



**INNOVATE**

WORKFORCE DEVELOPMENT

**July 19, 2022**

**10:00 a.m. – 12:00 p.m.**

Arkansas Division of Workforce  
Services

*Via Zoom – UPDATED 7.18.22*

# **Arkansas Workforce Development Board**

## **Full Board Meeting**

# AGENDA

July 19, 2022

## ARKANSAS WORKFORCE DEVELOPMENT BOARD FULL BOARD MEETING

10:00 a.m.

*Estimated Time: 1 hour 41 minutes*

Call to Order & Roll Call (3 min) ..... Tom Anderson, Chair

### Agenda Item 1: ACTION

Minutes of April 19, 2022, Full Board Meeting (3 min) ..... Tom Anderson, Chair

Report of Chairperson (5 mins)..... Tom Anderson, Chair

- *New State Board Vice-Chair*
- *In-Person State Board Meetings*
- *Shorter College – Argenta Depot Letter of Support*

Report of Director (5 mins) ..... Dr. Charisse Childers, Director  
Arkansas Division of Workforce Services

- *Arkansas Women's Commission Update*

Report of Staff (5 mins)..... Eddie Thomas, Employment Assistance - Assistant Director  
Arkansas Division of Workforce Services

Report of Board Director (5 mins) ..... Chad Brown, Executive Director  
Arkansas Workforce Development Board

### Agenda Item 2: INFORMATIONAL

Wachter Boot Camp (15 mins)..... Franci Heflin, Field Training Facilitator  
Wachter, Inc.

**Agenda Item 3: INFORMATIONAL**

WIOA Policy Development Update (10 mins)..... Eddie Thomas, Asst. Dir.  
Arkansas Division of Workforce Services

**Agenda Item 4: INFORMATIONAL**

PY2022-2023 WIOA Titles I & III Negotiated  
Performance Levels (10 mins)..... Elroy Willoughby, WIOA Program Chief  
Arkansas Division of Workforce Services

**Agenda Item 5: INFORMATIONAL**

WIOA Core Partner Program Updates (30 mins)..... Dr. Trenia Miles, Adult Education  
Betsy Barnes, Division of Services for the Blind  
Commissioner Joe Baxter, Arkansas Rehabilitation Services

Board Open Discussion (5 mins)

Public Opportunity to Address the Board (3 mins)

Announcements (2 mins)

Adjournment

**Recent Policies/Issuances- Informational Only:**

- PY21-07 Youth, Adult and Dislocated Worker Activities Program Allocations, Funding Information and Subgrant Award Numbers
- PY 21-06 2022 U.S. Department of Health and Human Services (HHS) Poverty Guidelines
- PY 22-01 2022 Summer Employment Opportunities Work Experience Guidance
- PY 22-02 ADWS WIOA Funds Transfer Issuance Revision

**For Consideration of the  
Arkansas Workforce Development Board**

**July 19, 2022**

**AGENDA ITEM 1 – ACTION:** Minutes of the April 19, 2022, Arkansas Workforce Development Board meeting.

**RECOMMENDATION:** It is recommended that the Arkansas Workforce Development Board approve the minutes of the April 19, 2022, Arkansas Workforce Development Board meeting.

**INFORMATION/RATIONALE:** Minutes of this meeting is attached.

**MINUTES**  
**ARKANSAS WORKFORCE DEVELOPMENT BOARD**  
**April 19, 2022**

The Arkansas Workforce Development Board convened the Full Board meeting through electronic means on April 19, 2022, beginning at 10:07 a.m. The meeting was conducted via Zoom. Vice-Chairman Scott Bull presided with the following members voicing their presence: Ms. Christy Lamas as proxy for Mr. Joseph Baxter, Mr. Len Blaylock III, Ms. Karen Breashears, Dr. Charisse Childers, Mr. Miles Crawford, Judge Brandon Ellison, Mr. Randy Henderson, Ms. Abby Houseworth, Ms. Rebecca Ives, Ms. Erin Franks as proxy for Mr. Johnny Key, Ms. Candice Lawrence, Ms. Alisha Lewis as proxy for Dr. Maria Markham, Ms. Bridget Criner as proxy for Dr. Trenia Miles, Dr. Julie Roberson, Mr. Kelley Sharp, and Dr. Cassandra Williams-Stokes.

Mr. Thomas Anderson, Mr. Randy Finnegan, Mr. Jeff Griffin, Governor Hutchinson, Mr. Charles Johnson, Ms. Holley Little, Mr. Brian Marsh, Secretary Mike Preston, and Mayor James Sanders were unable to attend.

Chairman's Opening Comments: Vice-Chair Bull informed the Board Members that Chairman Anderson could not attend the meeting; therefore, he would preside over the meeting. Vice-Chairman Bull called the meeting to order at 10:03 a.m. upon seeing a quorum.

**Agenda Item 1 – ACTION – Minute Approval:** Vice-Chairman Bull asked if there were any additional corrections or revisions to the January 25, 2022, Full Board meeting minutes.

**Hearing none, a motion to accept the January 25, 2022, Full Board meeting minutes with no corrections or revisions was made by Mr. Kelley Sharp, followed by a second motion by Ms. Karen Breashears. The motion carried unanimously with none opposed.**

The following votes were recorded and voiced by Board Members on a roll vote to Approve, Disapprove, or Abstain for no vote: Chairman Tom Anderson – Absent, Ms. Christy Lamas as proxy for Mr. Joseph Baxter – Approve, Mr. Len Blaylock III – Approve, Ms. Karen Breashears – Approve, Mr. Scott Bull – Approve, Dr. Charisse Childers – Approve, Mr. Miles Crawford – Approve, Judge Brandon Ellison – Approve, Mr. Randy Finegan – Approve, Mr. Jeff Griffin – Absent, Mr. Randy Henderson – Absent, Ms. Abby Houseworth – Approve, Ms. Rebecca Ives – Approve, Mr. Charles Johnson – Absent, Ms. Erin Franks as proxy for Secretary Johnny Key – Approve, Ms. Candice Lawrence – Approve, Ms. Holley Little – Absent, Ms. Alisha Lewis as proxy for Dr. Maria Markham – Approve, Mr. Brian Marsh – Absent, Ms. Bridget Criner as proxy for Dr. Trenia Miles – Approve, Mr. George Nunnally – Approve, Secretary Mike Preston – Approve, Dr. Julie Roberson – Approve, Mayor James Sanders – Approve, Mr. Kelley Sharp – Approve, Dr. Cassandra Williams-Stokes – Approve, and Mr. Robert Thorne – Approve.

