



STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
830 Punchbowl Street, Room 321
Honolulu, Hawaii 96813

May 17, 2001

(SN 14)

WIA BULLETIN NO. 3-00, Change 1

TO: WIA Partners

SUBJECT: WIA Annual Plan Instructions

PURPOSE

The purpose of this bulletin is to transmit revised instructions for the submittal of annual plans for the operation of the Adult, Youth and Dislocated Worker Programs under the Workforce Investment Act (WIA).

BACKGROUND

Pursuant to Section 118 of WIA, each local board must develop a comprehensive five-year local plan. However, because WIA funds are allocated on a yearly basis, an annual plan for each program will be required to supplement the five-year plan.

POLICY

Each annual plan consists of an Executive Summary, Service Level Summary and a Budget. Revisions have been made to the Service Level Summary and the budget forms and instructions for the Youth Program. Funds budgeted for Summer Employment Opportunities must be allocated to the In-School and Out-of-School categories as appropriate. For Program Year 2001, the annual plans for each program will be due May 31, 2001. For subsequent years, the annual plans will be due sixty (60) calendar days prior to the beginning of the program year.

PROCEDURES

Local areas must follow the attached instructions for completing the annual plans. The plans should be reviewed and approved by the local workforce investment boards prior to submittal to the State.

INQUIRIES

Questions regarding this bulletin should be directed to Ms. Judy Gordon, Department of Labor and Industrial Relations, Workforce Development Division at 586-9064.



Leonard Agor, Director
Department of Labor and Industrial Relations

- Attachments (Counties only)
- Copy of forms and instructions
- Diskette of forms and instructions

ENCLOSURES AND CHANGES TO THE WIA
ANNUAL PLAN INSTRUCTIONS, CHANGE 1, ARE
AVAILABLE UPON REQUEST.