JOINT Finance and Executive Committees Meeting AGENDA

September 10, 2026 – 3:30 PM

Mission
CareerSource Capital Region connects employers with qualified, skilled talent and Floridians with employment and career development opportunities to achieve economic prosperity in Gadsden, Jefferson, Leon and Wakulla Counties.

Vision
Florida will be the global leader for talent.

Values
1. Business-Driven
2. Continuous Improvement
3. Integrity
4. Talent Focus
5. Purpose-Driven

Join Zoom Meeting: https://us02web.zoom.us/j/82653558174?pwd=NHZnRkJPa2JXRmdQVG45OTI4RytDQT09

Meeting ID: 826 5355 8174
Passcode: 045122

One tap mobile
+13052241968,,82653558174# US
+13092053325,,82653558174# US

I. Call to Order and Welcome/Introduction of Joint Committee Meetings – Cindy Lavoie

II. Finance Meeting Agenda – Amber Tynan

• Finance Committee Meeting Minutes – February 26, 2026	Action Item I[1]	Page: 1
• Revenue & Expense Statement 2025-26 Restricted	Information Item I	Page: 2
• Revenue & Expense Statement 2025-26 Unrestricted	Information Item II	Page: 3

III. Joint Agenda Items
Note: The following items will first be considered by the Finance Committee members and then immediately considered by the Executive Committee members.

• Budget Mod #1 2026-27 Unrestricted	Action Item II[1]	Page: 4
• Leon Career Center Lease Amendment	Action Item III[1]	Pages: 5-15
• Administrative Plan Updates	Action Item IV[1]	Pages: 16-74

IV. Executive Committee Meeting Agenda – Cindy Lavoie

• Executive Committee Meeting Minutes – June 4, 2026	Action Item V[1]	Pages: 75-76
• Supportive Services Directive Update	Action Item VI[1]	Pages: 77-83
• 2026-2027 Board, Committee and Council Meetings Schedule (Revised)	Action Item VI[1]	Pages: 84-85

V. Adjourn

[1]After motion and second, and after board member discussion, the public is invited to comment with a 3-minute limit and 12-minute overall limit.

Next Meeting
December 10, 2026

MINUTES

Finance Committee Meeting
February 26, 2026
9:00am

Attendees: Cindy Lavoie, Josh DeSha
Board Staff: Keantha B. Moore, Janice Beahn, Robin Dawson, Jessica Grise, Charlotte Brown, Jamela Reeves
Recording: Jamela Reeves

I. **Call to Order –** Keantha notified the committee members that Amber was unable to attend the meeting due to it not being on her calendar and she was subsequently on PTO. It was determined that the meeting did not have a quorum.

II. **Adjourn –** Meeting adjourned at 9:15 a.m.

CAREERSOURCE CAPITAL REGION
REVENUE & EXPENSE STATEMENT
JULY 1, 2025 - JUNE 30, 2026

	2025-2026 BUDGET MOD 1	RESTRICTED REVENUE/EXPENSES YTD	BUDGET BALANCE	% OF BUDGET EXPENDED
Program Revenue				
	$5,655,754	**$5,098,083**	**$557,671**	**90.1%**
Direct Program Expenses:				
Participant & Employer Services	$410,700	$151,607	$259,093	36.9%
One-Stop Operations	$2,440,400	$1,953,030	$487,370	80.0%
Total Direct Program Costs	**$2,851,100**	**$2,104,638**	**$746,462**	**73.8%**
Allocated Costs & Expenses:				
Accounting & Auditing	$366,825	$371,457	($4,632)	101.3%
Advertising & Marketing	$14,856	$15,000	($144)	101.0%
Systems/Telephone/Cell Phone/IT Maint	$308,315	$295,900	$12,415	96.0%
Supplies/Postage/Dues & Memberships	$37,810	$32,603	$5,207	86.2%
Insurance	$38,370	$36,901	$1,469	96.2%
Legal & Professional Fees	$20,000	$6,719	$13,281	33.6%
Facillity- Rents, Maint Bldg, Utilities, Move	$535,219	$563,200	($27,981)	105.2%
Salaries/Benefits/Temp Svcs	$1,370,109	$1,285,289	$84,820	93.8%
Security	$51,086	$45,695	$5,391	89.4%
Recruiting/Staff Development/Recognition	$15,064	$16,935	($1,871)	112.4%
Travel/Conferences & Seminars	$47,000	$32,823	$14,177	69.8%
Total Allocated Costs & Expenses	**$2,804,654**	**$2,702,523**	**$102,131**	**96.4%**
Totals	**$5,655,754**	**$4,807,160**	**$848,594**	**85.0%**

Notes:		
AD/DW ITA%	39%	35% ITA WAIVER
PY24 YTH OSY	65.35%	50% OSY WAIVER
PY24 YTH WORK EXP	21.58%	MIN
PY25 YTH OSY	96.11%	50% OSY WAIVER
PY25 YTH WORK EXP	21.81%	MIN

CAREERSOURCE CAPITAL REGION
REVENUE & EXPENSE STATEMENT - UNRESTRICTED
JULY 1, 2025 - JUNE 30, 2026

	2025-2026 BUDGET MOD 1	UNRESTRICTED REVENUE/EXPENSES YTD	BUDGET BALANCE
Program Revenue - Unrestricted			
	$27,000	$56,231	($29,231)
Food & Drinks, Special Grants, Events, Supplies & Misc	$27,000	$66,321	($39,321)
Total Costs	$27,000	$66,321	($39,321)
Over/(Under)		($10,090)	
		Cash Avail in Unrestricted Cash Account to cover revenue shortage	

CareerSource Capital Region
Budget - Unrestricted Funds - Mod #1
Program Year 2026-2027

	PY 26-27 BUDGET - ORIG	INCREASE or (DECREASE)	PY 26-27 BUDGET - MOD #1	NOTES
Funding Budgeted - Unrestricted	$27,000	$44,250	$71,250	To include anticipated revenue from SMART Re-Entry $37,500 & Refuge House $6,750 grants
Planned Expenditures:				
Events, Special Grants, Supplies, & Indirect	$27,000	$44,250	$71,250	Increase to EDSI contract and CSCR operations
Total Expenditures	$27,000	$44,250	$71,250	

SECOND AMENDMENT TO LEASE

THIS SECOND AMENDMENT TO LEASE (this "**Amendment**") is made this ______ day of September, 2026 (the "**Effective Date**"), by and between NGP VII TALLAHASSEE FL LLC, Delaware limited liability company ("**Landlord**"), and BIG BEND JOBS AND EDUCATION COUNCIL, INC., a Florida not-for-profit corporation d/b/a CAREERSOURCE CAPITAL REGION ("**Tenant**").

WITNESSETH

WHEREAS, Landlord as successor in interest to Capital Commerce Center LLC and Tenant entered into that certain Office Building Lease dated September 17, 2015, as amended by that certain First Amendment to Lease dated August 12, 2016 (collectively, the "**Lease**"), whereby Landlord leased to Tenant and Tenant leased from Landlord approximately 18,572 rentable square feet of space (the "**Premises**") located within Building C located at 2601 Blairstone Road, in Tallahassee Florida (the "**Building**");

WHEREAS, Landlord and Tenant desire to amend the Lease to extend the Term of the Lease and otherwise modify the Lease as more fully set forth herein.

NOW, THEREFORE, in consideration of the foregoing and for other good and valuable consideration and of the mutual agreements hereinafter set forth, it is hereby mutually agreed as follows:

1. **Incorporation of Recitals**. The foregoing recitals are hereby incorporated in this Amendment and made a part hereof by this reference.

2. **Definitions; Title**. All capitalized terms not defined in this Amendment shall have the meaning ascribed to them in the Lease.

3. **Term**. The Term of the Lease is hereby extended such that it will now expire on September 30, 2036 (the period from October 1, 2026 to September 30, 2036 being the "**Renewal Term**").

4. **Fixed Rent**. During the Renewal Term, Tenant covenants and agrees to pay Fixed Rent in the amounts set forth on **Exhibit A**, attached hereto and made a part hereof. Notwithstanding the foregoing, Fixed Rent due for the first three (3) months of the Renewal Term (the "**Abatement Period**") shall be abated (the "**Abated Rent**"), provided that Tenant is not in Default from the date hereof through the expiration of the Abatement Period. In the event Tenant is in Default prior to or during the Abatement Period, Tenant's right to abate rent from and after the date of the Default shall cease.

5. **Renewal Option**. Tenant shall have the right to extend the Term of the Lease for up to five (5) consecutive terms of two (2) years each (each a "**Two-Year Renewal Term**") upon the same terms and conditions as contained in the Lease, as modified, except that Fixed Rent for each Two-Year Renewal Term shall be in an amount equal to ninety-five percent (95%)

of the fair market rent for comparable space, determined as set forth in Exhibit F to the Lease. Each Two-Year Renewal may be exercised only if the Tenant is not in default in any way under the Lease at the time of exercise and at the commencement of the applicable Two-Year Renewal Term (subject to any applicable notice and cure periods), and must be exercised by written notice of such exercise being given by the Tenant to the Landlord at least six (6) months prior to the expiration of the Renewal Term or then current Two-Year Renewal Term, as applicable.

6. Operating Expenses. (a) Commencing on October 1, 2026, the Base Year, as defined in Section 5.2 of the Lease, shall mean and refer to calendar year 2027.

(b) The last sentence of Section 5.3 of the Lease is hereby deleted in its entirety. Commencing October 1, 2026, Tenant's Share of any increases in Operating Expenses above the Operating Expense Allowance shall be deemed not to increase by more than five percent (5%) annually on a non-cumulative basis.

(c) Section 5.5 of the Lease includes the following sentence: "Any other provision hereof notwithstanding, Operating Expenses shall also include a fee payable to Landlord as compensation for its management and administration, including, but not limited to, accounting, bookkeeping, processing and collection expenses, in an amount not to exceed four percent (4%) of gross revenues derived by Landlord from the Office Building Project." Commencing October 1, 2026, the four percent (4%) is increased to five percent (5%).

7. After Hours HVAC. Section 7.4 of the Lease is hereby deleted in its entirety and the following inserted in lieu thereof:

> "Landlord shall provide water, sewer, and electric service to the Premises at Landlord's sole cost and expense. Landlord shall further provide, at Landlord's sole cost and expense, HVAC service to the Premises from 7:00 a.m. through 7:00 p.m. on Monday through Friday and 9:00 a.m. to 2:00 p.m. on Saturdays and Sundays, except for legal holidays. Tenant shall be liable to Landlord for HVAC service outside of such hours ("After Hours HVAC") at the rate of $55.00 per hour. Tenant shall provide Landlord with twenty-four (24) hours advance notice of Tenant's need for After Hours HVAC. Landlord shall invoice Tenant for such additional costs on a monthly basis. Tenant shall be responsible for providing its own telephone and I.T. services. If Tenant requires supplemental heating, ventilation or air conditioning in any area of the Premises, the HVAC shall be separately metered and paid by Tenant. In the event Landlord shall in no event be liable for any interruption or failure of utility services on the Premises."

