Local Operating Procedure (LOP)

Section: Program Operations	**Page** 1 of 16
Title: Reemployment Services and Eligibility Assessment (RESEA) Program: Initial RESEA Appointment	
Date of Issuance: 07/2025	**Revision Date:**
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Background

The Unemployment Insurance (UI) program is a required partner in the public workforce system and provides unemployment benefits to individuals who have lost their employment through no fault of their own and who otherwise meet initial and continuing UI eligibility requirements. Beginning in 2005, the United States Department of Labor (USDOL), Employment and Training Administration (ETA) funded the voluntary UI Reemployment and Eligibility Assessment (REA) pilot program to address individual reemployment needs of UI claimants, and to prevent and detect improper benefit payments. RESEA replaced REA effective January 2016.

The RESEA program was permanently authorized by amendments to the Social Security Act (SSA) under the Bipartisan Budget Act (BBA) of 2018, Public Law 115-123. The RESEA provisions are contained in Section 30206 of the BBA, which enacted Section 306 of the SSA. Pursuant to Section 306 of the SSA, the RESEA program has the following four purposes:

1. To improve employment outcomes of Reemployment Assistance (RA) claimants and reduce the average duration of RA receipt through employment.
2. To strengthen program integrity and reduce improper RA payments through the detection and prevention of such payments to ineligible individuals.
3. To promote the alignment with the broader vision of Workforce Innovation and Opportunity Act (WIOA) of increased program integration and service delivery for job seekers, including RA claimants.
4. To establish RESEA as an entry point for RA claimants into other workforce system partner programs.

Purpose

The purpose of this document is to provide local policy guidelines for the internal adoption, operations and management of the RESEA program at CareerSource Suncoast (CSS).

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I. OVERVIEW

The term "initial RESEA" means the actual meeting (appointment) between CSS staff and the client where the required RESEA services are completed.

CSS staff must ensure the services below are provided during the initial appointment. Services must be documented in Employ Florida and comply with requirements outlined in the EF Service Code Guide - Job Seeker Services 050125.pdf.

Note: *The Initial RESEA Appointment is considered "complete" only after the following services have been provided and recorded in Employ Florida.*

Services that must be provided during the Initial RESEA Appointment:

1. Orientation
2. Objective Assessment Summary
3. Employability Development Plan
4. Career Ladder Identifier and Financial Forecaster (CLIFF) Dashboard
5. Labor Market Information
6. Eligibility Review Process (ERP)

II. INITIAL RESEA APPOINTMENT

Pre-Appointment

Once staff have been assigned RESEA clients, call the client to confirm their appointment and email address. (Email Template Below) Let them know you will be emailing them:

1. A link to our orientation, to view before their appointment call. Client Orientation - PowerPoint 2024.pptx
2. A copy of the WP-General-01 Client Assessment.pdf – they have the option of filling it out and sending it back to you before the appointment or completing it during the appointment.

Staff will enter a case note of the call/contact attempt to include the details of the appointment.

Review of the client's EF profile: General Information/Background/Resume. If there are any issues, address them with the client during the appointment. Examples of EF profile issues/discussion opportunities:

1. No email address/unprofessional email address
2. Severe spelling/grammar errors
3. Making notes of their Desired Occupation
4. Salary – ANY?
5. Duplicate or missing employment information

Email Template – Pre-appointment

Hello [Bob],

*This is [Ben Vanderneck] with CareerSource Suncoast following up with you regarding your upcoming **virtual** RESEA (Reemployment Services and Eligibility Assessment) appointment with me on [Wednesday March 18th] from [1pm – 3pm]. You should have also received a letter in the mail about it. This appointment will be conducted **virtually** via*

Microsoft Teams and last approximately 2 hours. ***Attendance at this appointment is required to continue receiving Reemployment Assistance benefits.***

Before we speak, log into your employflorida.com account and update your general and background information and resume if needed. If you do not remember your log in credentials, please email me or text me at the number listed below. If you text me, please state your first and last name in the message. ***If you have already gained employment, please let me know as soon as possible, and complete the Returned to Work Questionnaire attached to this message.***

Meeting Overview (What to Expect):

1. **Orientation:** An overview of CareerSource Suncoast services to include job search and referral services, Employ Florida and the requirements of the Re-employment Services and Eligibility Assessment (R.E.S.E.A.). The orientation overview is attached to this message.
2. **Labor Market Information:** Salary information that is relative to your previous desired occupation. Additional statistical information can be found online at EmployFlorida.com and at floridajobs.org/economic data
3. **Assessment and Goals:** Your employment/educational history and strengths/barriers to employment to form your next steps needed to meet your rapid re-employment goals.
4. **Work Search Activity:** Activity to help you be job ready. Examples would be resume writing, interviewing skills, etc. This activity is done virtually and MUST be completed the following Friday after your initial RESEA appointment to continue receiving Reemployment Assistance benefits
5. **Education and Training Services:** Referral to educational and/or training services, to include the Workforce Innovation and Opportunity Act (WIOA). Please click here or visit our website to learn more about this program and to review the Programs and Providers training list.

