

FLORIDA CROWN WOKFORCE BOARD, INC. POLICY

POLICY TITLE: Vendor's Day

POLICY NUMBER: OPS-006-02

DATE EFFECTIVE: May 23, 2002

DATE REVIEWED: July 20, 2010

APPLICATION

Training and Service Providers

PURPOSE

To clearly define the Florida Crown Workforce Board, Inc. (FCWB) policy for Training and Service Provider participation in a Vendor's Day.

POLICY

Vendors and providers that are on the FCWB Approved Vendors' Lists may request a "Vendors' Day" to hold a recruitment for employees using our facilities at the Florida Crown Workforce Career Center.

Vendors are required to request a Vendor's Day at the Career Center two-week's in advance. Approved vendors will be permitted to meet with interested customers on an individual basis. Vendors are encouraged to offer materials and brochures advertising their services and to meet with customers.

All interested parties must be screened for eligibility for the Workforce Investment Act (WIA) program. Any recruitment agreements with the customers must be referred back to the assigned Career Managers/Specialists to ensure eligibility.

ACTION

All Training and Service Providers will adhere to this policy.

Approved: *John Chastain*
John Chastain, Executive Director