8. Second Amendment Work. Landlord shall complete the Second Amendment Work described in Exhibit B, attached hereto and made a part hereof, at Tenant's sole cost and expense, subject to application of the Allowance described in Exhibit B.

9. **Parking**. Subject to applicable law, Tenant shall have the right to designate up to four (4) parking spaces in the area shown on **Exhibit C** attached to this Amendment for Tenant's exclusive parking by installation of signage approved by Landlord. Tenant shall be responsible for the cost and installation of such signage. Landlord shall have no obligation to police or enforce the parking restrictions on such spaces.

10. **Termination Right**. Tenant shall continue to have the right to terminate the Lease described in Exhibit G attached to the Lease. The termination fee due thereunder shall be equal to the unamortized leasing costs equal to the sum of (i) the Tenant Allowance described in Exhibit B to this Amendment, (ii) any remaining unpaid amount of the Overage, and (iv) leasing commissions incurred and/or payable by Landlord with respect to this Amendment all amortized over the lease Term on a straight-line basis.

11. **Satellite Dish and Antennae.** Tenant shall be permitted to install telecommunication equipment ("Rooftop Equipment") on the roof of the Building pursuant to the terms of Exhibit D, attached hereto and made a part hereof and any further rules and regulations adopted by Landlord.

12. **Broker**. Tenant represents and warrants to Landlord that it has not employed any broker other than STRUCTURE Commercial Real Estate, LLC in procuring or carrying on any negotiations relating to this Amendment. Tenant shall indemnify Landlord and hold Landlord harmless from any loss, claim or damage relating to the breach of the foregoing representation and warranty. The Landlord shall pay STRUCTURE Commercial Real Estate a fee based on a separate commission agreement.

13. **Tenant Representations**. Tenant represents and warrants to Landlord that: (a) to Tenant's actual knowledge, without independent inquiry or investigation, Landlord is not in default of any of its obligations under the Lease and that the Lease is valid, binding and enforceable in accordance with its terms, and (b) Tenant has full power and authority to execute and perform this Amendment, and (c) Tenant has taken all action necessary to authorize the execution and performance of this Amendment.

14. **Counterparts**. This Amendment may be executed in two (2) or more counterpart copies, all of which counterparts shall have the same force and effect as if all parties hereto had executed a single copy of this Amendment. The parties intend to be bound by any signatures transmitted by electronic mail PDF format or other electronic signature technology, are aware that the other party will rely on such signature, and hereby waive any defenses to the enforcement of the terms of this Amendment based on the form of signature. The parties further consent and agree that (i) to the extent a party signs this Amendment using electronic signature technology, by clicking "SIGN", such party is signing this Amendment electronically, and (ii) the electronic signatures appearing on this Amendment shall be treated, for purposes of validity, enforceability and admissibility, the same as handwritten signatures.

15. **Miscellaneous**. This Amendment (a) shall be binding upon and inure to the benefit of the parties hereto and their respective representatives, transferees, successors and assigns (except as expressly otherwise provided in the Lease), and (b) shall be governed by and construed in accordance with the laws of the State of Florida.

16. **Ratification**. Except as expressly amended by this Amendment, all other terms, conditions and provisions of the Lease, as amended, are hereby ratified and confirmed and shall continue in full force and effect. In the event of a conflict between this Amendment and the Lease, the provisions of this Amendment shall control.

[Signatures commence on following page.]

IN WITNESS WHEREOF, the parties hereto have executed this Second Amendment to Lease as of the day and year first hereinabove written.

	LANDLORD
WITNESS:	NGP VII TALLAHASSEE FL LLC, a Delaware limited liability company
	By: NGP VI Management, LLC, its Manager
By: ______________________	By: ________________________
	Name: David Kent
	Its: Managing Partner
	Date: ______________________, 2026
	TENANT
WITNESS:	BIG BEND JOBS AND EDUCATION COUNCIL, INC., a Florida not-for-profit corporation
By: ______________________	By: ________________________
	Name: Keantha B. Moore
	Its: Chief Executive Officer
	Date: ______________________, 2026

EXHIBIT A

FIXED RENT

During the Renewal Term, Tenant shall not be charged Fixed Rent on 2,475 square feet of the Premises. Accordingly, Fixed Rent shall be based on a square footage of 16,097. This shall not change or affect the actual square footage of the Premises or any other calculation in the Lease.

Period	/psf (16,097)	Annual Fixed Rent (*Prior to rent abatement)	Monthly Payment of Fixed Rent
10/1/2026 – 9/30/2027*	$21.25	$342,061.25*	$28,505.10
10/1/2027 – 9/30/2028	$21.89	$352,323.09	$29,360.26
10/1/2028 – 9/30/2029	$22.54	$362,892.78	$30,241.07
10/1/2029 – 9/30/2030	$23.22	$373,779.56	$31,148.30
10/1/2030 – 9/30/2031	$23.92	$384,992.95	$32,082.75
10/1/2031 – 9/30/2032	$24.63	$396,542.74	$33,045.23
10/1/2032 – 9/30/2033	$25.37	$408,439.02	$34,036.59
10/1/2033 – 9/30/2034	$26.13	$420,692.19	$35,057.68
10/1/2034 – 9/30/2035	$26.92	$433,312.96	$36,109.41
10/1/2035 – 9/30/2036	$27.73	$446,312.35	$37,192.70

Note: All Rent is subject to Florida state sales tax, if applicable, and payable by Tenant to Landlord together with Fixed Rent and Additional Rent.

* Three (3) months of rent abatement shall be from 10/1/2026 through 12/31/2026 of which Tenant shall not be liable for $28,505.10 per month in rent payment to the Landlord.

EXHIBIT B

SECOND AMENDMENT WORK

1. This Work Letter sets forth the obligations of Landlord and Tenant with respect to work the Landlord has agreed to complete for the benefit of the Tenant (the "**Second Amendment Work**"). The Second Amendment Work shall be completed at Tenant's expense except that Landlord shall contribute an amount equal to Ten Dollars ($10.00) per square foot of rentable floor area in the Premises (the "**Allowance**") towards the Second Amendment Work. The Allowance may be used against all hard and soft costs attributable to the Second Amendment Work, including, but not limited to, materials, labor, architectural and engineering fees, permitting fees, contractor fees, supervision fees, and code compliance costs, if any. Landlord shall be entitled to a construction management fee of two percent (2%) of the total costs attributable to the Second Amendment Work, which shall be paid from the Allowance. Tenant acknowledges that the Second Amendment Work shall be completed while Tenant is in occupancy of the Premises.

In the event the cost of the Second Amendment Work exceeds the Allowance, all such additional costs shall be borne by Tenant and paid to Landlord within thirty (30) days from receipt of invoice therefor.

2. Landlord and Tenant shall mutually agree upon the scope of the Second Amendment Work (the "**Scope of Work**") within thirty (30) days from the date hereof. To the extent necessary, construction plans and specifications for the Second Amendment Work shall be prepared and shall be mutually agreed upon by the parties (the "**Construction Plans**").

3. Landlord shall engage one or more contractors selected by Landlord in its sole discretion to complete the Second Amendment Work.

4. If Tenant shall request any change, addition, alteration or deletion, in writing, to the Scope of Work or Construction Plans, Landlord shall promptly notify Tenant in writing of any increased costs of design or construction of the Second Amendment Work that Landlord reasonably determines will be incurred as a consequence. Tenant shall, within three (3) days of receipt of such notice, notify Landlord in writing whether or not it desires to proceed with such requested change, addition, alteration or deletion. In the absence of such written authorization from Tenant, Landlord shall have the option to continue work on the Second Amendment Work disregarding Tenant's request, or Landlord may elect to discontinue work on the Second Amendment Work until it receives notice of Tenant's decision, in which event Tenant shall be responsible for any resulting Tenant Delay (hereinafter defined).

5. The Premises shall be deemed "**Substantially Complete**" and "**Substantial Completion**" of the Second Amendment Work shall be deemed to have occurred upon the completion of work described in the Scope of Work.

6. Within ten (10) days after Substantial Completion of the Second Amendment Work, Landlord and Tenant shall have agreed upon a written itemization of all incomplete or deficient Second Amendment Work to be performed. Landlord shall use commercially reasonable

and diligent efforts to complete such Punchlist work within thirty (30) days from mutual agreement with respect to such Punchlist.

7. Restoration Obligations Identified. When developing the Scope of Work, Landlord shall identify those items of the Second Amendment Work which Tenant must restore upon termination or expiration of this Lease. Notwithstanding the foregoing, Tenant shall be required to remove any cabling and wiring installed or used by or for Tenant during the Term and any signage installed by or for Tenant and repair any damage caused by such removal.

