



MEMORANDUM

DATE: 7/1/2025

TO: Local Workforce Development Board Chief Executives and Chief Operating Officers

FROM: Victoria Gaitanis, Sr. Vice President

SUBJECT: Letter Grade Methodology for PY 2025-2026

The 2021 [Reimagining Education and Career Help \(REACH\) Act](#) seeks to improve accountability in the workforce system and calls for the assignment of letter grades to local workforce development boards. The law charges the Governor's REACH Office with developing criteria for determining letter grades and the CareerSource Florida Board of Directors with assigning and publicly releasing the letter grades on an annual basis.

To that end, letter grade criteria were developed by the Governor's REACH Office in collaboration with an interagency workgroup and feedback from local workforce development boards, and preliminary letter grades were assigned for program year 2021-2022.

Following the release of program year 2024-2025 letter grades, data that make up the letter grades were analyzed for continuous improvement. In an effort to continue to improve the state's workforce system, the following updates are being implemented to the letter grades methodology for program year 2025-2026:

1. Completion-to-Funding Ratio:

- **Weight reduced from 10 points to 5 points.**

2. Serving Individuals in SNAP, TANF, Adult Education, Blind Services or Vocational Rehabilitation:

- This measure is now a **core metric** weighted at **5 points**, rather than an extra credit item.
- The total possible points for letter grades decrease from **105 to 100**.
- Individuals who received **SNAP or TANF services AND Adult Education, Blind Services, or Vocational Rehabilitation services** will still be weighted at **1.5 in the numerator**.

Thank you for your continued partnership and commitment to transparency and accountability in our state. Please address questions to lettergrades@careersourceflorida.com.

cc: Katie Crofoot, Director, Governor's Reimagining Education and Career Help Office J. Alex Kelly, Commerce Secretary, Florida Department of Commerce Brent McNeal, Director, Division of Vocational Rehabilitation Kim Richey, Senior Chancellor, Florida Department of Education Kevin O'Farrell, Chancellor, Division of Career & Adult Education Robert Doyle, Director, Division of Blind Services