



# ► PROGRAM BUDGET 2025 – 2026

July 1, 2025 - June 30, 2026

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**CareerSource Suncoast  
Budget for Program Year 2025 - 2026**

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# **CareerSource Suncoast**

## **Program Year 2025-2026**

### **Budget Narrative**

The Board Leadership team has prepared the budget for CareerSource Suncoast. This narrative will be divided into sections describing our various programs, as follows:

#### **Temporary Assistance for Needy Families (TANF)**

The Temporary Assistance for Needy Families (TANF), provides services to recipients of temporary assistance, their children and families, and to low-income persons in danger of entering welfare dependency. The goal of this program is to assist these persons in obtaining employment, leading to self-sufficiency. Clients require intensive services prior to obtaining viable employment as well as transitional assistance to assure job retention and the achievement of self-sufficiency.

#### **Workforce Innovation and Opportunity Act (WIOA)**

The Workforce Innovation and Opportunity Act (WIOA) effective July 1, 2015 supersedes the Workforce Investment Act (WIA) of 1998. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Three funding sources fall under WIOA – Adult, Dislocated Worker, and Youth. Career Services available in our Career Centers range from intake, assessment of skills, job search and placement assistance, and training services. Training, which is linked to job opportunities in our local area, may be provided through an individual training account (ITA), paid internship, or on-the-job training (OJT) to qualified customers who are not able to find employment. Florida Statutes states at least 50% of Adult and Dislocated Worker funds must be expended on ITAs and their related staff costs.

Requirements for youth funding specify a minimum of 75% of youth funds are to be used for out of school youth 16-24 years of age. FL Commerce received a waiver from USDOL for a 50% minimum for out of school youth. A minimum of 20% of youth funds are to be used toward paid internship or on-the-job training.

CareerSource Suncoast has a full-service high-tech career center in Sarasota. Other locations staffed to serve are in Manatee County and South Sarasota County. These locations will provide a broad range of services to the citizens and businesses in Manatee and Sarasota Counties.

#### **National Emergency Dislocated Worker – Hurricane Ian**

The grant provides temporary jobs to assist with humanitarian aid, clean-up, and restoration activities to the counties affected by Hurricane Ian. The current award will end September 30, 2025.

#### **National Emergency Dislocated Worker – Hurricane Helene/Milton**

The grant funds temporary jobs to assist with humanitarian aid, clean up and restoration activities in areas affected by Hurricane Helene and Milton. The funds can also be used to provide career services and training to eligible participants. The current award will end September 30, 2026.

#### **National Emergency Dislocated Worker – Fostering Opioid Recovery**

The grant funds temporary disaster-relief employment, training, and career services. The project will focus on two classes of eligible individuals who may be served – those affected by the opioid disaster or substance use disorder who may be trained in any occupation or individuals who are not directly affected by the opioid disaster that seek training for and employment in demand occupations - that impact opioid disaster. Funds may also be used to develop strategies that foster recovery from opioid and addiction issues affecting the workforce; participate in local opioid addiction/recovery task forces; and provide technical assistance to human resource professionals on how to deal with issues related to drug addiction and recovery in the workplace.

# **CareerSource Suncoast**

## **Program Year 2025-2026**

### **Budget Narrative**

#### **Hope Florida Navigator**

These funds offer a comprehensive approach to addressing poverty and promoting economic mobility in Florida funding a dedicated position. An initiative with the Florida Department of Children and Families will guide Floridians on an individualized path to economic self-sufficiency. Services to help Hope Florida participants find jobs, enroll in training and launch new career pathways.

#### **Rapid Response**

Funding to provide support for staff engaged in rapid response activities which emphasize layoff aversion activities with local employers.

#### **Apprenticeship Navigator**

Provides funds for a dedicated staff engaged in leading and supporting regional efforts to develop, expand, and support registered apprenticeship and pre-apprenticeship programs.

#### **Non-Custodial Parent Employment Program (NCPEP)**

This grant will provide funding to assist non-custodial parents who are unemployed or underemployed and have difficulty meeting child support obligations. The goal of the grant is to become self-sufficient and establish a successful pattern of paying child support. CSS will provide career services, job placement, training and support with a goal to obtain and retain self-sufficient employment.