EXHIBIT C

PARKING

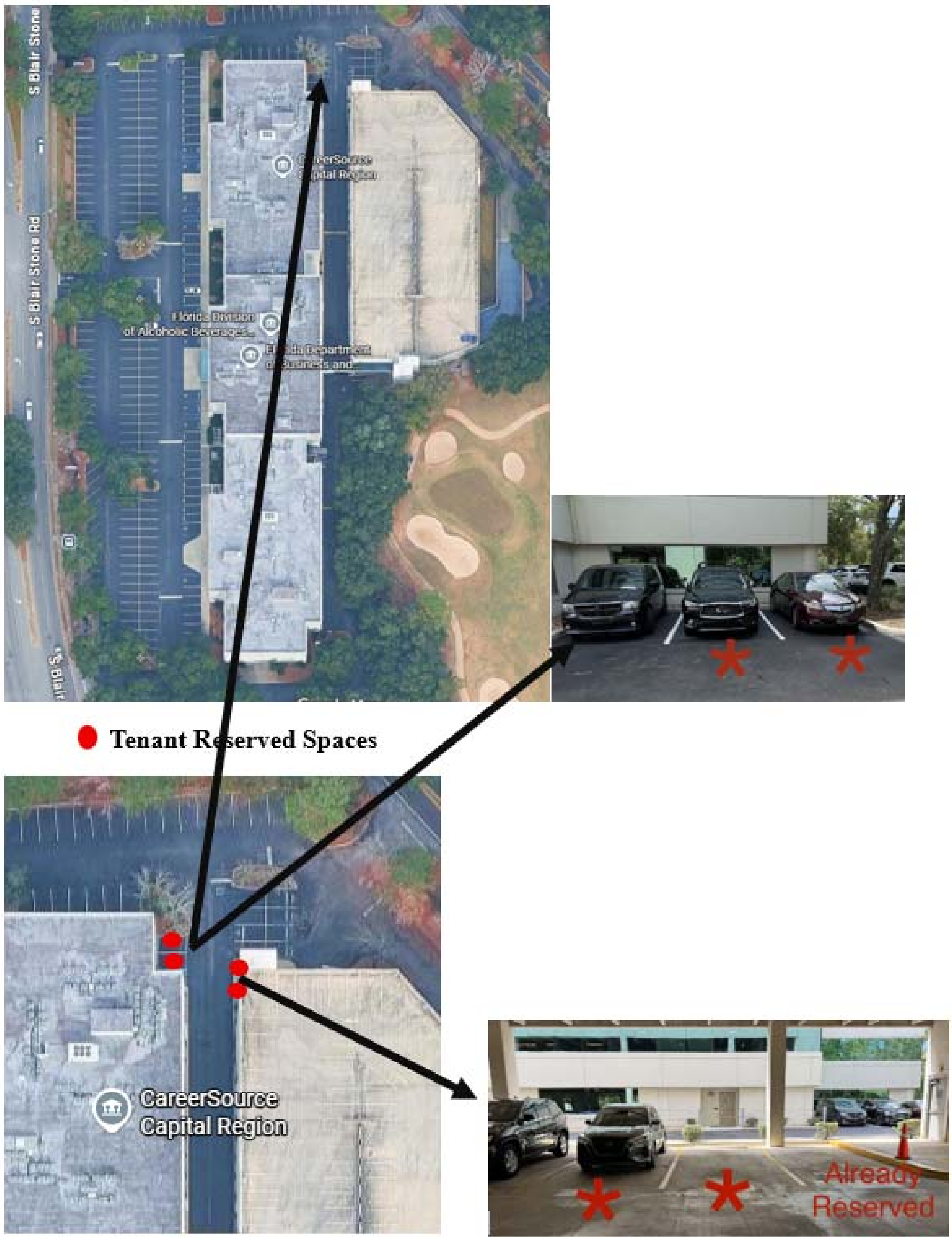

EXHIBIT D

ROOFTOP EQUIPMENT

1. Rooftop Equipment. Tenant, at the sole cost of Tenant, may install, maintain and operate an antenna or satellite dish and related equipment (the "Rooftop Equipment") on the roof of the Building, subject to the terms of this Amendment. Tenant's right to install, operate, maintain and use the Rooftop Equipment is exclusive to the mutually agreed upon location and does not confer upon Tenant the right to use of the other roof areas of the Building, it being understood that Landlord may, from time to time, grant similar rights to other parties. Any additional equipment necessary for the operation of the Rooftop Equipment shall be installed in the Premises or at a mutually acceptable location.

2. Landlord's Approval; Operation.

(a) Prior to installation, Tenant shall provide for Landlord's approval the following: (1) plans and specifications for the Rooftop Equipment (including size, location, height, weight and color) and specifications for installation thereof; (2) copies of all required governmental and quasi-governmental permits, licenses, special zoning variances, and authorizations, all of which Tenant shall obtain at its own cost and expense, which may be provided subsequent to Landlord's initial approval, in which event approval may be conditioned upon receipt of such permits, licenses, special zoning variances and authorizations; (3) a policy or certificate of insurance evidencing such insurance coverage as may reasonably be required by Landlord for the installation, operation, use and maintenance of the Rooftop Equipment. Landlord shall not be required to maintain any insurance on the Rooftop Equipment. Landlord may withhold its approval of the Rooftop Equipment if the installation, operation, use or removal of the Rooftop Equipment may damage the structural integrity of the Building, interfere with any service provided by Landlord to tenants in the Building, interfere with any tenant's business operation in the Building (including without limitation, the rights of such tenants to use the rooftop for their existing rooftop and related communications equipment), void any roof warranty, cause the violation of any law, ordinance, rule or regulation of any applicable governmental authority or other governmental regulation (including without limitation, any zoning ordinances, historic preservation laws, ordinances, rules or regulations, any restrictive covenants encumbering the Building, the requirements of the Federal Aviation Administration or the Federal Communications Commission, or applicable building or fire codes), or reduce the amount of leaseable space in the Building. Tenant shall not be entitled to rely on any such approval as being a representation by Landlord that such installation and operation is permitted by or in accordance with any governmental or quasi-governmental entity, authority or regulation. Upon request, Landlord, at no cost to Landlord, shall reasonably cooperate with Tenant in connection with Tenant's obtaining any required approvals for the Rooftop Equipment.

(b) The Rooftop Equipment shall not interfere in any way with the Building's existing engineering, window washing or other maintenance functions. The Rooftop Equipment must be properly secured and installed so as not to be affected by high winds or other elements. The Rooftop Equipment must be properly grounded. The color and other aesthetics of the Rooftop Equipment shall be reasonably approved by Landlord. The weight of the Rooftop Equipment shall not exceed the load limits of the Building. In no event shall the Rooftop Equipment or any appurtenant wiring or cabling interfere with or otherwise adversely affect the electrical, mechanical, structural, life safety or other systems of the Building. Tenant shall be responsible for repairing any damage to the roof of the Building and maintaining the same as the same relates to roof penetrations performed in connection with Tenant's Rooftop Equipment. Tenant shall operate the Rooftop Equipment subject to the requirements of all laws, ordinances, rules and regulations of any applicable governmental or quasi-governmental authority, including without limitation, zoning and historic preservation laws, ordinances, rules and regulations, as well as any restrictive covenants encumbering the Building.

(c) Landlord may, in its reasonable discretion, at Landlord's expense, require Tenant to relocate any or all of the Rooftop Equipment in the Building or upon the Rooftop from time to time during the Term of the Lease.

(d) Installation and maintenance of the Rooftop Equipment shall be performed solely by Tenant's contractors as approved by Landlord, in its sole but reasonable discretion. Tenant shall bear all costs and expenses incurred in connection with the installation, operation, use, insurance and maintenance of the Rooftop Equipment. If operation of the Rooftop Equipment shall require more than de minimis electrical power, Landlord may, at its sole option, install a separate meter, at Tenant's sole expense. Tenant shall pay the actual cost of all electricity used as determined by such meter or, if no such meter is installed, as allocated by Landlord in its reasonable discretion. Tenant shall pay for any necessary (in Landlord's reasonable discretion) alterations to the base Building, including without limitation, the roof structure and membrane, in connection with the installation, maintenance, operation and/or use of the Rooftop Equipment. Tenant shall meet all of the conditions and terms of this Lease concerning alterations in connection with the installation and removal of the Rooftop Equipment; notwithstanding anything to the contrary contained in the Lease, it is hereby understood and agreed that Tenant shall remove the Rooftop Equipment and restore the roof to the condition existing prior to the installation thereof upon the expiration or earlier termination of the Term of the Lease.

3. Indemnification. Tenant covenants and agrees that the installation, operation, use and removal of the Rooftop Equipment will be at Tenant's sole risk. Tenant agrees to indemnify, defend and hold Landlord, its partners, employees and agents harmless from and against all claims, actions, damages, liability, judgments, settlements, costs and expenses (including reasonable attorneys' fees and expenses) in connection with the loss of life, personal or bodily injury, damage to property or business or any other loss or injury suffered by or claimed against Landlord, its partners, employees or agents, directly or indirectly, based on or arising out of the installation, operation, use, maintenance or removal of the Rooftop Equipment, except to the extent caused by the negligence or willful misconduct of Landlord. Landlord shall not be obligated or responsible for, and Tenant alone shall be responsible for, any damage, theft or vandalism of the Rooftop Equipment and for any and all expenses resulting from any such damage, theft or vandalism.

4. Removal of Rooftop Equipment. At the expiration or earlier termination of the Lease Term, Tenant, at Tenant's sole cost, shall remove the Rooftop Equipment. All damage and injury to the Building caused by any such removal by Tenant shall be promptly repaired by Tenant, at Tenant's sole expense.

CareerSource
CAPITAL REGION

Administrative Plan

ADM-PN-0064-A

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FINANCIAL MANAGEMENT

Following is a description of the controls and procedures maintained to assure the proper disbursement of and accounting for funds.

1.01 GAAP

CareerSource Capital Region will serve as the administrative and fiscal entity and grant recipient for Local Workforce Development Board 5. CareerSource Capital Region maintains a financial system with accounting procedures that are in accordance with generally accepted accounting principles (GAAP). CareerSource Capital Region is a Florida public entity as well as a 501(c)(3) federal non-profit agency, which falls under the financial regulatory provisions of the State of Florida Auditor General and Florida Department of Commerce and the Federal Government.

1.02 Sub-grant and Contract Awards

To ensure that information pertaining to sub-grant and contract awards, obligations, un-obligated balances, assets, expenditures and income are available, the contractor, under all cost reimbursement contracts, must furnish certain items of information on an ongoing basis as part of the invoicing procedure.

Performance-based contracts are monitored on an on-going basis; the contractor must provide an invoice indicating the deliverables as assigned in the contract. In addition, they must provide supporting documentation that corresponds to each deliverable billed.

Also, contractors, as part of the contract, must agree to be monitored by CareerSource Capital Region.

Contractor budgets are submitted by proposal. They are reviewed for reasonableness of cost, are adjusted if necessary and are attached as part of each contract. Prior to payment, proper backup documentation must be submitted with invoices. The Compliance and Reporting Administrator, or designee checks for proper documentation. If the request is proper, the cost administrator, or designee, compares the request to the contracted budget and approves the request for payment by the fiscal agent. The request is then forwarded to the Chief Financial Officer for payment. When a request for payment, invoice, is received, it is compared with the budget to ensure that the budgeted amount is not exceeded.

1.03 Proper Charging of Costs and Cost Allocations

CareerSource Capital Region staff costs and other costs that are readily identified with a specific cost objective are directly charged to their final cost objective. CareerSource Capital Region cost allocates for administration and for program operations overhead. These are costs that are not readily chargeable to a final cost objective and they are allocated to appropriate cost categories on a monthly basis. The allocations are based on the approved indirect cost rate plan approved by the Florida Department of Commerce. The administrative cost limitation shall not exceed the authorized percentage of funding allocations.

The actual payment approval process for expenses varies by type of cost or expense. All items are reviewed and approved prior to payment.

1.04 Program Income and Stand-In Costs

If Program Income is earned by CareerSource Capital Region it will be reported on the appropriate quarterly financial status report. A sub recipient may retain Program Income if it is used for purposes that are authorized under appropriate laws and regulations and with the pre-approval of CareerSource Capital Region, otherwise it must be returned. If stand-in costs must be used as substitutes for unallowable costs, they will be from the same title, cost category and funding period as the costs they are replacing. Stand-in costs will be documented and accounted for in the same manner as all other costs.

1.05 Financial Reports

Financial reports are compiled each month and compared to the fiscal year approved budget. Each month, a general ledger report is printed by program from CareerSource Capital Region accounting system. The general ledger report is used to reconcile to the State's accounting system (SERA), programs, and cost categories. Excel spreadsheets are maintained documenting each month's reconciliation of the general ledger to SERA's financial summary reports.

1.06 Maintain Supporting Documentation

The financial records of CareerSource Capital Region include all source documentation necessary to permit the tracing of funds to a level of expenditure adequate to ensure that the funds have not been spent unlawfully. Examples of source documents include vouchers, travel expenses forms, check/direct deposit registers, payroll registers and payroll reports. Vendor/customer files include approved invoices, contracts, copies of checks issued, and any other documentation necessary to support the disbursement of funds.

1.07Accounting Procedures

CareerSource Capital Region will maintain segregation of duties in the accounts payable process and ensure the expense reimbursements for all employees are reviewed and approved by their supervisor. Employees' designated supervisors approve and sign travel forms.

