FloridaCommerce & CareerSource Florida

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

January 1, 2027 – December 31, 2028

CareerSource Board / Planning Region	Submission Option	Date Submitted
CareerSource North Central Florida	X Standard Local Plan + Regional Addendum ☐ Preferred Combined Regional Plan	October 6, 2026, 2026/2027
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Revision Intent

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

Contents

1. Introduction and Planning Approach

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

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

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

2. Submission Options and Key Dates

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

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

Key Dates

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

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

3. Public Comment, Submission, and Attachments

Public Comment Process

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

Submission Requirements

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

Attachment Streamlining Rule

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

4. Required Evidence and Certification Checklist

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

Evidence Item	Required?	Submitted / Linked	Change Since Prior Plan?	Notes / Expiration Date
Executed Interlocal Agreement	Yes, if applicable	☐LWDB-26-Executed-Interlocal-PY2425.pdf CSNCFL-ILA-	X Yes No	Until agreed upon termination

Evidence Item	Required?	Submitted / Linked	Change Since Prior Plan?	Notes / Expiration Date
		Agreement-Amendment-1-March26.pdf		
Executed CLEO–LWDB Agreement	Yes	☐	☐ Yes ☐ No	See addressed in Executed Interlocal Agreement.
Fiscal Agent Designation	If other than CLEO	☐24-00802 20240924 - signed (003).pdf	X Yes ☐ No	9/30/2027
Current Bylaws	Yes	☐LWDB_26-_By-Laws_031325.pdf	X Yes ☐ No	Until Board approved revision
Board Roster, Minutes, and Vote	Yes	☐CSNCFL-PY-25-26-Board-Roster-1.xlsx	X Yes ☐ No	Until resignation of Board Member or expiration of term.
Organizational Chart with Required Roles, Apprenticeship Navigator, and Hope Navigator	Yes	☐Staff-Organization-Chart.pdf	X Yes ☐ No	When updates are necessary
One-Stop Partner MOUs and Infrastructure Funding Agreement	Yes	☐Contracts – CareerSource North Central Florida	X Yes ☐ No	MOU's expire 6/30/2028. IFA's expire 6/30/2027.
Firewalls / Conflict Mitigation Documentation	If applicable	☐	☐ Yes ☐ No	N/A
Planning Region Agreements	For regional plan	☐	☐ Yes ☐ No	RPA Agreement
Public Comment Documentation	Yes	☐	☐ Yes ☐ No	Not available yet
Staff Training and Credentialing Evidence	Yes	☐ See attached	X Yes ☐ No	(In Plan documents folder)
Plan Review Checklist	Recommended	☐	☐ Yes ☐ No	Not available yet

5. Regional Plan Requirements — Streamlined Framework

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

Regional Section	Covers	Required Evidence / Response Format
A. Regional Economy and Labor Market	Shared labor market, common economic development area, commuting patterns, population centers, targeted industries, in-demand sectors and occupations, regional assets, and education/training resources.	Regional labor market table ; industry/occupation dashboard; https://analytics.careersourceflorida. **list of data sources;** one-page summary of major changes.
B. Regional Service Delivery and Customer Experience	Regional service strategies, consistent eligibility/enrollment processes, supportive services coordination, universal services, accessibility, and business/job seeker customer experience.	Service delivery matrix; regional customer experience baseline; shared agreements; service gaps and actions. RPA Agreement
C. Regional Operations and System Efficiencies	Administrative cost arrangements, shared services, technology/data-sharing practices, procurement coordination, regional agreements, and reduced duplication.	System efficiencies table; administrative cost-sharing summary; regional agreements; shared tools list. **None operating at this time. The RPA team is in the process of developing standards and operating procedures for the region.**
D. Regional Performance, Employer Engagement, and Apprenticeship	Performance negotiation support, letter grade improvement strategies, sector partnerships, coordinated business services, employer retention/market penetration, apprenticeship and preapprenticeship expansion, MCL alignment, and talent pipeline actions.	Regional scorecards for performance,employer engagement, apprenticeship, credentials, and sector partnerships. **To be determined after local regions receive final negotiated performance.**

Regional Strategy Summary Table

Priority Area	Shared Regional Strategy	LWDBs / Partners	Measure of Success	Evidence / Attachment
Targeted Industries / Sector Partnerships				See Appendix B RPA Addendum
Coordinated Service Delivery				
Supportive Services Coordination				
Administrative Efficiencies				
Coordinated Performance Improvement				

Priority Area	Shared Regional Strategy	LWDBs / Partners	Measure of Success	Evidence / Attachment
Apprenticeship / Work-Based Learning				
MCL / Credential Alignment				
Coordinated Business Services				

6. Local Plan Addendum Requirements — Streamlined Framework

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

Local Section	Required Response	Narrative Limit	Evidence / Attachment
Governance and Organizational Structure	Update only changes to CLEO, LWDB membership, fiscal agent, one-stop operator, providers, youth provider, organizational chart, required roles, or delegated signatory authority.	Change-only narrative; 1 page max	Roster, bylaws, organizational chart, agreements Interlocal Agreement Interlocal Agreement Amendment 1 Subgrantee Agreement Fiscal Agent Interlocal Agreement One Stop Operator Agreement At Risk Youth Services
Analysis of Need and Available Resources	Use current labor market and service data to identify top industry needs, workforce gaps, population barriers, and available resources.	2 pages max plus dashboard	Labor market dashboard; data source list See Appendix A Section 1
Strategic Alignment and Five Pillars	Complete the Strategic Alignment Framework in Section 7.	Table only plus 1-page summary	State Plan / local strategy crosswalk
Program Services and Partner Coordination	Summarize program/service delivery across core and combined partners, including Adult, Dislocated Worker, Youth, TANF, SNAP, JVSG, UI, SCSEP, CSBG, HUD where available, Perkins V, and other partners.	Table plus exceptions narrative	Partner matrix, MOUs, LOPs Div. Of Blind Services FGC NCBANEF

