

ALABAMA WORKFORCE INVESTMENT SYSTEM

Workforce Development Division
401 Adams Avenue
Post Office Box 5690
Montgomery, Alabama 36103-5690

June 12, 2006

GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY2005-12

SUBJECT: Local Area Program Year 2005 WIA Annual Report

1. **Purpose.** To provide local areas with preparation guidance for the Program Year 2005 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 Training and Information Guidance Letter No. 14-03, Change 1, a copy of which is attached to this Directive, indicates State Reports for Program Year 2005 are due at USDOL October 1, 2006. 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 28, 2006.

General guidance regarding local area Program Year 2005 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) 2005, July 1, 2005 through June 30, 2006. Each such report shall include:
 - a. Local area Workforce Investment Board membership, as of June 30, 2006.
 - b. A description of significant Program Year 2005 Local Workforce Investment Board achievements, especially as related to heightened levels of Career Center System partner agency involvement and overall Career Center System coordination.

GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY2005-12

Page Two

June 12, 2006

- c. A separate description of WIA Program Year 2005 Adult, Dislocated Worker, and Youth program activities.
- d. Actual performance for Program Year 2005 Adult, Dislocated Worker, and Youth program contrasted against the corresponding Program Year 2005 performance goals. (Carefully note the distinct time periods to be covered by each Program Year 2005 Adult, Dislocated Worker, and Older Youth performance measure, as indicated in USDOL TEGL No. 14-03, Attachment I. Several of these time periods are measure-specific.)
- e. Additionally, each local area shall report the Program Year 2005 "real time", i.e., July 1, 2005- June 30, 2006, numbers of Adult, Dislocated Worker, and Youth WIA program participants, program exiters, and the associated participant outcomes.
- f. Local area Program Year 2005 Adult, Dislocated Worker, and Youth program expenditures. Note that all expenditure data is "real time", i.e., covering the period July 1, 2005 – June 30, 2006.'
- g. Two or more local area Program Year 2005 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 2005 Annual Reports should be received at the Workforce Development Division by August 28, 2006.

4. Contact.

Questions regarding this information may be directed to Charles Terry at (334) 242-5883.



Steve Walkley, Division Director
Workforce Development Division

Attachment: TEGL No. 14-03, Change 1

APPENDIX A
Time Periods for Reporting Performance Information
WIA Annual Report

Reporting Item	Time Periods to Be Reported		
	Annual Report PY 2005	Annual Report PY 2006	Annual Report PY 2007
Due Dates	1-Oct-06	1-Oct-07	1-Oct-08
Total Participants	7/1/05 to 6/30/06	7/1/06 to 6/30/07	7/1/07 to 6/30/08
Total Exiters	4/1/05 to 3/31/06	4/1/06 to 3/31/07	4/1/07 to 3/31/08
Employer Customer Satisfaction	1/1/05 to 12/31/05	1/1/06 to 12/31/06	1/1/07 to 12/31/07
Participant Customer Satisfaction	1/1/05 to 12/31/05	1/1/06 to 12/31/06	1/1/07 to 12/31/07
Adult and Dislocated Worker Performance Measures			
Entered Employment Rate	10/1/04 to 9/30/05	10/1/05 to 9/30/06	10/1/06 to 9/30/07
Employment Retention Rate	4/1/04 to 3/31/05	4/1/05 to 3/31/06	4/1/06 to 3/31/07
Six Months Earnings Increase	4/1/04 to 3/31/05	4/1/05 to 3/31/06	4/1/06 to 3/31/07
Employment and Credential Rates	10/1/04 to 9/30/05	10/1/05 to 9/30/06	10/1/06 to 9/30/07
Youth (14 - 21) Performance Measures			
Placement in Employment or Education	10/1/04 to 9/30/05	10/1/05 to 9/30/06	10/1/06 to 9/30/07
Attainment of Degree or Certificate	10/1/04 to 9/30/05	10/1/05 to 9/30/06	10/1/06 to 9/30/07
Literacy and Numeracy Gains State Reporting Option #1	Partial Data Available ⁽¹⁾	7/1/05 to 6/30/06	7/1/06 to 6/30/07
Literacy and Numeracy Gains State Reporting Option #2		Partial Data Available ⁽²⁾	7/1/06 to 6/30/07

Additional Notes

(1) Indicates the reporting schedule for states that begin implementing the Literacy and Numeracy Gains common measure on July 1, 2005. Only partial data will be available on the Annual Report for youth who begin participation in the program during PY2005, and full annual reporting on this youth participant cohort will not be expected until PY2006.

(2) Indicates the reporting schedule for states that begin implementing the Literacy and Numeracy Gains common measure on July 1, 2006. Only partial data will be available on the Annual Report for youth who begin participation in the program during Py 2006, and full annual reporting on this youth participant cohort will not be expected until PY2007.

EMPLOYMENT AND TRAINING ADMINISTRATION

Reporting Item	Time Periods to Be Reported		
	Annual Report PY 2005	Annual Report PY 2006	Annual Report PY 2007
Due Dates	1-Oct-06	1-Oct-07	1-Oct-08
Older Youth (19 - 21) Performance Measures			
Entered Employment Rate	10/1/04 to 9/30/05	10/1/05 to 9/30/06	10/1/06 to 9/30/07
Employment Retention Rate	4/1/04 to 3/31/05	4/1/05 to 3/31/06	4/1/06 to 3/31/07
Six Months Earnings Increase	4/1/04 to 3/31/05	4/1/05 to 3/31/06	4/1/06 to 3/31/07
Credential Rate	10/1/04 to 9/30/05	10/1/05 to 9/30/06	10/1/06 to 9/30/07
Younger Youth (14 - 18) Performance Measures			
Skill Attainment Rate	4/1/05 to 3/31/06	4/1/06 to 3/31/07	4/1/07 to 3/31/08
Youth Diploma or Equivalent Rate	4/1/05 to 3/31/06	4/1/06 to 3/31/07	4/1/07 to 3/31/08
Retention Rate	4/1/04 to 3/31/05	4/1/05 to 3/31/06	4/1/06 to 3/31/07
Additional Performance Measures (Adults, Dislocated Workers, Older Youth)			
12-Month Employment Retention Rate	1/1/04 to 12/31/04	1/1/05 to 12/31/05	1/1/06 to 12/31/06
12-Month Earnings Increase or Earnings Replacement	1/1/06 to 12/31/06 ?	1/1/06 to 12/31/06	1/1/06 to 12/31/06
Non-Traditional Employment	10/1/04 to 9/30/05	10/1/05 to 9/30/06	10/1/06 to 9/30/07
Wages at Entry to Employment	10/1/04 to 9/30/05	10/1/05 to 9/30/06	10/1/06 to 9/30/07
Training-Related Employment	10/1/04 to 9/30/05	10/1/05 to 9/30/06	10/1/06 to 9/30/07