

## Alabama Workforce Investment System

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

August 5, 2003

**GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY2003- 03**

**SUBJECT:** Local Area Program Year 2002 WIA Annual Report

1. **Purpose.** To provide local areas with **Program Year 2002** Annual Report preparation guidance.
2. **Discussion.** Workforce Investment Act (WIA) Sections 136(d)(1) and 185(d) require each State receiving an allotment of Workforce Development Act funds to submit an Annual Report covering Statewide WIA operations to the Secretary of Labor. In order to assist the State in the comprehensive preparation and timely submission of the State-level Annual Report, each local area is requested to submit a corresponding local area-level annual report to the State.  
  
General guidance regarding the content of the local area annual reports is provided below.
3. **Action.** Each Alabama local workforce investment area (LWIA) shall submit to the ADECA Workforce Development Division an annual report of WIA Adult, Dislocated Worker, and Youth programs and activities conducted during **Program Year (PY) 2002, July 1, 2002 through June 30, 2003**. Each such report shall include:
  - a. A listing of local area Workforce Investment Board members, as of June 30, 2003.
  - b. A description of significant **Program Year 2002** Local Workforce Investment Board activities, especially those related to the level of One Stop System partner agency and overall One-Stop System coordination.
  - c. A description of activities conducted during the Program Year. Provide separate discussions of local area Adult, Dislocated Worker, and Youth program activities.
  - d. The reporting of local area **Program Year 2002** Adult, Dislocated Worker, and Youth program actual performance against the corresponding **Program Year 2002** local area performance goals.

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- e. The reporting of local area **Program Year 2002 "real time", i.e., July 1, 2002- June 30, 2003**, counts of Adult, Dislocated Worker, and Youth WIA program participants/ exiters, and the associated participant outcomes.
- f. The reporting of **Program Year 2002** local area Adult, Dislocated Worker, and Youth program expenditures. Separately indicate local area Program Costs and local area Administration expenditures.
- h. Two or more local area **Program Year 2002** Adult, Dislocated Worker, or Youth program participant "success stories", clearly indicating how WIA program services have aided individuals in the identification and achievement of their workforce development goals.

The submitted **Program Year 2002** local area annual reports will be made available for State Workforce Investment Board review.

Local area **Program Year 2002** Annual Reports should be received at the Workforce Development Division by October 15, 2003.

- 4. **Contact.** Questions regarding this information may be directed to Charles Terry at (334) 242-5883.

  
Steve Walkley, Division Director  
Workforce Development Division