CareerSource Capital Region will only use grant funds for expenditures that are reasonable and allowable costs that are necessary for operations or the performance of the federal award, to not include entertainment, alcohol and/or personal expenditures.

Checks are signed in accordance with the check signing authority outlined in *Section 1.16 Check Signing & Electronic Payment Approval Policy* of this plan.

For additional requirements, refer to Accounting Procedure, ADM-PR-XXXX.

1.08 Cash Management

Cash is requested from the state's accounting system (SERA) on a bi-weekly basis. State funds are wire transferred directly to CareerSource Capital Region's checking account via the EFTPS. CareerSource Capital Region maintains deposits in one checking account that is an interest-bearing account. The bank account is reconciled on a monthly basis by the Chief Financial Officer's (CFO) designee and approved by the Chief Executive Officer (CEO). Outstanding checks are reviewed by the CFO or their designee.

Cash Draw Requests Process. The process for estimating the organization's cash needs starts by determining whether any cash shortages or overages for any program exist. This is computed from the accounting system. Invoices currently being processed, along with projected obligations are then totaled with overages or shortages by program when estimating each week's total cash needs. This process helps minimize the time elapsing between receipt of advanced funds and disbursement. Cash requests are then entered into SERA by the CFO or their designee and a copy of each request is reviewed and signed by the CEO or their designee. When notification of the state warrant is received, the CFO or their designee then inputs the request to its corresponding program in CareerSource Capital Region's accounting system.

Temporary Transfer and Use of Unrestricted Funds. The CFO or their designee anticipates a shortfall in the funding needed to meet accounts payable obligations for operating costs, the CEO may approve the temporary transfer or use of CareerSource Capital Region's available unrestricted funds (up to the amount needed and available). Once the appropriate federal funds have been received to cover the operating costs, the CFO or their designee will immediately notify the CEO and request the return of the unrestricted funds. All transfers will be documented with a journal voucher entry signed by the CEO.

1.09 Payroll and Personnel Records

This section has been removed. Please refer to the CareerSource Capital Region Policy and Procedure Manual for corresponding information.

1.10 Travel

CareerSource Capital Region has travel policies in effect that comply with the Florida Department of Commerce's Business Expense Policy and the State of Florida Department of Financial Services *Reference Guide for State Expenditures* relating to travel reimbursements and per diem. The travel expense policy is included in CSCR's Policy and Procedure Manual.

Review and Approval. Travel forms must be signed by travelers and their supervisor or the Chief Executive Officer (CEO) prior to travel or reimbursement occurring. The CEO's travel forms must be signed by the Board Chair, or another board member as designated by the Board Chair. Supervisors and the CFO or their designee must conduct a thorough review of requests for travel reimbursement prior to processing payments to ensure accuracy.

1.11 Bonding of Authorized Persons

A fidelity bond in the amount of $2,000,000 is maintained by CareerSource Capital Region. Sub recipients should carry an employee fidelity bond on officers, directors, agents, subcontractors or employees authorized to receive or deposit funds or issue financial documents, checks or other instruments of payment of program costs. Sub-recipients may be required to furnish CareerSource Capital Region with a copy of their Bonding Insurance Certificate.

1.12 Audits

An independent A-133 financial and compliance audit is conducted annually.

1.13 Debt Collection

The monitoring/auditing system within the administrative office detects most erroneous billings prior to the time funds are disbursed to sub-recipients/vendors. If a discrepancy is found after disbursement has been made, it is deducted from the next billing. If a contract has already expired when the discrepancy is discovered or if a debt is established after an audit, a certified letter is sent to the sub recipient requesting reimbursement within thirty (30) days. If the funds have not been repaid at the end of the 30-day period, another certified letter is sent advising the sub recipient that CareerSource Capital Region's attorney will begin debt collection procedures at the end of the next 30-day period.

1.14 Budget Transfer Authority

Budget transfer authority between line items established within the approved operating budget. The limited authority would be applicable when transferring amounts of $15,000 or less. In instances where the transfer amount exceeds the threshold, the following process would be followed:

a. $15,001 to $25,000 could be transferred with the written approval of both the Chair and Vice Chair.

b. Transfer requests that exceed $25,000 would require formal approval of the Executive Committee before initiating action.

All transfers would be documented along with the associated justification and made available for review upon request. Also, the Finance Committee will be updated regarding all transfers in the upcoming committee meeting.

1.15 Electronic Payments

This section has been removed. Please refer to *Section 1.16 Check Signing & Electronic Payment Approval Policy* of this plan for corresponding information.

1.16 Check Signing & Electronic Payment Approval Policy

CareerSource Capital Region (CSCR) meets the organization's accounts payable obligations through the issuance of checks and electronic payments (Electronic Funds Transfers (EFT) and Automated Clearing House (ACH)), according to the most appropriate and effective payment method.

CSCR adheres to the following signing and approval process for checks and EFTs/ACHs, except electronic payments for employee payroll and benefits:

Amount	Number of Signers	Designated Signer
$10,000 and under	One	Chief Executive Officer or designee*
$10,001 and over	Two	Chief Executive Officer or designee* Board Treasurer or Board Chair

Prior to the CEO or their designee signing any check or approving any electronic payment, the designated signer(s) must review all supporting documentation and sign the Accounts Payable (AP) package indicating approval. For checks $10,001 and over, the AP package will include two signers; however, the CEO or their designee will be a single signer on the checks to safeguard assets by minimizing the transporting of checks to obtain additional signatures.

*The Chief Operations Officer or the Senior Director of Business Solutions, Events and Special Projects may serve as a delegate to the Chief Executive Officer when assigned.

Note: The signing of a blank check by a designated signee is strictly prohibited.

1.17 Safeguarding of Gift (Gas) Cards/Bus Passes

CareerSource Capital Region provides certain supportive services to program participants, which may include gift (gas) cards and/or bus passes to provide transportation assistance based on participants' documented need. To ensure the appropriate safeguarding of assets and clear distribution processes, CSCR and their contractors will adhere to the Gift (Gas) Card/Bus Passes Distribution Procedure, ADM-PR-00XX.

1.18 Outstanding Checks

Outstanding checks greater than three months will be investigated by the Chief Financial Officer, or their designee, or Chief Executive Officer and procedures will be initiated to contact the recipient, stop payment on the outstanding check, reissue a new check, or stop payment on outstanding check and report the disbursement to the State of Florida Department of Financial Services in accordance with the State of Florida unclaimed property laws.

1.19 Interest Income

Monthly, interest income will be allocated on the basis of each funds percentage of the amount deposited in CareerSource Capital Region's checking account for any given month. For example, if during the month of May there was $100 of interest income earned and only funds DVOP and LVER had deposits during each totaling $3,000 then $50 interest income would be allocated to DVOP and LVER. Monthly, each funds interest income would be entered as revenue in our accounting system. Quarterly all interest income in excess of $500 from non-WIOA Title I and ETA grants will be returned to DEO as per the requirements of 29 CFR 95.22.

1.20 Safeguarding and Usage of Corporate Credit Cards

CareerSource Capital Region (CSCR) maintains corporate credit cards issued in the name of the organization and designated CSCR employees for the purchase of goods and services necessary for official organizational operations. Although CareerSource Capital Region is not a state agency, the use of corporate credit cards is governed by state fiscal principles, public purpose requirements, and internal control standards applicable to entities administering public funds.

To ensure the proper safeguarding and usage of corporate credit cards, CareerSource Capital Region employees who are issued a corporate credit card will adhere to corresponding procedure, ADM-PR-00XX.

1.21 Employment and Training Administration (ETA) Salary/Bonus Limitations

CareerSource Capital Region will perform an analysis annually to ensure that CareerSource Capital Region and its sub recipients are in compliance with USDOL's ETA salary cap limitations. Copies of W-2 forms will be retained and compared against the USDOL's most recent salary/bonus threshold in order to ensure compliance. Copies of W-2 forms will be kept in a secure location with limited access.

CareerSource Capital Region will document its analysis of ETA Salary/Bonus Limitations for board staff and its sub recipients. This document will be available upon request by DEO or its contracted financial monitors.

1.22 Internal Financial Monitoring

Monthly, the Chief Financial Officer or their designee will provide the Chief Executive Officer a financial report/budget summarizing all expenditures for each line-item budget for the fiscal year. A copy of the General Ledger will be available as backup to the financial report/budget.

Quarterly financial reports will be shared with the CareerSource Capital Region Board of Directors.

1.23 Sub-Recipient Financial Monitoring

In order to provide oversight of the financial statement preparation services at an appropriate level and implement controls over the financial reporting process, management has established review policies and procedures including the performance of the following functions:

a. Reviewing the adequacy of financial statement disclosures, including reviewing and approving a completed disclosure checklist the auditor provides with the draft financial statements.
b. Reviewing and approving schedules and calculations supporting amounts included in the notes to the financial statements.
c. Applying analytical procedures to the draft financial statements.
d. Performing other procedures as considered necessary by management.

CareerSource Capital Region is responsible for monitoring subrecipients to ensure that they administer their sub-awards in compliance with federal and/or state program requirements.

CareerSource Capital Region will perform quarterly financial monitoring of sub recipient agencies. The goal of the monitoring procedures is to ensure that adequate internal controls, policies and procedures are in place to ensure appropriate expenditure of federal and state pass-through funds, as well as to ensure contractual compliance of the sub recipient agency. It is CareerSource Capital Region's desire to complete these monitoring procedures as efficiently and accurately as possible, without disrupting the contractual services being performed by subrecipient organizations.

CareerSource Capital Region will perform monthly financial monitoring procedures designed to ensure that sub recipients request the correct amount of federal funds, use the funds for program-related purposes, ensure that only authorized personnel request funds, deposit funds in the proper account, and otherwise properly account for federal and state funds spent.

Utilizing a variety of tools and checklists, the financial monitoring will include a quarterly review of the following: quarterly financial reports; testing of a sample of invoices including a review of all underlying supporting documentation; implementation and adherence to adopted cost allocation plans; and implementation and adherence to adopted internal control policies and procedures and associated accounting and administrative procedures. The subrecipients cost allocation plan will also be reviewed on a regular basis.

Annually, a review of the sub recipient external independent audit report will also be reviewed. Monitoring will be performed as a desk review depending on specified risk assessments performed by the CareerSource Capital Region staff. These risk assessments will be documented in a memorandum to the file and will address such issues as findings identified in independent audit reports and prior history with sub-recipient and any findings identified.

If the monitoring discloses incidents of noncompliance, CareerSource Capital Region will inform the sub recipient and prescribe the appropriate corrective action (e.g., repayment of funds, correction of error, etc.). The sub recipient will have 20 business days to respond to any required corrective action.

1.24 Process for Determining Sub Recipient and Vendor Relationship

CareerSource Capital Region will utilize a federal sub-recipient and vendor determination checklist below in order to distinguish and document its determination process between a sub-recipient and vendor. Completed checklists will be saved on SharePoint in the corresponding procurement/contract folder.

