designated as direct providers of training services.<sup>8</sup>

FloridaCommerce and CareerSource Florida will guide boards through the application process. CareerSource Florida and FloridaCommerce will review the application and documentation for compliance with all state laws and federal regulations, using the standardized ***Evaluation for LWDB Direct Service Provider Designation Form***.

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<sup>5</sup> WIOA Section 107(c)(3)(C).

<sup>6</sup> WIOA Section 121(g).

<sup>7</sup> 20 CFR 679.410(b) and WIOA Section 107(g).

<sup>8</sup> [Section 445.007\(6\), Florida Statutes](#).

CareerSource Florida and FloridaCommerce will make a recommendation, as appropriate to the SWDB for consideration to designate LWDBs to serve as a direct provider of career services.

A LWDB designated as a direct provider of career services must submit a performance report at the end of each program year during which direct workforce services were provided. The report must contain, at a minimum, the following:

1. An analysis of cost savings as a result of the LWDB providing direct workforce services.
2. A description of improvement in performance outcomes.
3. A description of any “best practices” to be shared with other LWDBs.
4. Evidence that the direct service provision was incorporated into the local WIOA plan within 60 days of receipt of approval to serve as a direct provider of workforce services.

LWDBs must submit the annual performance report by September 30 each year (or when requested by FloridaCommerce). LWDBs submit annual performance reports via email to FloridaCommerce at [LWDBGovernance@commerce.fl.gov](mailto:LWDBGovernance@commerce.fl.gov).

The designation as a direct provider of workforce services may not exceed the duration of the local WIOA plan and may be renewed through the submission of a new request, not to exceed the durations of such subsequent plans. The approval to serve as a direct provider of workforce services can be revoked by the SWDB if determined that it is no longer necessary or for persistent failure to meet associated performance measurements.

#### **IV. IMPLEMENTATION**

LWDBs are responsible for conducting annual internal reviews of their governance and service delivery systems, incorporating customer feedback, staff training metrics, and accessibility assessments. LWDBs must update certification criteria, in alignment with SWDB identified criteria, every two years and include them in the WIOA local plan as required under WIOA Section 108 and [20 CFR 679.560](#).

FloridaCommerce will monitor LWDBs and their LOPs annually in consultation with CareerSource Florida to ensure compliance with federal and state requirements. FloridaCommerce and CareerSource Florida will address any deficiencies through the state’s resolution process and consistent with applicable CareerSource Florida policies. These efforts promote continuous improvement, accountability, and consistent quality across Florida’s workforce development system.

Boards that do not meet the requirements outlined in this policy, or that exhibit deficiencies as described in [CareerSource Florida Workforce Policy G104 – Sanctions and Other Required Corrective Action for Local Workforce Development Boards Who Fail to Meet Federal and State Standards](#), may be subject to corrective actions. These may include, but are not limited to:

1. Issuance of a Corrective Notice
2. Imposition of Specific Conditions, including a required Turnaround Plan
3. Application of Sanctions, which may include:

- a. Decertifying the LWDB.
- b. Selecting an alternative entity as defined in WIOA Section 108 to administer the program for the local area.
- c. Merging the local area into one or more other local areas, after consultation with the CLEO.
- d. Making other necessary changes to secure compliance.

FloridaCommerce provides technical assistance and support to LWDBs before initiating corrective actions or sanctions. This assistance may include guidance on corrective action planning, clarification of certification criteria, technical resources, and identification of best practices. The goal is to promote continuous improvement and ensure boards have a fair opportunity to meet federal and state standards before formal sanctions are considered.

## **V. ATTACHMENTS AND RESOURCES**

[Evaluation for LWDB Certification Form](#)

[Evaluation for One-Stop Certification Form](#)

[Evaluation for LWDB Direct Service Provider Designation Form](#)

[LWDB Composition Tool](#)