

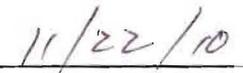
ALABAMA WORKFORCE INVESTMENT SYSTEM
Alabama Department of Economic and Community Affairs
Workforce Development Division
401 Adams Avenue
Post Office 5690
Montgomery, Alabama 36103-5690

GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY 2010-04

SUBJECT: *Quarterly Participant Data Certification*

- 1. Purpose.** This Directive transmits policies and procedures for certification by the local career centers of participant data collection and entry into *Alabama Job Link (AJL)/AlaWorks*.
- 2. Discussion.** According to the *Workforce Investment Act Title I-B Standardized Record Data (WIASRD)*, General Reporting Instructions and Specifications from the Employment and Training Administration, when a *WIASRD* file is submitted, updates to records must be provided in each subsequent year until all relevant outcome information is completed. Subsequent submissions are expected to occur for at least two full program years after the original submission. The *WIASRD* data reports exiters (Adult, Dislocated Workers, and Youth), completing or leaving the program and active Youth during the applicable reporting period. During a review of participant files by the State of Alabama Examiners of Public Accounts' Auditors for the Program Year 2008 *WIASRD*, deficiencies were noted concerning the recording of exit information and subsequent submissions of participant data. Audit resolution and corrective action require that a written policy be developed to ensure that appropriate career center supervisors (Coordinators) oversee the collection of participant data and entry into *AJL/AlaWorks*. The Corrective Action Plan also requires a quarterly report from career center supervisors (Coordinators) certifying that data is both current and complete.
- 3. Action.** Supervisors at the Career Centers should oversee data collection and entry into *AJL/AlaWorks*. A report (see attachment) should be submitted quarterly by each Career Center certifying that data is both current and complete to: **ADECA, IM/R Section, Post Office Box 5690, Montgomery, Alabama 36103-5690**. The first Certification Report from all Career Centers (AWIA, Jefferson, and Mobile) will be due ten (10) workdays after the end of each quarter beginning with the quarter ending 12/31/2010.
- 4. Contact.** Questions regarding this Directive should be referred to Karen Montgomery, Information Management/Reporting Section, at (334) 242-5166 or karen.montgomery@adeca.alabama.gov.


Matthew Hughes, Director
Office of Workforce Development


Date

Attachment

**QUARTERLY WORKFORCE INVESTMENT ACT (WIA) PARTICIPANT DATA CERTIFICATION
REPORT FOR THE QUARTER ENDING:** _____

Comprehensive CAREER CENTER:

NAME: _____
ADDRESS: _____

With Satellite and/or Itinerant office(s) in:

I hereby certify that I have supervised the WIA participant data collection and entry into AJL/AlaWorks, and to the best of my knowledge, the data is both current and complete as of the above noted quarter.

Certifying Official: _____ Date: _____

The completed quarterly reports are due by ten (10) workdays after the end of each reporting quarter beginning with the quarter ending 12/31/10. The (original signature) completed certifications should be mailed to:

Alabama Department of Economic and Community Affairs
Workforce Development Division
Information Management/Reporting Section
Post Office Box 5690
Montgomery, Alabama 36103-5690

and copied to the career center's area manger.