1.25 Relocation of Household Goods

To fill vacant Chief Executive Officer or Chief Financial Officer positions with the best qualified candidate, household relocation for the candidate may be required by a professional moving firm. In this event, CareerSource Capital Region will follow this guideline: three professional moving firms, identified by CareerSource Capital Region, will be asked to provide a "not to exceed" quote after inspecting the household goods that will be moved. Unless extenuating circumstances exist, the vendor with the lowest quote will be selected. CareerSource Capital Region understands that the amount for the household move will vary depending upon the amount and the distance of household goods to be moved.

The Executive Committee shall approve any relocation of household goods prior to expending funds for relocation expenses.

Should the new employee resign for reasons within their control within twelve months after being hired, they will be required to refund/reimburse 100% of such relocation costs to CareerSource Capital Region. There is no proration for time worked with respect to reimbursement of relocation expenses to CareerSource Capital Region in this instance.

1.26 Safeguarding of Checks

CareerSource Capital Region will ensure the proper safeguarding of the organization’s checks, in accordance with the corresponding procedure, ADM-PR-00XX.

PROCUREMENT POLICIES & PROCEDURES

2.01 Administrative Entity

CareerSource Capital Region is the administrative and fiscal entity and grant recipient for Local Workforce Development Board 5. CareerSource Capital Region, as a public entity, has the intent to procure goods and services with public funds in a manner which promotes maximum competition and ensures public confidence that awards are made fairly and openly and result in the most advantage for public funds expended. Staff are required to follow the policies and procedures established by CareerSource Capital Region and appropriate Federal and State Laws and Regulations.

2.02 Records Maintenance

Records, except for property records, will be retained for five years from the date the final expenditure report for the program year in which the funds were expended was submitted by the State to the Federal government, unless there are pending audits, monitoring findings, grievances, claims, or litigation. When those circumstances are present, records shall be retained until the pending circumstance has been resolved and final action taken. Property records will be retained for three years from the final disposition of the property.

Rationale for Procurement Method - for competitive procurement, the Request for Proposals, which describes the procurement process, will be kept on file for each procurement. Rationale for all non-competitive procurement will be documented according to regulations.

Contractor Rejection or Selection - the evaluation criteria will be kept on file for each procurement conducted, including the individual evaluation forms completed for each proposal submitted. Also kept on file will be copies of any correspondence sent to service providers regarding the procurement.

Basis for Contract Price - the service provider proposal and contract will serve as the basis for documentation of the contract price. Any miscellaneous correspondence regarding proposed costs will also be maintained in the appropriate file. A cost/price analysis will be conducted on each proposal recommended for funding by CareerSource Capital Region.

2.03 Contract Signature Authority

The Chief Executive Officer for CareerSource Capital Region has the authority to sign or terminate contracts consistent with the approved budget and procurement thresholds referenced in *Section 2.06 Method of Procurement / Formal Request for Proposal / Selection of Service Providers* of this plan. Contracts that exceed the small purchase threshold referenced in Section 2.06 of this plan will require the approval of CareerSource Capital Region Board of Directors prior to the Chief Executive Officer for CareerSource Capital Region signing or terminating contracts and approving sole source procurements in accordance with Federal and State rules governing such procurements and take such other actions that are necessary to assure the uninterrupted flow of business for the organization.

Contracts with Related Parties

A "Related Party" includes any: board member, board employee or staff; relative of any board member or employee or staff; any organization represented by or employing a board member or employee or staff; any organization, the board of directors of which a board member or employee staff holds a board position; or any vendor with which a board member has a relationship.

A "Related Party Contract" means any relationship, transaction, or expenditure, contractual in nature, which results in or could result in an expenditure of state or federal funds by the board with a Related Party. The term "Related Party Contract" does not include retail purchases made in the ordinary course of business or payments for utility services.

Prior to entering into any Related Party Contract with any Related Party, the proposed Related Party Contract must be brought before the full board of directors for consideration and approval. The board must ensure that the board member with the conflict abstains from any vote regarding the Related Party Contract.

For each Related Party Contract, the board must ensure that the forms included as Exhibits C and D of the Florida Department of Commerce Grantee-Subgrantee Agreement are completed, dated, executed, and certified prior to execution of the contract or incurring expenditures for the current fiscal year.

Prior to execution of any contract equal to or greater than $10,000, the board must approve and electronically submit the documentation set forth in the Grantee-Subgrantee Agreement, along with completed copies of the forms to the Florida Department of Commerce at WorkforceContract.Review@commerce.fl.gov. For contracts less than $10,000, within 30 days after execution of the contract, the board must approve and electronically submit the forms to the Florida Department of Commerce at WorkforceContract.Review@commerce.fl.gov.

2.04 Local Code of Conduct

No employee or authorized agent, CareerSource Capital Region member or officer, shall participate in or cast a vote in the selection of or in the award of a contract if a conflict of interest, real or apparent, is involved. Such a conflict would arise when the individual (employee, agent, CareerSource Capital Region member or officer), any member of the individual's immediate family, the individual's partner, or an organization which employs or is about to employ any of the above, has a financial or other interest in the firm or organization selected for award.

No employee or authorized agent, CareerSource Capital Region member or officer, shall solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors or parties to any sub-agreement.

Control for conflict of interest is exercised through CareerSource Capital Region's funding process. Proposals are evaluated by a team of staff and CareerSource Capital Region Planning Committee using a point system based on evaluation criteria published in each Request for Proposal. Final funding decisions are made by CareerSource Capital Region Board of Directors. No one single staff or board member controls the selection or administration process.

2.05 Micro, Small & Non-Competitive Purchase Procedures

CareerSource Capital Region will comply with the procurement standards in 2 CFR 200.318 – 200.326 when procuring property and services under the Grantee-Subgrantee Agreement with the Florida Department of Commerce.

Noncompetitive procurement / sole source may be used when the award of contract under competitive or small purchase procedures is not feasible. Circumstances under which a contract may be awarded by noncompetitive procurement are limited to the following:

a. The goods and services to be procured are available from a single source only.
b. Public exigency or emergency when the urgency for the requirements will not permit a delay incident to competitive solicitation.
c. After the solicitation of a number of sources, competition is determined to be inadequate.
d. The awardee is a local educational agency, which is defined as public elementary, secondary or vocational schools, the Community College and the State University System.
e. The purchases of utilities.
f. Purchases made at prices established by a State contract administered by the State of Florida, Department of Management Services.
g. Purchases made at prices established by another unit of government.
h. On-the-Job Training.
i. Individual Referral of Participants into classroom training on a tuition or off the shelf basis at prices available to the general public as long as the aggregate amount of the tuition or unit cost does not exceed $10,000 for each individual training program.
j. Purchases made from another governmental unit in accordance with the Florida Statutes which provides for the purchase of such services without the necessity of procurement.

As administrative entity for Local Workforce Development Board 5, CareerSource Capital Region will use procedures and a monetary threshold for micro purchases, small purchases and proposals which at a minimum, comply with the threshold limits contained in CareerSource Capital Region policy. CareerSource Capital Region considers all purchases of $350,000 or less to be small purchases and purchases of $15,000 or less to be micro purchases. Although not required, formal procurement methods may be used by CareerSource Capital Region for any procurement whose estimate cost is less than the small purchase threshold. CareerSource Capital Region small purchases procedures, while competitive, are considered simple and informal.

In accordance with the Procurement Standards found in 2 CFR Part 200 Subpart D, the following thresholds have been established by CareerSource Capital Region for procurement of goods and services:

Unit Price	Procurement Methods	Procurement Process	Approval Authority
Informal Procurement Methods for Small Purchases			
Up to $15,000	Micro purchases	No quotes required	Chief Executive Officer or their designee*
Between $15,001 and $150,000	Simplified acquisitions	Two quotes required	Chief Executive Officer or their designee*
Between $150,001 and $350,000	Simplified acquisitions	Three quotes required	Chief Executive Officer or their designee*
Formal Procurement Methods			
Over $350,000	Proposals	Publicly noticed request for proposals	Board of Directors

*The Senior Director of Regional Oversight, Performance and Compliance may serve as a delegate to the Chief Executive Officer when assigned.

2.06 Method of Procurement / Formal Request for Proposal / Selection of Service Providers

To the extent practicable, service providers will be selected competitively in accordance with applicable federal, state, and local regulations. Non-competitive, or sole source procurement shall be minimized, but may be authorized if justified and documented in compliance with applicable federal, state, and local regulations.

When procuring services by a competitive solicitation of $350,000 or more, CareerSource Capital Region will use a Request for Proposal (RFP) process for competitive proposals. Public notice of the RFP will be provided through posting on the organization's website and social media channels, and a notice will be e-mailed to all agencies or individuals on the current bidders list, including minority organizations. Upon receipt of proposals by the published deadline, CareerSource Capital Region Strategic Policy and Performance Committee will review, rate, and make recommendations to the Executive Committee, prior to approval by full CareerSource Capital Region Board of Directors, which will vote on the matter.

When possible, state approved contracts may be utilized for the purchase of equipment, goods, and services.

2.07 Selection of Service Providers

In accordance with 29 CFR 97.36, CareerSource Capital Region will take all necessary affirmative steps as outlined in federal regulations to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible.

The primary consideration in the selection of service providers shall be the effectiveness of the agency or organization in delivering comparable or related services based on demonstrated performance, in terms of the likelihood of meeting performance goals, cost, and quality of training and characteristics of participants. In addition, consideration shall be given to demonstrated performance in making available appropriate supportive services including childcare.

Special consideration shall be given to proposals submitted by public educational agencies and community based and minority organizations; however, this consideration shall in no way prevent CareerSource Capital Region from choosing alternative organizations to provide services.

Requirements and other factors used in the proposal evaluation process for submitting a bid will be outlined in each Request for Proposal. CareerSource Capital Region reserves the right to waive minor irregularities in proposals submitted. Where applicable, factors used in the proposal evaluation process will include, but not be limited to:

a. Demonstrated ability, including consideration as to whether the organization has adequate financial resources or the ability to obtain them.
b. A satisfactory record of past performance.
c. Necessary organizational experience, accounting, and operational controls.
d. Programmatic design.
e. Reasonableness of cost.

Ability to Perform. A determination will be made by staff and CareerSource Capital Region Strategic Policy and Performance Committee of whether a potential service provider has the means and resources to operate the proposed program. This determination is based on the number of staff in the project and their abilities and experience to operate Workforce Development programs. CareerSource Capital Region Strategic Policy and Performance Committee members and the staff review the program operations statement, qualifications of personnel, experience of the officer(s), facilities and equipment needed, management, and administration ability and experience.

Record of Past Performance. Requests for Proposals may include a questionnaire on the agency background and administrative ability. In the evaluation of proposals, points may be awarded based on previous experience and success in operating the same or similar activities.

Technical and Financial Resources. The Board staff and members of the Strategic Policy and Planning Committee will analyze service provider technical and financial resources. A cost analysis is completed on proposals that are determined responsive to the RFP. For proposing organizations that have not contracted with CareerSource Capital Region or demonstrated satisfactory performance within the past two years, information included in the RFP will be reviewed for the organization's stability and expertise providing the solicited services. .

