



Local Operating Procedure

SECTION: Operations/Wagner Peyser	PROCEDURE#: LOP07	PAGE 1 of 3
TITLE: Wagner Peyser Job Seeker Program Registration Procedure	EFFECTIVE DATE: February 1, 2021	

DISTRIBUTION: CareerSource North Central Florida Staff.

PURPOSE: The purpose of this procedure is to provide information and guidance regarding the registration of job seekers in the Employ Florida by career center employees in LWDB 09.

REFERENCE: DEO Policy # 96 revised 01/07/2021

BACKGROUND: The purpose of the Employment Service system is to improve the functioning of the nation's labor markets by bringing together qualified job seekers and employers who are seeking workers. Additionally, each state must administer a labor exchange system that can:

- Assist job seekers in finding employment, including promoting their familiarity with Employ Florida.
- Assist employers in filling jobs.
- Facilitate the match between job seekers and employers.
- Participate in a system allowing for the movement of labor among the states, including the use of a standardized classification system.
- Meet the work test requirements of the Reemployment Assistance program.
- Provide labor exchange services as identified in Section 7(a) of the Wagner-Peyser Act.

Procedure:

GOAL AND PURPOSE OF JOB SEEKER REGISTRATION PROCEDURE

Registration of a new job seeker in Employ Florida (EF) by staff has specific guidelines that must be followed. LWDB 09 staff must obtain the job seeker's permission prior to entering and creating a new registration in Employ Florida or starting a new application in order to establish participation in a program. (Effective 04.10.2022) The job seekers permission must be documented in a case note in the case note section of EF.

Definition of a Registration – The entering and submission of personal information in Employ Florida in order to create an account.

Job seekers who use self-service may be registered in Employ Florida, but registration is not required. Job seekers receiving Wagner Peyser funded, facilitated self-help (hereafter referred to as “informational services”) and staff-assisted services must complete either a partial or full registration in Employ Florida. For job seekers to receive staff-assisted services, career center staff must create a full Wagner Peyser application in Employ Florida.

Partial Registration – A registration that includes the elements necessary to establish a record and basic demographic data, but an Occupational Information Network (O*NET) code, background wizard, or resume has not been completed.

Full Registration in Employ Florida – A registration that includes the elements necessary to establish a record and basic demographic data, and the job seeker has been assigned an O*NET code, completed the background wizard, or entered a resume on their personal profile to include additional essential employment-related information such as licenses or certifications that will enhance the placement of the job seeker.

Job seekers may self-register or career center staff may register a job seeker. Prior to registering a job seeker, career center staff must first check to see if the job seeker is already registered in Employ Florida. If the job seeker is not already registered, Region 09 staff must ensure they have obtained the job seeker's permission prior to creating a new registration. LWDB 09 has established that the job seeker's permission is obtained in writing and or verbally. A case note must be included on the job seeker's account stating the job seeker granted staff permission to create the account. LWDB 09 requests that staff obtain permission from the job seeker either in writing or verbally to create a new application for a job seeker in EF each time they have exited the system and are requested additional services and are needing to establish participation within the program. (Effective 04/10/2022)

Note: For instructions on how to complete a job seeker registration, please refer to the Manage Individuals Chapter of the Virtual One-Stop User Guide

Migrant and Seasonal Farm Worker Registration

During the last 12 months, has the job seeker worked in farm work? *(If job seeker has not worked in farm work within the last 12 months then he or she is not an MSFW)*

Was the farm work seasonal or temporary? Not year round with the same employer? *(If it is year round work with the same employer he or she is not an MSFW)*

Migrant and Seasonal Farm workers (MSFWs) may complete either a partial or full registration in Employ Florida in accordance with Administrative Policy 03-040 - WP MSFW and Agricultural Employer Services Procedures. For MSFWs to receive staff-assisted services, a Wagner-Peyser application must be created as outlined:

A full registration- A registration that includes the elements necessary to establish a record and basic demographic data, and the job seeker has been assigned an O*NET code, completed the background wizard, or entered a resume on their personal profile to include additional essential employment-related information such as licenses or certifications that will enhance the placement of the job seeker.

- Prior employment history at least 12 months.
- Must be coded as a migrant seasonal farm worker or seasonal farm worker.

Migrant Seasonal Farm Worker(MSFW) – Farm work required the job seeker to travel outside of his/her place of residence so that he/she was not reasonably able to return home within the same day.

Seasonal Farm Worker – Farm work was work that the job seeker could perform and reasonably return to his or her place of residence within the same day.

- List their desired employment and any training goals they may have.
- Training and educational background.
- List the crop codes of the crops in which they have worked with.
- Provide them a 511N and explain the services available to them and document the issuance of the 511N.
- Refer MSFW job seeker to supportive services.

OFFICIAL SIGNATURE



PHYLLIS MARTY
Chief Executive Officer