Local Section	Required Response	Narrative Limit	Evidence / Attachment
			NCBANWF NFTC PYB SFC UCSB Voc Rehab Policies/LOP's
One-Stop Delivery System	Summarize access points, customer access, accessibility, technology, integration, and significant changes since prior plan.	Change-only narrative; 2 pages max	Access point table; certification; accessibility evidence
Employer Engagement, Sector Strategies, and Apprenticeship	Complete the scorecards in Sections 9A and 9B and explain major actions to strengthen employer-driven strategies and apprenticeship expansion.	Scorecards plus 1-page action summary	Business services data, sector reports, apprenticeship evidence
Performance and Continuous Improvement	Complete the Performance Dashboard and Improvement Plan in Section 8.	Dashboard plus 2 pages max	Federal indicators, letter grade, improvement actions

7. Strategic Alignment Framework

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

Five Pillar	Statewide Priority / Requirement	Local or Regional Strategy	Key Partners	Measure / Target	Evidence / Attachment
Industry-Driven Strategies	Employer engagement, sector strategies, in-demand occupations, targeted industries, OJT, apprenticeship, pre-apprenticeship, MCL alignment	Contracted employer engagement via Chambers; Sector partnerships; Work-based learning expansion; Apprenticeship/pre-apprenticeship expansion; ETPL restricted to MCL	Chambers, Employers, Innovation Hub, Colleges, YouthBuild, RA sponsors	Increased OJT, RA participation, employer satisfaction, sector-based credential attainment	CSNCFL WIOA Plan (current) Sections II, III, IV, I
Worker Mobility	Credential attainment, career pathways, supportive services, reduced public assistance, wage progression	Universal WP entry; Career pathways; Credential MCL alignment; Rural access; CLIFF tool	AEFLA, VR, YouthBuild, Colleges, TANF/WTP, SNAP E&T	Increased MSGs, credentials, earnings, TANF/SNAP exits	CSNCFL WIOA Plan (current) Sections II, IV, V
Integrated Systems	Core and combined partner coordination, regional service delivery, education/workforce/economic development alignment	Quarterly coordination; Shared EF/ATLAS; Unified intake; Region-wide	WP, VR, AEFLA, SCSEP, YouthBuild, TANF/WTP, SNAP E&T, Colleges	Increased co-enrollment, reduced duplication,	CSNCFL WIOA Plan (current) Section V, MOUs, Section I

Five Pillar	Statewide Priority / Requirement	Local or Regional Strategy	Key Partners	Measure / Target	Evidence / Attachment
		MOUs		improved access	
Accountability	Federal performance indicators, letter grades, ROI, performance improvement actions, data quality	Performance negotiation support; Letter-grade improvement strategies; Continuous improvement; Employer/participant feedback loops	FloridaCommerce, OSO, Employers, Training Providers	Higher letter grades, increased Q2/Q4 employment, better MSGs	CSNCFL WIOA Plan (current) Section VII, III, VIII
Flexibility and Innovation	Regional efficiencies, shared services, technology, innovative training, customer access, continuous improvement	Centralized fiscal/administrative structure; Procurement standardization; AI planning tools (planned); Virtual/geofencing access; Innovative WBL	LWDB, Fiscal Agent, OSO, Libraries, Employers, Colleges	Improved rural access, reduced overhead, higher digital engagement	CSNCFL WIOA Plan (current) Section I, V, III

8. Performance Dashboard and Improvement Plan

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

Measure	Negotiated Level / Target	Actual Performance	Status	Primary Cause / Driver	Improvement Action
Employment Rate 2nd Quarter After Exit	Adult 80.0 DW 80.0 Youth 70.0	Adult 78.00 DW 80.0 Youth 73.17	Adult – not met DW – met Youth - met	Lack of continuous engagement participants, poor employer on-boarding, communication issues with employers, low enrollment numbers	Increase enrollments. Develop strategy plan with job seeker that plans for individual and assisted job searching, interviewing and how to deal with barriers during the first 3 months – design template for staff to follow: Responsible party: WIOA Coordinator. Timeframe: by end of 2nd quarter (share with WIOA Youth Coordinator)
Employment Rate 4th Quarter After Exit	Adult 80.0 DW 59.90 Youth 70.0	Adult 78.26 DW 80.0 Youth 70.77	Adult – not met DW – met Youth - met	Poor leadership or management at employer, inadequate pay, lack of quick career growth, low	Increase enrollments. Develop strategy plan with job seeker that