Next, Vice-Chairman Bull asked if there were any additional corrections or revisions to the March 11, 2022, Executive Committee meeting minutes.

**Hearing none, a motion to accept the January 25, 2022, Full Board meeting minutes with no corrections or revisions was made by Ms. Karen Breashears, followed by a second motion by Dr. Julie Roberson. The motion carried unanimously with none opposed.**

The following votes were recorded and voiced by Board Members on a roll vote to Approve, Disapprove, or Abstain for no vote: Chairman Tom Anderson – Absent, Ms. Christy Lamas as proxy for Mr. Joseph Baxter – Approve, Mr. Len Blaylock III – Approve, Ms. Karen Breashears – Approve, Mr. Scott Bull –

Approve, Dr. Charisse Childers – Approve, Mr. Miles Crawford – Approve, Judge Brandon Ellison – Approve, Mr. Randy Finegan – Approve, Mr. Jeff Griffin – Absent, Mr. Randy Henderson – Absent, Ms. Abby Houseworth – Approve, Ms. Rebecca Ives – Approve, Mr. Charles Johnson – Absent, Ms. Erin Franks as proxy for Secretary Johnny Key – Approve, Ms. Candice Lawrence – Approve, Ms. Holley Little – Absent, Ms. Alisha Lewis as proxy for Dr. Maria Markham – Approve, Mr. Brian Marsh – Absent, Ms. Bridget Criner as proxy for Dr. Trenia Miles – Approve, Mr. George Nunnally – Approve, Secretary Mike Preston – Approve, Dr. Julie Roberson – Approve, Mayor James Sanders – Approve, Mr. Kelley Sharp – Approve, Dr. Cassandra Williams-Stokes – Approve, and Mr. Robert Thorne – Approve.

Report of the Chairperson: Updates will be given by Chairman Anderson in January at the next meeting. Vice-Chair Bull introduced to the Board, Mr. Miles Crawford, as its newest member. Vice-Chair Bull thanked Governor Hutchinson for allowing him to be on the Board as this would be his last meeting.

Report of Director: Vice-Chairman Bull recognized Board Member and Arkansas Division of Workforce Services (ADWS) Director, Dr. Charisse Childers to address the Full Board. Dr. Childers reported that Arkansas' unemployment rate remained stable at 3.1% in March. She followed that a report was put together by the Bureau of Labor Statistics (BLS) department explaining the unemployment rate, the labor participation rate and the factors that contribute to both rates. Access to this presentation is provided on the Arkansas Workforce Development Board (AWDB) YouTube page. The Office of Assistant Secretary for Policy has convened a cross department working group on the future of workers. This includes work streams related to workforce, the changing employment structures, the changing classification of workers, the impact of technology on workers and working conditions, and training and job quality. Dr. Childers encouraged members to read the most recent Arkansas Division of Workforce Services (ADWS) Annual Report for 2021 that is available on the ADWS website.

Report of Staff: Vice-Chairman Bull recognized Board Staff, Mr. Eddie Thomas, to address the Full Board. Mr. Eddie Thomas announced the WIOA Spring 2022 Partners Meeting starting April 19<sup>th</sup> and ending on April 21<sup>st</sup>. WIOA Title I enrollments over the last four program years have seen a decreased in the adult, dislocated workers, and youth programs. In PY18, there were a total of 2,354 enrollments across all categories, in PY19 there were 2,149 enrollments, in PY20 there were 1,713 enrollments, and in PY21 there were 1,554 enrollments. Outreach is currently the main goal in making sure the services provided are aware to the public. Additionally, WIOA State Plan was submitted on March 15, 2022, and DOL has requested some corrections to certain parts of the plan, so staff will be reaching out for collaboration on information. Mr. Thomas added that over the last few quarters Employment Assistance has updated their monitoring procedures to reflect a transparent way of fiscal monitoring. In PY21, they have launched two pilots that are going to help evaluate how reports are written and how they are approved. Staff will be receiving more professional development as well as training on local areas. Local areas have been engaged in the WIOA Training Academy, a peer-to-peer learning cohort with training by fellow peers and local leaders across the state. United States Department of Labor (USDOL) is working with ADWS to provide the USDOL monitoring Technical Assistance Training (TAT) session. During this session, state staff will be working directly with USDOL to find best practices and to review and evaluate some EA's procedures from the monitoring standpoint. Mr. Thomas stated they have a state funding mechanism policy, which is designed to lay out the procedures in which if there is a local area or local board partner(s) who cannot agree to the terms of the infrastructure funding agreement then the Governor will come in and make the decision. Additionally, Services for the Youth policy will be focusing more on stipends than incentives. The Eligible Training Provider policy has significant changes in the policy and procedures as well, and all of these changes will be discussed at the next board meeting. Mr. Thomas explained there are 700+ enrollments in the Reimagine Grant and that they have partnered with the UofA Global Campus, Shorter College, and iDatafy, LLC. The team is currently monitoring to identify best practices as well as any challenges or issues noticed through the award. Additionally, the Workforce Data Quality Initiative grant was awarded through



the USDOL in the amount of \$2.5 million. Lastly, Mr. Thomas discussed that through his and Director Brown's travels to the local areas they learned in the Eastern Arkansas workforce development area that Mr. Dave Brady, a long-time workforce development stakeholder, will be retiring at the end of the program year. Mr. Thomas expressed his congratulations for him in his new journey.

**Report of Board Director:** Vice-Chairman Bull recognized Board Director Chad Brown and asked him to provide his report. Director Brown acknowledged Mr. Bull for his service to the Board and wished him well in his endeavors. Director Brown explained the main purpose for him and Mr. Thomas traveling to the local areas is to not only meet everybody, but also see what the Board can do better to make the partnership excel. He reminded members of the Board's social media accounts in addition to the newly made YouTube account featuring the Board meetings and other essential training presentations. Directed Brown told the Board that he, Mr. Thomas, and Chairman Anderson, went to the NGA Conference in D.C. April 26<sup>th</sup> through the 29<sup>th</sup>. He expressed how great of a job they did holding the conference and the knowledge learned. Director Brown let the members know if there are items they wish to hear and/or discuss on the agenda to please provide them to staff or himself so it can be addressed. Lastly, Director Brown explained the ongoing conversations regarding continuing virtual meetings vs. holding them in person as some local areas have begun restarting.

Director Brown continued the gratitude to Mr. Dave Brady for his service to the state and Board. Mr. Brady gave his mutual thanks and wished everyone well going forward. Vice-Chairman Bull reiterated Director Brown's sentiments.

