

**ALABAMA WORKFORCE INVESTMENT SYSTEM**  
**Workforce Development Division**  
**401 Adams Avenue**  
**Post Office Box 5690**  
**Montgomery, Alabama 36103-5690**

August 13, 2012

**GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY2012-02**

**SUBJECT:** Local Area Program Year 2011 WIA Annual Report

1. **Purpose.** To provide Local Areas with preparation guidance for the Program Year 2011 Annual Report.

2. **Discussion.** Workforce Investment Act (WIA) Sections 136 and 185 require each State to submit to the Secretary of Labor an Annual Report covering Statewide WIA operations. In order to assist the State of Alabama in the comprehensive preparation and timely submission of the State-level Annual Report, each local area is required to submit a corresponding local area-level annual report to the State.

USDOL/ETA Program Year (PY) 2011 reporting instructions specify State Reports for PY 2011 are due at USDOL October 1, 2012. In order to accommodate this requirement, and allow time for review of local area annual reports, LWIA annual reports must be submitted to the State by September 14, 2011.

General guidance regarding local area PY 2011 annual report content is provided below.

3. **Action.** Each Alabama LWIA shall submit to the Workforce Development Division, Attention: Sara Calhoun, an annual report of WIA Adult, Dislocated Worker, and Youth program activities conducted during PY 2011, July 1, 2011 through June 30, 2012. Each report must include:

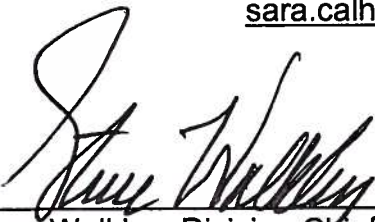
- a. Local area Workforce Investment Board members, including category represented, title, and company, as of June 30, 2012.
- b. A description of significant PY 2011 Local Workforce Investment Board achievements, especially as related to levels of Career Center System partner agency involvement and overall Career Center System coordination.

- c. A separate description of WIA PY 2011 Adult, Dislocated Worker, and Youth program activities. This portion of the narrative should discuss the cost of workforce investment activities relative to the effect of the activities on the performance of the participants. In addressing this item, local areas may want to include information from their strategic plans that highlight innovative service delivery strategies, including program activities that support high growth/high demand industries, the outcomes expected from these activities as well as the actual outcomes for their major customer segments. Local areas may indicate actual federal outlays for these selected activities, if the information is available. Local areas must explain how the allocation of resources for adults, dislocated workers, and youth activities affected the outcomes. For adults and dislocated workers the activities that local areas may wish to address is core, intensive and training services. For youth, local areas should include information about front-end costs (e.g., intake, assessment and case management) and aggregated direct service costs for the youth program elements.
- d. Two or more local area PY 2011 Adult, Dislocated Worker, or Youth program participant "success stories", i.e., narrative accounts detailing how WIA program services have aided participants in the identification and achievement of their individual workforce development goals.

Local area PY 2011 Annual Reports must be received at the Workforce Development Division by September 14, 2012.

**4. Contact.**

Questions regarding this TEGL should be directed to Sara Calhoun, Workforce Development Division at (334) 353-1632 or [sara.calhoun@adeca.alabama.gov](mailto:sara.calhoun@adeca.alabama.gov).



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Steve Walkley, Division Chief  
ADECA, Workforce Development Division