Measure	Negotiated Level / Target	Actual Performance	Status	Primary Cause / Driver	Improvement Action
				enrollment numbers	identifies expectations in the workplace, time frames for career growth, that creates a roadmap for retention. (Template) Responsible party: WIOA Coordinator. Timeframe: by end of 2nd quarter (share with WIOA Youth Coordinator)
Median Earnings 2nd Quarter After Exit	Adult $9,495 DW $9,500 Youth $3,642	Adult $9,750 DW $11,543.50 Youth $3,755	Met or exceeded performance goals		
Credential Attainment Rate	Adult 71.0 DW 85.0 Youth 58.0	Adult 68.89 DW 70.0 Youth 45.61	Needs improvement	Underestimating suitability, low enrollments	Increase enrollments. Comprehensive interviewing for WIOA suitability, develop Tracking tools to monitor progress, set check points for status, be mindful of target dates & organizational requirements, schedule progress meetings. (Template and use dashboard & EF predictive reports) Responsible party: WIOA Coordinator. Timeframe: by end of 2nd quarter (share with WIOA Youth Coordinator)
Measurable Skill Gains	Adult 51.30 DW 60.50 Youth 56.80	Adult 56.86 DW 83.33 Youth 40.74	Needs improvement	Not recording outcomes timely, low enrollments.	Increase enrollments. Track and document every allowable MSG type consistently, ensure gains are within the reporting period & use valid documentation (pull predictive reports or use dashboards) Responsible party: WIOA Coordinator and WIOA Youth

Measure	Negotiated Level / Target	Actual Performance	Status	Primary Cause / Driver	Improvement Action
					Coordinator. Timeframe: by end of 2nd quarter
State Accountability Letter Grade	A	B-	Needs improvement	Program changes, missed deadlines, staff turnover (gaps), prioritizing program objectives, lack of buy-in or engagement, low enrollments.	Increase enrollments. Consistent communication and alignment of priorities, training with competency check points, programmatic accountability, staff accountability. Responsible parties: WIOA Coordinator, WIOA Youth Coordinator, WP Manager, CPO, CSO
Return on Investment / Wage Growth	50.0	76.58	Exceeded performance goal.		
Public Assistance Transition Outcomes	50.0	86.66	Exceeded overall performance goal.		
Business Services Outcomes	Continued Repeat Business – 35.0 Year-Over-Year Business Penetration – 100.0 Number of MOUs executed in alignment with technical guidance Business engagement metrics	Continued Repeat Business – 100.0 Year-Over-Year Business Penetration – 70.0 12 MOUs executed	Exceeded continued repeat business goal. Needs improvement	Must align with WIOA eligibility and applicable federal/state guidance. Difficulty identifying customer base, eligible/suitable for type of WB training. Lack of effective marketing, contributing factor.	Must maintain staff capacity, technology systems & outreach strategies necessary to deliver business services. Responsible party: Job Order Unit Lead, WP Manager and Community Resource Coordinator – timeframes: by 2nd quarter end.
Apprenticeship / Preapprenticeship Outcomes	Increase participation in RAPs & registered Preapprenticeships Standardize employer engagement practices Track new eligible apprentices/preapprentices, expand RAPs & preapprenticeship and report completions 73 new apprenticehip enrollments by 2030	Employment rate TBD Median earnings TBD Credential attainment TBD MSG TBD Effectiveness in serving	Developing a plan for employer engagement and ensuring alignment with WIOA, industry needs and economic development, prioritizing high-wage and in-demand occupations	N/A	Responsible parties: Community Resource Coordinator, WIOA Coordinator, WP Manager and Job Order Unit Lead. Timeframes for engagement: by 2nd quarter end.

Measure	Negotiated Level / Target	Actual Performance	Status	Primary Cause / Driver	Improvement Action
		employers TBD			

Performance Improvement Narrative

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

9. Apprenticeship and Employer Engagement Scorecards

9A. Employer Engagement and Sector Strategy Scorecard

Measure	Current Baseline	Target	Priority Sector(s)	Key Actions	Evidence / Data Source
Employers Served	1,929	2272	Manufacturing, AgTech, Life Sciences, Logistics, Financial Services, Information Technology, Aerospace & Aviation	With offices now open in every county we represent, including those added through consolidation, businesses that once had no local point of contact can now reach us directly, a key driver of this reach. As our market penetration climbs, we project this figure to grow in a simultaneous pattern.	Employ Florida/ Services Provided Employer
Repeat / Retained Business Customers	1,720	2063	Manufacturing, AgTech, Life Sciences, Logistics, Financial Services, Information Technology, Aerospace & Aviation,	Our new county offices have kept our Business Services team close to these relationships throughout the consolidation, maintaining continuity with employers across both our historic and newly added communities. Holding that continuity steady, we expect retention to increase with the growth of Employers Served each year.	Difference of new employers and employers served, minus inactive accounts pulled from Employ Florida
New Business Customers	182	343	Manufacturing, AgTech, Life Sciences, Logistics, Financial Services, Information	Our expanded footprint and targeted-sector outreach are opening first-time	Employ Florida Employers Registered by LWDB

Measure	Current Baseline	Target	Priority Sector(s)	Key Actions	Evidence / Data Source
			Technology, Aerospace & Aviation	relationships with employers in communities where we previously had minimal presence. Based on our current penetration trajectory, we anticipate a further increase in new customer acquisition.	
OJT Employers	10	21	Manufacturing, AgTech, Life Sciences, Logistics, Financial Services, Information Technology, Aerospace & Aviation	Our Business Services team will work closely with the Community Resource Coordinator to make sure OJT employers fully understand the training requirements and support available to them, with outreach concentrated on Priority Sector businesses across the region.	Employ Florida and OJT Agreements
Sector Partnerships	Aerospace & Aviation MRO, Information Technology, Life Sciences	Manufacturing, AgTech, Life Sciences, Logistics, Financial Services, Information Technology, Aerospace & Aviation	Manufacturing, AgTech, Life Sciences, Logistics, Financial Services, Information Technology, Aerospace & Aviation	We plan to grow sector partnerships by building on two overlapping footprints, the presence each board had before the consolidation. Pairing our Business Services team's targeted outreach with the added reach of our new county offices lets us extend into communities that we now serve directly, rather than starting from zero. We will use existing partnership models as a template for bringing on additional employers in different sectors.	LMI data, QCEW
Employer Referrals to Training			Manufacturing, AgTech, Life Sciences, Logistics, Financial Services, Information Technology, Aerospace & Aviation		