**Agenda Item 2 – Informational – Board Member Orientation:** Vice-Chairman Bull recognized Board Director Chad Brown to discuss the new Board member orientation process for the new year. Director Brown explained this year he invited the Board members to participate in the WIOA Spring Partners Meeting as previously mentioned by Mr. Thomas. He stated this would be a great educational experience for members to listen directly to presenters from the programs and be able to ask questions.

**Agenda Item 3 – Informational – PY2020-2023 WIOA State Plan:**

Vice-Chairman Bull recognized Board staff Elroy Willoughby to discuss with the Board the WIOA State Plan Modifications. Mr. Willoughby reminded the Board that the Executive Committee met on March 11<sup>th</sup>, 2022, to review and approved the 429-page Plan due to its March 15<sup>th</sup> submission deadline. Mr. Willoughby explained one of the major changes to the plan was to address changes in the workforce development system due to the COVID pandemic. Specifically, he explained that the U.S. Department of Labor required States to explain how they adjusted their service delivery models and modified existing policies to be more responsive to the pandemic. Another area where changes were made was in business engagement and sector partnerships. Again, the COVID pandemic resulted in a need to change the way the workforce development system engaged with businesses. Based upon federal guidance, the State was asked to develop and implement strategies designed to improve the coordination on the state and local levels. Mr. Willoughby explained that the program evaluation, skills gap analysis and customer satisfaction surveys that were completed by the University of Arkansas – Fayetteville was a major new component in the revised State Plan. This project provided valuable information and data that will be used to improve the overall workforce development system. Finally, Mr. Willoughby explained the inclusion of updated Labor Market Information that considered some of the economic changes borne out of the ongoing COVID pandemic.

**Agenda Item 4 – Action – One-Stop Center Certification Application:**

Vice-Chairman Bull recognized Board staff Elroy Willoughby to present the One-Stop Center Certification Application to the Board. Mr. Willoughby explained that the federal regulations required the Board to

approve the One-Stop Certification Application that is used by Local Workforce Boards to certify their Local One-Stops. He furthered explained the process whereby this document was sent to each of the ten (10) local workforce directors, with a request for them to distribute the application among their Chief Elected Officials and Local Workforce Board membership, for comment. Mr. Willoughby explained that only two comments were received. One commentor recommended grammatical error corrections while the other commentor simply wanted to express their support for the opportunity to comment as well as express their support for the State's workforce development system.

**Vice-Chairman Bull asked if there were any questions regarding the One-Stop Center Certification Application.**

**Hearing none, a motion to accept the One-Stop Center Certification Application was made by Ms. Karen Breashears, followed by a second motion by Mr. Miles Crawford. The motion carried unanimously with none opposed.**

The following votes were recorded and voiced by Board Members on a roll vote to Approve, Disapprove, or Abstain for no vote: Chairman Tom Anderson – Absent, Ms. Christy Lamas as proxy for Mr. Joseph Baxter – Approve, Mr. Len Blaylock III – Approve, Ms. Karen Breashears – Approve, Mr. Scott Bull – Approve, Dr. Charisse Childers – Approve, Mr. Miles Crawford – Approve, Judge Brandon Ellison – Approve, Mr. Randy Finegan – Approve, Mr. Jeff Griffin – Absent, Mr. Randy Henderson – Absent, Ms. Abby Houseworth – Approve, Ms. Rebecca Ives – Approve, Mr. Charles Johnson – Absent, Ms. Erin Franks as proxy for Secretary Johnny Key – Approve, Ms. Candice Lawrence – Approve, Ms. Holley Little – Absent, Ms. Alisha Lewis as proxy for Dr. Maria Markham – Approve, Mr. Brian Marsh – Absent, Ms. Bridget Criner as proxy for Dr. Trenia Miles – Approve, Mr. George Nunnally – Approve, Secretary Mike Preston – Approve, Dr. Julie Roberson – Approve, Mayor James Sanders – Approve, Mr. Kelley Sharp – Approve, Dr. Cassandra Williams-Stokes – Approve, and Mr. Robert Thorne – Absent.

#### **Agenda Item 4 – Informational – Local Workforce Area Reports:**

Vice-Chairman Bull recognized North Central Local Workforce Development Board and the Southwest Workforce Development Board to provide reports on their areas. First, staff from the North Central Area, Ms. Jan Smith and Ms. Liz Smith, presented their reports.

Ms. Jan Smith and Ms. Liz Smith introduced themselves to the Board and prepared a video for Board members encasing the success stories of community members in the White River area who participated in various WIOA programs. The video is included in the video recording of the Board meeting and can be found on the AWDB YouTube page.

Ms. Jan Smith reiterated quotes from the various success stories included in the video to highlight the help the WIOA programs have provided for members to close their report.

Vice-Chair Bull recognized staff members from the Southwest Arkansas Workforce Development Area, Ms. Renee Dycus and Ms. Shelda Garland. Ms. Garland introduced her guest, Mr. Paul Harness, a former Dislocated Worker participant, to share his experience with the WIOA program.

Mr. Harness stated his journey with the program began in 2020 at the Hope workforce office. He began his journey through the program as a truck driver and is now a Safety Director with Coca-Cola Co. He provided his thanks to those who helped him in the program for getting him where he is today and to what the Board continues to do for Arkansans.

Ms. Garland thanked Mr. Harness for sharing his story and thanked the Board for listening.



Board Open Discussion: Vice-Chairman Bull asked Board Members for any additional items for discussion.

Ms. Candice Lawrence informed the Board that the Arkansas State Chamber of Commerce has scheduled their 66th Annual Washington Fly-in for May 10 through May 12. Registration and any information is on the state website.

Vice-Chairman Bull stated that as a new addition to the Board Open Discussion, Director Brown has asked Staff to include any WIOA-related policies that have been released by ADWS on the meeting agendas. While these policies do not require Board Approval, Staff has begun adding them to the meeting agenda packet as an FYI for Board Members. Vice-Chairman Bull directed the Board Members attention to the *Arkansas High-Poverty Areas from 2016-2020 American Community Survey* policy that was included in the agenda book.

Public Speaking Opportunity: Vice-Chairman Bull addressed members of the public attending the meeting through electronic means and extended the opportunity to speak before the Full Board.

Announcements: Vice-Chairman Bull stated the next Full Board meeting is set for July 19, 2022. Board Staff will keep everyone aware of any changes to the schedule or the type of meeting, whether virtual or in-person.

