

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**

July 19, 2002

GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY2002-04

SUBJECT: Local Area PY2001 WIA Annual Report

1. **Purpose.** To provide local areas with PY 2001 Annual Report preparation guidance.
2. **Discussion.** WIA Sections 136(d)(1) and 185(d) require each State receiving an allotment of Workforce Development Act funds to submit an Annual Report to the Secretary. In order to assist the State of Alabama in the timely and comprehensive preparation of said Annual Report, each local area with the State will be asked to submit a PY 2001 local area Annual Report. The scope of local area WIA activity coverage to be detailed within such Annual Reports is specified below.
3. **Action.** Each Alabama WIA local area shall submit to the ADECA Workforce Development Division an annual report of local area PY 2001 WIA Adult, Dislocated Worker, and Youth programs, activities, and outcomes. Each report shall include:
 - a. A listing of local area Workforce Investment Board members as of 6/30/02.
 - b. A description of **PY2001** Workforce Investment LWIA/LWIB activities.
 - c. A description of any landmark events highlighting **PY 2001** local area one-stop interagency coordination activities.
 - d. A description of activities conducted during the Program Year. Provide separate discussions of local area Adult, Dislocated Worker, and Youth programs.
 - e. Indication of the local area's performance with regard to prescribed PY 2001 local area Adult, Dislocated Worker, and Youth performance goals.
 - f. Characteristics of local area Adult, Dislocated Worker, and Youth WIA program participants.
 - g. Costs of local area Adult, Dislocated Worker, and Youth **PY 2001** WIA program activities.
 - h. Two or more **PY 2001** WIA Adult, Dislocated Worker, or Youth participant "success stories", clearly indicating how the WIA experience has helped individuals to better help themselves.

Local area **PY 2001** Annual Reports should be received at the Workforce Development Division by September 27, 2002.

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



Steve Walkley, Division Director
Workforce Development Division