Measure	Current Baseline	Target	Priority Sector(s)	Key Actions	Evidence / Data Source
Market Penetration	16.97%	20%	Manufacturing, AgTech, Life Sciences, Logistics, Financial Services, Information Technology, Aerospace & Aviation	We plan to increase penetration by focusing our Business Services team on targeted industry sectors and by using our new county offices to build visible presence in the communities we added through consolidation. In the near term, we're modeling roughly 3% incremental growth off our current baseline — moving penetration annually — as an early step toward the 20% goal.	(Current baseline, employers served/ QCEW # of establishments) x 100.
Business Services to Targeted Industries	7,085	9,210	Manufacturing, AgTech, Life Sciences, Logistics, Financial Services, Information Technology, Aerospace & Aviation	Our new offices give the Business Services team a foothold in every county we represent, letting us pursue priority-sector employers on the ground rather than from a central office alone. Assuming our current penetration rate holds, we expect service volume in these sectors to rise as well as that local presence matures.	Employ Florida Services to Employer and cross referenced with Employer by NAICS

9B. Apprenticeship and Work-Based Learning Scorecard

Measure	Current Baseline	2030 / Plan Target	Targeted Industry or Occupation	Annual Action	Partner / Evidence
New Registered Apprentices	2	73	Manufacturing, AgTech, Life Sciences, Logistics, Financial Services, Information Technology, Aerospace & Aviation	While there are several Apprenticeships within the region, quite a few are on the list for deregistration and others have not yet been penetrated by the AN. The AN and Business Services team will work to gain traction not only with the sponsors	Employ Florida/ Executive-Program Management Summary

Measure	Current Baseline	2030 / Plan Target	Targeted Industry or Occupation	Annual Action	Partner / Evidence
				but also with their employers, offering referral assistance and highlighting how we can support both apprentices and employers directly, including through OJT.	
Registered Apprenticeship Programs	13	16	Manufacturing, AgTech, Life Sciences, Logistics, Financial Services, Information Technology, Aerospace & Aviation	Several of our current registered apprenticeship programs are approaching deregistration, and one program is being restructured following a change in ownership. To hold our overall apprenticeship numbers steady, we're emphasizing the retention and workforce-readiness value apprenticeships offer employers, while working to replace the programs we expect to lose with new registered programs.	https://www.fldoe.org/academics/career-adult-edu/apprenticeship-programs
Registered Preapprenticeship Programs	0	3	Manufacturing, AgTech, Life Sciences, Logistics, Financial Services, Information Technology, Aerospace & Aviation	We do not currently have any registered pre-apprenticeship programs in the region. We'll be working with schools and other partners to explore whether we can establish pre-apprenticeship programs as a pathway into registered apprenticeship.	https://www.fldoe.org/academics/career-adult-edu/apprenticeship-programs
OJT Placements	11	38	Manufacturing, AgTech, Life Sciences, Logistics, Financial Services, Information Technology, Aerospace & Aviation	As our new county offices give the Business Services team a physical presence in communities we previously served without a local office, we expect that number to grow as more employer relationships	Employ Florida/ Executive-Program Management Summary

Measure	Current Baseline	2030 / Plan Target	Targeted Industry or Occupation	Annual Action	Partner / Evidence
				convert into active OJT placements, and by working with apprenticeship employers	
Work-Based Learning Opportunities	65	117	Manufacturing, AgTech, Life Sciences, Logistics, Financial Services, Information Technology, Aerospace & Aviation	Our work-based learning offerings include OJT, apprenticeship, and work experience for our youth participants, and we're working to broaden that range further as our footprint grows. We already served every county in the region, but with offices now physically located across the region, the Business Services team is better positioned to introduce these work-based learning options to employers face-to-face rather than remotely. Additionally with added apprenticeships, IWT training has a good possibility of coming into play, which will add the work-based learning numbers just by simply upskilling current employees.	Employ Florida/ Executive-Program Management Summary
Apprenticeship Navigator Activities	6	40	Manufacturing, AgTech, Life Sciences, Logistics, Financial Services, Information Technology, Aerospace & Aviation	With our Apprenticeship Navigator still relatively new to the role, employer contacts are expected to ramp up significantly going forward. The AN will work alongside the Business Services team to build employer awareness of apprenticeship opportunities across the region, focusing on turning that awareness into new sponsor	

Measure	Current Baseline	2030 / Plan Target	Targeted Industry or Occupation	Annual Action	Partner / Evidence
				and employer relationships.	
Career Center Staff Training on Apprenticeship	2	12	Manufacturing, AgTech, Life Sciences, Logistics, Financial Services, Information Technology, Aerospace & Aviation	As apprenticeship has becomes a larger focus for the region, we plan to increase the frequency of staff training on the topic, with broader participation across Career Center staff.	Florida DOE/Commerce FloridaMakes
WIOA Supportive Services for Apprentices		105	Manufacturing, AgTech, Life Sciences, Logistics, Financial Services, Information Technology, Aerospace & Aviation	With the increase in apprenticeship focus, added apprentices, and OJT for apprenticeships being developed we will see a significant increase in support services.	
Apprenticeship Sponsorship	0	2	Manufacturing, AgTech, Life Sciences, Logistics, Financial Services, Information Technology, Aerospace & Aviation	We're exploring the possibility of becoming an apprenticeship sponsor ourselves. It's a real option, but taking on that role would require a significant shift in our current staffing model, and any decision will need to weigh that impact carefully.	