**Adjourn: As presented, Vice-Chairman Bull adjourned the AWDB Full Board meeting at 11:40 a.m., on a motion made by Mr. Kelley Sharp, followed by Ms. Karen Breashears making the second motion. The motion carried unanimously with none opposed.**

The following votes were recorded and voiced by Board Members on a roll vote to Approve, Disapprove, or Abstain for no vote: Chairman Tom Anderson – Absent, Ms. Christy Lamas as proxy for Mr. Joseph Baxter – Approve, Mr. Len Blaylock III – Approve, Ms. Karen Breashears – Approve, Mr. Scott Bull – Approve, Dr. Charisse Childers – Approve, Mr. Miles Crawford – Approve, Judge Brandon Ellison – Approve, Mr. Randy Finegan – Absent, Mr. Jeff Griffin – Absent, Mr. Randy Henderson – Absent, Ms. Abby Houseworth – Approve, Ms. Rebecca Ives – Approve, Mr. Charles Johnson – Absent, Ms. Erin Franks as proxy for Secretary Johnny Key – Approve, Ms. Candice Lawrence – Approve, Ms. Holley Little – Absent, Ms. Alisha Lewis as proxy for Dr. Maria Markham – Approve, Mr. Brian Marsh – Absent, Ms. Bridget Criner as proxy for Dr. Trenia Miles – Approve, Mr. George Nunnally – Approve, Secretary Mike Preston – Approve, Dr. Julie Roberson – Approve, Mayor James Sanders – Approve, Mr. Kelley Sharp – Approve, Dr. Cassandra Williams-Stokes – Approve, and Mr. Robert Thorne – Absent.

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Thomas Anderson, Board Chairman  
Arkansas Workforce Development Board

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Chad Brown, Director Workforce Development  
Arkansas Division of Workforce Services

*Minutes recorded by Tyler Gibbons  
Arkansas Division of Workforce Services Staff*

Unofficial



**Chad Brown**  
EXECUTIVE DIRECTOR

**Tom Anderson**  
CHAIRMAN

**Karen Breashears**  
VICE CHAIRMAN

July 7, 2022

Mr. Jorge Ayala, Regional Director  
U.S. Department of Commerce  
Economic Development Administration  
Austin Regional Office  
903 San Jacinto, Suite 206  
Austin, TX 78701

Dear Mr. Ayala,

On behalf of the Workforce Development Board, I am happy to provide a letter of endorsement for Shorter College's plan to renovate the Argenta Depot to create a space for their much-needed workforce development program. Their training program will prepare students to fill jobs in well-paying, high-quality jobs in the region.

The training they will offer aligns with identified employment opportunities in our region including the following training certificate and/or badge-earning workforce development courses:

- A three-month course in Entrepreneurship/Small Business Management.
- A two-month course in Human Resources.
- A six-week course Digital Marketing Fundamentals.
- A two-month course in Accounting.
- Three-week badge courses in Artificial Intelligence, Cloud Computing, Cybersecurity, Data Science, and Enterprise Design Thinking.
- A six-week course in Apple Swift Coding.
- A three-month certification course in Microsoft Office Specialist.
- A one-month course in Wine or Spirit Certification.

It is important to note that some of the students in this program will be persons re-entering from prison. This population traditionally has great difficulty finding jobs. With credible education and training from Shorter College, they should find it much easier to secure sustaining employment.

Arkansas Workforce Development Board  
P.O. Box 2981 • Little Rock, AR 72203  
[dws.arkansas.gov](http://dws.arkansas.gov)

*Equal opportunity employer/ program. Auxiliary aids and services are available upon request to individuals with disabilities.*



**Chad Brown**  
EXECUTIVE DIRECTOR

**Tom Anderson**  
CHAIRMAN

**Karen Breashears**  
VICE CHAIRMAN

We urge you to favorably consider their request for support.

Please let me know if I can provide any additional assistance.

Sincerely

A handwritten signature in black ink that reads "Thomas Anderson".

Thomas Anderson

**For Consideration of the  
Arkansas Workforce Development Board**

**July 19, 2022**

**AGENDA ITEM 2 – INFORMATION:** Wachter Boot Camp

**INFORMATION/RATIONALE:** The Wachter Boot Camp assists young adults in finding their place in the workforce by serving as a bridge between high school and careers or for anyone needing a career change. Ms. Franci Heflin, Wachter Field Training Facilitator, will provide additional information regarding this program.



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- Travel
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- **Get paid to learn**

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- Accredited Apprenticeship Program
- Kansas City, MO

### Low-Voltage Boot Camp:

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- Fiber Infrastructure
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- Firestopping
- Testing
- Driving
- Orientation



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**For Consideration of the  
Arkansas Workforce Development Board**

**July 19, 2022**

**AGENDA ITEM 3 – INFORMATION:** WIOA Policy Development Update

**INFORMATION/RATIONALE:** The Arkansas Workforce Development Board (AWDB) is responsible for providing leadership to ensure the programs offered through the Workforce Innovation and Opportunity Act (WIOA) make investments that are evidence-based, data-driven, and meet the businesses need for a skilled workforce.

In addition, as the Governor’s designated agency for the WIOA Titles I & III, the Division of Workforce Services’ Employment Assistance Unit develops policy and guidance to the Local Workforce Development Boards (LWDBs) for the delivery of workforce development adult, dislocated worker, and youth services.

Staff will provide an update regarding currently policies and guidance that is under development by the Employment Assistance Unit.

**For Consideration of the  
Arkansas Workforce Development Board**

**July 19, 2022**

**AGENDA ITEM 4 – INFORMATION:** PY2022-2023 WIOA Titles I & III Negotiated Performance Goals

**INFORMATION/RATIONALE:** As required by section 116(b)(3)(A)(iv) of the Workforce Innovation and Opportunity Act (WIOA), States are required to negotiate WIOA Titles I & III performance accountability indicators with the U. S. Department of Labor. These performance levels are designed to assess the effectiveness of States and Local Workforce Areas' in achieving positive outcomes for individuals served by the workforce development system's six core programs.

In accordance with federal guidance, States must negotiate these performance levels every two years.

Following a review of the state's actual results reported for PYs 2016-2021, analysis of the WIOA statistical adjustment model's outcomes, and negotiations with the Arkansas Division of Workforce Services' Employment Assistance Unit, the attached chart summarizes the final negotiated performance levels.

Staff will present these final negotiated levels with to the Board.

**U.S. Department of Labor**

Employment and Training Administration  
Region IV  
Dallas Regional Office  
525 South Griffin Street, Room 317  
Dallas, TX 75202



June 3, 2022

Charisse Childers  
Director  
Arkansas Division of Workforce Services  
#2 Capitol Mall  
Little Rock, AR 72201

Dear Dr. Childers:

This letter finalizes the agreed-upon negotiated performance levels for the Workforce Innovation and Opportunity Act (WIOA) title I programs and the Wagner-Peyser Act Employment Service, as amended by title III of WIOA, for Program Years (PYs) 2022 and 2023.

