



ARKANSAS WORKFORCE DEVELOPMENT BOARD

FULL BOARD MEETING

ARKANSAS DIVISION OF WORKFORCE SERVICES

AGENDA

JANUARY 16, 2024
10 A.M. - 2 P.M.

SHORTER COLLEGE



AGENDA

January 16, 2024



ARKANSAS WORKFORCE DEVELOPMENT BOARD FULL BOARD MEETING

10:00 a.m. - 2:00 p.m.

Call to Order Thomas Anderson, Chairman
Roll Call.....Board Staff
Welcome..... Dr. Jerome Green, President, Shorter College
(10 Minutes)

Agenda Item 1: ACTION

Minutes of November 7, 2023 Full Board Meeting..... Thomas Anderson, Chairman
(5 Minutes)

Agenda Item 2: INFORMATIONAL- REPORTS

Report of Chairperson.....(5 Minutes)..... Thomas Anderson, Chairman

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

Report of Staff.....(5 Minutes).....Eddie Thomas, Deputy Director
Arkansas Division of Workforce Services

Agenda Item 3: INFORMATIONAL

ACOM Realignment.....(30 Minutes).....Secretary Hugh McDonald
Arkansas Department of Commerce (ACOM)

Agenda Item 4: INFORMATIONAL

Governor's Workforce Strategy.....(10 Minutes).....Mike Rogers, Chief Workforce Officer
Office of Governor Sarah Huckabee Sanders

Agenda Item 5: ACTION

AWDB Bylaws Amendment.....(10 Minutes).....Thomas Anderson, Chairman

Location:
Shorter College- S.S. Morris Building
604 N. Locust St.
North Little Rock, AR 72114



Agenda Item 6: ACTION

Stipend Payments CY 2024.....(5 Minutes)..... Board Staff

Agenda Item 7: ACTION

AWDB Member Required Forms & Disclosures.....(15 Minutes).....Board Staff

Agenda Item 8: INFORMATIONAL (Working Lunch)

Reimagine Arkansas Workforce Grant.....(20 Minutes).....Shenaye Johns, Project Director
Arkansas Division of Workforce Services

Dr. Angee Valentine, Director of ReImagine Arkansas Workforce Program
Shorter College

Dr. Tara Dryer, Senior Managing Director
University of Arkansas Global Campus (UAGC)

Agenda Item 9: ACTION

WIOA Combined State Plan PY 2024-2027 - Working Session & Review.....(1 Hour)
Dr. Charisse Childers, Director, Arkansas Division of Workforce Services

- Title I - Workforce Development Board: Adult, Youth & Dislocated Worker Programs
Title III - Wagner-Peyser/Employment Services *Eddie Thomas, Deputy Director*
- Title II - Adult Education *Dr. Trenia Miles, Director*
- Title IV - Arkansas Rehabilitation Services *Joseph Baxter, Commissioner*
- Title IV - Services for the Blind *Dr. Cassandra Williams, Director*

Agenda Item 10: ACTION

WIOA Regional & Local Plan Policy PY 2024-2027.....(10 Minutes)..... WIOA Policy Specialists
Mary Wilson & Dr. Claudia Griffin
Arkansas Division of Workforce Services

Agenda Item 11: INFORMATIONAL

Arkansas WIOA System Evaluation & Customer Service Surveys..... (40 Minutes)
Principal Investigators: Dr. Brent Williams & Dr. Keith Vire
University of Arkansas

Location:
Shorter College- S.S. Morris Building
604 N. Locust St.
North Little Rock, AR 72114



Board Open Discussion (5 Minutes)

Public Opportunity to Address the Board (5 Minutes)

Announcements

Adjournment

Policies/Issuances for Review

[PY 23-05 FY24 Memorandum of Understanding \(MOU\) Template](#)

- [FY24 MOU Template](#)

Location:

Shorter College- S.S. Morris Building

604 N. Locust St.

North Little Rock, AR 72114



MINUTES
ARKANSAS WORKFORCE DEVELOPMENT BOARD
November 7, 2023

The Arkansas Workforce Development Board convened on November 7, 2023, beginning at 11:15 a.m. The meeting was conducted in person. Chairman Tom Anderson presided with the following members voicing their presence: Mr. Thomas Anderson, Commissioner Joseph Baxter, Mr. Len Blaylock III, Ms. Karen Breashears, Dr. Charisse Childers, Mr. Miles Crawford, Judge Brandon Ellison, Mr. William French, Ms. Rebecca Ives, Mr. Brian Marsh, Dr. Trenia Miles, Ms. Rachel Mize, Mr. Clint O'Neal, Ms. Latanyua Robinson, Mr. Kelley Sharp, Dr. Ken. Warden, and Dr. Cassondra Williams-Stokes.

Governor Sarah Sanders, Mr. Randy Finegan, Ms. Abby Houseworth, Mr. Charles Johnson, Ms. Holley Little, Mr. George Nunnally, Mr. Robert Thorne, and Ms. Candice Lawrence were unable to attend.

A quorum was established.

Chairman's Opening Comments: Chairman Anderson moved to the first agenda item.

Agenda Item 1-ACTION-Full Board Minutes Approval: Chairman Anderson moved to approve the minutes from the full board meeting held on September 26, 2023.

A motion was made by Dr. Ken Warden to approve the minutes and seconded by Ms. Karen Breashears. The motion carried unanimously, with none opposed.

Agenda Item 2-ACTION/INFORMATIONAL:

Chairman's Report- Chairman Anderson provided four future dates for next year's quarterly board meetings. The board meetings routinely take place around the third Tuesday of the month at the beginning of each quarter. The dates proposed are January 16, 2024, April 16, 2024, July 16, 2024, and October 15, 2024. The dates proposed were accepted by board members and the board members were encouraged to save the dates. Chairman Anderson recognized Nicholas Lalpui, United States Department of Labor (USDOL)-Employment and Training Administration- Region 4 Administrator for his presence at the board meeting.

Director's Report: Dr. Charisse Childers gave a brief introduction of Secretary McDonald. Dr. Childers recognized Nicholas Lalpui, Region 4 Administrator for USDOL and Mr. Jim Smith. Mr. Jim Smith is the father of Rosanna Smith, who works alongside Mr. Lalpui. Mr. Jim Smith owns The Keith-Smith Company, a three generation family owned business in Hot Springs, Arkansas.

Remarks from Secretary McDonald: Secretary McDonald thanked Mr. Jim Smith for attending the board meeting. Secretary McDonald also thanked the board members for their commitment and willingness to serve as members of the Arkansas Workforce Development Board. Next, he shared his vision of working towards the goal of getting more Arkansans employed and raising the workforce labor participation rate. He also discussed the importance of a customer centered service delivery model, where the customer feels valued and important.

Remarks from Nicholas Lalpui: Mr. Lalpui thanked the board members on behalf of USDOL for their service to the state of Arkansas and for the great work they are doing through the public workforce system. He stated that there are so many opportunities and things that the state board can do that can improve the lives of fellow citizens and improve the economic conditions of Arkansas. He provided insight on legislative acts that should be included in the state's strategic plan. He mentioned and provided a brief overview of the Infrastructure and Inflation Reduction Acts. Every single investment that is made in the state of Arkansas has a workforce component. He concluded his remarks by stating the board

members have a tremendous opportunity to lay out a plan for Arkansas' economic development and growth through their state strategic plan.

Agenda Item 3-INFORMATIONAL-ADWB Bylaws Amendment:

Deputy Director Thomas referred everyone to pages 8-47 in their agenda packets to show the marked up copy of the ADWB bylaws amendments. The amended bylaws will be sent to the Governor's office for review and approval. After the Governor's office has reviewed the bylaws, the bylaws will be brought back to the board members for an official vote. Mr. Thomas briefly highlighted each section of the bylaws notating specific language that was added to or stricken from each section.

Agenda Item 4-Informational-WIOA State Plan Requirements: Deputy Director Thomas referred everyone to TEGL 4-23 in the agenda packets. TEGL 4-23 provides guidance published by DOL and the requirements for the 2024-2027 WIOA state plan. The plan must be completed by March 4, 2023 and entered into the portal as established by USDOL. A draft copy of the plan will be submitted to the ADWB by early January for comments from the board and public.

Agenda Item 5-Informational-Governor's Workforce Strategy: No presentation. Mike Rogers was not in attendance for the board meeting.

Agenda Item 6-Informational-WIOA Core Partner PY 22 Annual Reports:

Deputy Director Thomas provided an overview of performance measures for Titles I & III for PY' 22: July 1, 2022- June 30, 2023.

Dr. Trenia Miles provided an overview of the population served through their Adult Education-Title II program. She discussed, race, ages, and race/ethnicity of population served. Total population served for Adult Education is 16,669. For the purposes of WIOA, 9,736 individuals have been served. Enrollment is slowly increasing for the demographic of people who are between the ages of sixteen and thirty four. Their overall retention rate went up from 2% to 58%. The employment rate goal after the 4th quarter doubled from 25% to 54%.

Commissioner Joseph Baxter provided a brief overview of the program goals that were achieved in Title IV- Vocational Rehabilitation Services. In 2022, a total number of 13,00 clients were served versus only serving 10,000 clients in 2021.

Dr. Cassondra Stokes stated the Division of Services for the Blind has served 1,167 individuals. Out of that 1,167, 149 individuals completed competitive employment goals of obtaining a four year degree or completing two year career training. 189 clients received credential attainment through ongoing training. The Division of Services for the Blind has been recognized as an agency for Most Improved in credential attainment category. Dr. Stokes ended her presentation by showing a video of Jose Mendoza. Mr. Mendoza is a client of DSB who is gainfully employed as a retail advisor and interpreter for Goodwill Industries of Arkansas.

Agenda Item 7-Informational-Reimagine Grant Update: Shenaye Johns provided an update regarding the Reimagine grant. Monthly reports are given by Shorter College and University of Arkansas Global Campus (UAGC) providing information on retention and outreach efforts. To date, both universities have enrolled over 3,500 individuals into their respective programs. UAGC and Shorter College requested a no cost extension of the Reimagine Grant. Both universities have been granted a one-year extension by the United States Department of Education.

Agenda Item 8-Informational-Crawford County Adult Education Center-Alternative Sentencing:

Dr. Debbie Faubus Kendrick provided information on the Crawford County Adult Education Center Alternative Sentencing Program. In 2010, Arkansas received a grant from the Department of Justice to develop innovative ways to confront crime and then resolve it. The program was started by Barbara

Hamilton and David Butler. It was initially called Smarter Sentencing. In the Spring of 2021, Smarter Sentencing changed their name to Alternative Sentencing Program and began a formal partnership with the District Court of Crawford County.

Agenda Item 9-Action-Workforce Development Board of Eastern Arkansas Certification Approvals

Dr. Claudia Griffin referred board to the last few pages of the agenda. A center certification review of Eastern Arkansas workforce centers was completed. A memo of understanding and Infrastructure Funding Agreement was not established by the workforce centers in West Memphis and Forrest City, thus a recommendation was made by state staff to provisionally approval the workforce centers contingent on the creation of the Memo of Understanding and Infrastructure Funding Agreement. The workforce centers in Helena and West Helena were not able to be certified due to those respective workforce centers being in the process of relocating. State staff recommended that those centers be given six months to become in compliance.

Mr. Len Blaylock requested that the deadline for the West Memphis and Forrest City workforce center to be moved up to January. He also requested a report to be given at the first board meeting of 2024 to show that West Memphis and Forrest City workforce center were able to meet their compliance goals.

A motion was made by Mr. Clint O'Neal to approve the recommendation for the workforce centers and seconded by Judge Brandon Ellison. The motion carried unanimously, with none opposed.

Board Open Discussion: None

Public Opportunity to Address the Board: Justin freeman, DHS SNAP Employment and Training representative requested time to meet with appropriate subcommittees regarding a partnership with WIOA programs.

Announcements: None

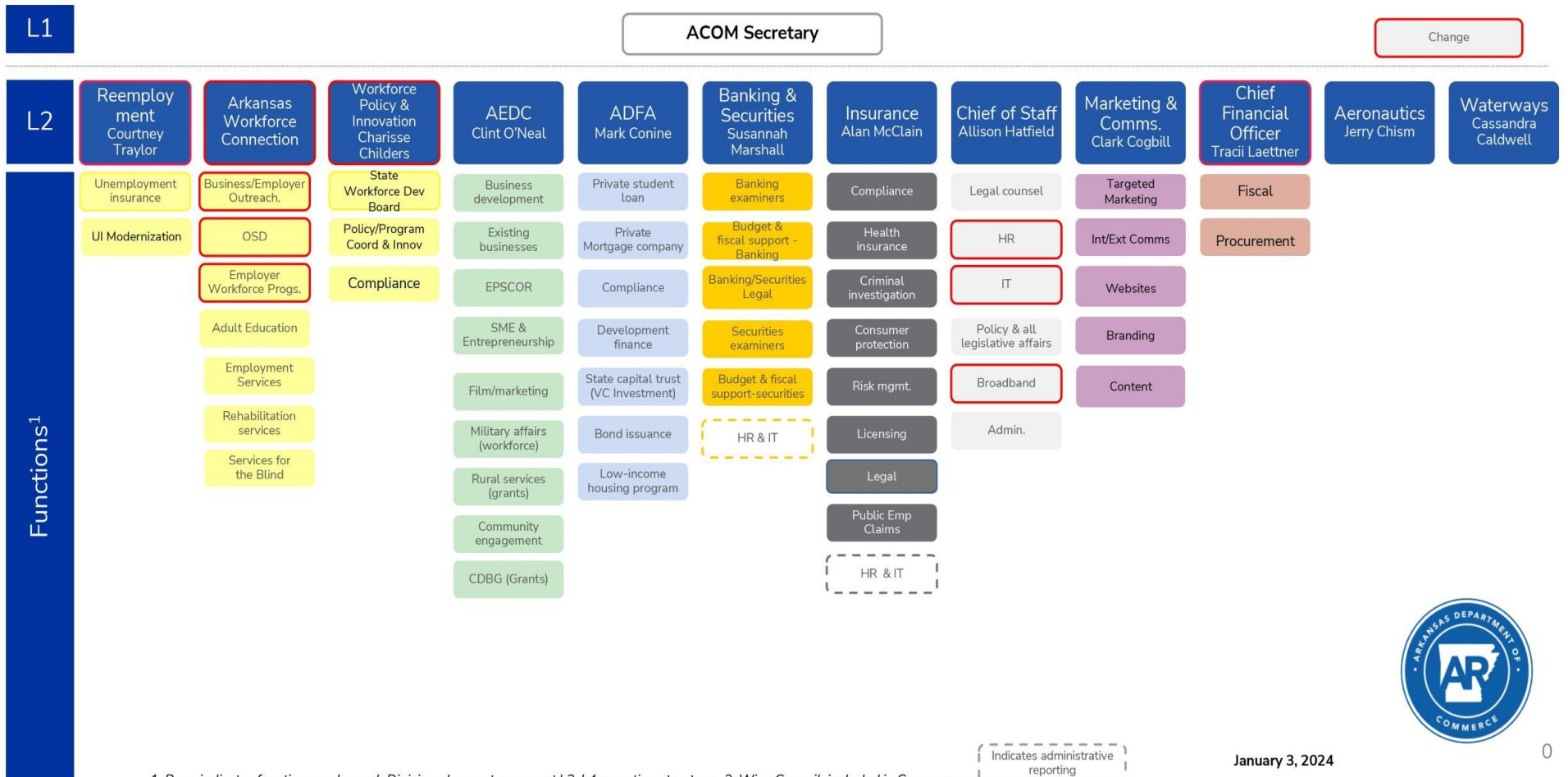
Adjourn: Chairman Anderson asked for a motion to adjourn the meeting. A motion was made by Mr. Len Blaylock and seconded by Mr. Miles Crawford The motion carried unanimously with none opposed. Meeting adjourned at 1:15p.m.

Thomas Anderson, Board Chairman
Arkansas Workforce Development Board

Charisse Childers, Director
Arkansas Division of Workforce Services

*Minutes recorded by Victoria Hall
Arkansas Division of Workforce Services Staff*

Department of Commerce Realignment



1. Page indicates functions under each Division; does not represent L3-L4 reporting structure. 2. Wine Council included in Commerce



Hugh McDonald
SECRETARY OF COMMERCE

Charisse Childers, Ph.D.
DIRECTOR
DIVISION OF WORKFORCE SERVICES

TO: Hugh McDonald
FROM: Charisse Childers, Ph.D.
DATE: October 31, 2023
SUBJECT: Revision of Arkansas Workforce Development Board Bylaws

The most recent USDOL monitoring visit of Arkansas identified several findings related to non-compliance with the Arkansas Workforce Development Board.

"The state board is non-compliant with WIOA requirements as follows:

- The membership composition does not include a business majority and 20 percent representatives of the workforce within the state;
- The bylaws do not address the minimum requirements of the nomination process, term limitations and how the term appointments will be staggered, the process to notify the Governor of vacancies, the use of technology, and the process to ensure members actively participate in convening workforce system stakeholders; and
- The following functions are not conducted by the board: development and continuous improvement of the one-stop delivery system and development of strategies for technological improvements to facilitate access to and improve the quality of services and activities provided through the one-stop delivery system.

Without a WIOA-compliant state board, DWS and the board members are unable to strategically lead and convene stakeholders, ensure continuous improvement, and operate and administer WIOA-compliant programs and services.

WIOA sec. 101(b)(1), and 20 CFR § 679.110 stipulate the state workforce development board requirements, while 20 CFR § 679.110(d) outlines the minimum criterion for the state board by-laws.

20 CFR § 679.130(c) and (g) stipulates the required functions of the state board to develop and improve the one-stop delivery system and strategies for technological improvements to improve the services and activities of the one-stop delivery system."