Please let me know if you have any questions; thank you very much for your understanding and cooperation.

How to join a Microsoft Teams meeting

Please let me know if you have any questions, thanks very much for your understanding and cooperation

During the Appointment

Orientation – EF Service Code 101 (Orientation, Staff-Assisted)

The first step in the initial RESEA appointment is to complete an orientation with the client. The orientation is a session where CSS staff provide an overview of the programs and services available in the career center to RESEA clients. During the orientation, staff must outline the requirements for RESEA program participation, and provide information about available career center services, partner programs, and community resources.

During the orientation, review the PowerPoint with the client.

1. Talk a little more about WIOA

2. Remember, every RESEA client is a Dislocated Worker (DW). If they are not interested in Occupational Skills Training (OST- classroom training) then perhaps they can benefit from On-the-Job Training (OJT)
3. Do they need to apply for SNAP?

Review and update the client's EF profile information.

General Info:

1. Ensure all information is correct according to the client. There shouldn't be any unanswered questions
2. Ensure their Job Occupation Code/Name is correct as this information will be used when providing the Labor Market Information (LMI)
3. If a client is a Veteran, staff MUST follow the CSS Veteran LOP and determine if the client is eligible to receive DVOP services. If they are eligible, make a referral, however, staff will continue the RESEA appointment.

Background:

1. Ensure all information is correct according to the client.
2. Look for duplicate employers and make sure dates are correct.

   Note: *Staff do not have EF privileges to remove a client's duplicate employers. Inform the client they must remove them.*
3. Try to have clients answer all questions in this section if they pertain to them.

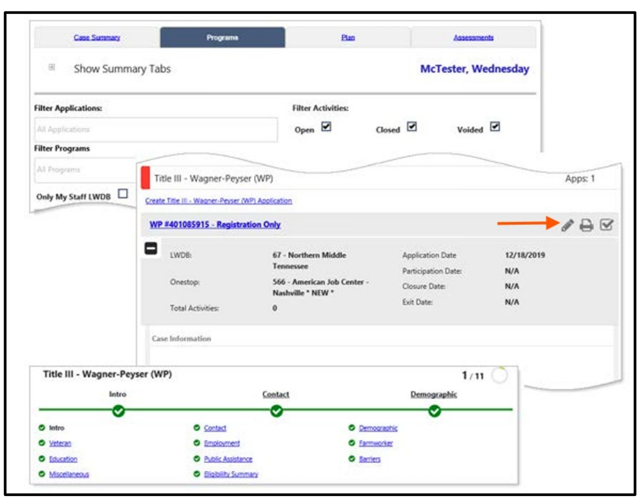
Resume:

1. Client has an active resume in EF. It can be uploaded, or system generated but a resume must be there.
2. Look for grammatical or spelling errors and correct if time permits.

Complete a Wagner-Peyser (WP) Application and Create Participation

Since registration automatically creates a WP in Registration Only status, staff will start the full WP application.

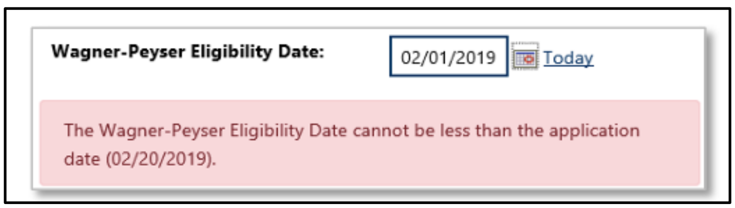
1. **To launch the WP Application wizard:**
   a. From the displayed Staff Profiles for the individual, select Case Management Profile > Programs.
   b. In the Title III – Wagner Peyser (WP) section of the Programs tab, click the edit icon.



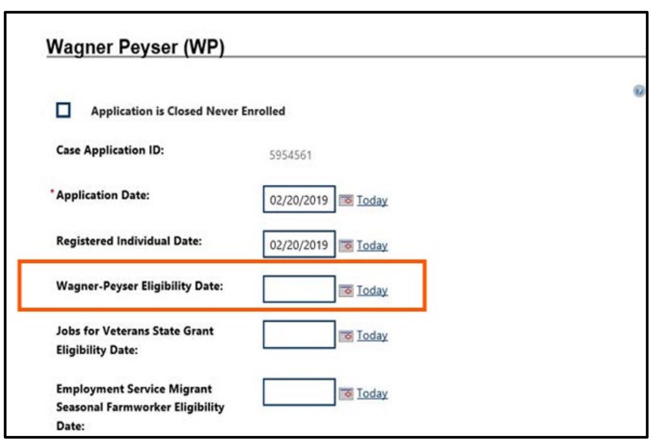
Notes on Navigating the Wizard

1. *When launched, the application wizard displays the Intro Step. A progress bar remains at the top of the application through all the steps to show progress through the application. The current step is indicated in bold. You can click the Hide All Steps link to hide the list of steps; the progress bar remains. To re-display the steps, click the Show All Steps link.*