Following a review of the state's actual results reported for PYs 2016-2021, analysis of the WIOA statistical adjustment model's outcomes, and subsequent discussions with your staff, the enclosed chart summarizes the negotiated performance levels.

Please enter these final agreed-upon performance targets into the Negotiated columns of the performance charts in the State Plan Portal (<https://wioaplans.ed.gov/>), when you are notified that the portal has been reopened for revisions to your PY 2020-2023 WIOA State Plan Modification. We appreciate the thorough and comprehensive discussions with your staff.

If you have any questions, please contact your Federal Project Officer, Felecia Blair, at (972) 850-4643, Rebecca Sarmiento, Division Chief, at (972) 850-4621, or me at (972) 850-4600.

Sincerely,

NICHOLAS E. LALPUI  
Regional Administrator

Enclosure

## Negotiated Performance Levels for WIOA and WP/ES Programs State of Arkansas

	PY 2022	PY 2023
<b>WIOA Title I Adult</b>		
Employment Rate 2 <sup>nd</sup> quarter after exit	83.0%	83.0%
Employment Rate 4 <sup>th</sup> quarter after exit	82.0%	82.0%
Median Earnings in the 2 <sup>nd</sup> quarter after exit	\$6,649	\$6,649
Credential Attainment Rate	81.0%	81.0%
Measurable Skill Gains	71.0%	71.0%
<b>WIOA Title I Dislocated Worker</b>		
Employment Rate 2 <sup>nd</sup> quarter after exit	83.0%	83.0%
Employment Rate 4 <sup>th</sup> quarter after exit	85.0%	85.0%
Median Earnings in the 2 <sup>nd</sup> quarter after exit	\$7,227	\$7,227
Credential Attainment Rate	79.0%	79.0%
Measurable Skill Gains	68.5%	68.5%
<b>WIOA Title I Youth</b>		
Education or Training Activities or Employment in the 2 <sup>nd</sup> quarter after exit	73.0%	73.0%
Education or Training Activities or Employment in the 4 <sup>th</sup> quarter after exit	76.0%	76.0%
Median Earnings in the 2 <sup>nd</sup> quarter after exit	\$3,700	\$3,700
Credential Attainment Rate	62.0%	62.0%
Measurable Skill Gains	59.0%	59.0%
<b>WIOA Title III Wagner-Peyser Employment Services</b>		
Employment Rate 2 <sup>nd</sup> quarter after exit	69.5%	69.5%
Employment Rate 4 <sup>th</sup> quarter after exit	69.5%	69.5%
Median Earnings in the 2 <sup>nd</sup> quarter after exit	\$5,477	\$5,477

**For Consideration of the  
Arkansas Workforce Development Board**

**July 19, 2022**

**AGENDA ITEM 5 – INFORMATION:** WIOA Core Partner Program Updates

**INFORMATION/RATIONALE:** The Workforce Innovation and Opportunity Act (WIOA) structurally aligns the six WIOA core programs (Adult, Dislocated Worker, Youth, Employment Service, Adult Education, and Vocational Rehabilitation), thus supporting cross-program strategic and operational planning, performance accountability, and requirements for administering and operating each State’s workforce development system.

Periodically, the six WIOA core programs are asked to provide updates to the State Board regarding the activities and successes of their individual programs.

The Adult Education, Services for the Blind, and Vocational Rehabilitation staff will provide their respective program updates to the Board.

**For Consideration of the  
Arkansas Workforce Development Board**

**July 19, 2022**

**RECENT POLICIES/ISSUANCES - INFORMATIONAL ONLY:**

- PY21-07 Youth, Adult and Dislocated Worker Activities Program Allocations, Funding Information and Subgrant Award Numbers
- PY 21-06 2022 U.S. Department of Health and Human Services (HHS) Poverty Guidelines
- PY 22-01 2022 Summer Employment Opportunities Work Experience Guidance
- PY 22-02 ADWS WIOA Funds Transfer Issuance Revision





Michael Preston  
SECRETARY OF COMMERCE  
Charisse Childers, Ph.D.  
DIRECTOR,  
DIVISION OF WORKFORCE SERVICES

**DIVISION OF WORKFORCE SERVICES  
ISSUANCE NUMBER PY 22-02**

**July 8, 2022**

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**FROM:** Charisse Childers, Ph.D., Director

**TO:** Local Workforce Development Board Directors

**SUBJECT:** Revision to the Workforce Innovation and Opportunity Act Funds Transfers Process

**1. Purpose:** To revise the process for transferring funds between the adult and dislocated worker funding streams under the Workforce Innovation and Opportunity Act (WIOA).

**2. Reference:** WIOA sec. 133(b)(4) provides the authority for local workforce areas, with approval from the Governor, to transfer up to 100 percent of the adult Activities funds for expenditure on Dislocated Worker Activities, and up to 100 percent of Dislocated Worker Activities funds for expenditure on Adult Activities. As the Governor's administrative entity for the WIOA, the director of the Arkansas Division of Workforce Services has the authority to approve these funds transfers.

**3. Change:** Effective July 1, 2022, No funds transfers will be approved during the first program year of an award. Funds transfers will only be approved starting with the second program year of the award. This will give the LWDB's adequate time to serve our DLW participants. Local areas should make every effort to expend DLW funds in the manner in which the grant is awarded. This includes developing and executing strategic outreach and service delivery plans.

**4. General Information:**

Funds transfers will be processed similar to the regular adult and dislocated worker subgrant award packages and using the same forms. Because these are unilateral modifications to existing subgrant agreements, submission of additional copies of the Subgrant Award Terms and Conditions will not be necessary.

**5. Action Required:** When requesting a funds transfer, local area administrators must submit the following to the EA Assistant Director with a copy to the Grants Managers at the appropriate email addresses with "WIOA Funds Transfer" as the subject.

- A cover letter, on local letterhead and signed by the local executive director, stating the reason for the request and the amount of funding to be transferred.

- A completed Detailed Project Description and Funding Allocation Form for both funding streams.

6. Attachments:

- ADWS instructions for completing a Detailed Project Description and Funding Allocation forms for a WIOA Subgrant Agreement Unilateral Modification.
- ADWS WIOA forms- Project Detailed Description (attachment A) and Funding Allocation (attachment B).