Controls for Avoiding Duplication of Services. CareerSource Capital Region will not use funds provided under Workforce Development to duplicate facilities or services available in the area, unless it is demonstrated that the Workforce Development funded alternative would be more effective or more likely to achieve performance goals.

CareerSource Capital Region Board membership is comprised of upper-level management representatives of educational agencies, vocational rehabilitation agencies, public assistance agencies, economic development agencies, the public employment service, organized labor, community-based organizations and the private sector. This cross-section of our community keeps its members and staff appraised of current programs operating in the community. Before funding awards are made, CareerSource Capital Region reviews what programs other sub-grantees and organizations are operating, to evaluate whether proposed programs are duplicate, and/or meet the needs of the customer and/or employer population. In addition, CareerSource Capital Region is represented on various community advisory councils and committees, to keep advised of other programs operating in the community.

Controls for Avoiding Unnecessary Services. The Requests for Proposals will contain detailed specifications for program activities to be funded. Staff and CareerSource Capital Region Board of Directors will evaluate service provider proposals based on criteria, which includes the feasibility, value, and appropriateness of proposed activities to customers. A contract or vendor agreement will be executed with each service provider recommended by the Board of Directors for funding and who have successfully completed contract negotiations. Each contract will include a statement of work detailing services to be provided under the contract.

2.08 Reasonableness of Cost

A cost analysis is conducted for every procurement. This analysis is done for all contracts and in the event a contract is modified for the purpose of increasing or decreasing services and/or funds. CareerSource Capital Region obtains pre bid estimates, which are used as a guide to determine whether the overall cost is within market limits. Reasonableness of costs is a part of the cost and price analysis. To determine reasonableness of cost, cost is a part of the rating of all proposals. The budgets are compared to previous budgets as well as to goods and services of a similar nature in the community. All contract negotiations and budget evaluations are documented and made a part of the contract file.

The purpose of a cost or price analysis is to:

a. Ensure that public funds are spent economically and wisely
b. The amount of funds are limited in relation to the need and every effort must be made to obtain maximum use of these limited funds
c. There is a varying degree of price competition in almost all procurements of services and we want to ensure that the award goes to the providers that present the best services at the most favorable prices

The following areas are to be considered when determining the reasonableness and necessity of the costs within the proposal:

a. Staff costs, including fringe benefits and staff travel
b. Materials for the training program
c. Office supplies
d. Equipment to perform the contract
e. Facilities & Communication
f. Insurance & Bonding
g. Consultants
h. Legal Services
i. Printing
j. Supportive Services
k. Indirect Costs
l. Any subcontract requirements, etc.

CareerSource Capital Region will use price analysis to determine the reasonableness of the proposed price. In conducting a price analysis, CareerSource Capital Region will consider the following in determining reasonableness:

a. Prices of bids submitted for the same or similar work
b. Comparison of prices of existing contracts
c. Past contracts for the same item, or past bids for the same or similar services
d. Independent price estimate benchmarks established for such items as price per instruction / participant hour or cost per placement
e. Other areas depending on the nature of procurement

2.09 Procurement Files

All documentation detailing the historical process of a specific procurement action will be maintained in a procurement file and retained for the required length of time specified in *Section 2.02 Records Maintenance* of this plan. The requirements for the contents of procurement files are outlined in the corresponding procedure, ADM-PR-00XX.

2.10 Appeals Process

In accordance with applicable regulations, proposers who are denied funding have the right to appeal. The following steps must be taken for organizations to appeal funding decisions.

Submit a letter within three business days from the date of the contract award to the Chief Executive Officer of CareerSource Capital Region stating that an appeal to the contract award is being filed and the specific reasons for that appeal based on the four criteria below:

a. Clear and substantial error or misstated facts by the review team upon which the decision was made by the Board
b. Unfair competition or conflict of interest in decision making process
c. Any illegal or improper act or violation of law
d. Other legal basis on grounds that may substantially alter the Board's decision

The Chief Executive Officer will review the appeal and respond within 10 business days.

In the event the Chief Executive Officer's response is not satisfactory to the proposer, an appeal to CareerSource Capital Region Executive Committee may be requested. The request must be addressed in writing within 15 days of receipt of response from CareerSource Capital Region.

The appeal will be heard at a time set by the Board Chair after consultation with counsel.

2.11 Contract Management and Files

A CareerSource Capital Region staff member is assigned as the contract manager to each executed contract. The contract manager will provide ongoing oversight, technical assistance, and quality assurance. Each contractual agreement outlines reporting and invoicing requirements. The Procurement and Contracts Procedure, ADM-PR-00xx, outlines the requirements for contract management and files.

2.12 Contract Close-Out

CareerSource Capital Region will follow the contract close-out procedures contained in the Procurement and Contracts Procedure, ADM-PR-00XX.

2.13Cash Receipt Log

Cash receipts will be adequately accounted for on a cash receipts log. The log will include:

a. Receipt date
b. Originator/received from
c. Description of purpose
d. Amount received
e. Check number
f. Received by

MONITORING, OVERSIGHT AND EVALUATION PLAN

3.01 Monitoring of Service Providers

The Regional Oversight, Performance and Compliance (ROPC) Department is responsible for all CareerSource Capital Region sub-recipient programmatic monitoring. Members of the ROPC Dept. will conduct a full comprehensive monitoring review annually each year for each program but because the reviews are conducted at various times, the sub-recipient is actually monitored on a monthly basis during the program year. The program monitoring procedures are primarily designed to ensure the sub-recipient complies with all program rules and regulations and that the sub-recipient adheres to the requirements of the contract.

Utilizing a variety of tools and checklists, based on the programs being monitored, program monitoring will include a monthly review of the following: testing a sample of participant files ensuring participant eligibility, required forms and documentation are maintained, etc. In addition, the program monitoring will also ensure compliance with other identified program rules and regulations. CareerSource Capital Region will utilize and adapt all applicable State and Federal monitoring guides.

Program monitoring procedures will be performed through a combination of on-site reviews and management information system reviews.

The sub-recipient's Quality Manager and other designees are required to complete monthly monitoring reviews of workforce programs and provide the monitoring tools and the summary report for each review.

3.02 Corrective Action Plans

CareerSource Capital Region Chief Operations Officer will review monitoring reports filed by the ROPC Dept. Every effort will be made to submit reports to each contractor within 20 working days of the monitoring visit. The report will outline the results of the monitoring review and any corrective action necessary. Contractors will be required to respond in writing to the findings and/or observations with a Corrective Action Plan, which must be provided within 10 days of receipt of the report. Informal monitoring procedures may be applied to vendor agreements, where the basis of payment is cost reimbursement.

CareerSource Capital Region Chief Operations Officer and a representative from the ROPC Dept. will review service providers internal Corrective Action Plans to ensure that appropriate corrective actions have been taken and are in full compliance with Workforce Development Programs and contract agreements. The final Corrective Action Plan will be provided to the Chief Executive Officer and Executive Committee of the Board for review. The ROPC Dept. will track corrective actions to ensure they have been implemented.

All financial records, reports, source documents and correspondence are retained for the required length of time specified in the Records Maintenance section of this plan. CareerSource Capital Region and its service providers abide by Federal and State law regarding participant confidentiality.

3.03 Technical Assistance/Guidance to Service Providers

Each service provider will be provided an initial session which will include discussion of laws/requirements, local policies/requirements, and other technical assistance to ensure that the service provider fully understands the procedures for accomplishing service requirements identified in the contractual agreement.

Technical Assistance Training will also be available to service providers upon their request, or as a result of minor deficiencies identified during monitoring visits, which may be resolved through additional training.

3.04 De-obligation of Funds/Cancellation of Contracts

Service Providers that are determined to be out of compliance with the contractual agreement, and have failed to provide necessary corrective action, will be referred to the Board's Chief Executive Officer, Chief Operations Officer, and the ROPC Dept. for appropriate action. Depending on individual circumstances, appropriate corrective actions or sanctions may be implemented. Actions may range from Technical Assistance Training and/or partial de-obligation of funds to cancellation of the contractual agreement.

Procedures for the de-obligation of funds or cancellation of contract are included in each executed contractual agreement.

3.05 Monitoring of Service Provider Programs/Activities

The ROPC Dept.'s monitoring visits to service providers will include a full compliance review of programmatic and fiscal procedures, performance/outcomes, cost effectiveness, and value of the program to the community. Monitors should conduct interviews with customers, trainers, and project managers if appropriate. Eligibility, assessment, performance and other case management documentation should be reviewed during the monitoring visit, as applicable.

Each service provider will be contractually required to provide a monthly program status report and a monthly request for payment, with supporting documentation, for staff review to ensure program expenses, quality, and outcomes meet the objectives of the contractual agreement.

3.06 Monitoring of CareerSource Capital Region Board Membership

CareerSource Capital Region Board membership will be monitored internally at least once during the year to ensure compliance with Section 117 of the Workforce Innovation and Opportunity Act and the Florida Workforce Innovation Act regarding composition of the Board and the membership appointment process.

3.07 Conflict of Interest

All CareerSource Capital Region Board members, employees and contractor staff are given our Code of Business Conduct & Ethics policy for their review and acknowledgement. This policy includes specific conflict of interest language along with other expectations.

In addition, CareerSource Capital Region's Board of Directors and its Chief Executive Officer who are not otherwise required under another provision of law to file a full and public disclosure of financial interest pursuant to s. 8, Art. II of the state Constitution or s. 112.3144, F.S., must file a Statement of Financial Interests - Form 1 by July 1 of each year or within 30 days of appointment or employment under s. 445.007, F.S. and follow Chapter 34-8 of the Rules of the Florida Commission on Ethics.

In the event a Board member has a conflict of interest he/she will be required to abstain from voting on that matter, as well as recuse himself/herself from discussion and voting on the item. Compliance with the conflict of interest policy will be monitored at least once during the year.

3.08 Fiscal Activities

Monitoring of fiscal activities is performed by the Chief Financial Officer. Financial reports are reviewed and compared to sub-recipient billing. Financial reports are produced by the Chief Financial Officer. These include the budget balances for each Program category and contract. The administrative cost limitation and training cost requirement are closely monitored.

3.09 Monitoring and Evaluation of Program Performance

Program evaluation is completed by the Regional Oversight, Performance and Compliance (ROPC) Department. The federal Primary Indicators of Performance are analyzed on a quarterly basis. These indicators assess the effectiveness of local workforce development boards in achieving positive outcomes for individuals served by the workforce development system's six core programs. This includes a review of entered employment outcomes, median wage outcomes, credential attainment outcomes and measurable skill gains attainment outcomes. The analysis is used as a planning tool to predict trends in the economy and target populations and is also used by the ROPC Department when reviewing service providers.

The Chief Executive Officer and Chief Operations Officer provide the oversight role for ensuring workforce development program performance. The Executive Committee and the full Board reviews program outcomes.