Local Workforce Development Board	2030 Cumulative Expected Performance Apprentice Count
CareerSource Escarosa (LWDB1)	138
CareerSource Okaloosa Walton (LWDB 2)	47
CareerSource Chipola (LWDB 3)	19
CareerSource Gulf Coast (LWDB 4)	27
CareerSource Capital Region (LWDB 5)	47
CareerSource North Florida (LWDB 6)	77
CareerSource Northeast Florida (LWDB 8)	336
CareerSource Citrus Levy Marion (LWDB 10)	206
CareerSource Central Florida (LWDB 12)	676

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

*As identified in Figure 2.45 of the State Plan.

10. Plan Review and Approval

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

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

Approval Standard

The plan, including plan modifications, will be considered approved upon written notice of state board approval or at the end of the applicable review period unless deficiencies are identified in writing and remain unresolved.

Appendix A. Suggested Page and Response Limits

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

END OF STREAMLINED WORKFORCE SERVICES PLAN INSTRUCTIONS

Appendix A

Section 1- Regional Economy and Labor Market for Local LWDB 26

LWB 26, FL is defined as the following counties:	
Alachua County, Florida	Dixie County, Florida
Bradford County, Florida	Gilchrist County, Florida
Columbia County, Florida	Union County, Florida

Demographic Profile

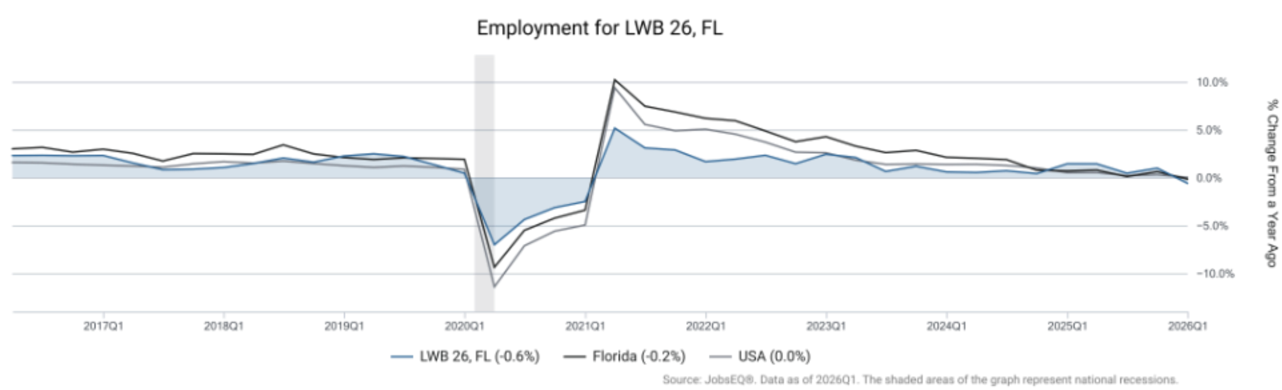
The population in the LWB 26, FL was 436,965 per American Community Survey data for 2020-2024.

The region has a civilian labor force of 204,216 with a participation rate of 56.3%. Of individuals 25 to 64 in the LWB 26, FL, 37.1% have a bachelor's degree or higher which compares with 37.3% in the nation.

The median household income in the LWB 26, FL is $61,259 and the median house value is $249,144.

Employment Trends

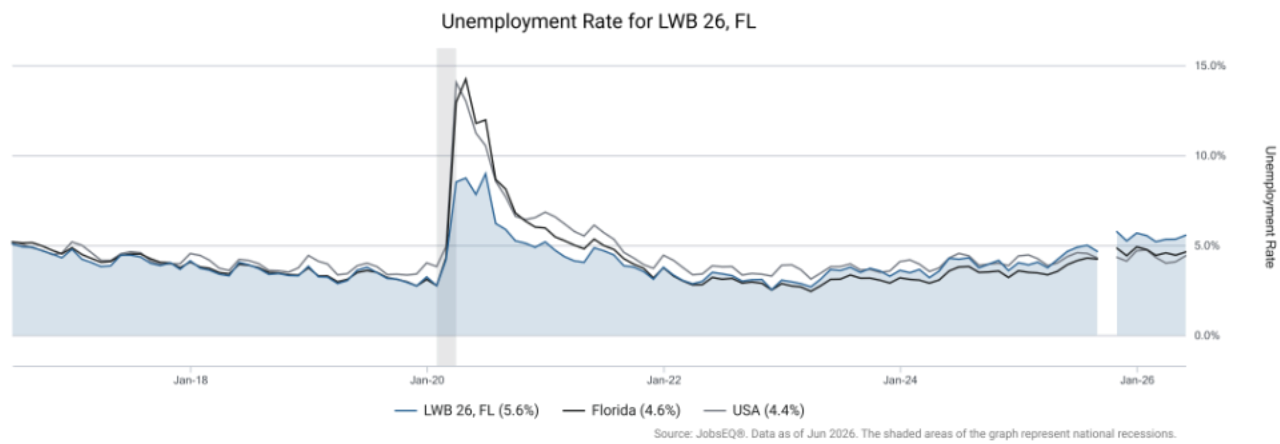
As of 2026Q1, total employment for the LWB 26, FL was 195,308 (based on a four-quarter moving average). Over the year ending 2026Q1, employment declined 0.6% in the region.