2. *If a data entry violates a business rule or is incomplete, the system displays a notification in red below the applicable entry field. An example message for an unacceptable entry is shown below. Correct the entry and click the **Next** button to proceed.*



3. **To complete the Intro step:**
   a. Confirm the prefilled Application Date and Registered Individual Date are accurate.
   b. Enter the Eligibility Date for Wagner-Peyser (this will be the date of the RESEA appointment)

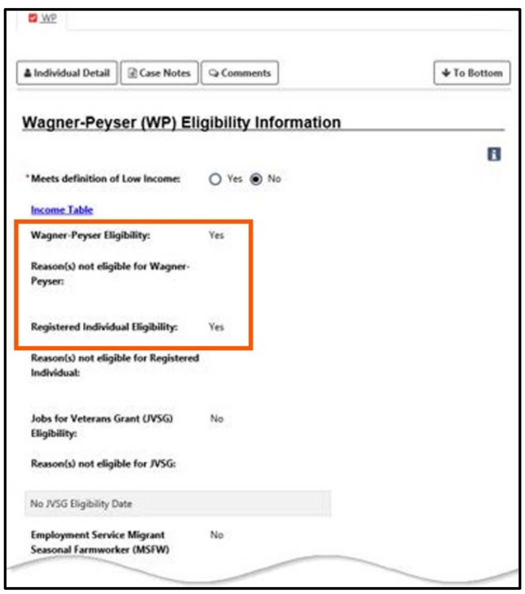


***Note**: Eligibility Date cannot be prior to the Application Date. If the date entered does not meet this requirement, a notification in red displays below the date field.*

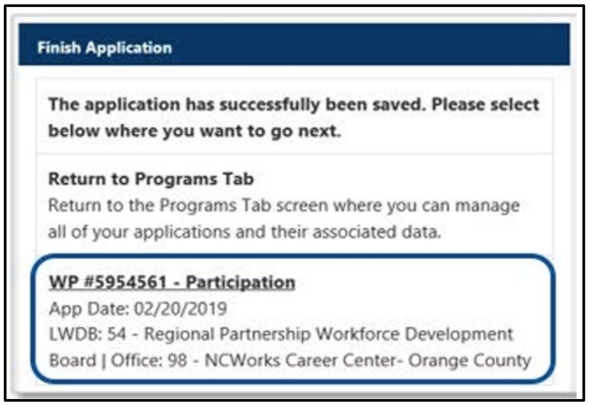
4. Adjust the **LWDB, Office Location, and Office Location of Responsibility** selection as appropriate.
5. Click the **Next** button to save the data and advance to the next step.

Continue to complete the application by entering all pertinent information in each section listed below. Majority of the information that is seen in the application is pulled from the client's General Information and Background sections.

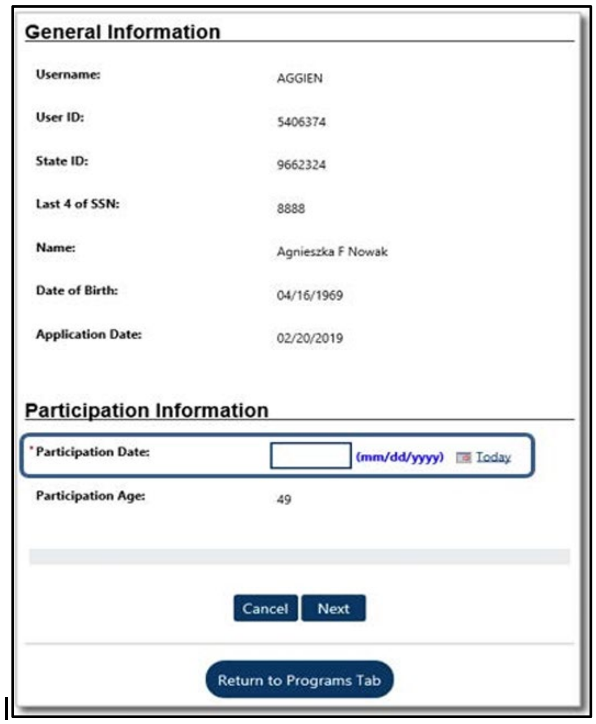
a. Contact
b. Demographic
c. Veteran – If Veteran, staff must follow the Veteran LOP. Provide Priority of Service and determine eligibility to receive services from DVOP.
d. Employment – Update or add any employment if needed.
e. Farmworker – If yes, staff must provide the client Form: WP-MSFW-DEO-511N in their preferred language (English, Spanish, Creole).
f. Education – Update or add any education if needed.
g. Public Assistance
h. Barriers
i. Miscellaneous Information – CSS does not have any requirements; therefore, this will remain blank.
j. Eligibility Summary – Review the eligibility designations and reasons for No designations. Clients should have Wagner-Peyser Eligibility and Registered Individual Eligibility.



