



**Polk Works - Satellite**  
 997 E Memorial Blvd, Suite  
 103, Lakeland, FL 33801  
 (863) 508-1100  
 (863) 904-0894 fax

**Polk Works – Satellite**  
 928 Spring Lake Sq.  
 Winter Haven, FL 33881  
 (863) 508-1100  
 (863) 508-2083 fax

**Lakeland One Stop**  
 309 N. Inghram  
 Lakeland, FL 33801  
 (863) 508-1100 or TTY: 711  
 (863) 603-7817 fax

**Winter Haven One Stop**  
 500 E. Lake Howard  
 Winter Haven, FL 33881  
 (863) 508-1100 or TTY: 711  
 (863) 508-1110 fax

## Florida Back to Work (FBTW) Fact Sheet

The *Florida Back to Work* program provides funding for jobs for Floridians who receive, or are eligible to receive, Temporary Assistance for Needy Families (TANF). The program will provide up to a 95 percent reimbursement to Florida’s businesses to cover the costs of employee wages and benefits. All available jobs listed under *the Florida Back to Work* program are posted on the Employ Florida Marketplace – [employflorida.com](http://employflorida.com).

**To access Back to Work services follow the steps below:**

1. **Complete** and/or update Employ Florida Marketplace (EFM) **Resume**
2. Be receiving Cash Assistance (TANF) **OR**
  - Be a United States Citizen or qualified non-citizen as defined in ss. [414.095\(3\) F.S.](#);
  - Be a legal resident of the State of Florida;
  - Be a pregnant woman, a parent or caretaker relative of an unmarried dependent child under age 18, or a full-time student who is under 19 who resides in the home; and
  - Have an income at or below 200% of the Federal Poverty Level (FPL) based on your income for the **last 30 days**:

Persons in family	Poverty guideline
1	\$1,780.27
2	\$2,395.07
3	\$3,009.86
4	\$3,624.66
5	\$4,239.45
For families with more than 5 persons, add \$614.79 for each additional person.	

3. **Call to schedule at appointment at (863) 508-2950**
4. **Submit required documentation** at intake appointment
  - *Citizenship*: Birth Certificate, Passport, Green Card / Naturalization Papers, or Baptismal Certificate
  - *Residency*: Drivers license / State ID, Post-marked mail within the last 30 days / Utility Bill
  - *Gross Income* (last 30 days): Pay stubs, Unemployment Compensation
  - *Family size and Dependents* (under 18 who reside in house): Birth Certificates, Marriage License/Divorce Decree, Tax Returns, Rental or Lease Agreement listing all family members
5. Submit **Employ Florida Marketplace (EFM) AND Professional Resume for approval**
6. Complete any **Employer Required applications and/or testing**

*All Back to Work Employers reserve the right to select the best qualified candidate for their position. Any concerns about the candidate selection process should be referred to the Employer or the appropriate Regulation Agency (EEOC, Wage and Hour Division, etc.)*

*Contact your Back to Work representative below for more information*

**Lakeland Satellite**

**Alexis Echeverria**  
 (863) 508-1100 Ext. 3905  
[Alexis\\_Echeverria@polkworks.org](mailto:Alexis_Echeverria@polkworks.org)

**Lucy González**  
 (863) 508-1100 Ext. 3906  
[Lucy\\_Gonazalez@polkworks.org](mailto:Lucy_Gonazalez@polkworks.org)

**Winter Haven Satellite**

**Nikkia Wright-Grant**  
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An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY (via the Florida Relay Service) 711. Member Employ Florida.





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## Back to Work Job Orders

**Winter Haven One Stop**  
 500 E. Lake Howard  
 Winter Haven, FL 33881  
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 (863) 508-1110 fax

Job #	Title	Job #	Title
9457549	Outreach Spec for Youth	9457604	CNC Machinist Lead
9457557	Clerical	9457608	Controller/Accountant
9457562	Data Entry Keyers	9457613	IT Network Specialist
9457564	Fundraiser/Dev Asst	9459775	Laser Operator
9459168	Outside Sales	9459750	Material Handler
9457727	Program Professionals	9459783	Paint Lead
9457730	Grant Writer	9459791	Plant Engineer
9457733	Teen Coordinator	9459805	Press Brake Operator
9457498	Housing Coordinator	9459736	Purchasing
9461594	Certified Pharmacy Tech	9459831	Robotic Welder
9461595	Pharmacy Cashier	9459850	Shipping and Receiving
9461602	Patient Services Coord	9459863	Solid Works Engineer
9461611	Licensed Practical Nurse	9459871	Truck Driver
9461629	Patient Care Team Assistant	9459873	Water Jet Operator
9461636	Lead HER Train & Impl Spec	9459888	Weld Engineer
9461649	Data Entry Clerks	9459891	Welder/Fitter
9461696	Eligibility Specialist	9459990	Assembly Line Worker
9461698	Billing Clerk	9459365	Member Service Officer
9461700	Bookkeeper	9459375	Asst Branch Manager
9461702	Accountant	9459603	Event Planner/ Musician
9461706	Nutritionist	9459604	Support Musician
9461711	Registered Nurse	9459609	Secretary
9461715	Medical Sec/Referral Spec	9459649	Youth Coordinator
9461721	Courier	9459676	Administrative Assistant
9457518	Records Coordinator Part Time	9459686	Grounds Main/Custodian
9457526	Data Entry Clerk Part Time	9459702	Audio/Video Technician
9461809	Housekeeper	9462289	Sales Assistant
9461810	Buildings Maintenance	9459427	OPS Worker
9461816	Receptionist/Secretary	9459462	Academic Services Spec
9459590	Communications Specialist	9459477	Student Services Spec
9459491	Training/School to Work Crd	9458502	Financial Aid Advisor
9457468	Adm Services Manager	9457539	Asst Network Admin
9459214	Event Planner/Fund raiser	9460896	Customer Service Rep
9459219	Administrative Assistant	9461009	Accounting Clerk
9459242	Machine Op 2/Filler Operator	9457618	Warehouse Worker
9459255	Warehouse Person/Chilled	9457620	Granite/Marble Fabr/Ins
9459265	Feedmill Op/Loading INS	9457629	Salesperson
9462741	Blender Asst	9457663	Office Asst/Secretary
9461082	Cooks Cafeteria	9459391	Building Maintenance
9461083	Web design	9459352	Administrative Coord
9461084	School Lunch Prog Coord	9459346	Outside Sales
9457589	Administration Assistant	9459390	Dir of Business Dev
9457599	CNC Machinist	9459403	Asst to Prof Recruiter
9461073	Bookkeeper	9461154	Leadership Facilitator
9461066	Admin Asst	9457475	Laborers
9461075	Data Entry/Vol Coord	9457601	Marketing Coordinator
9457476	Operator Trainees	9457609	Forklift Operator
9459945	Maintenance Worker	9457614	Truck Driver CDL/A
9459951	Child Care Worker	9459291	Building Maintenance
9459959	Day Care Director	9461736	Certified Nursing Asst
9459980	Bus Driver	9457521	Warehouse Assistant
9463638	Housekeeping/Laundry	9462771	Clerical
9457531	Office Assistant	9462784	Asst Dir, Child Care Cnt
9462780	Maintenance Worker	9465714	Clerical Asst
9464731	Field Sup, Construction		

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