#### **FL Commerce – Joint Managed Programs**

Programs under FL Commerce – Joint Managed Programs are for services delivered by FL Commerce state staff assigned to our local career centers. The Florida Workforce Innovation Act of 2000 gave responsibility for FL Commerce Programs to the local workforce boards.

1. Wagner-Peyser - The basic services provided under this program are employment workshops, referral and placement services to job seekers, reemployment services to unemployment compensation claimants, and recruitment services to employers with job vacancies.
2. Disabled Veterans' Outreach Program (DVOP) & Local Veterans' Employment Representative Program (LVER) – The DVOP & LVER Veterans' programs provide jobs and job training opportunities for veterans and disabled veterans. DVOP and LVER assist veterans through contacts with employers, promote and develop on-the-job training and apprenticeships and various other services applicable to provide maximum employment opportunities for veterans.

#### **Reemployment Services and Eligibility Assessment (RESEA)**

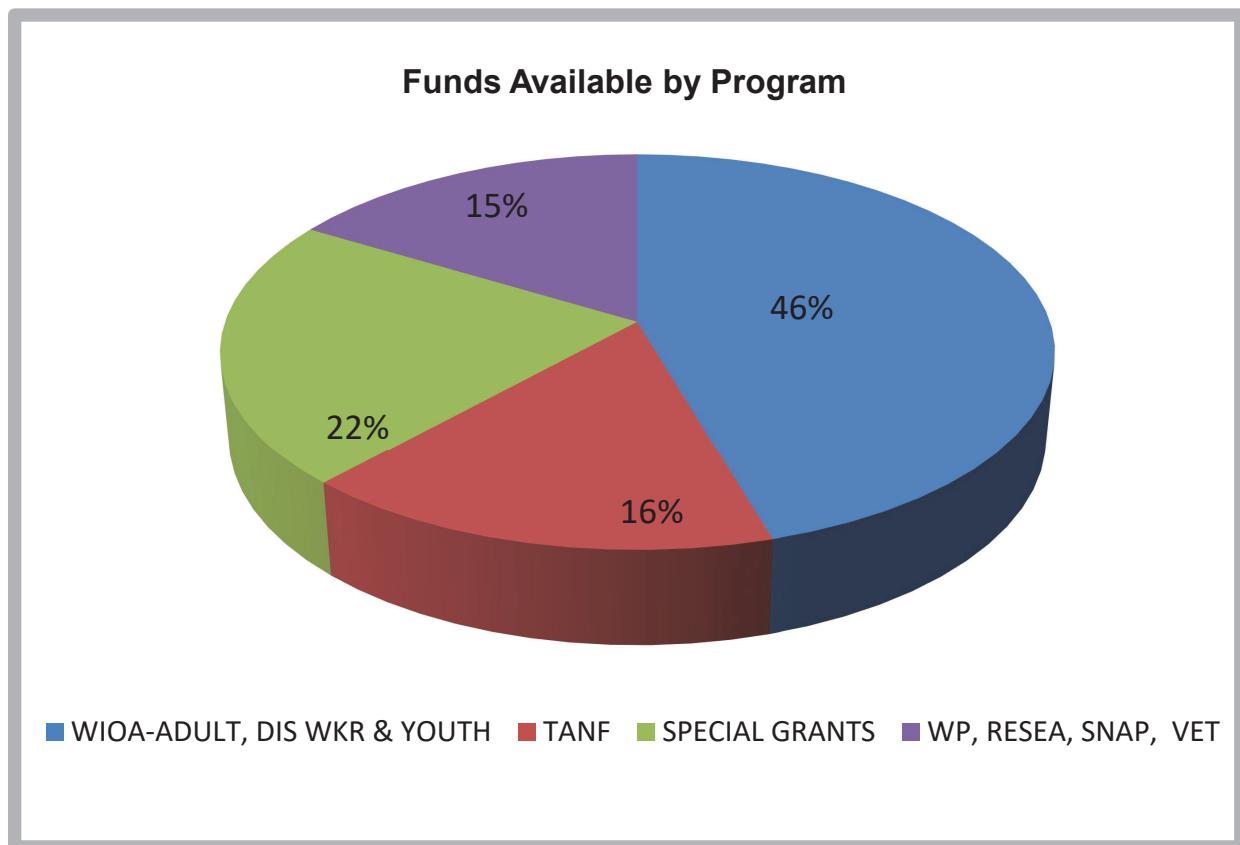
A grant from USDOL provides re-employment and eligibility assessments to unemployment compensation claimants. The purpose of the project is to determine the effectiveness of more intensive services (in-person re-employment eligibility assessments) in helping claimants find employment, thereby resulting in shorter claims durations and fewer erroneous payments

