

**ALABAMA WORKFORCE INVESTMENT SYSTEM**

**Office of Workforce Development  
401 Adams Avenue  
Post Office 5690  
Montgomery, Alabama 36103-5690**

November 6, 2014

**GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY2014-06**

**SUBJECT:** Local Area Program Year 2013 WIA Annual Report

**1. Purpose.** To provide Local Areas with preparation guidance for the Program Year 2013 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) 2013 reporting instructions specify State Reports for PY2013 are due at USDOL November 14, 2014. 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 October 31, 2014.

General guidance regarding local area PY 2013 annual report content is provided below.

**3. Action.** Each Alabama LWIA shall submit to the Workforce Development Division, Attention: Lorilei Sanders, an annual report of WIA Adult, Dislocated Worker, and Youth program activities conducted during PY 2013, July 1, 2013 through June 30, 2014. Each report must include:

a. Local area Workforce Investment Board members, including category represented, title, and company, as of June 30, 2014.

b. A description of significant PY 2013 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 2013 Adult, Dislocated Worker, and Youth program activities. This portion of the narrative should discuss the costs 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 dislocated workers, low-skilled/low-income adults and disadvantaged youth, 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.
- d. Two or more local area PY 2013 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.
- e. A discussion of programs and strategies for serving employers, including the performance metrics used to measure the effectiveness of such services and current available performance data. A discussion of the effects of major industries should be included.
- f. A discussion of the programs, initiatives, and strategies for serving veterans, including the performance metrics used to measure the effectiveness of such services and current available performance data. Include a description of the implementation of veterans' priority of service.

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**Local Area PY13 WIA Annual Report**

Local area PY 2013 Annual Reports must be received at the Workforce Development Division by October 31, 2014.

**4. Contact.**

Questions regarding WIA annual reports should be directed to Lorilei Sanders, Workforce Development Division at (334) 353-1632 or [lorilei.sanders@adeca.alabama.gov](mailto:lorilei.sanders@adeca.alabama.gov).

  
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**Steve Walkley, Division Chief**  
**ADECA, Workforce Development Division**

  
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**Date**