Employment data are derived from the Quarterly Census of Employment and Wages, provided by the Bureau of Labor Statistics and imputed where necessary. Data are updated through 2025Q4 with preliminary estimates updated to 2026Q1.

Unemployment Rate

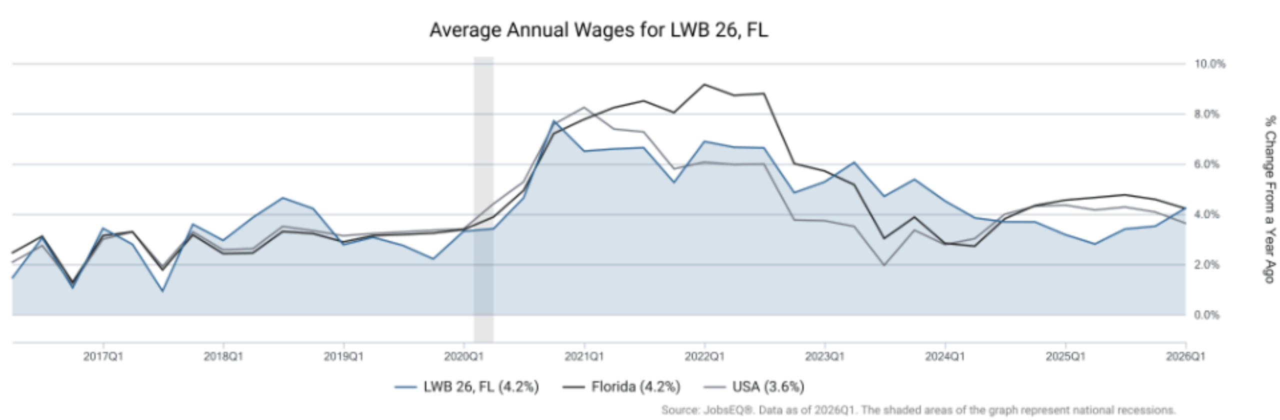
The unemployment rate for the LWB 26, FL was 5.6% as of June 2026. The regional unemployment rate was higher than the national rate of 4.4%. One year earlier, in June 2025, the unemployment rate in the LWB 26, FL was 4.7%.



Unemployment rate data are from the Local Area Unemployment Statistics, provided by the Bureau of Labor Statistics and updated through June 2026.

Wage Trends

The average worker in the LWB 26, FL earned annual wages of $61,856 as of 2026Q1. Average annual wages per worker increased 4.2% in the region over the preceding four quarters. For comparison purposes, annual average wages were $77,110 in the nation as of 2026Q1.

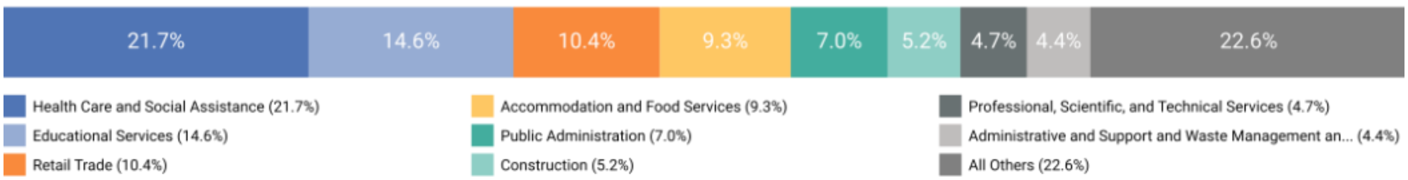


Annual average wages per worker data are derived from the Quarterly Census of Employment and Wages, provided by the Bureau of Labor Statistics and imputed where necessary. Data are updated through 2025Q4 with preliminary estimates updated to 2026Q1.

Industry Snapshot

The largest sector in the LWB 26, FL is Health Care and Social Assistance, employing 42,437 workers. The next-largest sectors in the region are Educational Services (28,450 workers) and Retail Trade (20,367). High location quotients (LQs) indicate sectors in which a region has high concentrations of employment compared to the national average. The sectors with the largest LQs in the region are Agriculture, Forestry, Fishing and Hunting (LQ = 1.84), Educational Services (1.79), and Public Administration (1.49).

Total Workers for LWB 26, FL by Industry



Source: JobsEQ®
Data as of 2026Q1
Note: Figures may not sum due to rounding.

Employment data are derived from the Quarterly Census of Employment and Wages, provided by the Bureau of Labor Statistics and imputed where necessary. Data are updated through 2025Q4 with preliminary estimates updated to 2026Q1.

Sectors in the LWB 26, FL with the highest average wages per worker are Information ($136,691), Utilities ($131,745), and Wholesale Trade ($97,762). Regional sectors with the best job growth (or most moderate job losses) over the last 5 years are Health Care and Social Assistance (+6,496 jobs), Accommodation and Food Services (+3,394), and Retail Trade (+1,220).