#### **Supplemental Nutrition Assistance Program – Employment and Training (SNAP)**

SNAP recipients without dependents receive assistance from CareerSource Suncoast with employment and training services to enable them to become self-sufficient. Beginning January 1, 2016 the State of Florida returned to mandatory participation for SNAP recipients.

**CareerSource Suncoast**  
**Funds Available by Program**  
**Program Year 2025-2026**

PROGRAM	FUNDS AVAILABLE	% OF TOTAL	WIOA ALLOCATION BREAKDOWN	FUNDS AVAILABLE	% OF TOTAL
WIOA-ADULT, DIS WKR & YOUTH	\$3,193,384	46%	ADULT/DIS WKR	\$2,218,390	69%
TANF	\$1,141,304	16%	YOUTH	\$974,994	31%
SPECIAL GRANTS	\$1,534,285	22%			
WP, RESEA, SNAP, VET	\$1,150,858	15%			
<b>TOTAL</b>	<b>\$7,019,831</b>	<b>100%</b>	<b>TOTAL</b>	<b>\$3,193,384</b>	<b>100%</b>



**CareerSource Suncoast**  
**Summary of Funds Available - All Programs**  
**Program Year 2025-2026**  
**July 1, 2025 - June 30, 2026**

Funding Streams	Funding Available PY 25-26	Less Reserve for PY 26-27	Funding Budgeted For PY 25-26
Temporary Assistance for Needy Families (TANF) estimate exp 6/30/26	\$1,089,534	\$0	\$1,089,534
Temporary Assistance for Needy Families (TANF) CFWD est exp 8/31/25	\$51,770	\$0	\$51,770
<b>Total Temporary Assistance for Needy Families</b>	<b>\$1,141,304</b>	<b>\$0</b>	<b>\$1,141,304</b>
WIOA-Adult & Dislocated Worker estimate exp 6/30/27	\$1,875,283	\$138,880	\$1,736,403
WIOA-Adult & Dislocated Worker Carry Fwd estimate exp 6/30/26	\$343,107	\$0	\$343,107
<b>Total WIOA Adult &amp; Dislocated Worker</b>	<b>\$2,218,390</b>	<b>\$138,880</b>	<b>\$2,079,510</b>
WIOA-Youth estimate exp 6/30/27	\$724,719	\$150,000	\$574,719
WIOA-Youth Carry Fwd estimate exp 6/30/26	\$250,275	\$0	\$250,275
<b>Total WIOA Youth</b>	<b>\$974,994</b>	<b>\$150,000</b>	<b>\$824,994</b>
NEG Dislocated Worker Ian Carry Fwd estimate exp 9/30/25	\$338,687	\$0	\$338,687
NEG Dislocated Worker Helene Carry Fed estimate exp 9/30/26	\$115,220	\$0	\$115,220
NEG Dislocated Worker Opioid est exp 12/31/26	\$201,461	\$0	\$201,461
Hope Navigator WP PY26 estimate	\$70,000	\$0	\$70,000
Rapid Response estimate exp 6/30/26	\$87,318	\$0	\$87,318
Apprenticeship Navigator estimate exp 6/30/26	\$70,000	\$0	\$70,000
Non-Custodial Parent Employment Program estimate exp 6/30/26	\$651,599	\$0	\$651,599
Wagner Peyser (WP) estimate exp 9/30/26	\$629,264	\$65,000	\$564,264
Wagner Peyser (WP) Carry Fwd estimate exp 9/30/25	\$173,222	\$0	\$173,222
<b>Total Wagner Peyser</b>	<b>\$802,486</b>	<b>\$65,000</b>	<b>\$737,486</b>
Veteran's Programs (DVOP & LVER) estimate	\$72,962	\$0	\$72,962
Reemployment Svcs & Eligibility Assess (RESEA) estimate	\$194,793	\$31,042	\$163,751
Supple Nutrition Assist Prog Employment & Training (SNAP) est	\$80,617	\$15,750	\$64,867
<b>Total</b>	<b>\$7,019,831</b>	<b>\$400,672</b>	<b>\$6,619,159</b>