7. Inquiries: Questions may be submitted to Eddie Thomas, ADWS EA Assistant Director at [eddie.thomas@arkansas.gov](mailto:eddie.thomas@arkansas.gov)

8. Expiration Date: Ongoing



Michael Preston  
SECRETARY OF COMMERCE  
Charisse Childers, Ph.D.  
DIRECTOR,  
DIVISION OF WORKFORCE SERVICES

**DIVISION OF WORKFORCE SERVICES  
ISSUANCE NUMBER  
PY21-06**

**April 27, 2022**

**FROM: Charisse Childers, Ph.D., Director**

**TO:** Local Workforce Development Area Administrators/Service Providers

**SUBJECT:** 2022 U.S. Department of Health and Human Services (HHS) Poverty Guidelines and U.S. Department of Labor (DOL) 70% Lower Living Standard Income Level (LLSIL) Information

**1. Purpose:** To provide local workforce development areas and service providers with a guide to the annually updated HHS Poverty Guidelines and DOL 70% Lower Living Standard Income Level (LLSIL) information.

**2. General Information:** The table below is provided for your convenience in determining income eligibility for Workforce Innovation and Opportunity Act Title I-B Programs.

For Poverty Guideline purposes, for each family over (8), add \$4,720. For 70% LLSIL purposes, for each family member over (8), add \$5,769 for Metro and \$5,599 for non-Metro.

<b>Family Size</b>	<b>Poverty Guideline (Effective 1-12-2022)</b>	<b>70% LLSIL Metro (Effective 4-6-2022)</b>	<b>70% LLSIL Non-Metro (Effective 4-6-2022)</b>
1	\$13,590	\$10,382	\$10,087
2	\$18,310	\$17,011	\$16,525
3	\$23,030	\$23,349	\$22,680
4	\$27,750	\$28,826	\$27,997
5	\$32,470	\$34,021	\$33,039
6	\$37,190	\$39,790	\$38,638
7	\$41,910	\$45,559	\$44,237
8	\$46,630	\$51,328	\$49,836

The following counties in Arkansas are Metro: Benton, Cleveland, Craighead, Crawford, Crittenden, Faulkner, Garland, Grant, Jefferson, Lincoln, Little River, Lonoke, Madison, Miller, Perry, Poinsett, Pulaski, Saline, Sebastian, and Washington. All other counties are non-Metro.

**3. Action Required:** Please ensure that this information is provided to appropriate staff.

**4. Inquires:** Email [WIOATA@arkansas.gov](mailto:WIOATA@arkansas.gov)

**5. Expiration Date:** Continuing



Michael Preston  
SECRETARY OF COMMERCE  
Charisse Childers, Ph.D.  
DIRECTOR,  
DIVISION OF WORKFORCE SERVICES

## DIVISION OF WORKFORCE SERVICES ISSUANCE NUMBER PY 21-07

June 17, 2022

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FROM: Charisse Childers, Ph.D., Director

TO: Local Workforce Development Area Administrators/Service Providers

SUBJECT: PY 2022 Workforce Innovation and Opportunity Act (WIOA) Title I - Youth, Adult and Dislocated Worker Activities Program Allocations, Funding Information and Subgrant Award Numbers

1. **Purpose:** To officially issue PY 2022 WIOA Title I - Youth, Adult and Dislocated Worker Activities program allocations, funding information and subgrant award numbers to local workforce development areas.
2. **General Information:** Allocations were calculated according to the Workforce Innovation and Opportunity Act of 2014, Public Law 113-128, as follows:
  - Youth Activities allocations were calculated according to Section 128(b)(2)
  - Adult Activities allocations were calculated according to Section 133(b)(2)(A)
  - Dislocated Worker Activities allocations were calculated according to Section 133(b)(2)(B)(iii)(II).

The information below reflects the total allotment to the State of Arkansas for each funding stream and the reservations required by Public Law 113-128 for statewide activities under Sections 128(a) and 133(a)(1) and for statewide rapid response activities under Section 133(a)(2).

Funding Stream	PY 2022 Allotment	15% Statewide Funds	25% Rapid Response Funds	For Allocation to LWDAs
Youth	5,881,616	882,242		4,999,374
Adult	5,680,370	852,056		4,828,314
Dislocated Worker	5,004,071	750,611	1,251,018	3,002,442
Totals	16,566,057	2,484,909	1,251,018	12,830,130

PY 2022 local area allocations are attached, along with funding information and subgrant award numbers.

**Special Notes:**

- A. Per WIOA Section 133(b)(4), a local board may transfer up to 100 percent of funds between the Adult and Dislocated Worker funding streams if approved by the Governor.
  - B. This issuance provides the total PY 2022 allocation for each Title I funding stream. However, as of July 1, 2022, only the base portion of our state allotment of Adult and Dislocated Worker Activities funds will have been made available for distribution to local workforce development areas. Therefore, initial subgrant awards of Adult and Dislocated Worker Activities funds will be for each local workforce development area's share of these base amounts. The balance of our state allotments of Adult and Dislocated Worker Activities funds will be made available on October 1, 2022.
  - C. Youth Activities subgrant awards will have an effective date of April 1, 2022. Adult and Dislocated Worker Activities subgrant awards will have an effective date of July 1, 2022 for base funding and October 1, 2022 for the balance of each allocation.
  - D. Catalog of Federal Domestic Assistance (CFDA) Numbers are as follows.
    - Youth - 17.259
    - Adult - 17.258
    - Dislocated Worker - 17.278
  - E. A separate communication will provide local workforce development areas with instructions on the submission of PY 2022 subgrant forms.
3. **Action Required:** Please provide this information to staff involved in the preparation of PY 2022 WIOA subgrant award packages.



4. **Inquiries:** Eddie Thomas, ADWS EA Assistant Director, at [eddie.thomas@arkansas.gov](mailto:eddie.thomas@arkansas.gov)

5. **Attachments:**

- PY 2022 WIOA Title I - Youth, Adult and Dislocated Worker Allocations
- PY 2022 WIOA Title I - Youth, Adult and Dislocated Worker Activities Funding Information and Subgrant Award Numbers

1. **Expiration Date:** June 30, 2024



Michael Preston  
SECRETARY OF COMMERCE  
Charisse Childers, Ph.D.  
DIRECTOR,  
DIVISION OF WORKFORCE SERVICES

**DIVISION OF WORKFORCE SERVICES  
ISSUANCE NUMBER PY 22-01**

**July 07, 2022**

**From:** Charisse Childers, Ph.D., Director

**TO:** Local Workforce Development Boards/Service Providers/ WIOA Partners

**SUBJECT:** 2022 Summer Employment Opportunities Work Experience Guidance

- I. **Purpose:** To provide general guidance and to reaffirm requirements regarding the administration of the Workforce Innovation and Opportunity Act (WIOA) youth program, especially during the summer months.
- II. **General Information:** Arkansas House Bill 1116, approved February 23, 2015 removed hours of employment restrictions for individuals 17 years of age. These individuals may be considered for employment opportunities that have previously been unavailable.

