

Document No.: PL-16-002.1		
Title: Underemployment Policy		
		
Owner: Executive Director	Status: Reviewed 01/28/2026	
Original Issue Date: 3/1/2017	Expiration Date: Until further notice	Last Revision Date: 8/15/2019

To: WIOA Adult and Dislocated Worker Staff

Purpose: This policy provides definition and policy related to underemployment as it is related to the consideration of enrolling job seekers into the Workforce Innovation and Opportunity Act (WIOA) Program.

Reference:

- U.S. Department of Labor, Employment and Training Administration Advisory System, Training and Employment Guidance Letter No. 19-16
- PL-16-001.1 WIOA Priority of Service Policy

Background

TEGL 19-16 recognizes a significant number of job seekers are underemployed and requires that State and local policy be developed for serving individuals that are underemployed. The CareerSource North Florida Workforce Development Board has established this policy to reflect its strategy for serving individuals who are underemployed.

Content

DEFINITIONS

Underemployed Individual—Individuals are considered underemployed if any of the following criteria are met: 1) Individuals employed less than full-time who are seeking full-time employment; 2) Individuals who are employed in a position that is inadequate with respect to their skills and training; 3) Individuals who are employed who meet the definition of a low-income individual in WIOA sec. 3(36); and 4) Individuals who are employed, but whose current job’s earnings are not sufficient compared to their previous job’s earnings from their previous employment, per State and/or local policy.

DESCRIPTION

CareerSource North Florida (CSNF) considers underemployed individuals as valuable in the talent pipeline. They represent a source of productivity while also aspiring to further their career either within the same industry/occupation/employer or a different industry/occupation/employer. Underemployed individuals currently working in a priority sector and/or a demand or targeted occupation should receive priority in funding assistance. Underemployed individuals desiring to work in a priority sector and/or a demand or targeted occupation should also receive priority, though at a lower tier. See PL-16-001.1 WIOA Priority of Service Policy for more details on these tiers.

CSNF staff should assist these individuals with career and training services when the opportunity to do so presents itself. While not an exhaustive list, below are a few manners in which to serve the individual and in some cases their employer:

- Assessment and Career Planning—this will assist staff in most cases in determining underemployment for the individual and chart their course to full employment.
- Training—this may be done at the individual’s or employer’s request. CSNF may assist financially in a training endeavor if the following criteria are met:
 - The industry is considered part of CSNF’s Sector Strategies,
 - The occupation is listed on CSNF’s Demand or Targeted Occupations List, and
 - The training provider is up-to-date with Eligible Training Provider List requirements.

Action

For immediate implementation in WIOA career and training services. Program managers will provide operational guidance; staff will utilize in determining eligibility and enrollment.

Timeline

This policy is effective until further notice. It should be reviewed following three years of issuance or a change in referred guidance.

Signature



Mike Williams, WDB Chair

08/15/2019

Date



Diane Head, Executive Director

08/15/2019

Date

CareerSource North Florida is an Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this website may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.