To fulfill requirements of 20 CFR § 679.110(d), ADWS, as the administrative entity for the Governor's Workforce Board, has updated the state board bylaws based on guidance provided by USDOL. The revised draft of the bylaws is being submitted to the Arkansas Department of Commerce with proposed next steps to include submittal to the Governor's office for review and approval, and finally, the amendments of the bylaws being submitted to the Arkansas Workforce Development Board for approval at the November 7, 2023, board meeting. Attached you will find a marked-up copy of the bylaws as well as a clean copy for your review. I am requesting a review and reply by November 2, 2023, in order to place on the November 7 board agenda.

Please contact me if you have any questions regarding the changes to the bylaws or the process for approval.

Attachment: 20 CRF



Arkansas Workforce Development Board By-Laws

Est. June 9, 2015

Amended: October 9, 2018

Draft Revision: October 24, 2023

Article I: Appointments

Section 1. Authority

The Arkansas Workforce Development Board is organized under provisions of Arkansas Annotated Code 15-4-3704, the Arkansas Workforce Innovation and Opportunity Act, and Public Law 113-128, the Workforce Innovation and Opportunity Act of 2014. Membership and duties of the Board are as defined in those Acts and in these by-laws. These by-laws are structured to meet the requirements of 20 CFR § 679.110(d).

Section 2. Representation.

The Board shall be comprised of members who shall represent diverse geographic areas of the State including urban and rural. In appointing members to the Board, the Governor shall not discriminate on the basis of race, color, national origin, age, disability, or sex.

Section 3. Term of Appointment

The members appointed initially shall draw lots to determine service terms as follows:

- (1) One-fourth shall be appointed for a term of one year.
- (2) One-fourth shall be appointed for a term of two years.
- (3) One-fourth shall be appointed for a term of three years.
- (4) One-fourth shall be appointed for a term of four years.
- (5) As each initial appointment term expires, all appointments made by the Governor will be for four (4) years.

According to CFR § 679.120, anyone occupying a seat on the board must qualify as an individual with policy making authority or has demonstrated experience and expertise with their organization or field.

A representative with “optimum policy-making authority” is defined to be:

(a) an individual who can reasonably be expected to speak affirmatively on behalf of the entity he or she represents and to commit that entity to a chosen course of action.

(b) A representative with “demonstrated experience and expertise” means an individual with documented leadership in developing or implementing workforce development, human resources, training and development, or a core program function. Demonstrated experience and expertise may include individuals with experience in education or training of job seekers with barriers to employment as described in [§ 679.110\(b\)\(3\)\(ii\)\(C\)](#) and [\(D\)](#).

Section 4. Vacancies

In accordance with Arkansas Annotated Code 15-4-3704(g), in the event of a vacancy on the Board in one (1) of the appointed positions, the vacancy shall be filled for the unexpired portion of the term by appointment by the original appointing authority of a person meeting the same qualifications required for initial appointment.

Members may continue to discharge the duties on the board, although their term has expired, until a qualified successor has been appointed, pursuant to Ark. Code Ann. §15-4-3704(b).

In the event of a Board vacancy via resignation, termination, or other means, the following process will be utilized to fill the vacancy:

- A. Member’s written resignation must be sent to state staff to submit to the Governor’s office for notification.
- B. The Arkansas Division of Workforce Services (ADWS) and the Arkansas Department of Commerce (ACOM) will recommend qualified persons to the Governor’s Office to fill vacancies.
- C. The Governor will advise the directors of ADWS and ACOM of the appointment selection.
- D. The governor’s Office will send orientation documentation to appointed board member.

Section 5. Attendance

- 1) **Attendance required.** To ensure broad representation and a quorum, all board members have a responsibility to attend all regular or special meetings of the board and committees.
- 2) **Excessive absences.** A board member shall be subject to removal from the board in the event the member shall fail to present to the Governor a satisfactory excuse for his absence. Unexcused absences from three (3) successive regular meetings, without attending any intermediary called special meetings, shall constitute sufficient cause for removal. (According to *Arkansas Code Annotated § 25-16-804*, the Governor may remove a board or commission member for good cause.)

*Arkansas Code Annotated § 25-16-804 (a)(1) **Good Cause** includes:*

- a. Conduct constituting a criminal offense involving moral turpitude;
- b. Gross dereliction of duty;
- c. Gross abuse of authority; or
- d. The unexcused absence of a board or commission member from three (3) successive regular meetings without attending any intermediary called special meetings.

3) **Notice and removal procedures.** Removal of Board members shall be in accordance with the following:

- a. Within thirty (30) days after each regular Board meeting, state staff of the board shall notify the Governor, in writing, of any member who has been absent from three (3) successive regular meetings, without attending any intermediary called special meetings. The notice to the Governor shall include a copy of all meeting notices and attendance records for the past year.
- b. Within sixty (60) days after receiving the notice and supporting documentation from state staff, the Governor shall notify, in writing, the Board member of his intent to remove the member for cause.
- c. Within twenty (20) days of the date of the Governor's notice, the member may request an excused absence as provided by this section or may file within the Governor's Office notice that the member disputes the attendance records and the reasons thereby.
- d. The Governor shall grant an excuse for illness of the member when verified by a written sworn statement by the attending physician, or other proper excuse as determined by the Governor.
- e. After twenty (20) days of the date of the Governor's notice, if no rebuttal is received or other adequate documentation submitted, the member may be removed in accordance with the provisions set forth.

4) **Reimbursements and Expenses Withheld.**

Travel expenses reported by Board members, other than state, technical college, and University employees (who would otherwise be reimbursed by the agency which pays his or her salary) to attend meetings of the Board or its committees or other meetings approved by the Board shall be reimbursed in accordance with the State travel reimbursement policy and State of Arkansas Travel Regulations, which allows for members to be reimbursed for their actual and necessary expenses incurred in the performance of their duties. Members shall submit their travel reimbursement request in writing to state staff for reimbursement.

Any board or commission member referred to the Governor because of excessive absences under the provisions of this section shall not be entitled to any stipend payments for attending meetings of the board until the board or commission receives notification from the Governor that the member has been excused for the absences.

5) **Resignation or Termination.** The Governor may terminate the appointment of any member, other than those who are state or university officials who serve by virtue of their position, at his or her pleasure.

- a. Any member, in his or her capacity as a Board member may resign such position by providing written notice to the Governor, Chair of the Board, and state staff of the board. The effective date of any resignation shall be the time specified in the statement of resignation, or immediately if no time is specified.
- b. Elected officials who are no longer serving in the elected office they were appointed to represent, shall submit their resignation effective immediately to the Governor's Office in writing upon dismissal.

Section 6. Changing Employment Status

In the event that a member changes employers, that member may be allowed to continue to serve on the Board if they are still able to fill the member type category for which they were originally appointed, or if they are able to fill a vacancy in another member category.

In the event that the changing employment status makes the member ineligible to serve, that member must submit their resignation to the Governor, Chair of the Board, and state staff.

Article II: Officers

Section 1. Chair

The Governor shall select annually on June 1 a chair for the Board from among the representatives of business described in A.C.A 15-4-3704. The Chair shall preside at all meetings of the Board and Executive Committee and shall have such other duties, powers, and responsibilities as are assigned by the Board or these by-laws.

Section 2. Vice-Chair

The Governor shall select by July 1 of each calendar year a Vice-Chair from among the members of the Board. The Vice-Chair shall act as Chair in the absence or disability of the Chair and shall have such other duties, powers and responsibilities as are assigned by the Chair, the Board, or these by-laws.

Section 3. Line of Succession

If neither the Chair nor Vice-Chair are available to preside at all meetings of the Board and Executive Committee, the line of succession is as follows:

1. Strategic Planning Committee Chair
2. Program and Performance Evaluation Committee Chair
3. TANF Oversight Committee Chair

Article III: Powers and Functions

Section 1. Powers and Functions

The Arkansas Workforce Development Board shall have specific responsibilities as provided in A.C.A. 15-4-3706. The Board also shall have any other responsibilities identified in Public Law 113-128, or assigned by the Governor.

Article IV: Meetings

Section 1. Regular Meetings

The Board shall meet at least quarterly at such time and location as the Chair may select. The Executive Committee shall meet as needed between the quarterly board meetings at the call of the chair of the executive committee or upon the request of seventy-five percent (75%) of the executive committee members, and the chair of the executive committee shall report any actions of the executive committee to the board at the quarterly meetings. Each other committee shall meet at such times and locations as called by the committee chair and consistent with applicable provisions of the Administrative Procedures Act. Communications requesting consideration by the Board from persons not members thereof shall be in writing to the Board Director at least twenty (20) days prior to a regularly scheduled Board meeting. Items brought by Board members may be added to the agenda with a two-thirds (2/3) vote of the members present.

The Board and its Committees may utilize technologies to promote greater participation among its members. Such technologies may include, but are not limited to: teleconferences, webinars, and other web-based meeting tools.

- A. The technology used for the electronic meeting shall allow attendees full access to and full participation in all meeting transactions either continuously or intermittently throughout the specified time of the meeting.
- B. Participation in a remote meeting shall constitute presence for all purposes, including quorum and voting.
- C. Any action that could be taken at an in-person meeting may also be taken at a remote meeting held pursuant to this provision.

All meeting locations shall be publicly noticed and accessible to the public.

Section 2. Special Meetings

Special meetings of the Board for any purpose may be called by the Chair of the Board or upon the written request of a majority of the membership of the Board.

Section 3. Notice of Meetings

Written notice stating the place, day and hour of the meeting, and in case of a special meeting, the purpose or purposes for which the meeting is called, shall

be deposited in the mail, hand delivered, or sent by way of electronic mail not less than seven (7) days before the date of a regular meeting and not less than one (1) day before the date of a special meeting. Such notice shall be sent to Board members, the media and individuals who have submitted a written request to be notified of meetings.

Section 4. Order of Business

The regular order of business shall include, in any order, the following:

- A. Roll call
- B. Action on the minutes of the preceding meeting(s)
- C. Report of the Chair
- D. Report of the staff director
- E. Report of the Executive Committee
- F. Report of the standing committees
- G. Report of any *ad hoc* committees
- H. Other specified agenda items
- I. Communications, petitions and miscellaneous
- J. Adjournment

Section 5. Agenda.

Before a Board meeting or committee meeting, an agenda showing the items of business to be conducted at the meeting shall be prepared and circulated to the Board members electronically or by link to the Board's website. The Chairperson or the ADWS staff may prepare the agenda.

The agenda shall be made available to each member of the Board or committee no less than 76 hours prior to the meeting.

A Board member may have an item placed on the agenda of the Board meeting or a committee meeting by notification, in writing no less than 7 days prior to the scheduled board meeting, to the Chairperson and state staff of the board. Persons who are not members of the Board may request agenda items to be placed upon the Board agenda or committee agenda by request to the Chairperson or ADWS staff support. The Chairperson has the discretion as to whether the items should be placed on the agenda.

Section 6. Rules

Meetings of the Board and its committees shall be conducted in accordance with the policies specified in these by-laws and generally recognized procedures (e.g., Robert's Rules of Order, the process used by the Arkansas General Assembly, or other common methods of proceeding). Any objections to procedure must be made at the time an action is taken by the Board or committee.

Article V: Committees

Section 1. Enumeration and Selection

There shall be four (4) standing committees of the Board and such other committees as the Board or the Chair may determine from time to time to be necessary or appropriate. Unless otherwise specified, committee members and chairs shall be appointed by the Chair of the Board. The standing committees are as follows:

- A. Executive Committee
- B. Strategic Planning Committee
- C. Program and Performance Evaluation Committee
- D. Temporary Assistance for Needy Families Oversight Committee

Section 2. Executive Committee

The Executive Committee shall be formed and meet as needed between the quarterly board meetings at the call of the chair of the executive committee or upon the request of seventy-five percent (75%) of the executive committee members. Upon the initial meeting of the Workforce Development Board, the Chair shall name an interim Executive Committee, which shall expire after six months. The Board shall select an Executive Committee to take effect the seventh month.

The Executive Committee shall have the authority of the Board to act during the interim between Board meetings but shall defer to the Board, whenever practical, action on matters of major policy implications. Executive Committee decisions will be implemented immediately and will be ratified at the next full Board meeting. Between Board meetings the Executive Committee shall review and coordinate the work of the other committees. All Board functions not specifically enumerated and assigned to another committee by these by-laws shall be the responsibility of the full Board and the Executive Committee, unless the function is assigned by the Chair to another standing or ad hoc committee.

The membership of the Executive Committee shall include:

- At least five (5) members representing businesses;
- At least one (1) chief elected official;
- At least two (2) representatives of workers;

The Arkansas Division of Workforce Services shall provide staff support to the board.

Section 3. Strategic Planning Committee

The Strategic Planning Committee shall act in an advisory capacity to the Board to carry out the following functions:

- The development, implementation, and modification of the state workforce development plan
- The review of statewide policies, of statewide programs, and of recommendations on actions that should be taken by the state to align workforce development programs in the state in a manner that supports a comprehensive and streamlined workforce development system in the state, including the review and provision of comments on the state plan, if

any, for programs and activities of one-stop partners that are not core programs;

- The development and continuous improvement of the workforce development system in the state, including:
 - The identification of barriers and means for removing barriers to better coordinate, align, and avoid duplication among the programs and activities carried out through the system;
 - The development of strategies to support the use of career pathways for the purpose of providing individuals, including low-skilled adults, youth, and individuals with barriers to employment (including individuals with disabilities), with workforce investment activities, education, and supportive services to enter or retain employment;
 - The development of strategies for providing effective outreach to and improved access for individuals and employers who could benefit from services provided through the workforce development system;
 - The development and expansion of strategies for meeting the needs of employers, workers, and jobseekers, particularly through industry or sector partnerships related to in-demand industry sectors and occupations;
 - The identification of regions, including planning regions, after consultation with local boards and chief elected officials;
- The development of strategies to support staff training and awareness across programs supported under the workforce development system;
- The development and review of statewide policies affecting the coordinated provision of services through the state's one-stop delivery system, including the development of—
 - Guidance for the allocation of one-stop center infrastructure funds; and
 - Policies relating to the appropriate roles and contributions of entities carrying out one-stop partner programs within the one-stop delivery system, including approaches to facilitating equitable and efficient cost allocation in such system;
- The development of strategies for technological improvements to facilitate access to, and improve the quality of, services and activities provided through the one-stop delivery system, including such improvements to:
 - Enhance digital literacy skills;
 - Accelerate the acquisition of skills and recognized postsecondary credentials by participants;
 - Strengthen the professional development of providers and workforce professionals; and
 - Ensure such technology is accessible to individuals with disabilities and individuals residing in remote areas;
- The development of allocation formulas for the distribution of funds for employment and training activities for adults, and youth workforce investment activities, to local areas.

The Committee also will perform other functions related to strategic planning activities. To the extent feasible, appointments to the Strategic Planning Committee shall be similar to the categorical representation of the Board as a whole.

Section 4. Program and Performance Evaluation Committee

The Program and Performance Evaluation Committee shall act in an advisory capacity to the Board to carry out the following functions:

- The continuous improvement of the one-stop delivery system in local areas, including providing assistance to local boards, one-stop operators, one-stop partners, and providers with planning and delivering services, including training services and supportive services, to support effective delivery of services to workers, jobseekers, and employers;
- The development and updating of comprehensive state performance accountability measures, including state adjusted levels of performance, to assess the effectiveness of the core programs in the state;
- The identification and dissemination of information on best practices, including best practices for:
 - The effective operation of one-stop centers, relating to the use of business outreach, partnerships, and service delivery strategies, including strategies for serving individuals with barriers to employment;
 - The development of effective local boards, which may include information on factors that contribute to enabling local boards to exceed negotiated local levels of performance, sustain fiscal integrity, and achieve other measures of effectiveness; and
 - Effective training programs that respond to real time labor market analysis, that effectively use direct assessment and prior learning assessment to measure an individual's prior knowledge, skills, competencies, and experiences, and that evaluate such skills, and competencies for adaptability, to support efficient placement into employment or career pathways;
- Objective criteria and procedures for use by local boards in assessing the effectiveness and continuous improvement of one-stop centers;
- The preparation of an annual report;
- The development of the statewide workforce and labor market information system;
- The development of such other policies as may promote statewide objectives for, and enhance the performance of, the workforce development system in the state; and
- The development of strategies for aligning technology and data systems across one-stop partner programs to enhance service delivery and improve efficiencies in reporting on performance accountability measures (including the design and implementation of common intake, data collection, case management information, and performance accountability measurement and reporting processes and the incorporation of local input into such design and implementation, to improve coordination of services across one-stop partner programs).

To the extent feasible, appointments to the Program Performance and Evaluation Committee shall be similar to the categorical representation of the Board as a whole.

Section 5. Temporary Assistance for Needy Families Oversight Committee

Temporary Assistance for Needy Families Oversight Committee provides oversight of the Temporary Assistance for Needy Families Program and ensures that all program participants are receiving the assistance, information, and the services needed to help these low-income parents prepare for and connect with employment that will lead to a self-sufficient wage.

The member of the committee shall include:

- At least five (5) members representing businesses;
- At least one (1) chief elected official;
- At least one (1) member from among those members representing workers;
- The director of the Division of Workforce Services;
- The director of the Division of County Operations of the Division of Human Services as a standing voting committee member who is also not a member of the Arkansas Workforce Development Board

Section 6. Combined Committee Meetings

In the event that it appears that an insufficient number of Committee members are able to attend an upcoming meeting, the Board Chair may determine that it is in the best interest of the Board that a combined committee meeting is held.

This decision will be made after staff has polled committee members and provided notification to the Board Chair that a quorum will not be present.

Article VI: Quorum, Proxies, Voting, and Official Minutes

Section 1. Quorum

A simple majority of the members shall constitute a quorum at Board or committee meetings. Board or committee action shall require a simple majority of those members present during a meeting at which a quorum is present. The Chair may determine the method of voting, except that any member may request individual polling. Secret balloting shall not be allowed. Any member may request that his/her vote or abstention be made part of the minutes.

Section 2. Proxies

Proxy representation and proxy voting for non-governmental Board members will not be allowed. However, proxy representation for agency directors who are unable to be present is expected. Agency directors must notify the Board Chair and state staff, in writing, of their designee and certify that this person has the authority to serve and function as a Board member on the official's behalf. This notification must be made at least seven (7) calendar days prior to the meeting.

