



Florida Crown Workforce Board, Inc.
Region 7

1389 US Hwy. 90 West, Suite 170B
Lake City, FL 32055
(386) 755-9026 telephone * (386) 752-6461 fax
TTY via the Florida Relay Service 711
(386) 752-2622

**Serving the Counties of
Columbia, Dixie, Gilchrist & Union**

Member of

EMPLOY FLORIDA

July 23, 2008

Re: Identification of Training Requirements

Dear Employer:

The Florida Crown Workforce Board (FCWB) budget for FY08-09 has been reduced by another five percent (5%) again this fiscal year. This leaves us with no funds available to support new Employed Worker Training or customized training requirements for the employers of this region. We will be working throughout the year to obtain restoration of training funds through grants or release of workforce funds held at the State level. To help bolster our grant proposals and requests for additional allocations, we need you to identify your current and projected training requirements for FY 08-09.

You will find enclosed a form for identifying your training requirements. You also are being requested to provide us with the estimated cost of training and to identify your resource commitment in order to show the State that the region is leveraging training dollars to the maximum extent possible. Your signature on the enclosed form will also reflect your agreement that the successful completion of such training will result in a wage increase for the employee. Should you avail yourself of this opportunity to state your training requirements, we will come back to you requesting a letter of support should grant opportunities present themselves that might address your stated requirements. This form is also available on our website at www.floridacrown.org.

We look forward to working with you to address your training requirements.

Sincerely,

John Chastain
Executive Director
JC/as
Enclosure as noted

An equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.

Bringing People and Business Together

Statement of Training Requirements

Company Name: _____

Address: _____

Contact Person: _____

Telephone: _____ E-mail: _____

Please complete the chart below filling in the training or service needed, the number of employees to be trained per job title, whether the occupation is on the Demand Occupation List (found on our website) and what company leveraged resources are being or will be committed? Please list your requirements in priority order.

Training or Service Needed/Job Title	# to be Trained	Demand Occupation List (Yes or No)	Your Leveraged Resources	Estimated Cost of Training

You may return this form to Florida Crown at any time via fax, e-mail (jc@flcrown.org or acschneider@flcrown.org), US Mail, or hand-delivery to our office. If you have any questions, please feel free to contact our offices at 386-755-9026 extension 3222 (JC) or extension 3219 (Anna).

By your signature below and the return of this form, you agree to support FCWB in grant proposals to address employer training requirements and also agree that the successful completion of such training will result in a wage increase for the employee.

Signature

Date

Printed Name, Title

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