To view the Bill, use the following link: (if password box displays, "x" out)  
<http://www.arkleg.state.ar.us/assembly/2015/2015R/Acts/Act162.pdf>

Poster – does not specify work hours for youth 17 years of age – use the following link:  
[https://www.labor.arkansas.gov/Websites/labor/images/POSTER\\_FINAL\\_2019.pdf](https://www.labor.arkansas.gov/Websites/labor/images/POSTER_FINAL_2019.pdf)

Work experience is one of the program elements that local areas must make available to youth participants. Paid and unpaid work experiences must include academic and occupational education components. WIOA combines summer youth employment programs and work experience so that Summer Employment Opportunities become one item in a list of work experiences which includes pre-apprenticeship programs, internships and job shadowing, and on-the-job training.

Work experiences are planned, structured learning experiences that take place in a workplace for a limited period of time and provides the youth with opportunities for career exploration. Work experiences are designed to enable youth to gain exposure to the working world and its requirements. Work experiences should help youth acquire the personal attributes, knowledge, and skills needed to obtain a job, and advance in employment. A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act or applicable State law, exists.

WIOA includes a major focus on providing youth with work experience opportunities. Work experience is prioritized with the requirement that local areas must spend a minimum of twenty percent of the funds allocated to the local area to provide both in-school youth and out-of-school youth, with paid and unpaid work experiences. In order to ensure that local WIOA youth programs meet this requirement, the United States Department of Labor (USDOL) proposes that local WIOA youth programs track program funds spent on paid and unpaid work experiences, report such expenditures as part of the local WIOA youth financial reporting. Program expenditures from the work experience program element include wages as well as staffing costs for the development and management of work experiences. Local area administrative costs are not subject to the twenty percent minimum work experience expenditure requirement. The work experience expenditure rate is calculated on local area funds after subtracting funds spent on administrative costs and, is calculated based on the remaining total local area youth funds rather than calculated separately for ISY and OSY.

WIOA does not require local areas to offer summer youth employment opportunities because summer employment is no longer its own program element. **However, local areas are required to offer work experience opportunities which may include summer employment.**

**Providers administering the work experience program element must be selected by the Local Board by awarding a grant or contract on a competitive basis.** However, employers who are providing employment opportunities are not required to be selected through a competitive process.

*[20 CFR: 681.460; 681.590; 681.600; 681.610; 681.620; 681.630; preamble pages 20731; 20735; 20737. WIOA: 129(c) (2) (C); 129(c) (4)]*

Please be reminded of the requirements of the Arkansas and Federal Child Labor Laws and how they relate to the WIOA. Below are links to the current Arkansas Child Labor Laws and Administrative Regulations and the current USDOL Child Labor Bulletin 101.

<https://labor.publishpath.com/Websites/labor/images/AMWA%20POSTER%20010119.pdf>  
<http://www.minimum-wage.org/arkansas/child-labor-laws>  
<http://www.dol.gov/whd/regs/compliance/childlabor101.pdf>

The emphasis of summer programs should be to provide meaningful work experience. The USDOL strongly recommends that all participants, including 14 and 15-year-old, spend considerable time on an actual job.

During the operation of the WIOA youth summer employment activities, the Division of Workforce Services (DWS), as well as the Arkansas Department of Labor (ADOL), receive telephone calls from several participants asking questions and expressing concerns about child labor laws and requirements relative to work hours, working conditions and work requirements, etc. In addition, ADOL receives several requests for Child Labor Work Permits

days or weeks after some youth have started working. To avoid special reviews, investigations of complaints and questions regarding youth program operations, and specifically requesting work permits in a timely manner, we offer the following guidance.

All Local Workforce Development Boards (LWDBs) should ensure that worksites introduce and/or reinforce the rigors, demands, rewards and sanctions associated with holding a job. LWDBs are reminded that working with local business leaders utilizing the Work Opportunity Tax Credit (WOTC) program (a federal income tax incentive which encourages private business participation) might be helpful in planning for youth work activities.

Summer Employment Opportunities is a type of Work Experience. Youth should be encouraged to participate in other employment opportunities throughout the school year.

**Issuance of Child Labor Permits:** Minors placed in employment by sub-grantees remain the employees of the sub-grantee, due to the nature of the operation of such organizations. Therefore, ADOL will not issue child labor permits until complete arrangements have been made for the child to be placed with a specific employer in the local area.

Prior to the employment date, the LWDB must submit a child labor application to the ADOL. The application must include the name, address, and business type of the job site where the child is placed. ADOL must have this information in order to properly discharge its statutory obligations, to ensure the safety of children under the age of sixteen in the workplace. The youth must not begin employment until the employer has received a copy of the employment certificate. The job site employer must maintain the certificate on record for as long as the child is employed, and for a period of three years after the employment terminates. A copy must also be maintained in the WIOA participant folder.

All requests for work permits should be sent to the address below. The phone number is (501) 682-4534.

Arkansas Department of Labor  
10421 West Markham  
Little Rock, AR 72205-2190

Please be reminded of the following:

- a. Exit:** Participants should not be exited after WIOA Summer Employment Activities unless they are not expected to return to the program for further employment, training and/or services. **(Reference: 20 CFR 677.150 (c)(1))**
- b. Elected Officials:** The WIOA does not specifically refer to the Hatch Act, as well as several other federal, state or local laws and requirements. However, WIOA 194(6) provides guidance that WIOA funds must not be spent on political activities. Also, the WIOA Regulations at 20 CFR 683.250 provide a list of activities that are prohibited under Title I of WIOA; reference specifically 683.250(a)(3). Please be aware of the requirements of participants who are employed or out stationed in the offices of elected officials. The

Hatch Act, 5 USC Sec. 1501-1508, Political Activity of Certain State and Local Employees, is available at: <https://uscode.house.gov/>.

Each LWDB must monitor work activities and maintain in the participant's file, a record of the following:

1. A complete participant job description, including job title.
2. A list of the job duties to show that they are not involved in political or campaign work. Do not use catchall phrases such as 'other duties as required' or 'assigned or appropriate duties' in the job description.
3. Assurance that the participant will not be involved in any political activity.
4. Pertinent information about the worksite, i.e., name and type of business, location, supervisor's name, and contact information.