The Governor may be represented by a designee at any meeting or committee meeting of the Arkansas Workforce Development Board and that designee's attendance shall constitute attendance by the Governor for quorum purposes. A person attending a board meeting as a designee of the Governor is authorized to vote on behalf of the Governor.

Section 3. Voting

Each member of the Board shall have one vote. Proxy voting is permitted for representatives of the Governor or agency directors who have provided written notification of their proxy to state staff, in accordance with the Board by-laws.

Section 4. Official Minutes

The Board and its committees shall keep complete records and minutes of its proceedings which shall be open to the public pursuant to law.

Meetings shall be recorded by ADWS staff. Minutes of the meetings shall be prepared, presented by ADWS staff, and approved by the Board at the next regular meeting. The minutes shall be made available upon request to any member of the public.

The Board and Committee Chairs will sign all official meeting minutes of their respective entities. In the event that the Board or Committee Chairs are unavailable, the Director of the Arkansas Workforce Development Board shall sign.

Article VII: Public Information

Section 1. Official Pronouncements

The Chair of the Board or his/her designee is the only member of the Board authorized to make official pronouncements for the Board. The staff director, or the agency providing staff support, is authorized to speak for the Board and its membership.

Section 2. Releases and General Information

The staff director, or the agency providing staff support, may issue such news releases, general information and other communications regarding the business of the Board as will serve its interest.

Article VIII: Open and Public Meetings

Section 1. Public Business

The Arkansas Workforce Development Board exists to serve the public interest. Actions of the Board and its meetings shall be conducted openly and in compliance with the Arkansas Freedom of Information Act, ACA 25-19-101, *et seq.*, as amended.

Section 2. Sunshine Provision

The Board shall make available to the public, on a regular basis, notice posted on its website, information regarding the activities of the Board, including its work plan, notice of meetings, recordings and written minutes of meetings and presentations.

To comply with the Sunshine Provisions, the Board and any subcommittee authorized to take official action on behalf of the Board must do the following:

- A. Take official action and engage in deliberations only at meetings open to the public. "Official action" includes making recommendations, establishing policy, making decisions, and/or voting on matters of Board business. "Deliberations" are discussions of board business necessary in order to reach decisions.
- B. Ensure that all meetings are held in an accessible location for the disabled and that all information is provided in accessible and alternate formats.
- C. Give public notice of meetings in accordance with applicable state code provisions, including public notice in advance of any special meeting or rescheduled regular meeting.
- D. Ensure that votes of board members be publicly cast
- E. Keep written minutes of all public meetings, including date, time and place of the meeting, members present, the substance of all official actions, a record of roll call votes, and the names of any citizens who appeared and gave testimony.

Article IX: Amendments

Section 1. Method of Amendment

These by-laws may be amended or repealed at any regular meeting of the Board by a two-thirds affirmative vote of the Board during a meeting at which a quorum is present, provided that copies of such amendments shall be submitted in writing to each member at least seven (7) days before the meeting at which time they are to be proposed; provided, however, that these by-laws may be adopted initially by a two-thirds affirmative vote of the full Board without regard to the seven (7) day notification period. Amendments must be proposed in writing and may be offered by any member of the Board or by the staff director.

Article X: Conflict of Interest

Section 1. Voting Prohibitions

Section 101 of WIOA prohibits a member of the Board from voting on a matter under consideration by the Board when:

1. the matter concerns the provision of services by the member or an entity that the member represents; or
2. the matter would provide direct financial benefit to the member or the immediate family of the member; or

3. the matter concerns any other activity determined by the Governor to constitute a conflict of interest as specified in the State Plan.

Section 2. Board Member Code of Conduct

Members of the Board are expected to avoid unethical behavior in the course of performing their official duties. The Board not only expects its members to avoid impropriety, but also avoid the appearance of impropriety whether it actually exists. Members must avoid:

1. using their position for private gain;
2. giving preferential treatment to any person or entity;
3. losing their independence or impartiality in making decisions; or
4. acting in any way that might erode public confidence in the integrity of the Board.

Section 3. Abstention

Board members should individually abstain from voting on issues and matters that will result in a direct or indirect conflict of interest. Abstentions and the general reasons, therefore, should be duly recorded in the minutes of the meeting.

Whenever a potential conflict becomes known to a Member, the Member shall proceed as follows:

- A. The Member shall divulge the existence of and the reasons for the potential conflict and refrain from voting on or participating in discussions which relate to the topic. Such declaration and recusal shall be clearly noted in the Board's minutes.

Section 4. Compliance with State law

Board members shall comply with all relevant aspects of the laws of the state of Arkansas with regard to conflict of interest.

Pursuant to A.C.A. § 21-8-1001

(a)

(1) No member of a state board or commission or board member of an entity receiving state funds shall participate in, vote on, influence, or attempt to influence an official decision if the member has a pecuniary interest in the matter under consideration by the board, commission, or entity.

(2) A member of a state board or commission or board member of an entity receiving state funds may participate in, vote on, influence, or attempt to influence an official decision if the only pecuniary interest that may accrue to the member is incidental to his or her position or accrues to him or her as a member of a profession, occupation, or large class to no greater extent than the pecuniary interest could reasonably be foreseen to accrue to all other members of the profession, occupation, or large class.

(b) No member of a state board or commission or board member of an entity receiving state funds shall participate in any discussion or vote on a rule or regulation that exclusively benefits the member.

Every voting member will be required to sign a Conflict-of-Interest form.

Section 5. Compliance with Federal law

Board members shall comply with all relevant aspects of the WIOA Implementing Regulations with regard to conflict of interest.

Pursuant to 20 CFR §683.200

c) Uniform administrative requirements. (1) Except as provided in paragraphs (c)(3) through (6) of this section, all recipients and subrecipients of a Federal award under title I of WIOA and under the Wagner-Peyser Act must follow 2 CFR part 200, including any exceptions identified by the Department at 2 CFR part 2900.

(5) In addition to the requirements at 2 CFR 200.318, which address codes of conduct and conflict of interest the following applies:

(i) A State WDB member, Local WDB member, or WDB standing committee member must neither cast a vote on, nor participate in any decision-making capacity, on the provision of services by such member (or any organization which that member directly represents), nor on any matter which would provide any direct financial benefit to that member or that member's immediate family.

Article XI: Confidentiality

Section 1. All information, whether transmitted orally or in writing, that is of such a nature that it is not, at that time, a matter of public record or public knowledge is deemed confidential by the Board. Members shall not disclose confidential information obtained in the course of or by reason of his or her membership on the Board to any person or entity not directly involved with the business of the Board.

Furthermore, no member of the Board shall use confidential information obtained in the course of or by reason of his or her membership on the Board in any matter with the intent to obtain financial gain for:

- a. the member.
- b. the member's immediate family,
- c. any business the member or their immediate family is associated, or
- d. any other person.

Article XII: Non-Discrimination

Section 1. The Board shall not discriminate against any employee, agent or provider of consulting or contract services, or applicant for employment, agency or consulting or contract services on the basis of race, color, religion, sex, national origin, disability or veteran status. It shall be the policy and practice of the Board to comply fully with federal and state laws, regulations and requirements in respect of non-discrimination, affirmative action, equal employment and civil rights.

Board Chair
Arkansas Workforce Development Board

Workforce Development Board Director
Division of Workforce Services



By-Laws Acknowledgement Form

I, _____, have received and read a copy of the Arkansas Workforce Development Board's (AWDB) By-laws which outlines policies and statutes as well as my responsibilities as a member.

Secondly, a potential or actual conflict of interest exists when commitments and obligations are likely to be compromised by the member's interests, or relationships (especially economic), particularly if those interests or commitments are not disclosed.

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

____ I have no conflict of interest to report.

____ I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own):

- 1.
- 2.
- 3.

I hereby certify that the information set forth above is true and complete to the best of my knowledge, and by my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the By-laws provided to me by Board staff.

(AWDB Member Signature)

(Date)



By-Laws Acknowledgement Form

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(AWDB Member Signature)

(Date)



Board Member Declination of Stipend

I understand that according to A.C.A. §15-4-3704 (h)(1) and (2), which states:

“By a majority vote of the total membership of the Arkansas Workforce Development Board cast during its first regularly scheduled meeting of each calendar year, the Arkansas Workforce Development Board may authorize payment to the appointed members of a stipend not to exceed one hundred ten dollars (\$110) per meeting attended of the full Arkansas Workforce Development Board or its committees, and the Arkansas Workforce Development Board members shall receive no other compensation, expense reimbursement, or in-lieu-of payments except as provided by A.C.A. §25-16-902.” and “The stipend shall be paid from Workforce Innovation and Opportunity Act funding awarded to the state and authorized for Arkansas Workforce Development Board activities”,

According to the language above, I am entitled to receive a stipend payment for attending full meetings of the Arkansas Workforce Development Board or its committees.

- ☐ I decline a stipend payment for attending meetings of the Arkansas Workforce Development Board.
- ☐ I choose to accept the stipend payment that I am eligible to receive for calendar year _____.

Printed Name:

Signature:

Date:

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Employee's Withholding Certificate

OMB No. 1545-0074

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.**Give Form W-4 to your employer.****Your withholding is subject to review by the IRS.****2024****Step 1:**
Enter
Personal
Information

(a) First name and middle initial	Last name	(b) Social security number
Address		Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
City or town, state, and ZIP code		
(c) <input type="checkbox"/> Single or Married filing separately		
<input type="checkbox"/> Married filing jointly or Qualifying surviving spouse		
<input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, and when to use the estimator at www.irs.gov/W4App.

Step 2:
Multiple Jobs
or Spouse
Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

- (a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3–4). If you or your spouse have self-employment income, use this option; **or**
- (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; **or**
- (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate ☐

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependent and Other Credits	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):		
	Multiply the number of qualifying children under age 17 by \$2,000 \$ _____		
	Multiply the number of other dependents by \$500 \$ _____		
	Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here	3	\$ _____
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income	4(a)	\$ _____
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here	4(b)	\$ _____
	(c) Extra withholding. Enter any additional tax you want withheld each pay period . .	4(c)	\$ _____

Step 5:
Sign
Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Employee's signature (This form is not valid unless you sign it.)**Date****Employers**
Only

Employer's name and address

First date of
employmentEmployer identification
number (EIN)

General Instructions

Section references are to the Internal Revenue Code.

Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505, Tax Withholding and Estimated Tax.

Exemption from withholding. You may claim exemption from withholding for 2024 if you meet both of the following conditions: you had no federal income tax liability in 2023 **and** you expect to have no federal income tax liability in 2024. You had no federal income tax liability in 2023 if (1) your total tax on line 24 on your 2023 Form 1040 or 1040-SR is zero (or less than the sum of lines 27, 28, and 29), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2024 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 15, 2025.

Your privacy. Steps 2(c) and 4(a) ask for information regarding income you received from sources other than the job associated with this Form W-4. If you have concerns with providing the information asked for in Step 2(c), you may choose Step 2(b) as an alternative; if you have concerns with providing the information asked for in Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c) as an alternative.

When to use the estimator. Consider using the estimator at www.irs.gov/W4App if you:

1. Expect to work only part of the year;
2. Receive dividends, capital gains, social security, bonuses, or business income, or are subject to the Additional Medicare Tax or Net Investment Income Tax; or
3. Prefer the most accurate withholding for multiple job situations.

Self-employment. Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay these taxes through withholding from your wages, use the estimator at www.irs.gov/W4App to figure the amount to have withheld.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Step 1(c). Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

Step 2. Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work.

Option **(a)** most accurately calculates the additional tax you need to have withheld, while option **(b)** does so with a little less accuracy.

Instead, if you (and your spouse) have a total of only two jobs, you may check the box in option **(c)**. The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.



Multiple jobs. Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.

Step 3. This step provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 501, Dependents, Standard Deduction, and Filing Information. You can also include **other tax credits** for which you are eligible in this step, such as the foreign tax credit and the education tax credits. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

Step 4 (optional).

Step 4(a). Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

Step 4(b). Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2024 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

Step 4(c). Enter in this step any additional tax you want withheld from your pay **each pay period**, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.

Step 2(b)—Multiple Jobs Worksheet (Keep for your records.)

If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on **only ONE** Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job. To be accurate, submit a new Form W-4 for all other jobs if you have not updated your withholding since 2019.

Note: If more than one job has annual wages of more than \$120,000 or there are more than three jobs, see Pub. 505 for additional tables; or, you can use the online withholding estimator at www.irs.gov/W4App.

- 1 Two jobs.** If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, **skip** to line 3 **1** \$ _____
- 2 Three jobs.** If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.
 - a** Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a **2a** \$ _____
 - b** Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 4 and enter this amount on line 2b **2b** \$ _____
 - c** Add the amounts from lines 2a and 2b and enter the result on line 2c **2c** \$ _____
- 3** Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc. **3** _____
- 4 Divide** the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in **Step 4(c)** of Form W-4 for the highest paying job (along with any other additional amount you want withheld) **4** \$ _____

Step 4(b)—Deductions Worksheet (Keep for your records.)

- 1** Enter an estimate of your 2024 itemized deductions (from Schedule A (Form 1040)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income **1** \$ _____
- 2** Enter:

{	• \$29,200 if you're married filing jointly or a qualifying surviving spouse
	• \$21,900 if you're head of household
	• \$14,600 if you're single or married filing separately

 **2** \$ _____
- 3** If line 1 is greater than line 2, subtract line 2 from line 1 and enter the result here. If line 2 is greater than line 1, enter "-0-" **3** \$ _____
- 4** Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040)). See Pub. 505 for more information **4** \$ _____
- 5 Add** lines 3 and 4. Enter the result here and in **Step 4(b)** of Form W-4 **5** \$ _____

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person with no other entries on the form; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

Married Filing Jointly or Qualifying Surviving Spouse

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$0	\$780	\$850	\$940	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,370
\$10,000 - 19,999	0	780	1,780	1,940	2,140	2,220	2,220	2,220	2,220	2,220	2,570	3,570
\$20,000 - 29,999	780	1,780	2,870	3,140	3,340	3,420	3,420	3,420	3,420	3,770	4,770	5,770
\$30,000 - 39,999	850	1,940	3,140	3,410	3,610	3,690	3,690	3,690	4,040	5,040	6,040	7,040
\$40,000 - 49,999	940	2,140	3,340	3,610	3,810	3,890	3,890	4,240	5,240	6,240	7,240	8,240
\$50,000 - 59,999	1,020	2,220	3,420	3,690	3,890	3,970	4,320	5,320	6,320	7,320	8,320	9,320
\$60,000 - 69,999	1,020	2,220	3,420	3,690	3,890	4,320	5,320	6,320	7,320	8,320	9,320	10,320
\$70,000 - 79,999	1,020	2,220	3,420	3,690	4,240	5,320	6,320	7,320	8,320	9,320	10,320	11,320
\$80,000 - 99,999	1,020	2,220	3,620	4,890	6,090	7,170	8,170	9,170	10,170	11,170	12,170	13,170
\$100,000 - 149,999	1,870	4,070	6,270	7,540	8,740	9,820	10,820	11,820	12,830	14,030	15,230	16,430
\$150,000 - 239,999	1,960	4,360	6,760	8,230	9,630	10,910	12,110	13,310	14,510	15,710	16,910	18,110
\$240,000 - 259,999	2,040	4,440	6,840	8,310	9,710	10,990	12,190	13,390	14,590	15,790	16,990	18,190
\$260,000 - 279,999	2,040	4,440	6,840	8,310	9,710	10,990	12,190	13,390	14,590	15,790	16,990	18,190
\$280,000 - 299,999	2,040	4,440	6,840	8,310	9,710	10,990	12,190	13,390	14,590	15,790	16,990	18,380
\$300,000 - 319,999	2,040	4,440	6,840	8,310	9,710	10,990	12,190	13,390	14,590	15,980	17,980	19,980
\$320,000 - 364,999	2,040	4,440	6,840	8,310	9,710	11,280	13,280	15,280	17,280	19,280	21,280	23,280
\$365,000 - 524,999	2,720	6,010	9,510	12,080	14,580	16,950	19,250	21,550	23,850	26,150	28,450	30,750
\$525,000 and over	3,140	6,840	10,540	13,310	16,010	18,590	21,090	23,590	26,090	28,590	31,090	33,590

Single or Married Filing Separately

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$240	\$870	\$1,020	\$1,020	\$1,020	\$1,540	\$1,870	\$1,870	\$1,870	\$1,870	\$1,910	\$2,040
\$10,000 - 19,999	870	1,680	1,830	1,830	2,350	3,350	3,680	3,680	3,680	3,720	3,920	4,050
\$20,000 - 29,999	1,020	1,830	1,980	2,510	3,510	4,510	4,830	4,830	4,870	5,070	5,270	5,400
\$30,000 - 39,999	1,020	1,830	2,510	3,510	4,510	5,510	5,830	5,870	6,070	6,270	6,470	6,600
\$40,000 - 59,999	1,390	3,200	4,360	5,360	6,360	7,370	7,890	8,090	8,290	8,490	8,690	8,820
\$60,000 - 79,999	1,870	3,680	4,830	5,840	7,040	8,240	8,770	8,970	9,170	9,370	9,570	9,700
\$80,000 - 99,999	1,870	3,690	5,040	6,240	7,440	8,640	9,170	9,370	9,570	9,770	9,970	10,810
\$100,000 - 124,999	2,040	4,050	5,400	6,600	7,800	9,000	9,530	9,730	10,180	11,180	12,180	13,120
\$125,000 - 149,999	2,040	4,050	5,400	6,600	7,800	9,000	10,180	11,180	12,180	13,180	14,180	15,310
\$150,000 - 174,999	2,040	4,050	5,400	6,860	8,860	10,860	12,180	13,180	14,230	15,530	16,830	18,060
\$175,000 - 199,999	2,040	4,710	6,860	8,860	10,860	12,860	14,380	15,680	16,980	18,280	19,580	20,810
\$200,000 - 249,999	2,720	5,610	8,060	10,360	12,660	14,960	16,590	17,890	19,190	20,490	21,790	23,020
\$250,000 - 399,999	2,970	6,080	8,540	10,840	13,140	15,440	17,060	18,360	19,660	20,960	22,260	23,500
\$400,000 - 449,999	2,970	6,080	8,540	10,840	13,140	15,440	17,060	18,360	19,660	20,960	22,260	23,500
\$450,000 and over	3,140	6,450	9,110	11,610	14,110	16,610	18,430	19,930	21,430	22,930	24,430	25,870

Head of Household

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$510	\$850	\$1,020	\$1,020	\$1,020	\$1,020	\$1,220	\$1,870	\$1,870	\$1,870	\$1,960
\$10,000 - 19,999	510	1,510	2,020	2,220	2,220	2,220	2,420	3,420	4,070	4,070	4,160	4,360
\$20,000 - 29,999	850	2,020	2,560	2,760	2,760	2,960	3,960	4,960	5,610	5,700	5,900	6,100
\$30,000 - 39,999	1,020	2,220	2,760	2,960	3,160	4,160	5,160	6,160	6,900	7,100	7,300	7,500
\$40,000 - 59,999	1,020	2,220	2,810	4,010	5,010	6,010	7,070	8,270	9,120	9,320	9,520	9,720
\$60,000 - 79,999	1,070	3,270	4,810	6,010	7,070	8,270	9,470	10,670	11,520	11,720	11,920	12,120
\$80,000 - 99,999	1,870	4,070	5,670	7,070	8,270	9,470	10,670	11,870	12,720	12,920	13,120	13,450
\$100,000 - 124,999	2,020	4,420	6,160	7,560	8,760	9,960	11,160	12,360	13,210	13,880	14,880	15,880
\$125,000 - 149,999	2,040	4,440	6,180	7,580	8,780	9,980	11,250	13,250	14,900	15,900	16,900	17,900
\$150,000 - 174,999	2,040	4,440	6,180	7,580	9,250	11,250	13,250	15,250	16,900	18,030	19,330	20,630
\$175,000 - 199,999	2,040	4,510	7,050	9,250	11,250	13,250	15,250	17,530	19,480	20,780	22,080	23,380
\$200,000 - 249,999	2,720	5,920	8,620	11,120	13,420	15,720	18,020	20,320	22,270	23,570	24,870	26,170
\$250,000 - 449,999	2,970	6,470	9,310	11,810	14,110	16,410	18,710	21,010	22,960	24,260	25,560	26,860
\$450,000 and over	3,140	6,840	9,880	12,580	15,080	17,580	20,080	22,580	24,730	26,230	27,730	29,230

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.