6. Click the **Finish** button to complete the WP application.
7. On the Finish Application prompt, select continue to **Participation** to complete the Participation Record and enroll the individual in the first staff-assisted service.



Note: *Selecting the Participation option will display the Participation Form.*



1. Enter the **Participation Date** – Date of the RESEA appointment.
2. Click the **Next** button. The system displays the Activities / Enrollments / Services form.

   Note: *The Participation form will not save until the first Activities / Enrollments / Services form is saved.*
3. On the next screen, for **Customer Group**, select Wagner-Peyser.
4. Staff have an option of using one of the two codes below:
   a. Service/Activity Code 114 – Staff Assisted Job Search
   b. Service/Activity Code 106 – Provided Internet Job Search Support/Training
5. Select the appropriate **LWIA/Region, Office Location, and Position**.
6. Click **Save Changes** button.

Objective Assessment Summary – EF Service Code 203 (Objective Assessment)

After completing the WP application and creating participation, the next step is the Objective Assessment Summary (OAS), which is a documented evaluation of the academic and occupational skills, career interests, personal needs, and developmental needs of the participant. It must include a review of prior work experience; aptitudes for both traditional and non-traditional careers; academic history; basic skills; work readiness, and barriers to employment. Staff must document any formal or informal assessment and/or testing used to gauge a client's current knowledge, skills, and abilities.

Staff will use the OAS wizard in Employ Florida. Should there be instances where the system is not available (i.e. system disruptions/outages), staff must update the system as soon as it is available but no later than 15 days from the date the service was provided.

When a client completes the background wizard and/or resume builder, some of the client's information will automatically populate into the OAS. As a result, limited information will need to be inputted to complete the OAS. Staff must review the results of the OAS with the client.

A client receiving services from another program such as WIOA or JVSG, may already have a previously completed OAS in EF. A new OAS is not required if the OAS was completed within the last six months. If the client has an open OAS, RESEA staff must work with the other program and update the OAS to incorporate the RESEA components.

Staff will use the Client Self-Assessment form if the client completes it, to begin the OAS. If the client does not complete it, it's okay as staff will ask the client's questions.

To create an Objective Assessment Summary (OAS):

1. On the Plan tab of the Case Management Profile, click the **Create Objective Assessment Summary** button. The General page displays (see figure below).

   Note: *Some fields on the following pages may be pre-populated based on entries from the individual's General Information and Background tabs. Some data can be changed for OAS purposes.*

2. Complete the OAS with the client making sure to answer all questions and include a summary.

   Note: *For additional information on how to complete an OAS, staff can review the Geographic Solutions resources for [Section 4: Individuals - Case Management](#).*

Career Ladder Identifier and Financial Forecaster (CLIFF) Dashboard – EF Service Code CLF

After the OAS is complete, staff will determine if the CLIFF Dashboard tool will be used. Staff will ask the client if they are receiving any of the following Public Assistance Programs:

1. Supplemental Nutrition Assistance Program (SNAP)
2. Free or Reduced-Price School Meals
3. Women, Infants and Children Nutrition Program (WIC)
4. Child Care Development Fund Subsidies (CCDF)/School Readiness (SR) Plus
5. Head Start/Early Head Start
6. State-Funded Pre-Kindergarten (VPK)
7. Section 8 Housing Voucher
8. Medicaid for Adults
9. Medicaid for Children/CHIP
10. Temporary Assistance for Needy Families (TANF)
11. Health Insurance Marketplace Subsidy
12. Earned Income Tax Credit (EITC)
13. Child Tax Credit (CTC)
14. Child and Dependent Care Tax Credit (CDCTC)
15. Supplemental Security Income (SSI)
16. Social Security Disability Insurance (SSDI)

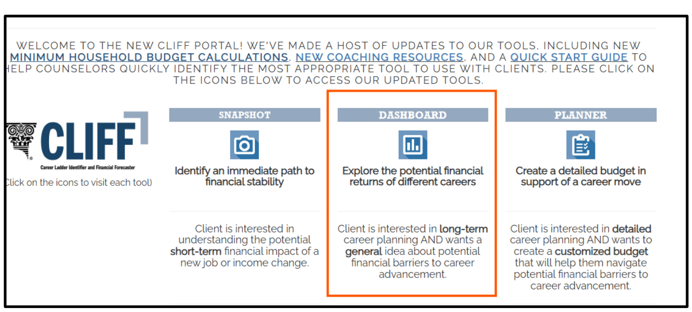
If the client answers yes to any of the above, staff must complete the CLIFF Dashboard.

