

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

August 20, 2008

GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY2008-01

SUBJECT: Local Area Program Year 2007 WIA Annual Report

1. **Purpose.** To provide local areas with preparation guidance for the Program Year 2007 Annual Report.

2. **Discussion.** Workforce Investment Act (WIA) Sections 136(d)(1) and 185(d) require each State to submit an Annual Report covering Statewide WIA operations to the Secretary of Labor. 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 2007 reporting instructions indicate State Reports for Program Year 2007 are due at USDOL October 1, 2008. 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 10, 2008.

General guidance regarding local area Program Year 2007 annual report content is provided below.

3. **Action.** Each Alabama LWIA shall submit to the Office of Workforce Development, Attention: Ray Clenney, an annual report of WIA Adult, Dislocated Worker, and Youth program activities conducted during Program Year (PY) 2007, July 1, 2007 through June 30, 2008. Each such report shall include:

- a. Local area Workforce Investment Board membership, as of June 30, 2008.
- b. A description of significant Program Year 2007 Local Workforce Investment Board achievements, especially as related to levels of Career Center

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- System partner agency involvement and overall Career Center System coordination.
- c. A separate description of WIA Program Year 2007 Adult, Dislocated Worker, and Youth program activities.
 - d. Actual performance for Program Year 2007 Adult, Dislocated Worker, and Youth program contrasted against the corresponding Program Year 2007 performance goals.
 - e. Additionally, each local area shall report the Program Year 2006 "real time", i.e., July 1, 2006 - June 30, 2007, numbers of Adult, Dislocated Worker, and Youth WIA program participants, program exiters, and the associated participant outcomes.
 - f. Local area Program Year 2007 Adult, Dislocated Worker, and Youth program expenditures. Note that all expenditure data is "real time", i.e., covering the period July 1, 2007 – June 30, 2008.
 - g. Two or more local area Program Year 2007 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 Program Year 2007 Annual Reports should be received at the Workforce Development Division by September 10, 2008.

4. Contact.

Questions regarding this information may be directed to Alice Schaum at (334) 242-5382.


Matthew Hughes, Ph.D.
Director, Office of Workforce Development