You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

STATE OF ARKANSAS
Employee's Withholding Exemption Certificate



Print Full Name _____ Social Security Number _____

Print Home Address _____ City _____ State _____ Zip _____

How to Claim Your Withholding

See instructions below

Employee:

File this form with your employer. Otherwise, your employer must withhold state income tax from your wages without exemptions or dependents.

Employer:

Keep this certificate with your records.

1. CHECK ONE OF THE FOLLOWING FOR EXEMPTIONS CLAIMED

- a. ☐ You claim yourself. *(Enter one exemption)* 1a
- b. ☐ You claim yourself and your spouse. *(Enter two exemptions)* 1b
- c. ☐ Head of Household, and you claim yourself. *(Enter two exemptions)* 1c

2. NUMBER OF CHILDREN or DEPENDENTS. *(Enter one exemption per dependent)* 2

3. TOTAL EXEMPTIONS. *(Add Lines 1a, b, c, and 2)* 3
 If no exemptions or dependents are claimed, enter zero.....

4. Additional amount, if any, you want deducted from each paycheck. *(Enter dollar amount)* 4

5. I qualify for the low-income tax rates. *(See below for details)* 5

Please check filing status: ☐ Single ☐ Married Filing Jointly ☐ Head of Household

Number of Exemptions
Claimed

☐ Yes ☐ No

I certify that the number of exemptions and dependents claimed on this certificate does not exceed the number to which I am entitled.

Signature: _____ Date: _____

Instructions

TYPES OF INCOME - This form can be used for withholding on all types of income, including pensions and annuities.

NUMBER OF EXEMPTIONS – *(Husband and/or Wife)* Do not claim more than the correct number of exemptions. However, if you expect to owe more income tax for the year, you may increase your withholding by claiming a smaller number of exemptions and/or dependents, or you may enter into an agreement with your employer to have additional amounts withheld. This is especially important if you have more than one employer, or if both husband and wife are employed.

DEPENDENTS – To qualify as your dependent *(line 2 of form)*, a person must (a) receive more than 1/2 of their support from you for the year, (b) not be claimed as a dependent by such person's spouse, (c) be a citizen or resident of the United States, and (d) have your home as their principal residence and be a member of your household for the entire year or be related to you as follows: son, daughter, grandchild, stepson, stepdaughter, son-in-law or daughter-in-law; your father, mother, grandparent, stepfather, stepmother, father-in-law or mother-in-law; your brother, sister, stepbrother, stepsister, half-brother, half-sister, brother-in-law or sister-in-law; your uncle, aunt, nephew or niece *(but only if related by blood)*.

CHANGES IN EXEMPTIONS OR DEPENDENTS – You may file a new certificate at any time if the number of exemptions or dependents INCREASES. You must file a new certificate within 10 days if the number of exemptions or dependents previously claimed by you DECREASES for any of the following reasons:

(a) Your spouse for whom you have been claiming an exemption is divorced or legally separated from you, or claims his or her own exemption on a separate certificate, **or**

(b) The support you provide to a dependent for whom you claimed an exemption is expected to be less than half of the total support for the year. OTHER DECREASES in exemptions or dependents, such as the death of a spouse or a dependent, does not affect your withholding until next year, but requires the filing of a new certificate by December 1 of the year in which they occur.

You may claim additional amounts of withholding tax if desired. This will apply most often when you have income other than wages.

You qualify for the low income tax rates if your **total** income from all sources is:

(a) Single	\$12,493	to	\$14,900
(b) Married Filing Jointly (1 or less dependents)	\$21,068	to	\$24,800
(c) Married Filing Jointly (2 or more dependents)	\$25,356	to	\$30,800
(d) Head of Household/Qualifying Widow(er) (1 or less dependents)	\$17,762	to	\$21,600
(e) Head of Household/Qualifying Widow(er) (2 or more dependents)	\$21,173	to	\$24,800

For additional information consult your employer or write to:

Arkansas Withholding Tax Section
 P. O. Box 8055
 Little Rock, Arkansas 72203-8055



Instructions for Form I-9, Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 07/31/2026

Anti-Discrimination Notice: Employers must allow all employees to choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information entered in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or **Supplement B, Reverification and Rehire**. Employees do NOT need to prove their citizenship, immigration status, or national origin when establishing their employment authorization for Form I-9 or E-Verify. Requesting such proof or any specific document from employees based on their citizenship, immigration status, or national origin, may be illegal. Similarly, discriminating against employees in hiring, firing, recruitment, or referral for a fee, based on citizenship, immigration status, or national origin may be illegal. Employers should not reject acceptable documentation due to a future expiration date. For more information on how to avoid discrimination or how to report it, contact the Immigrant and Employee Rights Section in the Department of Justice's Civil Rights Division at www.justice.gov/ier.

Purpose of Form I-9

Employers and employees must complete their respective sections of Form I-9. The form is used to document verification of the identity and employment authorization of each new employee (both U.S. citizen and noncitizen) hired after November 6, 1986, to work in the United States. In the Commonwealth of the Northern Mariana Islands (CNMI), employers must complete Form I-9 to document the verification of the identity and employment authorization of each new employee (both U.S. citizen and noncitizen) hired after November 27, 2011.

Definitions

Employee: A person who performs labor or services in the United States for an employer in return for wages or other remuneration. The term “employee” does not include individuals who do not receive any form of remuneration (e.g., volunteers), independent contractors, or those engaged in certain casual domestic employment.

Employer: A person or entity, including an agent or anyone acting directly or indirectly in the interest thereof, who engages the services or labor of an employee to be performed in the United States for wages or other remuneration. This includes recruiters and referrers for a fee who are agricultural associations, agricultural employers, or farm labor contractors.

Authorized Representative: Any person an employer designates to complete and sign Form I-9 on the employer's behalf. Employers are liable for any statutory and regulatory violations made in connection with the form or the verification process, including any violations committed by any individual designated to act on the employer's behalf.

Preparer and/or Translator: Any individual who helps the employee complete or translates **Section 1** for the employee.

General Instructions

Form I-9 consists of:

- **Section 1:** Employee Information and Attestation
- **Section 2:** Employer Review and Verification
- Lists of Acceptable Documents
- Supplement A, Preparer and/or Translator Certification for Section 1
- Supplement B, Reverification and Rehire (formerly Section 3)

EMPLOYEES

Employees must complete and sign **Section 1** of Form I-9 no later than the first day of employment (i.e., the date the employee begins performing labor or services in the United States in return for wages or other remuneration). Employees may complete **Section 1** before the first day of employment, but cannot complete the form before acceptance of an offer of employment.

EMPLOYERS

Employers in the United States, except Puerto Rico, must complete the English-language version of Form I-9. Only employers located in Puerto Rico may complete the Spanish-language version of Form I-9 instead of the English-language version. Any employer may use the Spanish-language form and instructions as a translation tool.

All employers must:

- Make the instructions for Form I-9 and Lists of Acceptable Documents available to the employee when completing the Form I-9 and when requesting that the employee present documentation to complete Supplement B, Reverification and Rehire. See page 5 for more information.
- Ensure that the employee completes **Section 1**.
- Complete **Section 2** within three business days after the employee's first day of employment. If you hire an individual for less than three business days, complete **Section 2** no later than the first day of employment.
- Complete Supplement B, Reverification and Rehire when applicable.
- Leave a field blank if it does not apply and allow employees to leave fields blank in **Section 1**, where appropriate.
- Retain completed forms. You are not required to retain or store the page(s) containing the Lists of Acceptable Documents or the instructions for Form I-9. Do not mail completed forms to U.S. Citizenship and Immigration Services (USCIS) or Immigration and Customs Enforcement (ICE).

Additional guidance about how to complete Form I-9 may be found in the [Handbook for Employers: Guidance for Completing Form I-9 \(M-274\)](#) and on [I-9 Central](#).

Section 1: Employee Information and Attestation

Step 1: Employee completes Section 1 no later than the first day of employment.

- All employees must provide their current legal name, complete address, and date of birth. If other fields do not apply, leave them blank.
- When completing the name fields, enter your current legal name and any last names you previously used, including any hyphens or punctuation. If you only have one name, enter it in the Last Name field and then enter "Unknown" in the First Name field.
- Providing your 9-digit Social Security number in the Social Security number field is voluntary, unless your employer participates in E-Verify. See page 5 for instructions related to E-Verify. Do not enter an Individual Taxpayer Identification Number (ITIN) as your Social Security number.

Step 2: Attest to your citizenship or immigration status.

You must select one box to attest to your citizenship or immigration status.

1. **A citizen of the United States.**
2. **A noncitizen national of the United States:** An individual born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.
3. **A lawful permanent resident:** An individual who is not a U.S. citizen and who resides in the United States under legally recognized and lawfully recorded permanent residence as an immigrant.

Conditional residents should select this status. Asylees and refugees should NOT select this status; they should instead select "A noncitizen authorized to work." If you select "lawful permanent resident," enter your 7- to 9-digit USCIS Number (A-Number) in the space provided.

4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work: An individual who has authorization to work but is not a U.S. citizen, noncitizen national, or lawful permanent resident.

If you select this box, enter the date that your employment authorization expires, if any, in the space provided. In most cases, your employment authorization expiration date is found on the documentation evidencing your employment authorization. If your employment authorization documentation has been automatically extended by the issuing authority, enter the expiration date of the automatic extension in this space.

- Refugees, asylees, and certain citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, or Palau, and other noncitizens authorized to work whose employment authorization does not have an expiration date, should enter N/A in the Expiration Date field.

Employees who select "a noncitizen authorized to work" must enter **one** of the following to complete **Section 1**:

- (1) **USCIS Number/A-Number** (7 to 9 digits);
- (2) **Form I-94 Admission Number** (11 digits); or
- (3) **Foreign Passport Number and the Country of Issuance**

Your employer may not ask for documentation to verify the information you entered in **Section 1**.

Step 3: Sign and enter the date you signed Section 1. Do NOT back-date this field.

Step 4: Preparer and/or translator completes a Preparer and/or Translator Certification, if applicable.

If a preparer and/or translator assists an employee in completing Section 1, that person must complete a Certification area on Supplement A, Preparer and/or Translator Certification for Section 1, located on Page 3 of Form I-9. There is no limit to the number of preparers and/or translators an employee may use. Each preparer and/or translator must complete and sign a separate Certification area. Employers must ensure that they retain any additional pages with the employee's completed Form I-9. If the employee does not use a preparer or translator, employers are not required to provide or retain Supplement A.

Step 5: Present Form I-9 Documentation

Within three business days after your first day of employment, you, the employee, must present to your employer original, acceptable, and unexpired documentation that establishes your identity and employment authorization. For example, if you begin employment on Monday, you must present documentation on or before the Thursday of that week. However, if you were hired to work for less than three business days, you must present documentation no later than the first day of employment.

Choose which documentation to present to your employer from the Lists of Acceptable Documents. An employer cannot specify which documentation you may present from the Lists of Acceptable Documents. You may present either: 1.) one selection from List A or 2.) a combination of one selection from List B and one selection from List C. In certain cases, you may also present an acceptable receipt for List A, B, or C documents. For more information on receipts, refer to the M-274.

- List A documentations show both identity and employment authorization. Some documentation must be presented together to be considered acceptable List A documentation. If you present acceptable List A documentation, you should not be asked to present List B and List C documentation.
- List B documentation shows identity only and List C documentation shows employment authorization only. If you present acceptable List B and List C documentation, you should not be asked to present List A documentation. Guidance is available in the M-274 if you are under the age of 18 or have a disability (special placement) and cannot provide List B documentation.

Your employer must physically examine the documentation you present to complete Form I-9, or examine them consistent with an alternative procedure authorized by the Secretary of DHS. If your documentation reasonably appears to be genuine and to relate to you, your employer must accept the documentation. If your documentation does not reasonably appear to be genuine or to relate to you, your employer must reject it and provide you with an opportunity to present other documentation. Your employer may choose to make copies of your documentation, but must return the original(s) to you. Your employer may not ask for documentation to verify the information you entered in **Section 1**.

Section 2: Employer Review and Verification

Before completing **Section 2**, you, the employer, should review **Section 1**. If you find any errors or missing information in **Section 1**, the employee must correct the error, and then initial and date the correction.

You may designate an authorized representative to act on your behalf to complete **Section 2**.

You or your authorized representative must complete **Section 2** by physically examining evidence of the employee's identity and employment authorization within three business days after the employee's first day of employment. For example, if an employee begins employment on Monday, you must review the employee's documentation and complete **Section 2** on or before the Thursday of that week. However, if the individual will work for less than three business days, **Section 2** must be completed no later than the first day of employment.

Step 1: Enter information from the documentation the employee presents.

You, the employer or authorized representative, must either physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, the original, acceptable, and unexpired documentation the employee presents from the Lists of Acceptable Documents to complete the applicable document fields in **Section 2**. You cannot specify which documentation an employee may present from these Lists of Acceptable Documents. A document is acceptable if it reasonably appears to be genuine and to relate to the person presenting it. Photocopies, except for certified copies of birth certificates, are not acceptable for Form I-9. Employees must present one selection from List A or a combination of one selection from List B and one selection from List C.

You may use common abbreviations for states, document titles, or issuing authorities, such as: “DL” for driver's license, and “SSA” for Social Security Administration. Refer to the M-274 for abbreviation suggestions.

List A documentation shows both identity and employment authorization.

- Enter the required information from the List A documentation in the first set of document entry fields in the List A column. Some List A documentation consists of a combination of documents that must be presented together to be considered acceptable List A documentation. If the employee presents a combination of documents for List A, use the second and third sets of document entry fields in the List A column. Use the Additional Information space, as necessary, for additional documents. When entering document information in this space, ensure you record all available document information, such as the document title, issuing authority, document number and expiration date.
- If an employee presents acceptable List A documentation, do not ask the employee to present List B and List C documentation.

List B documentation shows identity only, and List C documentation shows employment authorization only.

- If an employee presents acceptable List B and List C documentation, enter the required information from the documentation under each corresponding column and do not ask the employee to present List A documentation.
- If an employee under the age of 18 or with disabilities (special placement) cannot provide List B documentation, see the M-274 for guidance.

In certain cases, the employee may present an acceptable receipt for List A, B, or C documentation. For more information on receipts, refer to the Lists of Acceptable Documents and the M-274.

Photocopies

- You may make photocopies of the documentation examined but must return the original documentation to the employee.
- You must retain any photocopies you make with Form I-9 in case of an inspection by DHS, the Department of Labor, or the Department of Justice, Civil Rights Division, Immigrant and Employee Rights Section.

Step 2: Enter additional information, if necessary.

Use the Additional Information field to record any additional information required to complete **Section 2**, or any updates that are necessary once **Section 2** is complete. Initial and date each additional notation. See the M-274 for more information. Such notations include, but are not limited to:

- Those required by DHS, such as extensions of employment authorization or a document's expiration date.
- Replacement document information if a receipt was previously presented.
- Additional documentation that may be presented by certain nonimmigrant employees.

You may also enter optional information, such as termination dates, form retention dates, and E-Verify case numbers, if applicable.

Step 3: Select the box in the Additional Information area if you used an alternate procedure for document examination authorized by the Secretary of DHS.

You must select this box if you used an alternative procedure authorized by DHS to examine the documents. You may refer to the M-274 for guidance on implementing alternative procedures for document examination approved by the Secretary of DHS.

Step 4: Complete the employer certification.

Employers or their authorized representatives, if applicable, must complete all applicable fields in this area, and sign and date where indicated.