The CLIFF Dashboard will:

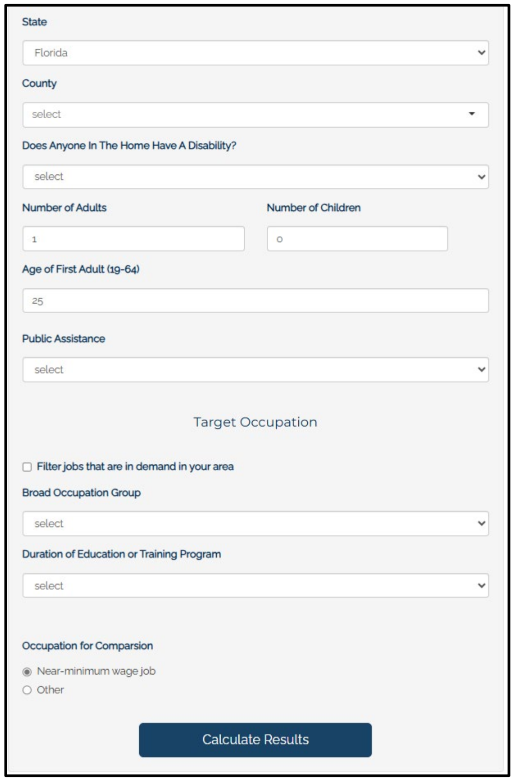
1. Assist with demonstrating future financial impacts of the client's change in income over time
2. Focus on mitigating benefit cliffs for client's seeking employment that leads to self-sufficient employment
3. Better understand specific gaps and barriers faced by clients

   Note: *When developing the Employability Development Plan (EDP), staff will use the results through the administration of the CLIFF Dashboard when creating the Education and Employment goals.*

4. Staff will use the [Cliff Tools] link, also found on the CSS Team Site, and select the **Dashboard** option (see figure below).



5. Complete ALL fields > Click the ‘Calculate Results’ button once all the fields are complete (See figure below).



6. The page will show the results of how much a typical individual in the career path selected may expect to earn over time, how those earnings may impact public assistance, and how those earnings compare to the local cost-of-living.
7. Print the results and review with the client. Provide a copy to the client and send a copy to the queue to be placed in the client’s file. Multiple occupations can be reviewed, however, only one is required in the client’s file.
8. Staff will enter EF service code CLF at the end of the appointment using the EF Service Code Guide for Jobseeker Services and case note.

Employability Development Plan – EF Service Code 205 (Service Strategy IEP/ISS/EDP)

Once the OAS and CLIFF Dashboard are completed, the next step is the creation of a service plan or Employability Development Plan (EDP). The information obtained from the OAS builds the foundation for creating a step-by-step guide to support the participant in returning to work as quickly as possible. The EDP is designed to help clients navigate the increasingly complex steps to their next job or a better career.

The EDP must include steps the client must take to identify and achieve education and employment goals, as appropriate. The EDP must be unique and specific to each client and identified goals must be based on the client’s past work experience or future desired occupation. The EDP must include at least one short-term goal (0-12 months) and the accompanying objective (steps) to complete the goal.

When developing the EDP, staff must use the S.M.A.R.T. principle to create specific, measurable, attainable, relevant, and time-bound goals and objectives, as described below:

1. **Specific** goals are easy to comprehend and clearly indicate what the client intends to do. Specific objectives are action steps outlining exactly what the client should do to achieve the goal.

2. **Measurable** goals have benchmarks allowing clients to see progress towards successfully achieving the goal. Goals are measurable by establishing objectives to show progress.
3. **Attainable** goals and objectives can be realistically expected to be completed within the timeframe given.
4. **Relevant** goals and objectives must be relevant to what the client is trying to achieve. A relevant goal is based on the client's work history, education, training, special skills, interests, and aptitudes.
5. **Time-bound** goals and objectives should be limited to a defined period and include a specific timeline for each step of the process.

Staff will create the EDP using the wizard in Employ Florida. Staff must print the EDP and obtain the appropriate signatures (staff and client). A copy of the signed EDP must be provided to the client and the original must be sent to the queue to be placed in the client's file. Should there be instances where EF is not available (i.e. system disruptions/outages) staff can use Individual Employment Plan.pdf located in the forms folder under Programs. Additionally, staff must update EF as soon as it is available but no later than 15 days from the date the service was provided.

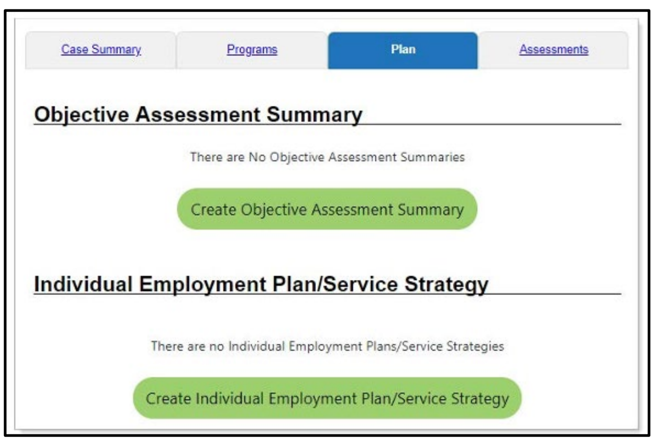
The EDP must include Work Search Activities (WSA) that support the client's finding suitable employment and are documented as an objective within the client's plan. Each client must be assigned to complete a minimum of one specific work search activity.

