



**STATE OF HAWAII**  
**DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS**  
830 PUNCHBOWL STREET  
HONOLULU, HAWAII 96813

April 16, 2003

(SN 52)

WIA BULLETIN NO. 3-00, Change 2

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, Dislocated Worker and Youth 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 is required to supplement the five-year plan. Since local areas have two years in which to spend each year's allocation of funds, the plans are designed to reflect a two year program period.

POLICY

Each Annual Plan consists of three sections: Executive Summary, Service Level Summary and Budget. Revisions have been made to the instructions for the Executive Summary and the form and instructions for the Service Level Summary. These forms and instructions are attached to this bulletin.

The Budget forms and instructions can be found with the Financial Management Manual, transmitted under WIA Bulletin 6-00 and its changes.

Complete and accurate Annual Plans are due to the Workforce Development Division sixty (60) calendar days prior to the beginning of the program year or the beginning of the contract period.

PROCEDURES

Local areas must follow the attached instructions for completing the annual plans. The plans must be reviewed and approved by the local Workforce Investment Boards and the Mayor prior to submittal to the Workforce Development Division.

INQUIRIES

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

  
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NELSON B. BEFITEL

Attachments

ENCLOSURES AND CHANGES TO THE WIA  
ANNUAL PLAN INSTRUCTIONS, CHANGE 2, ARE  
AVAILABLE UPON REQUEST.