**CareerSource Suncoast**  
**Budget Comparison & Information**  
**Program Year 2025-2026 to 2024-2025**

	Note Ref	PY 25-26 Budget	PY 24-25 Budget Mod #2	Expenditures PY 24-25*
<b>Funding Available Less Reserves</b>		\$6,619,159	\$8,106,146	
<b>Personnel Costs:</b>				
<b>Salaries &amp; Fringe Benefits</b>	1	\$4,326,623	\$4,522,344	\$3,938,630
<b>Staff Training &amp; Education</b>	2	35,000	\$37,953	\$37,628
<b>Total Personnel Costs</b>		\$4,361,623	\$4,560,297	\$3,976,258
<b>Facility Costs</b>	3	\$460,000	\$503,351	\$480,013
<b>Office Furniture &amp; Equipment</b>	4	\$30,947	\$15,000	\$14,607
<b>Operating Costs-Career Ctrs &amp; Adm:</b>				
<b>Accounting/Audit</b>	5	\$71,032	\$92,639	\$55,478
<b>Consultants &amp; Legal</b>	6	52,500	50,000	\$39,125
<b>General Insurance</b>	7	51,836	49,842	\$51,830
<b>Office Supplies &amp; Expense</b>	8	25,000	30,000	\$17,931
<b>Travel &amp; Meetings</b>	9	65,000	65,571	\$54,085
<b>Total Operating Costs</b>		\$265,368	\$288,052	\$218,449
<b>Program Services:</b>				
<b>Client Training &amp; Support</b>	10	\$1,344,015	\$2,550,772	\$1,715,507
<b>Employer &amp; Client Services</b>	11	41,800	50,648	\$42,120
<b>Outreach</b>	12	115,406	138,026	\$98,624
<b>Total Program Services</b>		\$1,501,221	\$2,739,446	\$1,856,251
<b>Totals</b>		\$6,619,159	\$8,106,146	\$6,545,578

\*Expenditures for May/June are estimated

**CareerSource Suncoast**  
**Notes to Comparative Budget Statement**  
**Explaining Budget Line Items and Variances between Budget Years**  
**For Program Years 2025-2026 & PY 2024-2025**

Note 1      Salaries – Includes positions for Career Services and Board Administration with a cost of living salary increase of 3%. Included in this line item is a one-time up to 3% incentive payment to CSS board staff based on CSS achieving local board performance for PY 24-25 with letter grade of B or better.

	<u>PY 25-26</u>	<u>PY 24-25</u>
CSS F/T Positions	48	48
State Merit & OPS Positions*	<u>11</u>	<u>9</u>
Total CSS & State Positions	59	57

*\*State merit and OPS positions are not included in CSS budgeted salary/fringe benefit line item. They are paid through the State of Florida as employees of Florida Commerce. We provide supervision and oversight in our career centers for these employees.*

Fringe Benefits - Includes mandatory taxes: social security, medi-care, unemployment compensation, and worker comp insurance. Medical benefits for employees are paid by CSS for a base health plan. Buy-up options will be available with employee contributions. Dental, life, and long-term disability benefits for employees are paid by CSS. A discretionary retirement contribution is paid for eligible employees at 7.5%. The average fringe benefit rate for PY 25-26 is 32%.

Note 2      Staff Training & Education – Training for staff to include on-site training, opportunities offered by Florida Commerce, and outside sources to be determined.

Note 3      Facility costs are derived from rent, utilities, equipment maintenance, IT maintenance, IT communications, telephone service, and building maintenance for 1 comprehensive career center, 1 smaller career center and 2 satellite offices.

Note 4      Equipment & Furniture - This line item is budgeted for replacement of equipment/furniture needs.

Note 5      Accounting/Audit – Fees for payroll/HR processing services, 401k admin fees, and our maintenance renewal on our accounting and purchasing software, along with costs for our independent CPA audit and IRS 990 return.

