

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

August 21, 2009

**GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY2009-02**

**SUBJECT:** Local Area Program Year 2008 WIA Annual Report

1. **Purpose.** To provide Local Areas with preparation guidance for the Program Year 2008 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) 2008 reporting instructions specify State Reports for PY 2008 are due at USDOL October 1, 2009. 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 August 31, 2009.

General guidance regarding local area PY 2008 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 2008, July 1, 2008 through June 30, 2009. Each report must include:
  - a. Local area Workforce Investment Board members, including category represented, title, and company, as of June 30, 2009.
  - b. A description of significant PY 2008 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 2008 Adult, Dislocated Worker, and Youth program activities.
- d. Two or more local area PY 2008 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 2008 Annual Reports must be received at the Workforce Development Division by August 31, 2009.

**4. Contact.**

Questions regarding this information may be directed to Sara Calhoun at [sara.calhoun@adeca.alabama.gov](mailto:sara.calhoun@adeca.alabama.gov) or (334) 353-1632.

  
Matthew Hughes, Director  
Governor's Office of Workforce Development

8/21/09