



Local Operating Procedure

SECTION: Operations/Wagner Peyser	PROCEDURE#: LOPWP02	PAGE 1 of 4
TITLE: Wagner Peyser Job Seeker Program Registration Procedure	EFFECTIVE DATE: February 1, 2026	

DISTRIBUTION: CareerSource North Central Florida Staff.

PURPOSE: The purpose of this policy is to provide staff with the minimum requirements for Wagner Peyser Employ Florida registrations.

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.

POLICY: CareerSource Florida Administrative Policy 096 - Wagner-Peyser Job Seeker Registration, Application and Services, states that a job seeker who uses self-service may be registered in Employ Florida, but registration is not required. Job seekers may self-register or CSNCFL staff may register the job seeker. Prior to registering, 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, career center staff must ensure they have obtained the job seeker's permission verbally prior to creating a new registration. A case note must be included on the job seeker's Employ Florida account stating the job seeker granted staff permission to create the account. For job seekers to receive staff-assisted services, CSNCFL staff must create a Wagner-Peyser application in Employ Florida. Job seekers receiving Wagner-Peyser funded, staff-assisted services must have a full registration in Employ Florida. The purpose of providing staff-assisted services is to enhance the job seeker's ability to become employed. Staff must not record a service on a job seeker's activity history/service plan unless the service was provided with the job seeker's knowledge. Wagner-Peyser funded services must be recorded in Employ Florida in accordance with the Employ Florida Service Code Guide. Career center staff must record services provided to job seekers within 15 days of the date the service was provided. Staff is required to enter a case note in the jobseeker's Employ Florida account every

time they enter a staff-assisted service.

I. DEFINITIONS

Employ Florida – is the web-based, state management information system that records, tracks, and reports employment services and activities provided to job seekers and employers. This system is also used to provide case management of customers and recording of services provided by center staff.

Employ Florida Registration – The entering and submission of personal information in Employ Florida in order to create an account. Staff must have the jobseeker’s permission to create a new Employ Florida account. Additionally, there **must** be a case note in the jobseeker’s Employ Florida account documenting the permission to create the new account.

- **Partial Registration** – A registration that includes the elements necessary to establish a record and basic demographic data, but missing Occupational Information Network (O*NET) code, background wizard, or resume has not been completed.
- **Full Registration** – A registration where all elements of a partial registration have been completed and the jobseeker 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 jobseeker.

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

Facilitated Self-Help Services or Informational Services – Program services or activities that provide readily available information that do not require an assessment by a staff member of the job seeker’s skills, education, or career objectives, nor significant staff involvement. These services do not trigger or extend program participation.

Individualized Career/Staff-Assisted Services – Program services provided that require significant staff involvement and customization to an individual job seeker (e.g., specialized assessments, developing an Individual Employment Plan, career counseling, etc.). Individualized Career/Staff-Assisted Services trigger and extend program participation.

Job Seeker - a person that is registered in Employ Florida and looking for employment.

Participant - A reportable individual who has received reportable services or activities that triggers program participation.

Program Exit – is when the job seeker has not received a service for at least 90 consecutive days from any partner program in which the job seeker is co-enrolled that triggers or extends participation, and does not have a future service scheduled that triggers or extends participation. In this instance, the job seeker is referred to as having “soft exited” the program. If the job seeker is co-enrolled in the Trade Adjustment Assistance (TAA) or Workforce Innovation and Opportunity Act (WIOA) programs, the participant will not exit until he/she has not received a service that triggers or extends participation for any co-enrolled program for 90 consecutive days.

The job seeker's exit can be entered manually if the job seeker meets the global exclusion criteria, referred to as a "Hard Exit," outlined in TEGL 10-16, Attachment II.

Pseudo Social Security Numbers (SSN) - A fictitious Social Security Number (SSN) created for the sole purposes of registering job seekers in Employ Florida when they request not to use their SSN or when a duplicate registration exists. Pseudo SSNs cannot be created by a job seeker. Job seekers who are registered in Employ Florida with a pseudo SSN are not counted in the federal performance measures due to the inability to match the job seeker with wage records that confirm his/her employment status.

Reportable Individual - A jobseeker who uses the self-service system only in Employ Florida or receives information-only services or activities. Reportable individuals will have a WP application that indicates "Registration Only" and does not include a participation date.

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 26 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, center staff must ensure they have obtained the job seeker's permission prior to creating a new registration. LWDB 26 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 26 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