**CareerSource Suncoast**  
**Notes to Comparative Budget Statement**  
**Explaining Budget Line Items and Variances between Budget Years**  
**For Program Years 2025-2026 & 2024-2025**

Note 6 Consultants & Legal – Includes costs for one stop operator and legal services.

Note 7 General Insurance - This covers insurance for directors & officers, general liability, pension bond, crime, property, electronic equipment, wind, and auto. Worker compensation is listed with fringe benefits.

Note 8 Office Expense and Supplies – This line item includes costs for dues and subscriptions, incidental expenses, office supplies (for staff and customers), and postage.

Note 9 Travel & Meetings – Mileage reimbursement (\$0.445 per mile), overnight travel (per diem breakfast \$6, lunch \$11, and dinner \$19), hotel, incidentals, and meeting expenses are reported in this line item. Travel for Board and state employees are paid based on the state limits listed which are below federal allowances.

Note 10 Client Training – Includes costs for Individual Training Accounts (ITAs) for tuition, books, fees, and supplies, along with on-the-job training (OJT) reimbursements to employers, customized worker training (CWT), and youth paid internships. For training budgets by funding/program refer to Budget by Allocation (pg. 8) in the packet.

Adult & Dislocated Worker Funds are required to expend 50% on ITAs/OJTs and related expenses. This budget meets the 50% State ITA requirement.

The Youth budget will meet the minimum 50% requirement for out of school youth activities. The training budget for youth also includes an amount for paid internships and on-the-job training to meet the 20% WIOA youth work experience requirement.

Client Support – Support services are on an individual basis and need. Possible costs may include childcare, housing, required items for employment, and transportation costs.

Note 11 Employer and Client Services – Employer and client assessment activities and career services.

Note 12 Outreach – A variety of media is used for educating employers, job seekers, and community on the services offered at CSS. This line item includes \$40,000 in outreach services partnering with the Bradenton Area Economic Development Corporation and Economic Development Corporation of Sarasota County focusing on employers. Additional outreach services include \$40,000 to partner with Local College Access Networks in both counties.