Reverification and Rehire

To reverify an employee's work authorization or document an employee's rehire, use Supplement B, Reverification and Rehire (formerly Section 3). Employers need only complete and retain the supplement page when employment authorization reverification is required. Employers may choose to document a rehire on the supplement as well. Enter the employee's name at the top of each supplement page you use. In the New Name field, record any change the employee reports at the time of reverification or rehire. Use a new section of the supplement for each instance of a reverification or rehire, sign and date that section when completed, and attach it to the employee's completed Form I-9. Use additional supplement pages as necessary. Use the Additional Information fields if the employee's documentation presented for reverification requires future updates.

Reverifications

When reverification is required, you must reverify the employee by the earlier of the employment authorization expiration date stated in Section 1 (if any), or the expiration date of the List A or List C employment authorization documentation recorded in Section 2. Employers should complete any subsequent reverifications, if required, by the expiration date of the List A or List C documentation entered during the employee's most recent reverification.

For reverification, employees must present acceptable documentation from either List A or List C showing their continuing authorization to work in the United States. You must allow employees to choose which acceptable documentation to present for reverification. Employees are not required to show the same type of document they presented previously. Enter the documentation information in the appropriate fields provided.

You should not reverify the employment authorization of U.S. citizens and noncitizen nationals, or lawful permanent residents (including conditional residents) who presented a Permanent Resident Card (Form I-551) or other employment authorization documentation that is not subject to reverification (such as an unrestricted Social Security card).

Reverification does not apply to List B documentation. Reverification may not apply to certain noncitizens. See the M-274 for more information about when reverification may not be required.

Rehires

If you rehire an employee within three years from the date the employee's Form I-9 was first completed, you may complete the supplement and attach it to the employee's previously completed Form I-9. If the employee remains employment-authorized, as indicated on the previously completed Form I-9, record the date of rehire and any name changes. If the employee's employment authorization or List A or C documents have expired, you must reverify the employee as described above.

Alternatively, you may complete a new Form I-9 for rehired employees. You must complete a new Form I-9 for any employee you rehired more than three years after you originally completed a Form I-9 for that employee.

Employee and Employer Instructions Related E-Verify

E-Verify uses Form I-9 information to confirm employees' employment eligibility. For more information, go to www.e-verify.gov or contact us at www.e-verify.gov/contact-us.

For employees of employers who participate in E-Verify:

- You must provide your Social Security number in the Social Security number field in **Section 1**.
 - If you have applied for, but have not yet received, your Social Security number, you should leave the field blank until you receive the number. Update this field once you receive it, and initial and date the notation.
 - If you can present acceptable identity and employment authorization documentation to complete Form I-9, you may begin working while waiting to receive your Social Security number.
- Providing your email address and telephone number in **Section 1** will allow you to receive notifications associated with your E-Verify case.
- If you present a List B document to your employer, it must contain a photograph.

For E-Verify employers:

- Ensure employees enter their Social Security number in **Section 1**.
- You must only accept List B documentation that contains a photograph. This applies to individuals under the age of 18 and individuals with disabilities.
- You must retain photocopies of certain documentation.

What is the Filing Fee?

There is no fee for completing Form I-9. This form is not filed with USCIS or any other government agency. Form I-9 must be retained by the employer and made available for inspection by U.S. Government officials as specified in the “DHS Privacy Notice” below.

USCIS Forms and Information

Employers may photocopy or print blank Forms I-9. To ensure you are using the latest version of this form and corresponding instructions, visit the USCIS website at www.uscis.gov/i-9. You may order paper forms at www.uscis.gov/forms/forms-by-mail or by contacting the USCIS Contact Center at **1-800-375-5283** or **1-800-767-1833** (TTY).

For additional guidance about Form I-9, employers and employees should refer to the [Handbook for Employers: Guidance for Completing Form I-9 \(M-274\)](#) or USCIS' Form I-9 website at www.uscis.gov/i-9-central.

You can obtain information about Form I-9 by e-mailing USCIS at I-9Central@uscis.dhs.gov. Employers may call **1-888-464-4218** or **1-877-875-6028** (TTY). Employees may call the USCIS employee hotline at **1-888-897-7781** or **1-877-875-6028** (TTY).

Retaining Completed Forms I-9

An employer must retain Form I-9, including any supplement pages, on which the employee and employer (or authorized representative) entered data, as well as any photocopies made of the documentation the employee presented, for as long as the employee works for the employer. When employment ends, the employer must retain the individual's Form I-9 and all attachments for one year from the date employment ends, or three years after the first day of employment, whichever is later. In the case of recruiters or referrers for a fee (only applicable to those that are agricultural associations, agricultural employers, or farm labor contractors), the retention period is three years after the first day of employment.

Completed Forms I-9 and all accompanying documents should be stored in a safe and secure location. Employers should ensure that the information employees provide on Form I-9 is used only as stated in the DHS Privacy Notice below.

Form I-9 may be generated, signed, and retained electronically, in compliance with Department of Homeland Security regulations at 8 CFR section 274a.2. Employers creating, modifying, or storing Form I-9 electronically are encouraged to review these and any other relevant standards for electronic signature, and the indexing, security, and documentation of electronic Form I-9 data.

Penalties

Employers may be subject to penalties if Form I-9 is not properly completed or for employment discrimination occurring during the employment eligibility verification process. See 8 U.S.C. section 1324a and section 1324b, 8 CFR section 274a.10 and 28 CFR Part 44. Individuals may also be prosecuted for knowingly and willfully entering false information, or for presenting fraudulent documentation, to complete Form I-9.

Employees: By signing **Section 1** of this form, employees attest under penalty of perjury (28 U.S.C. section 1746) that the information they provided, along with the citizenship or immigration status they select, and all information and documentation they provide to their employer, is true and correct, and they are aware that they may face penalties provided by law and may be subject to criminal prosecution for knowingly and willfully making false statements or using false documentation when completing this form. Further, falsely attesting to U.S. citizenship may subject employees to penalties or removal proceedings, and may adversely affect an employee's ability to seek future immigration benefits.

Employers: By signing **Sections 2 and 3**, as applicable, employers attest under penalty of perjury (28 U.S.C. section 1746) that they have physically examined the documentation presented by the employee, that the documentation reasonably appears to be genuine and to relate to the employee named, that to the best of their knowledge the employee is authorized to work in the United States, that the information they enter in **Section 2** is complete, true, and correct to the best of their knowledge, and that they are aware that they may face civil or criminal penalties provided by law and may be subject to criminal prosecution for knowingly and willfully making false statements or knowingly accepting false documentation when completing Form I-9.

DHS Privacy Notice

AUTHORITIES: The information requested on this form, and the associated documents, are collected under the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 U.S.C. 1324a).

PURPOSE: The primary purpose for providing the requested information on this form is for employers to verify the identity and employment authorization of their employees. Consistent with the requirements of the Immigration Reform and Control Act of 1986, employers use the Form I-9 to document the verification of the identity and employment authorization for new employees to prevent the unlawful hiring, or recruiting or referring for a fee, of individuals who are not authorized to work in the United States. This form is completed by both the employer and the employee and is ultimately retained by the employer.

DISCLOSURE: The information employees provide is voluntary. However, failure to provide the requested information, and acceptable documentation evidencing identity and authorization to work in the United States, may result in termination of employment. Failure of the employer to ensure proper completion of this form may result in the imposition of civil or criminal penalties against the employer. In addition, knowingly employing individuals who are not authorized to work in the United States may subject the employer to civil and/or criminal penalties.

ROUTINE USES: This information will be used by employers as a record of their basis for determining eligibility of an individual to work in the United States. The employer must retain this completed form and make it available for inspection by authorized officials of the Department of Homeland Security, Department of Labor, and Department of Justice, Civil Rights Division, Immigrant and Employee Rights Section. DHS may also share this information, as appropriate, for law enforcement purposes or in the interest of national security.

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 34 minutes per response, when completing the form manually, and 25 minutes per response when using a computer to aid in completion of the form, including the time for reviewing instructions and completing and retaining the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Office of Policy and Strategy, Regulatory Coordination Division, 5900 Capital Gateway Drive, Mail Stop Number 2140, Camp Springs, MD 20588-0009; OMB No. 1615-0047. **Do not mail your completed Form I-9 to this address.**



Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9

OMB No.1615-0047

Expires 07/31/2026

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the [Instructions](#).

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

Last Name (Family Name)		First Name (Given Name)		Middle Initial (if any)	Other Last Names Used (if any)		
Address (Street Number and Name)			Apt. Number (if any)	City or Town		State	ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number		Employee's Email Address			Employee's Telephone Number	
I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.		Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):					
		<input type="checkbox"/> 1. A citizen of the United States					
		<input type="checkbox"/> 2. A noncitizen national of the United States (See Instructions.)					
		<input type="checkbox"/> 3. A lawful permanent resident (Enter USCIS or A-Number.)					
		<input type="checkbox"/> 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any)					
		If you check Item Number 4. , enter one of these:					
		USCIS A-Number	OR	Form I-94 Admission Number	OR	Foreign Passport Number and Country of Issuance	
Signature of Employee					Today's Date (mm/dd/yyyy)		

If a preparer and/or translator assisted you in completing Section 1, that person **MUST** complete the [Preparer and/or Translator Certification](#) on Page 3.

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign **Section 2** within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

List A		OR	List B	AND	List C
Document Title 1					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 2 (if any)		Additional Information			
Issuing Authority		Check here if you used an alternative procedure authorized by DHS to examine documents.			
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.			First Day of Employment (mm/dd/yyyy):		
Last Name, First Name and Title of Employer or Authorized Representative			Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)
Employer's Business or Organization Name		Employer's Business or Organization Address, City or Town, State, ZIP Code			

For reverification or rehire, complete [Supplement B, Reverification and Rehire](#) on Page 4.

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 		<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 		<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security <p style="margin-left: 20px;">For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central.</p> <p style="margin-left: 20px;">The Form I-766, Employment Authorization Document, is a List A, Item Number 4. document, not a List C document.</p>

Acceptable Receipts

May be presented in lieu of a document listed above for a temporary period.

For receipt validity dates, see the M-274.

<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee. 	OR	<p>Receipt for a replacement of a lost, stolen, or damaged List B document.</p>	<p>Receipt for a replacement of a lost, stolen, or damaged List C document.</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----	---------------------------------------------------------------------------------	---------------------------------------------------------------------------------

*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.



Supplement A, Preparer and/or Translator Certification for Section 1

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
Supplement A
OMB No. 1615-0047
Expires 07/31/2026

Last Name (<i>Family Name</i>) from Section 1 .	First Name (<i>Given Name</i>) from Section 1 .	Middle initial (if any) from Section 1 .
----------------------------------------------------------	----------------------------------------------------------	-------------------------------------------------

Instructions: This supplement must be completed by any preparer and/or translator who assists an employee in completing Section 1 of Form I-9. The preparer and/or translator must enter the employee's name in the spaces provided above. Each preparer or translator must complete, sign, and date a separate certification area. Employers must retain completed supplement sheets with the employee's completed Form I-9.

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Date (<i>mm/dd/yyyy</i>)	
Last Name (<i>Family Name</i>)	First Name (<i>Given Name</i>)		Middle Initial (<i>if any</i>)
Address (<i>Street Number and Name</i>)	City or Town	State	ZIP Code

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Date (<i>mm/dd/yyyy</i>)	
Last Name (<i>Family Name</i>)	First Name (<i>Given Name</i>)		Middle Initial (<i>if any</i>)
Address (<i>Street Number and Name</i>)	City or Town	State	ZIP Code

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Date (<i>mm/dd/yyyy</i>)	
Last Name (<i>Family Name</i>)	First Name (<i>Given Name</i>)		Middle Initial (<i>if any</i>)
Address (<i>Street Number and Name</i>)	City or Town	State	ZIP Code

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Date (<i>mm/dd/yyyy</i>)	
Last Name (<i>Family Name</i>)	First Name (<i>Given Name</i>)		Middle Initial (<i>if any</i>)
Address (<i>Street Number and Name</i>)	City or Town	State	ZIP Code



Supplement B,
Reverification and Rehire (formerly Section 3)

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
Supplement B
OMB No. 1615-0047
Expires 07/31/2026

Last Name (<i>Family Name</i>) from Section 1 .	First Name (<i>Given Name</i>) from Section 1 .	Middle initial (if any) from Section 1 .
----------------------------------------------------------	----------------------------------------------------------	-------------------------------------------------

Instructions: This supplement replaces Section 3 on the previous version of Form I-9. Only use this page if your employee requires reverification, is rehired within three years of the date the original Form I-9 was completed, or provides proof of a legal name change. Enter the employee's name in the fields above. Use a new section for each reverification or rehire. Review the Form I-9 instructions before completing this page. Keep this page as part of the employee's Form I-9 record. Additional guidance can be found in the [Handbook for Employers: Guidance for Completing Form I-9 \(M-274\)](#)

Date of Rehire (<i>if applicable</i>)	New Name (<i>if applicable</i>)		
Date (<i>mm/dd/yyyy</i>)	Last Name (<i>Family Name</i>)	First Name (<i>Given Name</i>)	Middle Initial
Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.			
Document Title	Document Number (if any)	Expiration Date (if any) (<i>mm/dd/yyyy</i>)	
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.			
Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (<i>mm/dd/yyyy</i>)	
Additional Information (Initial and date each notation.)		Check here if you used an alternative procedure authorized by DHS to examine documents.	

Date of Rehire (<i>if applicable</i>)	New Name (<i>if applicable</i>)		
Date (<i>mm/dd/yyyy</i>)	Last Name (<i>Family Name</i>)	First Name (<i>Given Name</i>)	Middle Initial
Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.			
Document Title	Document Number (if any)	Expiration Date (if any) (<i>mm/dd/yyyy</i>)	
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.			
Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (<i>mm/dd/yyyy</i>)	
Additional Information (Initial and date each notation.)		Check here if you used an alternative procedure authorized by DHS to examine documents.	

Date of Rehire (<i>if applicable</i>)	New Name (<i>if applicable</i>)		
Date (<i>mm/dd/yyyy</i>)	Last Name (<i>Family Name</i>)	First Name (<i>Given Name</i>)	Middle Initial
Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.			
Document Title	Document Number (if any)	Expiration Date (if any) (<i>mm/dd/yyyy</i>)	
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.			
Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (<i>mm/dd/yyyy</i>)	
Additional Information (Initial and date each notation.)		Check here if you used an alternative procedure authorized by DHS to examine documents.	

Please wait...

If this message is not eventually replaced by the proper contents of the document, your PDF viewer may not be able to display this type of document.

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For more assistance with Adobe Reader visit <http://www.adobe.com/go/acrreader>.

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Access Online Financial Disclosure System by clicking [here](#).



Arkansas Secretary of State
JOHN THURSTON

Elections

Business Services

Educators

Visit the Capitol

About

Awards & Citations



Elections

In this Section:

Voter Information

Financial Disclosure

District Maps

Voter View

Election Results & Research

Financial Disclosure

Online Filing System: Begin the Registration process with our online filing system!

- [Click here to visit the Online Financial Disclosure System](#)
- [Statement of Financial Interest Report](#) (fillable PDF)
- [Campaign Contribution and Expenditure Report](#) (fillable PDF)

The system will be accessible for filing reports once your registration has been approved by our office.

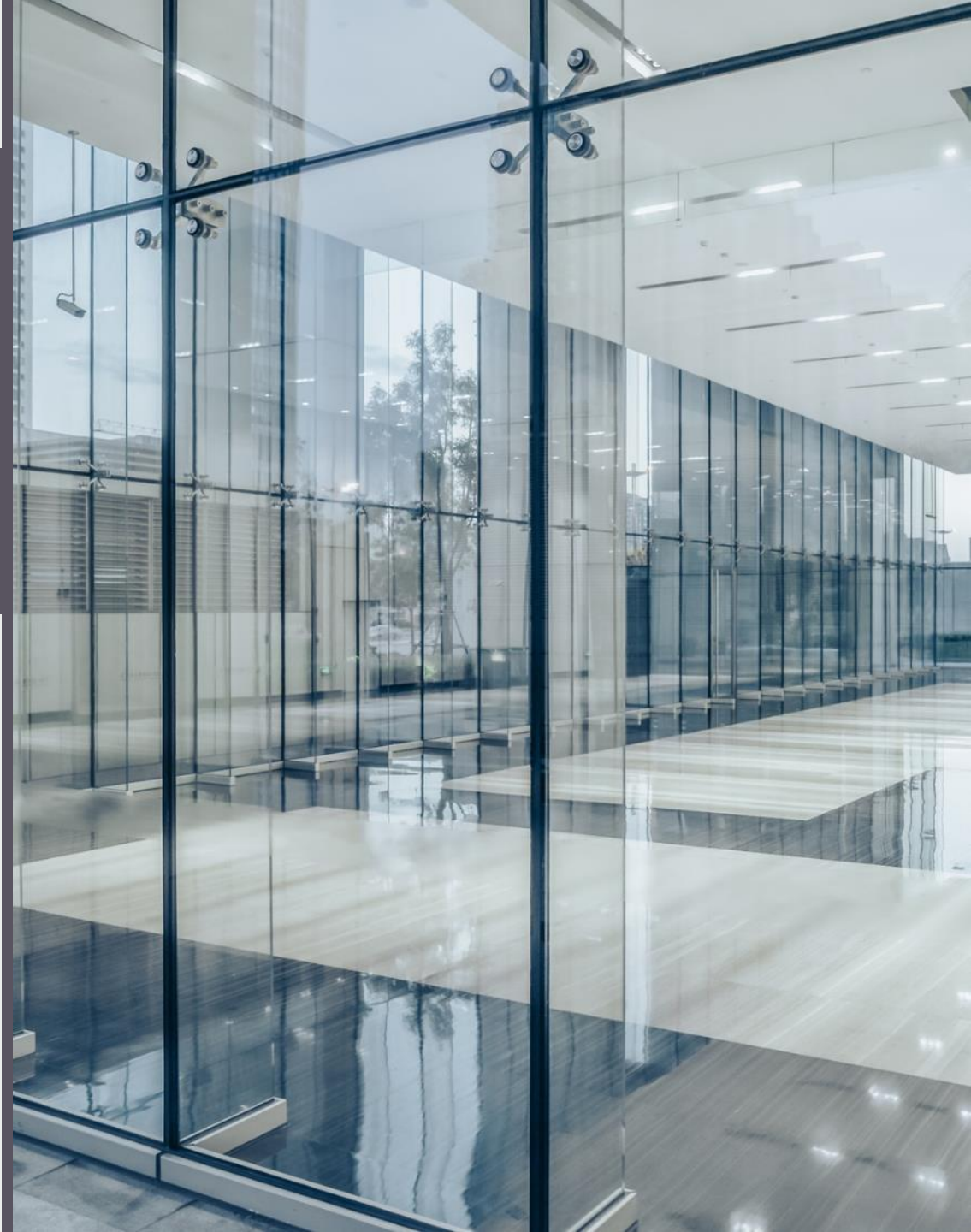
Notices

State Capitol Exhibit to Celebrate 100 Years of Arkansas State Parks

ARKANSAS WORKFORCE DEVELOPMENT BOARD MEETING

January 16, 2024

10:00 AM TO 2:00 PM



Enrollment

Enrollment

402

Completions

107

Performance

Internships

Completers	22
Active	1
Pending	1

Internship Partners

Company	Industry/Location	Phone Number	Interns Served
Arvest Bank	Financial Institution/LR		0
Brandon House	Performing Arts/LR		1
Boy Scouts of America	Non-Profit		0
Collins Enterprise	Technology/Pineville		1
Latoya McElroy LLC	Staffing Firm/Texarkana		0
Made Industries	Technology/Searcy		10
Mitchell & Associates Accounting Services	Accounting Firm/NLR		0
Modern Image Systems	Printing Equipment/LR		1
Montgomery and Associates	Insurance Agency/NLR		3
Mr. Keith's Kettle Popcorn	Popcorn Distribution/NLR		1
Patel Group	Real Estate/LR		1
Safe Foods	Food Safety/NLR		3
Southern Glazers Wine & Spirits	Beverages/NLR		1
West Rock Coffee	Coffee Manufacturing/NLR		1
Yellow Rocket Concepts	Food Industry		0