Over the next 1 year, employment in the LWB 26, FL is projected to expand by 1,359 jobs. The fastest growing sector in the region is expected to be Arts, Entertainment, and Recreation with a +1.0% year-over-year rate of growth. The strongest forecast by number of jobs over this period is expected for Health Care and Social Assistance (+394 jobs), Educational Services (+174), and Accommodation and Food Services (+130).

LWB 26, FL, 2026Q1[1]											
		Current			5-Year History		1-Year Forecast				
NAICS	Industry	Empl	Avg Ann Wages	LQ	Empl Change	Ann %	Total Demand	Exits	Transfers	Empl Growth	Ann % Growth
62	Health Care and Social Assistance	42,437	$69,416	1.39	6,496	3.4%	4,596	2,100	2,103	394	0.9%
61	Educational Services	28,450	$83,993	1.79	251	0.2%	2,857	1,297	1,385	174	0.6%
44	Retail Trade	20,367	$38,480	1.09	1,220	1.2%	2,798	1,250	1,491	57	0.3%
72	Accommodation and Food Services	18,214	$27,134	1.07	3,394	4.2%	3,290	1,404	1,755	130	0.7%
92	Public Administration	13,636	$64,745	1.49	176	0.3%	1,312	530	708	74	0.5%
23	Construction	10,107	$62,735	0.86	601	1.2%	926	335	499	91	0.9%
54	Professional, Scientific, and Technical Services	9,258	$84,780	0.66	697	1.6%	818	293	437	88	0.9%
56	Administrative and Support and Waste Management and Remediation Services	8,675	$42,036	0.74	-2,410	-4.8%	1,012	420	549	43	0.5%
31	Manufacturing	7,954	$71,305	0.53	637	1.7%	842	317	469	57	0.7%
81	Other Services (except Public Administration)	7,090	$38,482	0.85	755	2.3%	849	352	444	53	0.7%
48	Transportation and Warehousing	6,988	$56,806	0.71	812	2.5%	784	330	412	42	0.6%
11	Agriculture, Forestry, Fishing and Hunting	4,317	$36,572	1.84	525	2.6%	537	267	249	22	0.5%
52	Finance and Insurance	4,175	$92,318	0.55	-141	-0.7%	366	142	195	29	0.7%
42	Wholesale Trade	3,832	$97,762	0.54	135	0.7%	400	153	220	27	0.7%
53	Real Estate and Rental and Leasing	3,240	$56,421	0.95	153	1.0%	331	147	161	22	0.7%
71	Arts, Entertainment, and Recreation	3,015	$52,783	0.72	728	5.7%	464	185	250	30	1.0%
51	Information	1,962	$136,691	0.54	0	0.0%	175	63	100	11	0.6%
55	Management of Companies and Enterprises	864	$90,242	0.28	235	6.6%	77	28	42	7	0.8%
22	Utilities	485	$131,745	0.47	11	0.5%	46	16	25	4	0.9%

21	Mining, Quarrying, and Oil and Gas Extraction	199	$91,750	0.29	34	3.8%	19	7	11	1	0.7%
99	Unclassified	43	$57,850	0.17	-9	-3.7%	5	2	3	0	0.7%
	Total - All Industries	**195,308**	**$61,856**	**1.00**	**14,298**	**1.5%**	**22,268**	**9,312**	**11,597**	**1,359**	**0.7%**

Occupation Snapshot

The largest major occupation group in the LWB 26, FL is Office and Administrative Support Occupations, employing 22,055 workers. The next-largest occupation groups in the region are Healthcare Practitioners and Technical Occupations (20,466 workers) and Food Preparation and Serving Related Occupations (17,789). High location quotients (LQs) indicate occupation groups in which a region has high concentrations of employment compared to the national average. The major groups with the largest LQs in the region are Healthcare Practitioners and Technical Occupations (LQ = 1.72), Farming, Fishing, and Forestry Occupations (1.55), and Protective Service Occupations (1.44).

Occupation groups in the LWB 26, FL with the highest average wages per worker are Management Occupations ($115,600), Legal Occupations ($106,300), and Healthcare Practitioners and Technical Occupations ($102,800). The unemployment rate in the region varied among the major groups from 2.0% among Healthcare Practitioners and Technical Occupations to 9.3% among Farming, Fishing, and Forestry Occupations.

Over the next 1 year, the fastest growing occupation group in the LWB 26, FL is expected to be Healthcare Support Occupations with a +1.2% year-over-year rate of growth. The strongest forecast by number of jobs over this period is expected for Healthcare Practitioners and Technical Occupations (+192 jobs) and Management Occupations (+145). Over the same period, the highest separation demand (occupation demand due to retirements and workers moving from one occupation to another) is expected in Food Preparation and Serving Related Occupations (3,354 jobs) and Office and Administrative Support Occupations (2,409).