3.10 Minimum Skill Standards for Front Line Staff (Direct Customer Service Staff)

CareerSource Capital Region (CSCR) requires individuals providing direct customer service to career seekers, employers, or partners to meet established training, credentialing, and continuing education standards to support consistent service delivery and compliance with applicable state and federal requirements.

Standards. Minimum training and credentialing standards for individuals providing direct customer service on behalf of CSCR are established in CSCR's Staff Training and Credentialing Policy and implemented through CSCR's Staff Training and Credentialing Local Operating Procedure (LOP). These documents define required initial training and credentialing, continuing education requirements, specialized training as applicable by role, documentation standards, and compliance tracking responsibilities.

Documentation and Recordkeeping. CSCR maintains training and credentialing documentation sufficient to demonstrate compliance during monitoring and audit reviews, consistent with the Staff Training and Credentialing LOP.

COMPLAINT AND HEARING PROCEDURES

Former sections 4.01 to 4.18 have been removed from this plan. Please refer to the Complaint and Hearing Procedures Directive, ADM-DR-XXXX.

Former section 4.19 has been removed from this plan. Please refer to the Subpeona Guidelines Procedure, ADM-PR-00XX.

Former section 4.20 has been removed from this plan. Please refer to the Public Records Request Procedure, ADM-PR-00XX.

PROPERTY MANAGEMENT

5.01 Inventory Control

Inventory control and accounting is the responsibility of the Chief Financial Officer, or designee. The property custodian is CareerSource Capital Region. Upon receipt of an item of tangible personal property of $5,000 or more, a property tag is assigned to the item ordered. These tags are sequentially numbered and bear the name “Property of CareerSource Capital Region”. The property tag is affixed to the item and a record of the tag number and item is made. A computerized Property Record Card is made for the item which contains the following information: identification number (tag number); description, physical location; name of custodian(s); name, make, or manufacturer; year or model; serial number; date acquired; cost or value; custodian or custodian delegate; method of acquisition; inventory date; and condition. This computerized Property Record Card is retained on file in the Administrative office and is used for audit, inventory, and transfer/disposition purposes. All capital assets with a unit cost of $5,000 or more are recorded in Fiscal Department’s Fixed Asset System.

5.02 Transfer and Disposition of Property

When property is moved for any reason, i.e., transfer of location, sale, scrap, etc., the appropriate additions/deletions/changes are then made to the property records.

Technology equipment and furniture will be identified as surplus if it meets any of the following:

a. It no longer functions and cannot be repaired by the original vendor or through other budgeted means.
b. It does not meet standard equipment specifications identified by the Information Technology department.
c. It is a hazard or dangerous in its current state.
d. It is located in an office/career center that is downsizing and an alternative use or location cannot be identified.

Technology equipment and furniture identified as surplus will be disposed of in any one of the following manners:

a. Selling or transferring the property to any other governmental entity.
b. Selling or donating the property to any private nonprofit agency.
c. Selling the property through a sale open to the public.
d. Entering contractual agreements with other entities, including, but not limited to, other governmental agencies or private vendors, which facilitate the final disposition of the property. Such agreements may include, but are not limited to, the leasing of storage space or arrangements for the disposal of scrap property.
e. If the equipment is broken beyond repair or cannot be sold, donated or salvaged it will be documented as either broken or abandoned, and after written approval by the CFO or their designee, it will be taken to the local landfill or placed in a commercial waste disposal bin.

Proceeds from the sale of equipment of less than $5,000 will be classified as unrestricted income.

5.03 Inventory Methods

A physical inventory of property is conducted annually, and the results are compared with property records. If any discrepancies are found, they are traced and reconciled.

5.04 Workforce Development Usage of Property

All property purchased with workforce development funds will be used exclusively for those purposes. Property that is utilized by multiple programs will be factored into CareerSource Capital Region's cost allocation plan for shared expenditures.

MINUTES

Executive Committee Meeting
6/4/2026
3:30pm

Attendees: Erin Gillespie, Cindy Lavoie, Louis Dilbert, Amber Tynan, Kevin Vaughn, Beth Cichetti

Not Present: Shelly Bell

Board Staff: Keantha Moore, Trish Yahn, Tandria Edwards, Charlotte Brown, Jessica Grise, Robin Dawson

Recording: Tandria Edwards

I. Call to Order – Executive Committee – Amber Tynan @ 3:35

II. ACTION ITEM I – Executive Committee Meeting Minutes – March 5, 2026

Motion to approve by Kevin Vaughn; seconded by Louis Dilbert; all in favor

III. ACTION ITEM II – Executive Committee Special Meeting Minutes - April 30, 2026

Motion to approve by Louis Dilbert; seconded by Kevin Vaughn; all in favor

IV. ACTION ITEM III – Executive Committee Special Meeting Minutes - May 14, 2026

Motion to approve by Louis Dilbert; seconded by Kevin Vaughn; all in favor

V. ACTION ITEM IV – Budget Package 2026-2027

Motion to approve by Kevin Vaughn; seconded by Louis Dilbert; all in favor

VI. ACTION ITEM V – Regional Planning Area – Request to join the Northwest Florida Workforce Collective

Motion to approve by Kevin Vaughn; seconded by Louis Dilbert; all in favor

VII. ACTION ITEM VI – Board Member Application – Jeremy Sinnemaki, WIOA

Motion to approve by Beth Cichetti; seconded by Erin Gillespie; all in favor

VIII. ACTION ITEM VII – 2026-2027 Board, Committee and Council Meetings Schedule

Motion to approve by Kevin Vaughn; seconded by Louis Dilbert; all in favor

IX. ACTION ITEM VIII – 2026-2027 Schedule of Operations – Hours and Closures

MINUTES

CareerSource CAPITAL REGION

Executive Committee Meeting
6/4/2026
3:30pm

Motion to approve by Louis Dilbert; seconded by Kevin Vaughn; all in favor

X. Adjourn

Motion: Chair Lavoie adjourned the meeting at 4:13 pm

NEXT MEETING: September 3, 2026

DIRECTIVE TITLE:	Support Services and Needs-Related Payments Directive
ISSUING DEPARTMENT:	Regional Oversight, Performance and Compliance (ROPC) Department
EFFECTIVE DATE:	April 1, 2010
LAST REVISION DATE:	October 1, 2026

PURPOSE
To establish procedures for issuing support services and needs-related payments for all Workforce Innovation and Opportunity Act (WIOA) programs in the CareerSource Capital Region (CSCR) operating area.

REFERENCES
20 CFR 680.900-970, WIOA Sec. 3 (59), WIOA Sec. 134(d)(2), Administrative Policy 109– Supportive Services and Needs-Related Payments

BACKGROUND
A key principle in WIOA is to provide local workforce development boards (LWDBs) with the authority to make policy and administrative decisions and the flexibility to tailor the public workforce system to the needs of the local community. To ensure maximum flexibility, WIOA regulations give LWDBs the discretion to provide the supportive services they deem appropriate, subject to the conditions prescribed by WIOA. Accordingly, CSCR staff must coordinate with other entities to prevent duplication of resources and services, and establish limits on the amount and duration of such services.

POLICY
Supportive services are necessary to enable an individual to participate successfully in activities authorized under WIOA. CareerSource Capital Region reserves the right to provide supportive services based on funding availability. Supportive services may include, but are not limited to:

1. Linkages to community services;
2. Assistance with transportation;
3. Assistance with child care and dependent care;
4. Assistance with housing;
5. Needs-related payments;
6. Assistance with educational testing;
7. Reasonable accommodations for individuals with disabilities;
8. Legal aid services;
9. Referrals to medical services;
10. Assistance with uniforms or other appropriate work attire and work-related tools, including items such as eyeglasses and protective eye gear;
11. Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and
12. Payments and fees for employment and training-related applications, tests, and certifications.

The WIOA federal regulations at 20 CFR 680.910 indicate that supportive services may be provided only to Adults, Dislocated Workers or Youth who are:

1. Participating in career or training services; and
2. Unable to obtain services through other programs providing such services.

Supportive services may include, but are not limited to, financial assistance with or referral to the following:

Allowable Support Services ** Notes on disallowable*	**Examples** *Note: not limited to the list below*	**Documentation** *(Types of Documentation - receipts/invoices, case notes, etc.)*
Transportation assistance (Based on demonstration of need - section below)	Bus tickets, bus cards, gas card, Rideshare (i.e. Lyft), or other public travel costs	Receipts, invoices, documentation showing level of need
Clothing and referrals or assistance with work attire	Uniforms and other appropriate work attire	Copy of the documentation of the required attire and cost documentation from the vendor
Required tools, equipment or other work or training-related materials	Protective eyewear, boots and items required by employer or training provider for employment/training	Copy of the documentation of the required tools/equipment/supplies and cost documentation from the vendor
Educational testing	GED testing fees	Copy of the documentation of the cost of the exam fees and a copy of the referral from the appropriate educational institution indicating the career seeker is ready to take the final GED exam and/or copy of the assessment results
Assistance with identification and driver's license fees (commercial and non-commercial)	Identification/License fees	Documentation reflecting the identification/license cost
Assistance with birth certificate fees	Documentation fees	Documentation reflecting the cost of obtaining a copy of the career seeker's birth certificate
Employment and training-related exams, licensure and certifications	Fees for state-registered occupations (i.e. nursing, MA, CNA, childcare, or other health care occupations) or other recognized certifications that require a fee	Copy of the documentation of the cost of the certification/licensure/ exam fees and documentation from the appropriate educational institution indicating the career seeker is ready to take the exam

Note: Individuals may be referred to the following agencies/community partners for the services listed above (not intended to be all-inclusive, as staff may identify other suitable options):

- 2-1-1 Big Bend
- Ability First
- AMI Kids
- Big Bend Habitat for Humanity

- Big Bend Homeless Coalition
- Capital Area Community Action Agency
- City Walk
- Department of Children and Families
- Division of Blind Services
- Division of Vocational Rehabilitation
- Early Learning Coalition
- Echo Outreach Ministries
- Leon County Office of Human Services and Community Partnerships
- Lighthouse of the Big Bend
- LyftUp Jobs Access Program
- The Salvation Army

Supportive Service Limits

CSCR limits supportive services to a maximum of $5,000 per career seeker, per program year. This amount includes **all** types of supportive services and is part of the overall $10,000 limit for training services for a maximum two-year period. Supportive services are subject to funding availability each program year (July 1 – June 30) and career seekers are not automatically entitled to these funds. Contractor staff are responsible for ensuring that each career seeker understands the supportive services policy and that a tracking mechanism is in place to ensure the $5,000, per program year cap, is not exceeded. **Note:** Failure by Contractor staff to adequately track expenditure levels may result in disallowed costs.

Unallowable Support Services

The following supportive services have been deemed unallowable:

1. Fines and penalties such as traffic violations, late finance charges, and interest payments;
2. Entertainment including tips;
3. Contributions or donations;
4. Vehicle payments;
5. Refundable deposits;
6. Groceries, including food or meals;
7. Alcohol, tobacco, or marijuana products;
8. Pet products;
9. Plants or supplies for plants;
10. Taxes;
11. Child support payments;
12. Membership fees (e.g., fitness or social club, annual fees on personal credit cards); and
13. Out-of-state job search and relocation expenses that are paid for by the prospective employer.

