**Resources**

1. **General Information about Workforce Solutions**
* Workforce Solutions web site <http://www.wrksolutions.com/>
* The Gulf Coast Workforce Board Strategic Plan <http://www.wrksolutions.com/about-us/planning-and-measurement>
* The Gulf Coast Workforce Board’s Annual Report Card on the Status of Region’s Labor Force <http://www.wrksolutions.com/about-us/report-card>
1. **Web addresses of Workforce Solutions Standards and Guidelines and policy issuances are listed below.**
* Workforce Solutions Policies and Procedures

<http://www.wrksolutions.com/staff-resources/services-we-offer>

* Workforce Solutions Marketing Standards and Guidelines

<http://www.wrksolutions.com/staff-resources/outreach-resources>

* Workforce Solutions Contract Management Policies and Procedures

<http://www.wrksolutions.com/staff-resources/system-resources/contract-management>

* Workforce Solutions Issuances – used to convey information to staff as it becomes available

<http://www.wrksolutions.com/staff-resources/issuances>

* Jobs in Demand, High Skill High Growth Jobs, Occupations Supported by Scholarships

<http://www.wrksolutions.com/for-individuals/career-exploration>

* Financial Aid Application and Instructions

<http://www.wrksolutions.com/for-individuals/financial-aid>

1. **Budgets and Staffing**
	1. Employer Service Staffing Table
	2. Career Office Staffing Table
	3. Financial Aid Payment Office Staffing Table
	4. Financial Aid Support Office Staffing Table
	5. Budget Forms - Employer Service
	6. Budget Forms - Career Office
	7. Budget Forms - Financial Aid Payment Office
	8. Budget Forms - Financial Aid Support Office
	9. Budget Forms - Early Education and Care
	10. Budget Forms – Services for Youth and Young Adults
	11. Budget Forms – Adult Education
	12. General Budget Requirements
	13. Budget Line Item Definitions
2. **Office Details**
3. Employer service office lease and communication information
4. Employer service staff, job duties and salaries
5. Career office lease and communication cost information
6. Career office required positions and current pay
7. Career office staffing by location and position
8. Career offices – People Served
9. Computers by location
10. Amount of financial aid and number of customers receiving financial aid by category
11. Financial aid billing and payments processed
12. Financial aid payment office staffing and facility costs
13. Financial aid payment office current job descriptions and pay
14. Financial aid support office staffing, facility costs and computers
15. Financial aid support office staff duties and pay
16. Financial aid support office volume and production
17. Child Care Quality Improvement Services
18. Securing Local Match
19. Youth Eligibility Criteria
20. Glossary of Terms
21. **Performance**
22. Performance Measures and Targets 2017
23. **Internal Communication**
24. Internal Communication – I AM Workforce Solutions campaign
25. **Equal Opportunity**
26. Equal Opportunity Requirements