ATTACHMENT A - A Menu of Possible Work Search Activities

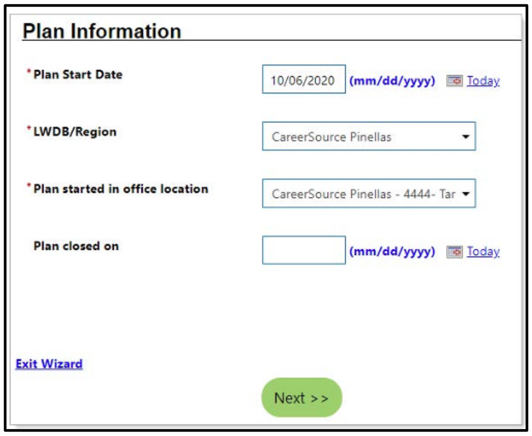
> ***Note:*** *A separate work search activity appointment is not required as a part of the RESEA initial appointment.*
>
> ***Note:*** *A client can only have one EDP open at a time. The EDP itself must be created first (Plan tab), followed by the plan's goals. A goal must be created before objectives for that goal can be recorded.*

To create an EDP for the client:

1. Click the **Create Individual Employment Plan/Service Strategy** button on the Plan tab of the Case Management Profile (see figure below).



The Plan tab of the EDP displays (see figure below).



2. In the Plan Information section, complete the required fields, then click Next to save and continue to the Goals tab.
3. Staff will continue to build the EDP to include at least one short-term employment goal and the objectives (steps) to reach the goal. The Work Search Activity (WSA) must also be included in the objectives. Remember, WSA is NOT a goal.

Note: *For additional information on how to create an EDP, staff can review the Geographic Solutions resources for Section 4: Individuals - Case Management*

Labor Market Information (LMI) – EF Service Code 107 (Provision of Labor Market Information)

LMI is the specific and unique information pertaining to the socio-economic forces which can guide clients with their job search. It provides occupational staffing and hiring patterns, wage information and labor market employment data relating to local, regional, and national labor market areas.

LMI must be customized to each client and provided during the RESA appointment. Staff may not utilize universal or template LMI. Because the goal of LMI is to provide a general guide to jobs and the job market, staff may provide LMI as often as needed; however, staff must not duplicate previous information provided to the client.

Reviewing the LMI:

1. From the Navigation pane, scroll down to **Other Staff Services** > **Labor Market Services** > ***Occupational Profile*.** Select the client's Occupation that was entered in the client's Job Occupation located in their General Information tab. Staff can also enter occupations based upon the client's education and skills.
2. Select the Area in which to search.
3. Review the information with the client.
4. Scroll to the bottom and click Email; enter the client's email and send.
5. Staff will print the first page of the LMI and send it to the queue to be placed in the client's file.

Staff-Assisted Job Search – EF Service Code 114

Staff will review the Job-Orders report located in the Program Portal specifically looking at the job orders that are on our Local Targeted Occupational List (LTOL). Staff will also conduct a job search in EF with the client and refer the client to any jobs they are suitable for.

Reviewing the Job-Order LTOL Report

1. In the Programs Portal, and under the Reporting and Data Section, click on [Job-Orders]
2. On the next screen, click on Internal Job Orders (Updated Daily)
3. At the very bottom of the screen are two tabs, please make sure you are in the Match of Job order with Job Seeker tab.
4. At the top of the screen there is a small box labeled: “LTOL?”, select ‘Yes’ in the dropdown box. The screen will refresh and show all occupations/jobs that are on our LTOL. These jobs were directly entered into EF, meaning they are not being ‘spider’ through another search engine.
5. If the client is interested in any of these jobs, which is considered On-the-Job training.

   Note: The business services department will create steps for this process. …

Eligibility Review Process (ERP)

Staff must conduct the Eligibility Review Process (ERP) with each RESEA client to determine continued eligibility for reemployment assistance (RA) benefits. The ERP must be conducted on a one-on-one basis, and it includes the review of the individual’s availability to work, work search activities and referral to the RA adjudication office if one or more issue or potential issue(s) is identified. Florida Commerce created a standard ERP form and is a part of the standard notification letter each RESEA client receives.