LIMITS TO THE AMOUNT OR DURATION OF SUPPORTIVE SERVICES

CareerSource Capital Region does not provide:

1. Payments for housing for WIOA participants;
2. Needs-related payments;
3. Supportive services beyond a career seeker's employment start date; or
4. Participant support costs[1].

[1] Participant Support Costs are direct support costs that support career seekers and their involvement in a federal award, such as stipends, subsistence allowances, travel allowances, registration fees, temporary dependent care and per diem paid directly to or on behalf of participants.

A. **Requirements for Adults and Dislocated Workers:** Supportive services for Adults and Dislocated Workers can only be provided when necessary to enable individuals to participate in career services or training services. Follow-up services, though career services, are not qualifying services for the purposes of receiving supportive services. Adults and Dislocated Workers who are only receiving follow-up services cannot receive supportive services.

B. **Requirement for Youth:** Supportive services for youth must be offered as one of the required program elements. Unlike Adults and Dislocated Workers, Youth are eligible to receive supportive services when participating in follow-up services.

C. **Notice of Availability:** Staff must ensure that participants are provided with accurate information about the availability of supportive services in the local area, as well as referrals to services available from partners or other sources. Note: These referrals should be made utilizing the CrossWalk Agency Referral System, where possible. If a referral is made to an agency not included in the referral system, the information should be forwarded to the One-Stop Operator for possible inclusion.

D. **Supportive Services Limit:** Supportive Services will be limited to $5,000 per participant per program year. The limit will be reviewed periodically to ensure adequacy and availability of budget.

E. **Internal Controls/Determination of Need:** CSCR's contracted Workforce Development Services Provider will establish internal controls that ensure equitable treatment of participants, establish documentation requirements as further prescribed in this directive, and provide assurance of coordination with other community resources.

DETERMINATION OF NEED

The provision of accurate information pertaining to the availability of supportive services in the local area must be made available to the career seeker as it is one of the core services of the service delivery system. Supportive services should be used to address the career seeker's barriers identified through the initial or objective assessment process. The plan for addressing these barriers, to include the provision of supportive services, must be documented in the career seeker's Individual Employment Plan (IEP) or Individual Service Strategy (ISS), as appropriate.

WIOA states that supportive services may be provided if not available from any other source; therefore, the case file and EmployFlorida case notes must document the need of the career seeker and the fact that the services are not available from another source. Case notes must explain how staff determined the supportive services needed were not available from other sources (i.e., participant attestation, documentation showing the participant's denial for services or that services were not available), identifying the sources and agencies that were explored. Any coordinating attempts must be included in the case notes.

Example Determination of Need Case Note

Subject: *Determination of Need for Training Services*

Case Note: *After assessing the career seeker's employment and education history and reviewing the resources listed on the financial analysis form, staff determined that, without assistance, the career seeker is unlikely {or unable} to obtain or retain employment leading to self-sufficiency and requires additional assistance. The career seeker does not have a recognized postsecondary credential and needs training and/or supportive services to complete the {final two terms} of the {Dental Hygiene program at TSC}. The services provided include assistance with training costs, transportation costs to attend training, uniforms, supplies and exam fees. The career seeker* *has attested to the need for these services and confirmed that these resources are not available from any other source, as they are not working with any other organizations.*

The Managing Director and staff are responsible for maintaining all records related to documentation of a career seeker's need and subsequent payments made to or on behalf of the career seeker. The case file and EmployFlorida must always contain current financial information to support accurate tracking of supportive services expenditures. All supportive services must be charged to the training related/supportive services cost category. The appropriate WIOA activity code must be entered in EmployFlorida to identify the type of supportive service provided.

Supportive services may be provided for WIOA career seekers who have attested to the need for the service in order to actively participate in the WIOA program. Career seekers who do not fulfill the requirements to receive supportive services will be denied support service funding. Career seekers may also be denied supportive services funding if program funding is reduced.

DETERMINATION OF LEVELS OF NEED FOR TRANSPORTATION ASSISTANCE

For career seekers participating in work-based learning or occupational skills training:

Minimum Level of Need

Career seekers who live less than 20 miles round trip from the assigned activity may receive up to the following per month:

- $80 in gas cards; or
- $80 in Lyft passes; or
- Two 7-day bus passes per month.

Moderate Level of Need

Career seekers who live between 20-30 miles round trip from the assigned activity may receive up to the following per month:

- $100 in gas cards ; or
- $100 in Lyft passes; or
- Three 7-day bus passes per month.

High Level of Need

Career seekers who live 31 miles or more round trip from the assigned activity may receive up to the following per month:

- $120 in gas cards;
- $120 in Lyft passes; or
- Four 7-day bus passes per month

Note: On a case-by-case basis, exceptions may be made for increased transportation assistance for career seekers who live more than 40 miles round trip from their assigned activity. An exception request must be made in writing to the Chief Operations Officer and must include mileage documentation.

SUPPORTIVE SERVICES FOR CAREER SERVICES ONLY

At the Chief Executive Officer's discretion, supportive services for career seekers (Adults & Dislocated Workers) participating in career services only may be offered, subject to documented need and funding availability.

Notification of allowability and funding availability will be provided in writing to staff, when these services may be offered to eligible career seekers, including the parameters that must be met when this provision is in effect.

PAYMENT METHODS FOR SUPPORTIVE SERVICES

A variety of payment methods may be used for the provision of supportive services, depending upon the type of supportive service provided. For each supportive service provided, CSCR must opt to use a payment method that allows for the highest level of oversight, accountability and internal controls to ensure the supportive service provided is used for the intended purpose.

For example, transportation assistance (i.e. assistance with fuel costs) must be provided in the form of vendor-specific gas cards. Asset cards such as gas cards and bus passes must be distributed in accordance with the Gift (Gas) Cards and Bus Passes procedure (ADM-PR-XXXX). Assistance with certifications, licensure/testing fees, clothing/uniforms, supplies, tools, or other appropriate training-related items must be provided via Purchase Order (PO), payable to the selected vendor. See Issuing Individual Training Accounts (ITAs) & Purchase Orders (POs) Directive (UNI-DR-0123) for additional information.

REQUIREMENTS

Staff are required to maintain documentation sufficient to satisfy the requirements of this policy to ensure that funds are necessary, allowable and used for the intended purpose. Documentation must include:

- Determination of the career seeker's need for supportive services included in the career seeker's IEP/ISS. A detailed explanation regarding the career seeker's need for supportive services must be included in case notes in EmployFlorida (see example case note above).
- Case notes either confirming that the needed supportive services were not available through other programs/partners or that the urgency of the needed supportive service was such that referrals to other resources would create a hardship for the career seeker. Case notes must include all attempts of coordinating services with other agencies and the results of the coordination attempts.
- Records of payments to vendors, including date of receipt, the amount of payment, check/voucher number, etc. must be retained in the career seeker's file.
- For career seekers enrolled in training, proof/verification of satisfactory progress and attendance in training programs must be retained in the career seeker's file to continue to receive assistance.
- For asset cards, staff must ensure that documentation of mileage calculations is included in the career seeker's file at the time of distribution. The career seeker's mileage calculation should include round-trip mileage between his/her home (used for eligibility purposes) and activity site(s) as determined by mapping tools such as Yahoo, Google and/or MapQuest.
- For license reinstatements (due to being revoked or suspended), proof of compliance and documentation of the license reinstatement fee must be retained in the career seeker's file.
- Exams and Certifications must be for occupations on the Statewide and Regional Demand Occupations List.

EMPLOY FLORIDA SERVICE CODES

Staff must enter the appropriate service codes in EmployFlorida when career seekers are either referred to or provided supportive services. The EmployFlorida Services Desk Guide (UNI-DG-0318) outlines the various service code titles and definitions as well as the documentation/case note requirements.

MONITORING

The contracted Workforce Development Services Provider must ensure that there is an adequate tracking and monitoring process in place to ensure supportive services are provided in a manner that aligns with CSCR's policy as well as federal and state laws, regulations and policies.

APPENDIX A: DOCUMENT HISTORY

Revised 10/1/2026

Revised to modify the support levels for assistance and other updates

Revised 1/9/2026

Updated to include additional case note requirements

Revised 9/30/2022

Document was revised to offer additional supports for WIOA career seekers, approved by the SPPC 8/10/2022 and Executive Committee 9/1/2022

Revised 1/28/2021

Document was revised to reflect requirements of Administrative Policy 109

Revised 5/16/2017

Document was reviewed and rebranded; Updated based on WIOA regulations

Revised 3/29/2012

Initial Release 4/1/2010

CSCR Board, Committee and Council Meetings (Revised)

Program Year July 1, 2026 - June 30, 2027**

New Member Orientation – Local In-Person (in addition to THMP online orientation):

- Friday, October 9, 2026
- Wednesday, April 21, 2027

Board of Directors Meetings:

The **5th Wednesday** of every third month; 12 noon – 1:30 p.m.

(Hybrid meeting - lunch served beginning at 11:30 a.m.)

- September 30, 2026
- January 13, 2027 (2nd Wednesday instead of 5th)
- March 31, 2027
- June 30, 2027

Executive Committee Meetings:

The **2nd Thursday** of every third month; 3:30 – 4:30 p.m. (or 5:00 pm if needed)

- September 10, 2026
- December 10, 2026
- March 10, 2027
- June 10, 2027

Finance Committee Meetings:

- September 10, 2026 – Joint meeting with the Executive Committee
- December 10, 2026 – Joint meeting with the Executive Committee
- February 25, 2027
- June 10, 2027 – Joint meeting with the Executive Committee

Governance Committee Meetings:

The **1st Thursday** of the month before the Board meeting; 2 – 3:30 p.m.

- August 6, 2026
- November 12, 2026
- February 11, 2027
- May 13, 2027

Strategic Policy & Planning Committee Meetings:

The **2nd Wednesday** of the month before the Board meeting; 3:30 – 5 p.m.

- August 12, 2026
- November 4, 2026 (1st Wednesday instead of 2nd)
- February 10, 2027
- May 12, 2027

Nominating Committee Meetings:

The **4th Tuesday** two months before the Board meeting; 3:30 – 4:30 p.m.

- July 28, 2026
- October 27, 2026
- January 26, 2027
- April 27, 2027

Audit Committee Meetings:

To be scheduled as needed.

Career Center Partners Council Meetings:

2nd Friday Quarterly – September, December, March & June – 12 noon - 1:30 p.m.

- September 4, 2026 (1st Friday instead of 2nd Friday)
- December 11, 2026
- March 12, 2027
- June 11, 2027

Business & Education Council Meetings: 12 noon – 1 p.m.

- August 11, 2026
- November 17, 2026
- February 9, 2027
- May 12, 2027

** In cases of unforeseen issues, the Board grants the CEO and/or her designee the authority to make changes to Board and Committee meetings with the understanding that proper notice of the change will be provided to the Board and Committee members.