**CareerSource Suncoast**  
**Budget by Allocation**  
**Program Year 2024 - 2025**  
**July 1, 2024 - June 30, 2025**

	BUDGET	TANF	WIOA ADULT & DIS WKR	WIOA YOUTH	NEG IAN	NEG HELENE	NEG FOS OPIOID REC	HOPE NAV	RAPID RESP	APP NAV	NCPEP	WAG PEY	VETS	RESEA	SNAP
Funding Available	\$6,619,159	\$1,141,304	\$2,079,510	\$824,994	\$338,687	\$115,220	\$201,461	\$70,000	\$87,318	\$70,000	\$651,599	\$737,486	\$72,962	\$163,751	\$64,867
Personnel Costs:															
Salaries & Fringe Benefits	\$4,326,623	\$947,360	\$1,503,380	\$535,988	\$104,360	\$79,611	\$93,100	\$70,000	\$87,318	\$70,000	\$340,704	\$255,379	\$35,811	\$141,712	\$61,898
Staff Training & Education	35,000	6,020	14,805	4,340	0	0	0	0	0	0	3,430	4,655	560	875	315
Total Personnel Costs	<b>\$4,361,623</b>	<b>\$953,380</b>	<b>\$1,518,185</b>	<b>\$540,328</b>	<b>\$104,360</b>	<b>\$79,611</b>	<b>\$93,100</b>	<b>\$70,000</b>	<b>\$87,318</b>	<b>\$70,000</b>	<b>\$344,134</b>	<b>\$260,034</b>	<b>\$36,371</b>	<b>\$142,587</b>	<b>\$62,213</b>
Facility Costs	<b>\$460,000</b>	<b>\$79,120</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$344,555</b>	<b>\$21,795</b>	<b>\$14,530</b>	<b>\$0</b>
Office Furn & Equip	<b>\$30,947</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,397</b>	<b>\$5,550</b>	<b>\$0</b>	<b>\$0</b>
operating cost %	17.2%	32.5%	12.4%	5.1%	1.6%	3.0%	0.0%	0.0%	0.0%	9.8%	13.3%	1.6%	2.5%	1.0%	
Operating Costs-Career Ctrs & Adm:															
Accounting & Audit	\$71,032	\$12,218	\$23,085	\$8,808	\$3,623	\$1,137	\$2,131	\$0	\$0	\$0	\$6,961	\$9,447	\$1,137	\$1,776	\$710
Consultants & Legal	\$52,500	9,030	17,063	6,510	2,678	840	1,575	0	0	0	5,145	6,983	840	1,313	525
General Insurance	\$51,836	8,916	16,847	6,428	2,644	829	1,555	0	0	0	5,080	6,894	829	1,296	518
Office Supplies & Expense	\$25,000	4,300	8,125	3,100	1,275	400	750	0	0	0	2,450	3,325	400	625	250
Travel & Meetings	\$65,000	11,180	21,125	8,060	3,315	1,040	1,950	0	0	0	6,370	8,645	1,040	1,625	650
Operating Costs-Career Ctrs & Adm	<b>\$265,368</b>	<b>\$45,643</b>	<b>\$86,245</b>	<b>\$32,906</b>	<b>\$13,534</b>	<b>\$4,246</b>	<b>\$7,961</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$26,006</b>	<b>\$35,294</b>	<b>\$4,246</b>	<b>\$6,634</b>	<b>\$2,654</b>
Program Services:															
Client Training & Support	\$1,344,015	\$50,000	\$425,000	\$235,000	\$220,793	\$31,363	\$100,400	\$0	\$0	\$0	\$281,459	\$0	\$0	\$0	\$0
Employer & Client Svcs	41,800	0	0	0	0	0	0	0	0	0	41,800	0	0	0	0
Outreach	115,406	13,160	50,080	16,760	0	0	0	0	0	0	30,406	5,000	0	0	0
Total Program Services	<b>\$1,501,221</b>	<b>\$63,160</b>	<b>\$475,080</b>	<b>\$251,760</b>	<b>\$220,793</b>	<b>\$31,363</b>	<b>\$100,400</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$281,459</b>	<b>\$72,206</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>
Totals	<b>\$6,619,159</b>	<b>\$1,141,304</b>	<b>\$2,079,510</b>	<b>\$824,994</b>	<b>\$338,687</b>	<b>\$115,220</b>	<b>\$201,461</b>	<b>\$70,000</b>	<b>\$87,318</b>	<b>\$70,000</b>	<b>\$651,599</b>	<b>\$737,486</b>	<b>\$72,962</b>	<b>\$163,751</b>	<b>\$64,867</b>

**CareerSource Suncoast**  
**Budget Allocated to Program & Administrative Costs**  
**Program Year 2025 - 2026**  
**July 1, 2025 - June 30, 2026**

	Total	Program	Administrative
<b>Funding Budgeted</b>	<b>\$6,619,159</b>	<b>\$5,957,243</b>	<b>\$661,916</b>
<b>Personnel Cost:</b>			
Salaries & Fringe Benefits	\$4,326,623	\$3,799,652	\$526,971
Staff Training & Education	35,000	31,500	3,500
<b>Total Personnel Costs</b>	<b>\$4,361,623</b>	<b>\$3,831,152</b>	<b>\$530,471</b>
<b>Facility Costs</b>	<b>\$460,000</b>	<b>\$449,322</b>	<b>\$10,678</b>
<b>Office Furniture &amp; Equipment</b>	<b>\$30,947</b>	<b>\$28,447</b>	<b>\$2,500</b>
<b>Operating Costs Career Ctrs &amp; Admin:</b>			
Accounting/Audit	\$71,032	\$0	\$71,032
Consultants & Legal	52,500	38,750	13,750
General Insurance	51,836	47,936	3,900
Office Expense & Supplies	25,000	22,500	2,500
Travel & Meetings	65,000	47,000	18,000
<b>Total Operating Costs</b>	<b>\$265,368</b>	<b>\$156,186</b>	<b>\$109,182</b>
<b>Program Services:</b>			
Client Training & Support	\$1,344,015	\$1,344,015	\$0
Employer & Client Services	41,800	41,800	0
Outreach	115,406	115,406	0
<b>Total Program Services</b>	<b>\$1,501,221</b>	<b>\$1,501,221</b>	<b>\$0</b>
<b>Total Budget</b>	<b>\$6,619,159</b>	<b>\$5,966,329</b>	<b>\$652,830</b>
<b>Percentage of Administrative Costs</b>			<b>9.86%</b>