Completion Rate



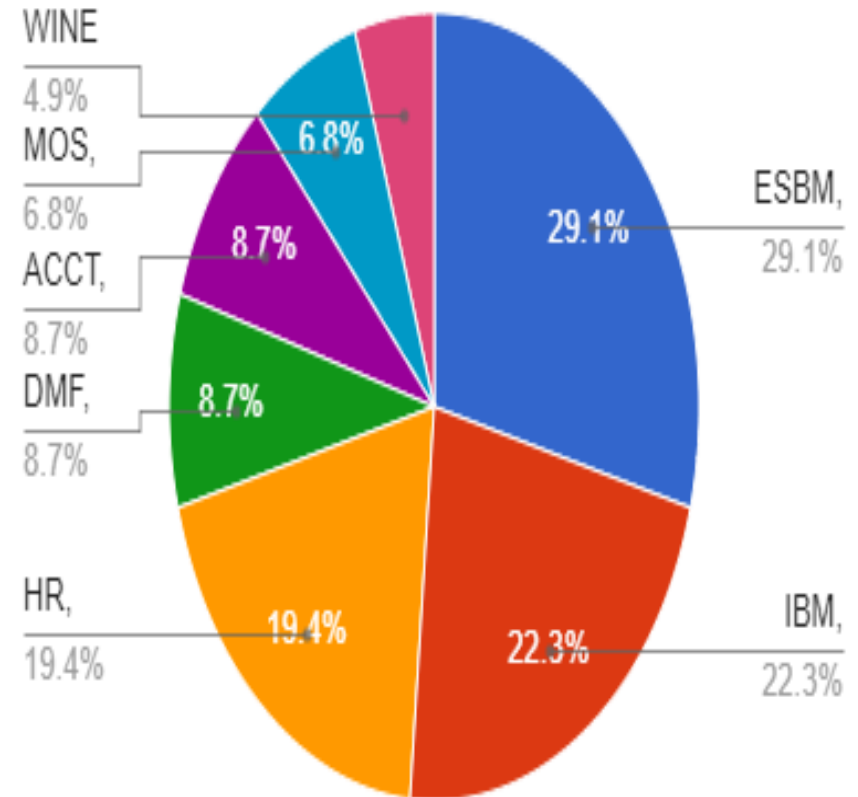
Budget (Year 4)

	October	November	December
Salaries	5,748.60	14,244.70	11,587
Intern	892.50		
Fringe Benefits	910.19	1089.72	886.41
Travel & Conferences			
Supplies			
Marketing	20,811	38,125	
Contractual			
Training			
Total Direct Cost	33,619.09	53,459.42	12473.41
Indirect Cost	1,280.81	1,533.44	1,247.34

Certifications

Certification Area	Total
Entrepreneurship Small Business Management	30
IBM	24
Human Resources	21
Accounting	9
Digital Marketing	9
Microsoft Office	7
Wine	5
Spirits	0

Certification Areas



Employment Data

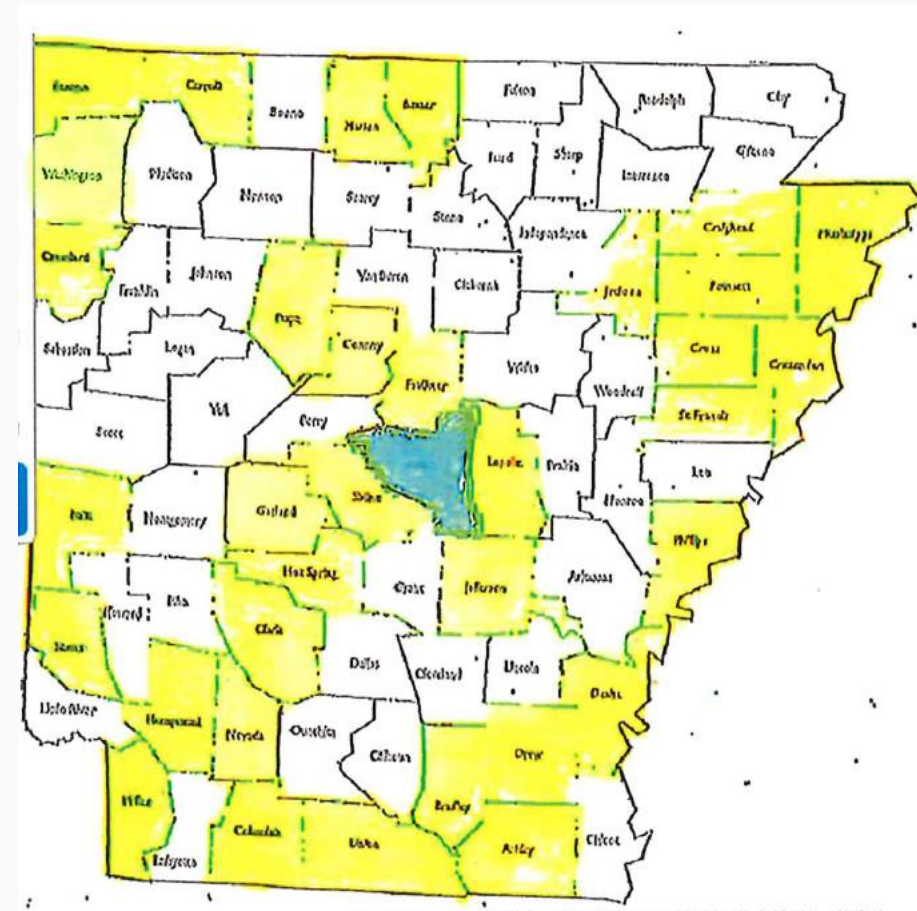
Employment Attribute	Numbers
Employed second semester after completion (self reporting)	30
Employed in Certification Area (self reporting)	11
Above Poverty Line (self reporting)	12
IDatafy connects	41

Counties Served (34)

County	Total	County	Total
Ashley	2	Hempstead	2
Baxter	4	Hot Springs	1
Benton	1	Jackson	2
Bradley	1	Jefferson	14
Carroll	2	Lonoke	3
Clark	2	Marion	2
Columbia	1	Miller	4
Conway	1	Mississippi	1
Craighead	4	Phillips	4
Crawford	1	Polk	1
Crittendon	5	Pope	3
Cross	1	Pulaski	276
Desha	1	Saline	7
Drew	1	Sevier	1
Faulkner	11	St. Francis	2
Garland	1	Union	3
Grant	1	Washington	1

Indicates new county added

Indicates largest participant numbers



Job Placement Plans

Employer Spotlight	Every other month • UAMS (November)
iDatafy	<ul style="list-style-type: none">• Smart Resume• Job Counseling
Reimagine Days 2024	<ul style="list-style-type: none">• Employers on sight
Employer Referrals	<ul style="list-style-type: none">• Human Resources• Accounting
Community Job Fairs	
Internships	

Outreach Updates

Turkey Give Away



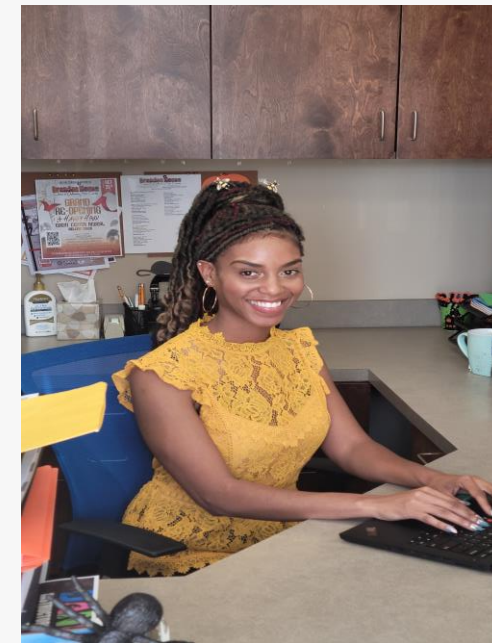
Reimagine Days 2024



Employer Spotlight



New Employee Ms. Shikinzie Burnett Recruiter



Additional Insights (Marketing)



Radio

<https://we.tl/t-oxtb7OG5Wr>

Social Media (Face Book)



Television

<https://drive.google.com/drive/folders/1s3YoJhtncaSHQuNb3L3lCIkZludp8dLM>

REIMAGINE PARTICIPANTS SERVED

As of Dec. 31, 2023

START AND END DATES	YEAR	ENROLLED	COMPLETED
Oct. 1, 2020 – Sept. 30, 2021	1	79	34
Oct. 1, 2021 – Sept. 30, 2022	2	1,622	250
Oct. 1, 2022 – Sept. 30, 2023	3	1,455	580
Oct. 1, 2023 and will end when funding is expended.	4	182	100
	Total	3,338	964

Starting Goal: 2,000 enrollments

Retention efforts: Communication with 638 participants who didn't reach their original deadline to offer extensions. Of those contacted, 275, or 43%, have accepted the extension.

POPULATIONS SERVED

As of Dec. 31, 2023

In their applications, participants can identify population demographics that may demonstrate their eligibility to receive funding for training. Here are the populations served based on this data:

POPULATION DEMOGRAPHIC	PARTICIPANTS
Female	2,718
Age 55+	1,183
Ethnicity – Not Hispanic or Latino	3,034
Ethnicity – Hispanic or Latino	304
Race – White or Caucasian	1,653
Race – Black or African American	1,325
Race - More Than One Race	214
Race - Asian or Asian American	99
Race - American Indian or Native Alaskan	40
Race – Hawaiian or OPI	7

POPULATION DEMOGRAPHIC	PARTICIPANTS
English Not Primary Language	108
Disability Reported	352
Ex-Offender	167
No HS Degree or GED	17
Unemployed	1,132
Self-Employed	167
Underemployed	970
Displaced Homemaker	141
Separating Military Service Member	11
SNAP Recipient	571
Veteran	110
Rural Area Resident	671
Homeless	100
Aged Out of Foster Care	14
TANF Recipient	23
Minority	1,856
No Work History	63
Other Traditionally Marginalized Group	56
Economic Opportunity Zone Resident	308

ENROLLMENTS BY TRAINING INDUSTRY As of Dec. 31, 2023

INDUSTRY CATEGORY

MOST ENROLLED TRAINING PROGRAM



MARKETING DATA As of Dec. 31, 2023

All efforts direct people to the website



541 QR Code Scans

from printed materials distributed across Arkansas



Social Media Paid Ads

from LinkedIn and Facebook 01/18/22 - 08/31/23

1,358 Go to Application Button Clicks

in-house paid social media campaign ongoing.



Website training.uark.edu/reimagine

from December 14, 2021 – December 31, 2023

111,140 users

288,922 total page views

TOP CITIES BY PAGE VIEWS USERS VIEWS

Little Rock	15,362	38,377
Fayetteville	7,687	20,372
Not set (no data provided)	5,704	12,728
Bentonville	4,067	11,841
Springdale	3,829	9,562
Fort Smith	2,587	6,574
Conway	2,584	5,848
Rogers	2,508	5,938
North Little Rock	2,390	5,608
Jonesboro	2,389	5,668
Hot Springs	1,495	4,330
Jacksonville	1,412	3,213
Cabot	1,404	3,399



UNIVERSITY OF
ARKANSAS

PROFESSIONAL
AND WORKFORCE
DEVELOPMENT

JOB PLACEMENT EFFORTS

As of Dec. 31, 2023

Nearly 3,500 Reimagine SmartResumes

Each participant can continue using their SmartResume at no cost to apply for jobs after the Reimagine program concludes

171 Employers directly on the SmartResume platform

398 Reimagine job applications on SmartResume

Participants can download their resume and use it to apply for jobs anywhere

Employers of all sizes have confirmed hiring

Reimagine participants thanks to SmartResume

Including EHI Holdings, Johnson Dermatology, Northwest Health, and Walmart



Shelly S. | Hiring Manager, Johnson Dermatology



Shelly hired five long term employees quickly through SmartResume



Pamela M. | Job Seeker



Pamela left a dead-end job of 17 years and started a new career

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION WIOA State Plans
	CORRESPONDENCE SYMBOL OWI
	DATE October 31, 2023

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 04-23

TO: STATE WORKFORCE AGENCIES
STATE WORKFORCE ADMINISTRATORS
STATE WORKFORCE LIAISONS
STATE AND LOCAL WORKFORCE BOARD CHAIRS AND DIRECTORS
AMERICAN JOB CENTER DIRECTORS
STATE LABOR MARKET INFORMATION DIRECTORS
STATE APPRENTICESHIP AGENCIES
STATE DIRECTORS OF THE OFFICE OF APPRENTICESHIP
STATE AND LOCAL STAKEHOLDERS IN THE WORKFORCE
INNOVATION AND OPPORTUNITY ACT
STATE MONITOR ADVOCATES

FROM: BRENT PARTON /s/
Principal Deputy Assistant Secretary

SUBJECT: Requirements for Workforce Innovation and Opportunity Act (WIOA) State Plans for Program Years (PY) 2024 - 2027

- Purpose.** This Training and Employment Guidance Letter (TEGL) conveys to states¹ the Administration's priorities, State Plan requirements, submission process, and deadline for WIOA Unified and Combined State Plans (State Plans) for PY 2024 through 2027, consistent with WIOA Sections 102 and 103.
- Action Requested.** In accordance with sections 102(c)(1)(B) and 103(b)(1) of WIOA, its implementing regulations, and the State Plan information collection request (ICR), *WIOA Required Elements for Submission of the Unified or Combined State Plan and Plan Modifications under the Workforce Innovation and Opportunity Act* approved under Office of Management and Budget (OMB) control number 1205-0522, each state's governor must submit a Unified or Combined State Plan, including the common elements and program-specific portions of each plan, for the four-year period covering PYs 2024-2027 by **March 4**,

¹ For purposes of the Unified or Combined State Plans, the term "State" refers to the 50 States, the District of Columbia, Puerto Rico, American Samoa, Guam, the U.S. Virgin Islands, the Northern Mariana Islands, and, as appropriate for certain programs, the Republic of Palau (20 CFR § 676.105(e), 34 CFR §§ 361.105(e) and 463.105(e)).

RESCISSIONS None	EXPIRATION DATE Continuing
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2024,² using the online portal described in Section 4.d. of this guidance. The Unified or Combined State Plan covering the six core programs of the workforce development system will be considered approved 90 days after the date the Plan is submitted, unless the Secretaries of Labor and Education inform the State in writing within that time period that the Plan is inconsistent with the State Plan requirements or the provisions authorizing the core programs, as appropriate (Sections 102(c)(2)(B) and 103(c)(3)(A) of (WIOA)).

3. Summary and Background.

- a. Summary – This joint guidance describes the WIOA planning requirements, priorities, submission deadlines, and procedures for the required four-year State Plan. This guidance also describes several changes to the OMB-approved ICR that will impact PY 2024 State Plans.
- b. Background – WIOA requires the governor of each state to submit a Unified or Combined State Plan that includes a four-year strategy and operational plan for the continuing implementation of the state’s workforce development system, with an update after two years.³ States must have federally approved State Plans to receive funding under the six core programs, pursuant to Section 102(a) of WIOA.⁴ All states currently have approved WIOA State Plans for PY 2020-2023.

Under WIOA, the Unified and Combined State Plans communicate the state’s vision for the state workforce development system. WIOA planning requirements aim to foster better alignment of federal investments across job training and education programs, in order to coordinate service delivery across programs for shared customers, improve efficiency, and ensure that the workforce system connects individuals with high-quality job opportunities and employers. Cross-program planning promotes a shared understanding of the workforce needs within each state. Such planning cultivates the development of more comprehensive approaches, such as worker-centered, industry-driven career pathways and worker-centered sector strategies, for addressing the needs of employers and workers, especially those workers who are often underserved, including youth, adults who are basic skills deficient, English-language learners and immigrants, individuals with disabilities, individuals who are justice-involved, women, and workers of color. Additionally, cross-program planning enables the workforce system to provide a wider range of collaborative, coordinated, and streamlined services to shared customers, including pre-employment transition services to students with disabilities, and methodologies for providing shared services to customers, such as through co-enrollment.

