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ARKANSAS WORKFORCE CONNECTIONS
ISSUANCE NUMBER PY 26-03

August 29, 2026

FROM: Eddie Thomas, Director – Office of Employment & Training

TO: Local Workforce Development Boards & Service Providers

SUBJECT: Participant Eligibility & Supporting Documents Uploaded into Arkansas JobLink (AJL)

Purpose: The purpose of this workforce system guidance is to outline the process for uploading participant file documentation that is not currently entered through the AJL Uploader. This guidance applies specifically to eligibility documentation and other supporting records. For a complete list of eligibility requirements, please see the eligibility sections of the Workforce Innovation and Opportunity Act (WIOA) Title I-B Policy Manual.

General Information: All participant-related documents for eligibility, data validation, training and supportive service documentation, and other supporting documents will be reviewed for compliance with state and federal requirements through the state's management information system. It is not necessary to upload the demographic snapshot, program case note, or enrollment case note. Documents relating to a participant's disability should not be uploaded into AJL. All documents of this nature must be stored in a secure area such as a locked file cabinet in the local office

Note: Certain elements to be documented are not included in the U.S. Department of Labor (DOL) Participant Individual Record Layout (PIRL) and therefore will not have a PIRL number. As an example, Social *"Security Number-No PIRL#"* does not have a PIRL # however, documentation is required to be uploaded (see attached chart).

Action Required: All file documentation for open participants (i.e., not yet exited) must be uploaded to AJL by September 30, 2026.

Inquiries: WIOATA@arkansas.gov

Attachments: Documentation Chart

Expiration Date: Ongoing