LWB 26, FL, 2026Q1[1]														
		Current						**5-Year History**		**1-Year Forecast**				
SOC	**Occupation**	**Empl**	**Mean Ann Wages[2]**	**LQ**	**Unempl**	**Unempl Rate**	**Online Job Ads[3]**	**Empl Change**	**Ann %**	**Total Demand**	**Exits**	**Transfers**	**Empl Growth**	**Ann % Growth**
43-0000	Office and Administrative Support	22,055	$47,700	1.03	1,059	4.6%	799	-509	-0.5%	2,415	1,147	1,262	6	0.0%
29-0000	Healthcare Practitioners and Technical	20,466	$102,800	1.72	404	2.0%	2,330	3,342	3.6%	1,302	599	511	192	0.9%
35-0000	Food Preparation and Serving Related	17,789	$37,200	1.10	1,553	8.6%	932	2,963	3.7%	3,474	1,495	1,859	121	0.7%
41-0000	Sales and Related	15,982	$47,100	0.94	1,134	6.7%	1,309	159	0.2%	2,146	988	1,133	25	0.2%
25-0000	Educational Instruction and Library	15,017	$63,800	1.40	596	3.8%	507	187	0.3%	1,477	696	677	104	0.7%
11-0000	Management	14,659	$115,600	0.95	412	2.6%	987	1,818	2.7%	1,316	469	702	145	1.0%

53-0000	Transportation and Material Moving	13,216	$44,200	0.79	1,095	7.7%	677	1,482	2.4%	1,788	726	955	107	0.8%
13-0000	Business and Financial Operations	10,334	$81,500	0.81	449	3.8%	408	1,056	2.2%	913	323	496	94	0.9%
31-0000	Healthcare Support	10,117	$40,600	1.03	461	4.7%	527	1,578	3.4%	1,566	708	739	119	1.2%
47-0000	Construction and Extraction	7,538	$54,700	0.85	500	6.3%	222	166	0.4%	685	248	365	73	1.0%
37-0000	Building and Grounds Cleaning and Maintenance	6,844	$39,200	1.07	479	6.9%	301	-441	-1.2%	984	441	498	45	0.7%
49-0000	Installation, Maintenance, and Repair	6,578	$57,500	0.87	274	4.2%	508	561	1.8%	651	258	334	58	0.9%
33-0000	Protective Service	6,238	$54,300	1.44	159	2.7%	187	281	0.9%	627	242	361	24	0.4%
51-0000	Production	5,531	$47,000	0.54	299	5.3%	121	256	1.0%	651	256	366	30	0.5%
39-0000	Personal Care and Service	4,319	$38,300	0.85	280	6.6%	141	637	3.2%	771	301	434	36	0.8%
21-0000	Community and Social Service	4,255	$55,300	1.13	191	3.9%	422	41	0.2%	434	173	213	49	1.1%
15-0000	Computer and Mathematical	4,117	$97,700	0.66	230	4.3%	175	35	0.2%	269	91	137	41	1.0%
27-0000	Arts, Design, Entertainment, Sports, and Media	3,189	$67,000	0.95	191	6.1%	176	305	2.0%	333	134	177	22	0.7%
17-0000	Architecture and Engineering	2,038	$91,700	0.65	56	2.5%	129	-4	0.0%	157	54	82	20	1.0%
19-0000	Life, Physical, and Social Science	1,950	$81,100	1.09	97	4.7%	214	47	0.5%	189	41	129	19	1.0%
45-0000	Farming, Fishing, and Forestry	1,733	$41,300	1.55	151	9.3%	17	355	4.7%	259	115	139	5	0.3%
23-0000	Legal	1,342	$106,300	0.81	36	2.4%	44	-17	-0.3%	88	32	48	9	0.7%
	Total - All Occupations	**195,308**	**$62,900**	**1.00**	**10,105**	**5.0%**	**11,135**	**14,298**	**1.5%**	**22,508**	**9,536**	**11,617**	**1,355**	**0.7%**

Section 2 - Regional Service Delivery / Customer Experience

No new updates from current plan.

Section 3 – Regional Operations and Efficiencies

No new updates from current plan.

Section 4 – Regional Performance, Employer Engagement, Apprenticeship

See completed Scorecards for Performance, Employer Engagement and Apprenticeship.

Section 5 – Governance and Organizational Structure

Links to updated documents in Scorecards.

Section 6 – Local Analysis of Need

No new updates from current plan.

Section 7 – Strategic Alignment

See completed table.

Section 8 – Program Services/Partner Coordination

See partner table below.

One Stop Partner	Program Access	Infrastructure Support
WIOA Adult, DW, and Youth	Co-located in the OS	Cost Allocated
Wagner-Peyser Employment Services		
TANF / WTP		
SNAP		
Jobs Veterans State Grants programs		
Unemployment compensation		
RESEA		
Trade Adjustment Assistance		
Adult Education and Family Literacy Act (AEFLA) program	Technological Connection	Each entity pays for their technological connection it is calculated by IT and reviewed by Fiscal Each entity has a contact individual identified to provide services as needed
Vocational Rehabilitation (VR)		
Senior Community Service Employment Program		
Postsecondary Carl D. Perkins Career and Technical Education Act		
YouthBuild		
Community Services Block Grant		
Migrant and Seasonal farmworker	State Program	
Job Corps	N/A	Currently these programs are not represented in the Workforce Area
HUD Employment and training		
Second Chance Act		
Native American programs	N/A	Currently Native American programs do not coordinate with local regions

Section 9 – One-Stop Delivery System

No new updates from current plan.

Section 10 – Performance Improvement

See completed table with narratives included.

Appendix B-RPA Addendum

Draft Regional Plan from RPA:

Appendix C-Public Comments

Appendix D-Signature Page

We, the undersigned, hereby endorse and support the execution of this local plan modification for LWDB 26, approved at the CSNCFL Full Board meeting on September 16th, 2026 and the Council of Elected Officials meeting on September 16th, 2026.

________________________________	________________________________
Phyllis Marty, CSNCFL CEO	Date
________________________________	________________________________
Ethan Fieldman, CSNCFL Chair	Date
________________________________	________________________________
Sharon Langford, Council Chair	Date