2 The deadline for submission is consistent with that established by section 102(c)(1)(B) of WIOA. See also 20 CFR. § 676.130(a) and 34 CFR. §§ 361.130(a) and 463.130(a).

3 See Section 102(b) and (c)(3) of WIOA.

4 The six core programs are the Adult, Dislocated Worker, and Youth programs, authorized under title I and administered by the U.S. Department of Labor (DOL); the Adult Education and Family Literacy Act (AEFLA) program, authorized under title II of WIOA and administered by the U.S. Department of Education (ED); the Employment Service program of the Wagner-Peyser Act, as amended by title III of WIOA (Wagner-Peyser Act Employment Service program) and administered by DOL; and the State Vocational Rehabilitation (VR) program, authorized under title I of the Rehabilitation Act of 1973 (Rehabilitation Act), as amended by title IV of WIOA and administered by ED.

Governors and State workforce development boards are encouraged to use the 2024 WIOA state planning process to reshape education and workforce development service delivery to take advantage of historic federal investments made possible through the Infrastructure Investment and Jobs Act, also known as the Bipartisan Infrastructure Law (BIL), the Creating Helpful Incentives to Produce Semiconductors (CHIPS) and Science Act, and the Inflation Reduction Act (IRA) (collectively referred to as Investing in America (IIA)). The majority of the jobs created through these investments will involve occupations that require some type of postsecondary credential. The programs incorporated into WIOA State Plans are well-positioned to assist workers in accessing good jobs created by these IIA investments and businesses to find the workers they need to flourish. Further, WIOA state planning affords state boards an opportunity to refresh and forge new partnerships with key stakeholders from P-12, career and technical education, higher education, economic development, state and regional transportation and energy agencies, community-based organizations, Registered Apprenticeship Program sponsors, and the business community to ensure that WIOA investments connect individuals to quality jobs and provide genuine pathways to the middle class. Such partnerships often require creativity and flexibility, and WIOA funding can often be leveraged to support the activities of such partnerships. The Departments are available to provide technical assistance regarding allowable uses of federal program funds to support state strategies. The Departments acknowledge that several states have partnered with state and local agencies to develop and implement various community projects with BIL funding. The Departments encourage these states to incorporate the various partnerships as part of their State Plan strategic efforts.

The Departments envision the state planning process as a valuable opportunity to consider the full flexibility of WIOA in serving the education and workforce needs of states. The Departments urge states to focus on building, fostering, and executing a sustainable and strategic education and workforce vision. The Departments are available to advise where program funds can support state strategies and provide examples of flexibilities and partnership-growing uses of WIOA funds on the [Yes, WIOA Can!](#) website. The examples found on this website are illustrative and states and locals are encouraged to work with their federal program officer if interested in implementing the examples.

4. Content.

a. WIOA Planning Priorities.

- i. Leveraging historic infrastructure investments. As mentioned in the Summary and Background, three landmark pieces of legislation (BIL, CHIPS, and IRA) signed by President Biden present an opportunity to transform the lives of American workers and create an abundance of new, high-quality jobs. While a portion of these investments flow directly to the public workforce system, WIOA state planning provides governors, state boards, and state workforce, education, and human service agencies a tremendous opportunity to take a systems-level

approach to coordinate around shared goals and foster new partnerships (for example, with state transportation and energy agencies) to leverage these investments. For specific examples of how the public workforce system fits in to these investments and suggested roles for the state and local boards in the BIL, CHIPS and IRA investments, please see [National Governors Association \(NGA\) Toolkit for State Workforce Development Policymakers](#). The examples found on this website are illustrative and states and locals are encouraged to work with their federal program officer if interested in implementing the examples. These laws are summarized below:

(1) Infrastructure Investment and Jobs Act, known as the Bipartisan Infrastructure Law (BIL)

The BIL provides a \$1.2 trillion investment to expand access to high-speed internet, improve public transit, and enable construction projects on America's roads, bridges, and waterways. While there is not a statutory role for the public workforce system in the BIL, there are multiple opportunities for state workforce development policymakers to assume a proactive role in implementation.⁵ The BIL allows states to expend funds from surface transportation programs on key workforce development activities, includes formula and competitive programs through which states may invest in workforce development, and encourages states to undertake long-term planning for their infrastructure workforce needs. For example, states can utilize new allowable uses of the Fixing America's Surface Transportation Act (FAST Act) to support pre-apprenticeship and Registered Apprenticeship expansion efforts.

Section 25019 of the BIL gives state and local policymakers the opportunity to take advantage of "local hire" requirements (which may or may not be included in project labor agreements) to leverage grant funding available through BIL to reinvest in underserved communities. Under these provisions, a BIL grantee or sub-grantee may require a certain percentage of labor to come from local, often underserved, communities. State and local boards are uniquely positioned to identify eligible workers and connect them to BIL-funded training opportunities. The Departments strongly encourage state and local boards to provide partner agencies with qualified candidates – including from underserved communities –

⁵ Pursuant to Section 70914 of the Build America, Buy America Act (BABAA), title IX of the Infrastructure Investment and Jobs Act (P.L. 117-58), certain programs, including the VR program, must comply with the following BABAA domestic sourcing requirements when using federal funds for construction, including remodeling and broadband infrastructure: (1) all iron and steel used in the infrastructure project or activity are produced in the United States; (2) all manufactured products used in the infrastructure project or activity are produced in the United States; and (3) all construction materials are manufactured in the United States. The other five core programs (Adult, Dislocated Worker, Youth, AEFLA, and the Wagner-Peyser Act Employment Service programs) must satisfy the Buy American Act requirements pursuant to section 502(a) of WIOA.

to satisfy local hire requirements, and to support youth in preparing for these jobs which will continue to be in demand for several years.

The BIL's \$65 billion historic investment in broadband infrastructure deployment aims to promote digital inclusion and advance equity by ensuring access to reliable, affordable, high-speed internet. States are encouraged to consider how to leverage these investments, target them to communities most in need, implement digital equity plans, and connect underserved communities to good jobs created through these investments. Additionally, the Digital Equity Act provides \$2.75 billion to establish three grant programs that promote digital equity and inclusion and may support such efforts.

(2) Creating Helpful Incentives to Produce Semiconductors (CHIPS) and Science Act

The CHIPS and Science Act provides approximately \$52.7 billion to increase semiconductor production in the United States. The CHIPS for America Fund includes \$39 billion in incentives for employers to increase semiconductor production and \$11 billion for research and development. The Department of Commerce (DOC) will manage a competitive grant program to fund semiconductor research and development activities for eligible private, non-profit and consortia applicants. Significantly, successful applicants will need to obtain commitments from institutions of higher education and training entities to provide workforce training for economically disadvantaged individuals residing in communities underrepresented in the industry, and also create an opportunity for state and local boards to identify and convene partners.

(3) Inflation Reduction Act (IRA)

The IRA's \$369 billion investment to fight the climate crisis reinforces the Administration's commitment to families, equity, and environmental justice. The IRA will help improve job quality in clean energy industries and incentivize the expansion of workforce training pathways into these jobs, which will help lift many people into the middle class, particularly workers who have been historically underrepresented in these industries, and invest in communities that have been historically underserved. The law includes targeted labor and workforce development standards—primarily prevailing wage and Registered Apprenticeship targets—as well as significant investments in manufacturing and domestic content requirements for electric vehicles. State and local boards should assess how IRA investments may expand the manufacturing and clean energy industry sectors in their region and develop a plan for sector-based strategies that incorporate meaningful career pathways into those newly created or expanded jobs for today's workers and for youth entering their first jobs.

The workforce opportunities presented by these investments are summarized in documents such as [Bipartisan Infrastructure Law State Fact Sheets](#), a guide titled

[Advancing Equitable Workforce Development for Infrastructure Jobs](#) published by the White House, ETA's [Training and Employment Notice No. 08-22](#), Building Pathways to Infrastructure Careers: Framework for Preparing an Infrastructure Workforce, and in reports by the National Governors Association such as [A Toolkit for State Workforce Development Policymakers](#).

- ii. **Investments that prepare workers for quality jobs.** Strengthening economic self-sufficiency hinges on the ability of individuals to obtain good jobs that provide family-sustaining wages and advancement opportunities. Evidence-based workforce development models such as career pathways, Registered Apprenticeships, and worker-centered sector strategies including labor management partnership training programs, when appropriately designed and implemented, can increase availability of good jobs,⁶ and help to close equity gaps. The workforce system can design services and develop sector partnerships with employers, educators, labor organizations, and community partners to create good jobs and well-defined career pathways starting from entry-level positions. Any industry sector can benefit from a focus on good jobs, ranging from the care sector that is critical to a thriving workforce or the advanced manufacturing jobs critical to the jobs of the future. Different programs might play different roles in preparing a job seeker for a good job, e.g., career guidance that incorporates information about benefits; adult education and literacy programs that support workers moving along career pathways; strong reemployment connections between unemployment insurance and workforce development programs to maximize workers' abilities to maintain income and benefit levels; career and technical education programs that provide skills and credentials for obtaining good jobs; and vocational rehabilitation (VR) programs that support access to and support in quality competitive integrated employment outcomes for individuals with significant disabilities. For additional information on maximizing services and the use of funds to support quality employment outcomes for individuals with disabilities through the VR program, see [RSA-TAC-23-03](#).

Through the state planning process, states can create a holistic framework to better define good jobs and ensure that job quality is a top priority for both employers and job seekers. A good jobs framework should reflect the eight principles identified by DOL and DOC and provide both employers and job seekers with standards for evaluating quality. For additional information on the principles and actionable steps to improve job quality, see [TEGL No. 07-22](#).

- iii. **Data-driven decisions.** When states last submitted their State Plan modifications in March 2022, the COVID-19 pandemic and its disruptions to the global and local economies were subsiding, but still very much present. In developing and submitting the State Plan and its modification for PYs 2024 through 2027, states must assess economic and labor market information (LMI) and adjust strategies for what may now be a different set of growing versus declining industries, occupations, in-demand skills and credentials. LMI informs both immediate

⁶ See definitions of good jobs at <https://www.dol.gov/general/good-jobs/principles>

response and ongoing recovery efforts in a dynamic economic environment. State planners must work closely with the LMI directors⁷ in their states to understand the current and emergent workforce needs of their economies. Furthermore, states' LMI analyses must assess disparities in labor market outcomes among various populations⁸ and should plan how best to adapt and adjust their workforce goals and strategic focus for underserved populations and those communities with disproportionately higher unemployment and underemployment rates and lower earnings.

The Departments encourage states to use longitudinal data systems and compare and share data and LMI across agencies, regardless of inclusion in the WIOA State Plan, to support data-informed decisions. For example, such data analysis could support Perkins V career technical education programs in carrying out comprehensive local needs assessments⁹ or in identifying which infrastructure occupations are most likely to provide opportunities for individuals who are justice-involved.

The Departments also encourage States to explore research studies (such as those conducted by the Departments themselves) that include analysis of not only quantitative but also qualitative data. Such studies can provide critical details related to the design and delivery of services to individuals with different needs and preferences, and thus help assure that any new approaches will result in participants being well prepared for, and able to obtain, good jobs in various industries.

- iv. Investing In Youth. The Departments continue to envision a no-wrong-door youth workforce system that offers seamless access to resources, programs, and wraparound services; offers paid work experiences for young people; and coordinates with critical WIOA core partners as well as with employers, sector-based industry coalitions, workforce intermediaries, labor unions and worker organizations, secondary and post-secondary education institutions, Registered Apprenticeship Program sponsors, pre-apprenticeship programs, community based organizations, and philanthropy to advance a shared commitment to high quality career pathways for young workers.

WIOA encourages further alignment and coordination, as appropriate, between the Title I Youth program, Job Corps centers across the nation, Title II AEFLA program, and Title IV VR program through the provision of pre-employment

⁷ A list of all LMI Directors is available at <https://www.bls.gov/bls/ofolist.htm>.

⁸ WIOA Section 102(b)(1)(B) and *Workforce Innovation and Opportunity Act (WIOA) Unified and Combined State Plan Requirements* (OMB control # 1205-0522), Section II(a)(1)(B).

⁹ Perkins V is the Carl D. Perkins Career and Technical Education Act of 2006, as amended by the Strengthening Career and Technical Education for the 21st Century Act. Section 135(c) requires comprehensive local needs assessments.

transition services¹⁰ to students with disabilities, who could be co-enrolled in programs and served by program staff who are co-located in one American Job Center, thereby providing seamless services. Additionally, all six WIOA core programs and career and technical education programs supported by Perkins V can work together with employers to arrange unique work-based learning opportunities, especially for in-school youth. When strategically aligned, these funding sources increase the capacity of programs to support innovative education and employment strategies, like career pathways, and can help young adults meet their employment and educational goals. States and local areas can leverage resources across Title I Youth, Title II AEFLA, Title IV VR, and workforce development community partners to ensure seamless services for youth, such as through co-location of different titles of WIOA or partner programs, co-enrollment strategies, and the provision of pre-employment transition services under the VR program. Additionally, WIOA places heightened emphasis on coordination and collaboration at the federal, state, and local levels among these programs to ensure a streamlined and coordinated service delivery system for youth with barriers to employment, including youth with disabilities. Through this State Plan process, state and local workforce development boards, VR agencies, and educational agencies should coordinate and complement agency-specific services with each other, as well as other systems that serve students with disabilities, such as state Medicaid/Medicare agencies, Centers for Independent Living, and Intellectual and Developmental Disabilities (I/DD) agencies.

- v. Equity in service delivery and educational programming. States should examine population groups, particularly those identified in the LMI analysis as having higher unemployment and lower earnings than the overall population, and explore existing inequities with access to and participation in public workforce and education programs, and outcomes in terms of employment and earnings, and placement in quality jobs¹¹. States and local areas should examine, where data are available, which communities and neighborhoods were particularly economically impacted during the pandemic and its aftermath in order to focus resources and referral networks for maximum impact. States and local areas also should focus on communities and neighborhoods that have experienced inequities even prior to the pandemic. The Departments encourage states to demonstrate how they will develop education, training, and career service strategies that better address and promote equity in recruitment, service design, implementation, and support services to improve access and outcomes for individuals in such communities. State workforce policymakers can adopt mechanisms that allow seamless transitions and alignment among programs, including programs that support low-income job seekers, such as recipients of Temporary Assistance for Needy

¹⁰ Pursuant to section 113(a) of the Rehabilitation Act, the VR agency must provide or arrange for the provision of pre-employment transition services to students with disabilities in the State who are eligible or potentially eligible for the VR program. By arranging the provision of these services with the title I Youth and title II AEFLA programs, the pre-employment transition services will be seamless to students with disabilities in the States.

¹¹ See Executive Order 13985, Federal Register: Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, <https://www.federalregister.gov/documents/2021/01/25/2021-01753/advancing-racial-equity-and-support-for-underserved-communities-through-the-federal-government>.

Families (TANF), Supplemental Nutrition Assistance Program (SNAP), and those supporting individuals with disabilities such as state mental health or Medicaid services. Mechanisms should prioritize supports and services for individuals from underserved communities, and thus open up good jobs for workers often left out of economic growth and opportunity, while promoting economic stability. This includes supporting educators to leverage technology for innovative and personalized instruction and increasing access to internet and devices for students and families. Nimble, modularized, innovative, and personalized services—including better leveraging technology for synchronous and asynchronous program delivery—can provide flexibility and adaptability to workers and learners, increasing equitable engagement in services and meeting their needs while they are balancing competing commitments and schedule challenges.

- vi. Enhance supportive service offerings. Services that assist individuals begin work, return to work, retain work, and advance at work not only include education, training, and employment services, but also include services that support individuals' personal, and family needs and reduce barriers to work. Some of the most successful workforce training programs have incorporated supportive services, and programs like VR have long incorporated supportive services in their program models. WIOA State Plans require discussions of how supportive services are made available to participants, and the state planning process is an opportunity to reimagine how supportive services can change job seekers and learners' career trajectories into high-paying good jobs. States should continue to partner with state and local entities, such as community-based organizations or social and health agencies, that have deep roots in underserved communities, since they are key to improving outreach and support for an equitable recovery, assisting with access to transportation, referrals to physical and mental health assistance, substance misuse, housing assistance, child and dependent care, and income supports such as Unemployment Insurance (UI), TANF, and SNAP. Supportive services are essential to ensure that youth and adults can stay engaged in program offerings and reach their educational and employment goals; they are particularly critical for those impacted by the justice and child welfare systems, individuals with disabilities, individuals without housing, or those with limited English proficiency. Partnerships with community-based organizations with deep roots in underserved communities are key to improve outreach and supports for an equitable recovery.
- vii. Strategic partnering. Strategic partners can play an essential role in refocusing State Plans to address local, regional, and state-specific challenges and solutions, including strategies to improve job quality, elevate worker voice, and close equity gaps. For instance, workforce board leaders are uniquely positioned to convene all the stakeholders of a workforce development system to align resources and efforts that lead to quality results for businesses and career seekers. Strategic partnering includes bringing together stakeholders such as employer/industry associations, unions, labor councils and labor-management partnerships, departments of education pre-apprenticeship and Registered Apprenticeship

Program sponsors, community colleges and education and training providers, institutions of higher education, community-based organizations, and various ETA competitive grantees, to design and articulate a vision for the short and long-term, such as through their State Plans.

- b. **Planning Requirements.** States must use the ICR *Required Elements for Submission of the Unified or Combined State Plan and Plan Modifications under the Workforce Innovation and Opportunity Act* (OMB control number 1205-0522) to develop and submit the WIOA Unified or Combined State Plan and the two-year modification. A copy of the ICR, which complies with statutory requirements set forth in, as appropriate, Sections 102 and 103 of WIOA, is available at https://www.dol.gov/sites/dolgov/files/ETA/wioa/pdfs/OMB%20approved%20State%20Plan%20ICR_1205-0522_5_4_2023.docx. A copy of these requirements is also available through the State Plan Portal, developed specifically for the required electronic submission.