**c. Time Sheets:** Arkansas Child Labor Law Regulations, Section 2.600, require that employers of individuals under age eighteen maintain records that contain the hours worked each workday, including starting and ending time, and total hours worked each workweek. Time sheets are a method for collecting this information. *NOTE: Time sheets must not be completed or signed in advance of time worked.* A verification process should be initiated to check timesheets for accuracy. Timesheets must include a pay period to indicate the duration that the work was performed, signatures must be dated, and all time worked, and time off work must be indicated.

**d. Seat Belts:** State law requires the use of seat belts. Supervisors should be aware that seat belts must be worn when participants ride in the passenger compartments of moving vehicles.

**e. Health and Safety:** Arkansas Child Labor Law Regulations, Section 2.300, require that youth not be permitted to work under conditions that are hazardous or dangerous to their health or safety. It prohibits sub-recipients from assigning participants to work for employers who do not comply with applicable labor laws, including wage and hour, occupational health and safety, and child labor laws/regulations. Youth may not ride in the back of a truck with goods that are being transported, since this is considered hazardous or dangerous to their health. If goods and youth are transported in the same truck, the youth must be inside of the cab. Although, according to the USDOL Wage and Hour Unit, the transportation of youth in the back of a pickup truck is not a violation of child labor laws in itself, ADWS discourage the transportation of youth in this manner due to the potential for injury in the event of mishaps. Other conditions that are considered hazardous or dangerous include situations where participants are mowing; spraying poisonous acids, gasses or other chemicals; weed eating without eye protection; the use of riding or power push mowers with defective safety switches; and transportation of participants in the rear of vans not equipped with seat belts.

**f. Sling/Grass Blades:** Youth under age 16 are prohibited from using sling blades, grass

blades, etc.

- g. Loading Goods:** Arkansas Child Labor Law Regulations, Section 2.300 (b), require that youth under age 16 be prohibited from loading goods to and from motor vehicles or anything that is attached to a motor vehicle such as a trailer.
- h. Use of Chemicals:** The Arkansas Child Labor Laws, Section 11-6-106, prohibit individuals under age 16 from using poisonous acids, gasses or other chemicals. This includes using these substances to spray weeds.
- i. Painting (14- and 15-year-old youth):** Painting and/or any type of work at a construction site is not allowed. However, re-painting of a previously painted area at a non-construction site is acceptable when the following is observed:
1. Only water based or water clean-up paint or primer is used. There must not be use of oil-based paint or oil-based primers requiring turpentine or other solvents for clean-up (see section on "Use of Chemicals" in this issuance).
  2. Ladders or any type of scaffolding cannot be used (see section on "Ladders and Scaffolding" in this issuance).
  3. Painting is done in a well-ventilated area.
  4. There is no operation of any type of paint sprayer.
  5. Painting is done in accordance with the guidelines and safety directions established on the label by the paint manufacturer.
- j. Outside Helper:** The Arkansas Child Labor Law Regulations, Section 2.300, prohibits the occupation of outside helper, defined as any individual, other than a driver, whose work includes riding on a motor vehicle outside the cab for the purpose of assisting in transporting or delivering goods.
- k. Ladders and Scaffolding:** Arkansas Child Labor Regulations, Section 2.301(b) (4), prohibits individuals under the age of 16 from using ladders, scaffolds, or their substitutes.
- l. Special Situations:** Special effort should be made to ensure that participants working at law enforcement facilities are not placed in a position that violates Section 2.300 (b) (6) of the Arkansas Child Labor Regulations regarding explosives.
- m. Job Descriptions:** A copy of the participant's job description should be placed in the participant's file. The original should be at the worksite for easy reference by both the participant and supervisor. Job descriptions for participants involved in work experience since they contain a list of parameters for the worksite supervisor to follow, if written clearly, they can prevent inadvertent safety and child labor law violations. For example, state the job title such as "secretary," then list the duties that the



participant will be expected to perform. Job descriptions must not contain such general catchall phrases as: “other duties as required”, “other duties as assigned”, or ‘duties determined by the supervisor’.

- n. *Available Services:*** All youth should be provided information on the full array of applicable or appropriate services that are available through the local boards or other eligible providers or one-stop partners, including those receiving funds under this subtitle. There must also be referrals made to appropriate training and educational programs, that have the capacity to provide youth services either on a sequential or concurrent basis. As an example of the need for service awareness, a participant may have childcare issues which result in poor attendance. If the participant is aware of the availability of childcare assistance, either through WIOA or partner services, then the attendance problem may not occur.
- o. *Supportive Services*** is one of the program elements local areas must make available to eligible youth. Supportive Services may include transportation, childcare, dependent care, housing, and other services that are necessary to enable an individual who is unable to obtain the services from other programs to participate in activities authorized under WIOA. [20 CFR 681.570]
- p. *Difference between Summer Employment Opportunities and Work Experience:*** “Summer Employment Opportunities” and “Work Experience” are similar because there is a common work experience component. The difference is that “Summer Employment Opportunities” is provided during the summer season.

When youth receive “Summer Employment Opportunities”, select “Summer Employment Opportunities” on the Service and Training Plan (S&T) in Arkansas JobLink (AJL). Do not open a separate Work Experience service. As a reminder, all work experience must include an academic and occupational component. (Issuance 19-12)

The actual name of the employer and not the local workforce development board (unless both are the same) should be listed in the “provider field” on the Service and Training screen. The “Actual Start Date” of Summer Employment Opportunities represents the actual day of the work experience.

**Action Required:** LWDBs are required to monitor 100% of the Summer Employment worksites, preferably monitoring heavily on the front end to detect and correct problems early. As a best practice, local workforce development boards should take photos of participants at the worksite to document and demonstrate recommended CDC guidelines, occupational health, safety and child labor laws/regulations are being followed. It is no longer required that all participant files be reviewed during this time; however, summer files must be reviewed by LWDBs during regular monitoring. LWDBs are also required to provide the State with a report of monitoring activities no later than October 28<sup>th</sup>. The report should

be sent to [WIOTA@arkansas.gov](mailto:WIOTA@arkansas.gov)

The Covid-19 pandemic presents unique challenges for youth programs and participants. Local workforce development boards are encouraged to review local, state, and federal health and safety guidance regarding COVID-19, and temporarily adjust program operations and services as needed.

- III. The State will conduct summer monitoring visits. Each LWDB scheduled for monitoring will be contacted via e-mail or telephone to request worksite information prior to a visit.
- IV. **Inquiries:** [WIOTA@arkansas.gov](mailto:WIOTA@arkansas.gov)
- V. **Expiration Date:** Continuing