The notification letter informs individuals of their selection for and mandatory participation in the program. Clients must bring the completed ERP form and submit it to staff at the initial RESEA appointment. Staff must review the ERP form during the appointment with the client to ensure completeness and accuracy. When issues are identified, the staff must submit the completed ERP form that identifies potential issues to: RESEA.ELGISS@commerce.fl.gov. The identified issues will be referred to the RA Adjudication team for handling. Staff must submit the completed ERP form to the queue to be placed in the client’s file within **ONE BUSINESS DAY** of the completed initial RESEA appointment.

> ***Note:*** *Staff can access the ERP training notes in the RESEA folder.*

After the Appointment

Staff will complete the New Case RESEA Checklist work sheet. While this is a tool for staff to use, it is mandatory for all new staff conducting RESEA. Once the checklist is completed, staff will email it to the Senior Workforce Development Specialist for review.

Staff will send the following documents (RESEA Packet) to themselves and the client via Adobe for signature:

1. Employability Development Plan (EDP)
2. CLIFF Dashboard Results (If applicable)
3. Labor Market Information (LMI)

When sending the documents for signatures inform the client, they will have two (2) business days to sign and return. Staff will result the appointment No-Show if the client does not sign within two (2) business days.

Once the above documents are signed by all parties, staff will submit them to the queue to be placed in the client’s file.

Staff will also submit the completed Eligibility Review Process (ERP) form to the queue to be placed in the client's file; however, it will be filed separately and will not be included in the RESEA Packet that is sent to the client.

Resulting the RESEA Appointment in Employ Florida

RESEA appointments must be resulted to reflect the client's attendance or non-attendance on the appointment date. A client's benefits may be adversely impacted if staff do not result their non-attendance timely. Adverse impacts may include:

1. The client could erroneously lose benefits.
2. The client could receive payment during the period of ineligibility, e.g., they were a no-show, but staff did not result the client's attendance timely, potentially creating overpayment.

Staff must document the failure of a client to engage in or complete any of the required RESEA services in the case file.

Any clients who fails to report for their initial RESEA appointment must be resulted as a "no show".

> ***Note:*** *Pursuant to UIPL 08-24, Section d.ii.: An individual may not be found ineligible for RA for failure to report for any [week] time in which no RESEA services were available. Florida Commerce is aware that certain instances may preclude services, such as a natural disaster, planned office closures, holidays, etc*.

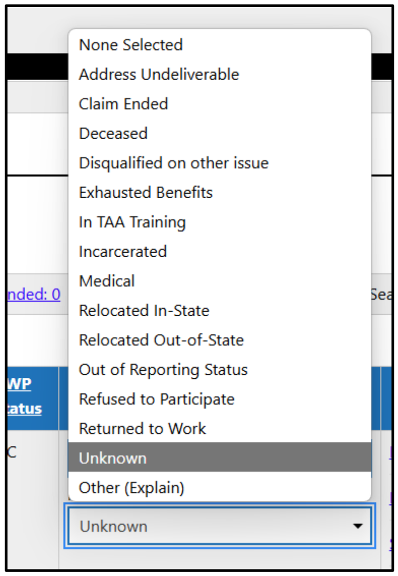
Resulting a Client as Attended

Once the documents have been signed and returned, staff will result the RESEA appointment.

1. From the Navigation pane, select Manage Activities > Events.
2. Select the Event Office: Manatee or North Sarasota.
3. Select the Event Category: Reemployment Services and Eligibility Assessment and Filter.
4. Locate the client's RESEA appointment on the Employment Calendar and open it.
5. Scroll to the bottom of the event and click "Manager Attendees".
6. On the next screen, mark the client as "Attended".

Resulting a Client as a No Show

1. From the Navigation pane, select Manage Activities > Events.
2. Select the Event Office: Manatee or North Sarasota.
3. Select the Event Category: Reemployment Services and Eligibility Assessment and Filter.
4. Locate the client's RESEA appointment on the Employment Calendar and open it.
5. Scroll to the bottom of the event and click "Manager Attendees".
6. On the next screen, mark the client as "No Show".
7. Another drop down box will appear; staff must select a "No Show Reason" then Save (See figure below).
8. Enter a case note stating the client was a no-show and the reason.

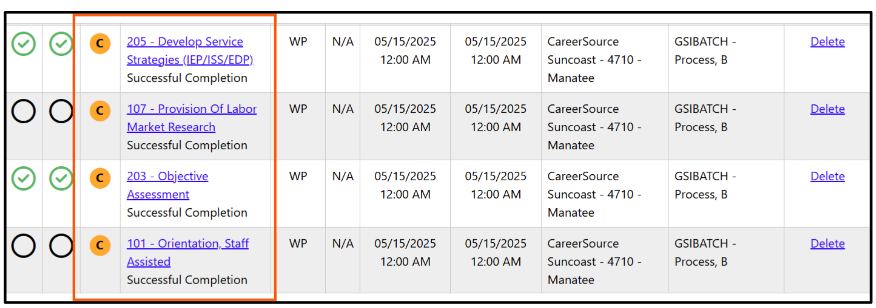


When disasters or other situations occur that are beyond our control, CSS must notify Florida Commerce via email at RESEA@commerce.fl.gov within one business day of the occurrence. The notification must include the reason services are not available, and a date by which CSS expects to restart services. CSS will provide a list of clients affected by the lack of services so that Florida Commerce can ensure there is not an adverse impact on benefits.

EF Activities and Case Notes

After staff have resulted the client's appointment as Attended in the Event Calendar, go to the client's EF profile.

1. Under Case Management Profile, select Programs.
2. On the next screen, click the + icon to expand the WP ribbons.
3. Select the Activities/Enrollments/Services ribbon.
4. Staff will see that by resulting the client in the events calendar as attended, the system automatically closed the four (4) pack of codes with "Successful Completion" (see figure below).



		C	205 - Develop Service Strategies (IEP/ISS/EDP) Successful Completion	WP	N/A	05/15/2025 12:00 AM	05/15/2025 12:00 AM	CareerSource Suncoast - 4710 - Manatee	GSIBATCH - Process, B	Delete
		C	107 - Provision Of Labor Market Research Successful Completion	WP	N/A	05/15/2025 12:00 AM	05/15/2025 12:00 AM	CareerSource Suncoast - 4710 - Manatee	GSIBATCH - Process, B	Delete
		C	203 - Objective Assessment Successful Completion	WP	N/A	05/15/2025 12:00 AM	05/15/2025 12:00 AM	CareerSource Suncoast - 4710 - Manatee	GSIBATCH - Process, B	Delete
		C	101 - Orientation, Staff Assisted Successful Completion	WP	N/A	05/15/2025 12:00 AM	05/15/2025 12:00 AM	CareerSource Suncoast - 4710 - Manatee	GSIBATCH - Process, B	Delete

5. Staff must enter the EF Service Code CLF – CLIFF Dashboard.

If staff have provided any other services, enter them now. Such services would include:

1. If a Veteran – 189 (Priority of Service), 159 (Initial Intake Screening – DVOP Services), or a 168 (Referral for DVOP Follow-Up)
2. If an MSFW – 99 (511N Issued and Explained)

3. If staff assisted the client with updating their resume and/or cover letter – 115 (Resume Preparation Assistance)
4. If referring the client to WIOA – 211 (Referred to WIOA)
5. If staff referred the client to a job order in EF – 13 (Obtaining Customer Authorization for Services)

Staff must case note all services using the guidelines in the Florida Commerce Employ Florida Service Code Guide.

> ***Note:*** *For the OAS (code 203), the EF service code guide states that "when the Employ Florida Objective Assessment Summary wizard is used, a case note is not required."*
>
> ***Note:*** *For the EDP (code 205), the EF service code guide states that "when the Employ Florida IEP/ISS/EDP Summary wizard is used, a case note is not required."*

Resulting the RESEA Appointment on Weekly Excel List

1. In the Career Coach Portal – "RESEA Resources and Materials" link are a series of folders named for our offices. Click the corresponding folder.
2. Locate the spreadsheet with the corresponding date ranges and open.
3. Find the appointment and select "Attended where indicated.

III. REFERENCES

- CSF Administrative Policy 128 - RESEA
- UIPL 08-24

IV. ATTACHMENTS

Attachment A

Menu of Possible Work Search Activities	
1. Creating a reemployment plan (EDP/ISS/IEP).	2. Creating a resume and/or uploading resumes to an online job board.
3. Registering for work with: • State's labor exchange system, currently Employ Florida • Placement firms, • Temporary work agencies, or • Educational institutions that have placement offices.	4. Using online career tools, such as: • Job match advisors, • Other national job boards, or • MySkills MyFuture.
5. Logging on and looking for work: • In the state's labor exchange, currently Employ Florida or • In any other online job matching system, e.g. Monster, Indeed, USAjobs.	6. Using reemployment services in one-stop career centers, such as: • Obtaining and using labor market and career information, • Participating in RESEA, when selected, • Participating in skills assessment for occupational matching, • Participating in instructional workshops (resume, interviewing, job searching, etc.), or • Participating in other activities/specialized services (e.g., job clubs, job fairs, etc.).

7. Completing job applications for employers that have (or are reasonably expected to have) job openings or following through on job referrals or job development attempts, as directed by workforce center staff.	8. Applying for and/or participating in:
	• Partner-sponsored reemployment services, or
	• Non-WIOA-related/sponsored training.
	
	Example: Digital literacy, GED, or ESL training.
	• The following conditions must be met:
	  • Must be job-related, and
	  • Participants must remain available for work.

9. Creating a personal user profile on a professional networking site.	10. Participating in work-related networking events. (i.e. job clubs, industry association events).
11. Making in-person visits to employers that have or are reasonably expected to have job openings.	12. Going on interviews with employers (virtually or in-person).