The Departments also wish to remind states that several changes have been made to the WIOA State Plan ICR. Broadly, the Departments updated the ICR to--

- Clarify and refine several existing requirements across all program sections of the ICR and some requirements related to the AEFLA program-specific section;
 - Consolidate several data elements into fewer elements, particularly in the VR services portion of the State Plan section;
 - Add three new requirements related to cross-program activities under WIOA Title I programs and the Trade Adjustment Assistance program;
 - Replace some requirements for the WIOA Title I youth program with requirements more relevant to current program implementation; and
 - Add an assurance for the Wagner-Peyser Act Employment Service program.
- c. **Stakeholder Collaboration and Comment.** Stakeholder collaboration, review, and comment are key requirements of the four-year planning process. State boards are responsible for assisting the governor in the development, implementation, and modification of the State Plan and for convening all relevant programs, required partners, and stakeholders to contribute to the State Plan. The Departments encourage inclusion of the state LMI and evaluation offices (or their equivalent) during plan development and modification to obtain assistance with labor market data, relevant evaluations, existing research, and analysis. Such evidence-informed planning can be strengthened by direct communication with the state agencies responsible for implementing BIL investments, such as state departments of transportation. The State Plan must be developed with the assistance of the state board, as required by Section 101(d) of WIOA, and in coordination with administrators that have optimal policymaking authority for the core programs and required one-stop partner programs. For Combined State Plans, the portions of the plan that cover partner programs are subject to any public comment requirements applicable to those partner programs.¹² Strong planning also includes engagement of

¹² See 20 CFR § 676.143(c)(3) and 34 CFR §§ 361.143(c)(3) and 463.143(c)(3).

communities impacted by the activities named in WIOA State Plans. States must provide the opportunity for public comment and input, which allows interested stakeholders to participate actively, effectively, and transparently in the development of the State Plan and the modification, including via accessible means for individuals with disabilities. The governor may seek public comment from any targeted stakeholder, such as Registered Apprenticeship Program sponsors, and must ensure that the State Plan is developed with an opportunity for public comment from representatives of--

- local boards and chief elected officials;
- businesses;
- labor organizations;
- community-based organizations;
- adult education providers;
- institutions of higher education;
- other stakeholders with an interest in the services provided by the six core programs; and
- the general public, including individuals with disabilities.¹³

The state board also must make information regarding the State Plan and planning process available to the public, which may include program participants, through electronic and accessible means and by holding regularly occurring open meetings in accordance with state law prior to the submission of the State Plan.¹⁴

- d. **Instructions for State Plan Submission.** States must submit their State Plan, including the common elements and program-specific portions, via the State Plan Portal (<https://wioaplans.ed.gov>), which has been developed for cross-program collaboration in states and to facilitate the simultaneous receipt and review of plans across multiple federal agencies. While multiple individuals in states may enter content into the portal, only one individual from each state may submit to the Departments the entire plan on behalf of the governor for all included programs. Although the governor's designee is required to submit the plan, the state program directors, or the Director's designated person, are responsible for completing the applicable programs' portions of the State Plan (i.e. Title II AEFLA and Title IV VR programs). The governor for each state must notify the Departments of the individual designated to submit the State Plan on behalf of the governor for all programs included in the State Plan, even if that designee has not changed since the PY 2022 modification submission. As early as possible, but no later than February 15, 2024, the governor's office must submit a letter or email with the name of the designee to WIOA.PLAN@dol.gov with a copy to the appropriate ETA Regional Office.

¹³ See Section 101(b)(1) of WIOA for required members of the state board. See also Section 102(b)(2)(E)(ii) of WIOA for related public access requirements.

¹⁴ See WIOA Section 101(g) and 20 CFR § 676.130(d) and 34 CFR §§ 361.130(d) and 463.130(d).

To request a State Plan Portal user account or to update existing account login information, visit <https://wioaplans.ed.gov>. Previously approved WIOA State Plans are available within the portal for reference.

- e. **Performance Negotiations for Core Programs.** To outline the requirements for reaching agreement on the negotiated levels of performance for the states outlined in WIOA section 116, the Departments issued joint guidance titled, *Negotiations and Sanctions Guidance for the Workforce Innovation and Opportunity Act (WIOA) Core Programs* (ETA TEGL No. 11-19 (Change 1), OCTAE Program Memorandum 20-2 (revised May 2023), and RSA TAC-20-02 (revised May 2023). The Departments will continue to negotiate program specific levels of performance. The appendix in the Unified and Combined State Plan ICR discussed in this section, and in Attachment I of this guidance, reflect which indicators the Departments will negotiate for which programs for PYs 2024 and 2025. See Attachment I of this guidance for more instructions on establishing performance levels.
- f. **Waivers.** As discussed in TEGL No. 08-18, *Workforce Innovation and Opportunity Act (WIOA) Title I and Wagner-Peyser Act Waiver Requirements and Request Process*, the Secretary of Labor may grant states additional flexibility through the waiver authority for portions of WIOA Title I and Wagner-Peyser Act requirements when permitted. WIOA Title I funds can be used for a very wide range of activities; see the [Yes, WIOA Can!](#) website for examples of flexibility undertaken under current law. Waivers are an optional tool for reducing barriers to WIOA implementation and spurring innovative programming options. States may submit WIOA Title I and III waiver requests as part of their State Plan or separately. As a reminder, waiver requests must discuss, to the extent possible, quantifiable outcomes the state hopes to achieve by using the waiver.

All currently approved waivers expire on June 30, 2024.¹⁵ Therefore, states should submit new waiver requests as part of the State Plan submission for reconsideration if they wish to continue implementing waivers that ETA approved previously. As articulated in waiver approval letters, states agreed to meet certain performance or other program measures resulting from the waiver. States requesting a waiver renewal beyond June 30, 2024, must provide in the renewal request the most recent data available about the outcomes of the waiver.¹⁶ Failure to do so may result in delay of approval of the requested waiver. Find waiver-related resources at <https://www.dol.gov/agencies/eta/wioa/waivers>.

- 5. **Inquiries.** Please direct inquiries to the appropriate DOL Regional Office.
- 6. **References and Additional Resources.**
 - Workforce Innovation and Opportunity Act (WIOA) ([Pub. L. 113-128](#)) (July 22, 2014);

¹⁵ For waivers related to the 75 percent out-of-school youth expenditure requirement, waivers are in effect for the full amount of time that states have to spend program year funds.

¹⁶ See 20 CFR § 679.620(d)(7).

- Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions; Final Rule (WIOA Joint Final Rule) published at [81 FR 55792](#) (Aug. 19, 2016);
- Employment and Training Administration, Workforce Innovation and Opportunity Act; Final Rule (WIOA DOL Final Rule) published at [81 FR 56072](#) (Aug. 19, 2016);
- State Vocational Rehabilitation Services Program; State Supported Employment Services Program; Limitations on Use of Subminimum Wage—Final Rule (Office of Special Education and Rehabilitative Services (OSERS) Final Rule) published at [81 FR 55630](#) (August 19, 2016);
- Programs and Activities Authorized by the Adult Education and Family Literacy Act (Title II of WIOA)—Final Rule (WIOA OCTAE Final Rule) published at [81 FR 55526](#) (August 19, 2016);
- ICR [Required Elements for Submission of the Unified or Combined State Plan and Plan Modifications Under the Workforce Innovation and Opportunity Act](#), approved under Office of Management and Budget (OMB) control number 1205-0522;
- Training and Employment Guidance Letter (TEGL) [No. 08-18](#), *Workforce Innovation and Opportunity Act (WIOA Title I and Wagner-Peyser Act Waiver Requirements and Request Process)* dated December 19, 2018;
- Training and Employment Notice (TEN) [No. 20-16](#), “Announcing the publication and effective date of the Section 188 WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38) Final Rule in the *Federal Register*,” dated December 2, 2016;
- [TEN No. 10-15](#), *Workforce Innovation and Opportunity Technical Amendments Act*, dated September 17, 2015;
- [TEN No. 14-21](#), *Workforce Innovation and Opportunity Act (WIOA) Core Program Performance Accountability Assessment for Program Years (PY) 2020 and 2021*, dated October 27, 2021;
- Unemployment Insurance Program Letter (UIPL) [No. 17-14](#), *Revised Employment and Training (ET) Handbook No. 336, 18th Edition: “Unemployment Insurance (UI) State Quality Service Plan (SQSP) Planning and Reporting Guidelines*, dated July 7, 2014;
- Jobs for Veterans Act (Public Law 107-288, [38 U.S.C. § 4215](#)), Priority of service for veterans in Department of Labor job training programs (For current instructions to submit an annual Jobs for Veterans State Grants Application for Funding, access the policy on VETS website, <https://www.dol.gov/agencies/vets/resources/VPLS/VPLDirectory>);
- [Program Memorandum OCTAE 22-1](#), *Workforce Innovation and Opportunity Act WIOA Core Program Performance Accountability Assessment for Program Years (PYs) 2020 and 2021*, dated October 26, 2021;
- [TEGL 14-21](#), *Workforce Innovation and Opportunity Act (WIOA) Core Program Performance Accountability Assessment for Program Years (PYs) 2020 and PY 2021*, dated October 27, 2021;
- Yes, WIOA Can! Community of Practice; <https://ywc.workforcegps.org>;
- WIOA Waiver Information; <https://www.dol.gov/agencies/eta/wioa/waivers>;
- Apprenticeship USA; <https://www.apprenticeship.gov/investments-tax-credits-and-tuition-support>

- Fact Sheet: [The Bipartisan Infrastructure Investment and Jobs Act Creates Good-Paying Jobs and Supports Workers](#);
- [TEN No. 08-22](#): Building Pathways to Infrastructure Careers: Framework for Preparing an Infrastructure Workforce (October 21, 2021);
- [TEN No. 07-22](#): Joint Communication on Resource Leveraging & Service Coordination to Increase Competitive Integrated Employment for Individuals with Disabilities (October 18, 2022);
- White House. Advancing Equitable Workforce Development for Infrastructure Jobs published at https://www.whitehouse.gov/wp-content/uploads/2022/11/Advancing-Equitable-Workforce-Development-for-Infrastructure-Jobs_110122.pdf (November 1, 2022);
- National Governors Association Workforce Development in the IIJA, CHIPS, and IRA: A Toolkit for State Workforce Development Policymakers published at https://www.nga.org/wp-content/uploads/2023/02/Workforce_Development_IIJA_CHIPS_IRA_8Feb2023.pdf (April 13, 2023);
- Office of Management and Budget Memorandum: Advancing Effective Stewardship of Taxpayer Resources and Outcomes in the Implementation of the Infrastructure Investment and Jobs Act published at <https://www.whitehouse.gov/wp-content/uploads/2022/04/M-22-12.pdf> (April 29, 2022);
- [TEN No. 12-21](#): Practitioners Guide to Supportive Services (October 15, 2021);
- [TEN No. 10-22](#): Joint Communication on Guidance to States on Addressing the Workforce Needs and Safety of the Telecommunications Industry (December 6, 2022);
- [TEGL No. 07-22](#): Increasing Employer and Workforce System Customer Access to Good Jobs (January 18, 2023);
- [TEGL No. 21-22](#): Increasing Equitable Service Access and Employment Outcomes for All Jobseekers in Workforce Innovation and Opportunity Act Adult and Dislocated Worker Programs (June 9, 2023);
- [TEGL No. 09-22](#): Workforce Innovation and Opportunity Act Title I Youth Formula Program Guidance (March 2, 2023);
- [TEGL No. 13-16](#): Guidance on Registered Apprenticeship Provisions and Opportunities in the Workforce Innovation and Opportunity Act (January 17, 2017);
- National Clearinghouse of Rehabilitation Training Material: <https://ncrtm.ed.gov/>;
- Pathways to Work Evidence Clearinghouse: <https://pathwaystowork.acf.hhs.gov/>;
- Clearinghouse for Labor Evaluation and Research (CLEAR): <https://clear.dol.gov/>; and
- Education Resources Information Center (ERIC): <https://eric.ed.gov/>.

7. **Attachment.**

- Attachment I: Performance Goals and Instructions for the Core Programs

DIVISION OF WORKFORCE SERVICES
ISSUANCE NUMBER PY 23-XX

January 16, 2024

FROM: Thomas Anderson Jr., Arkansas Workforce Development Board, Chairman
Charisse Childers, Ph.D., Director

TO: Local Workforce Development Board Chairs
Local Workforce Development Board Directors
Local Chief Elected Officials

SUBJECT: Workforce Innovation and Opportunity Act (WIOA) – PY24-27 Regional and Local Plans

- I. Purpose:** The purpose of this workforce system guidance is to provide instructions to local workforce development boards regarding the coordinated submission of regional and local plans for program years PY24-27. Local Workforce Development board of directors are expected to share this guidance with their respective board chairs and local elected officials.
- II. General Information:** The Workforce Innovation and Opportunity Act (WIOA) requires local workforce development boards and chief elected officials within each of Arkansas' ten established local workforce development areas to engage in a local workforce planning process to prepare and submit a local plan. Designated regional areas containing more than one local area, as defined and described in WIOA § 3(48) and ADWS Policy No. WIOA I – 6.6, are considered planning regions and must also prepare and submit regional plans. Regional and local plans must comply with the requirements outlined in WIOA and this guidance document, support the strategies described in the State Plan, and be otherwise consistent with the State Plan. Local and regional plans (if required) must have completed the 30-day comment period described below and be submitted to the Arkansas Division of Workforce Services (ADWS) no later than April 15, 2024.
- III. Action Required:**
- A. Regional Plan.** If two or more local areas have been declared to be a region by the Governor, the local workforce development board and their respective chief elected official(s) must collaborate with the other local workforce development boards within their respective planning region to prepare and submit a four-year region plan for PY24-27. A regional plan template has been developed and is included in this issuance as **Appendix A: PY2024-27 Regional Plan Template**. This appendix provides guidelines for regional planning and instructions to address each required element, as well as the documents and information that must be included.
- B. Local Plan.** A four-year local plan for PY2024-27 for each local workforce development must be developed by the local board and their chief elected official(s). This local plan must be in alignment with the regional plan, if a regional plan is required, and submitted as a component of that regional plan, as explained in ADWS Policy No. WIOA I – 6.6. A local plan template has been developed and is included as **Appendix B: PY2024-27 Local Plan Template**. This appendix provides guidelines for local planning and instructions to address each required element, as well as documents and information that must be included.
- C. Public Comment Period.** The regional and local plan(s) must be posted for a 30-day period of public comment. Notification of the posting of the regional and local plan(s) must be made simultaneously to all relevant regional and local stakeholders, as appropriate, as well as to the ADWS. The ADWS' notification must be sent to: wioa@arkansas.gov.

Any comments received in relation to the content of the draft regional or local plans must be addressed within the related plan prior to submission to the ADWS.

D. Plan Submission and Approval.

1. **Submission.** All regional/local plan packages must be submitted electronically to the following email by the close of business on Monday, April 15, 2024: wioa@arkansas.gov. See section E for more information on the four-year plan.

Note: The Regional plan, if required, along with all associated local plans, must be emailed by a regionally designated single point of contact (POC). Plan submission emails must be copied to all local workforce development board directors and chief elected officials within the region workforce development area and contain the subject line “{Regional Name} PY2024-2027 WIOA Regional Plan.”

2. **Approval.** Region and Local plans submitted to the State are considered approved if:
 - i. the State provides the regional POC with a notification of approval; or
 - ii. At least 90 days has passed, since the submission of the draft plan, without the regional or local, as appropriate, POC receiving any communication from the State.

The State may choose not to approve a draft plan submission for any of the following reasons:

- Deficiencies exist in activities carried out in WIOA subtitles A and B.
- The plan does not comply with the applicable provisions of WIOA.
- The plan does not align with the State Plan.
- The plan does not include local plan submissions from each of the local workforce development boards within the workforce planning region; or
- Other reasons as the ADWS may determine.

3. **Regional and Local Plan Modification Requirement:** At the end of the first two-year period of the four-year local plan, local workforce development board members within a local area, and the appropriate chief elected official(s), must review the local plan and prepare and submit modifications to the plan for PY26-27. Planning regions, as defined in WIOA § 3(48) and ADWS Policy No. WIOA I – 6.6, must also review and modified regional plans. Modified plans must be submitted to the State as determined and directed by the Arkansas Workforce Development Board.
4. **Planning Guidance:** The planning guidance in Appendix A and B must be followed for the content of the four-year plans.

IV. Inquires: All questions or concerns may be submitted to Eddie Thomas, Deputy Director of Employment and Training at Eddie.Thomas@arkansas.gov.

V. Attachments:

Appendix A. PY 24-27 Regional Plan Template
Appendix B. PY 24-27 Local Plan Template
Appendix C. WIOA Negotiated Performance Goals
Appendix D. Planning References and Resources

VI. Four-Year Plan Expiration Date: June 30, 2028

Appendix A: PY 2024 – PY2027 Regional Plan Template

The WIOA requires regional planning – a broad strategic approach to planning focused on the overarching vision, goals, alignment, and shared responsibilities within the region that meets the definition of a planning region, as defined in WIOA §3(48) and ADWS Policy No. WIOA I – 6.6.

The planning region must provide a complete response to the specified elements at the time of submission.

The following elements must be addressed in a narrative of 15 pages or less.

- 1.1. Provide the following:
 - A. a reference name for the planning region;
 - B. Identification of the local workforce development areas that comprise the planning region;
 - C. Identification of the county/counties each local workforce development area serves;
 - D. Identification of the key planning region committee members charged with drafting the regional plan;
 - E. Indication of the local workforce development area each committee member is associated with; and
 - F. A list of key planning region committee meeting dates [WIOA §106(a) and (c)].
- 1.2. Provide a labor market and economic analysis of the workforce development planning region. This regional analysis must include:
 - A. The economic conditions;
 - B. Labor force employment and unemployment data;
 - C. Information on labor market trends;
 - D. Workforce development activities;
 - E. The educational and skill levels of the workforce, including individuals with barriers; and
 - F. The development and implementation of sector initiatives for existing and emerging in-demand industry sectors or occupations for the region.

Indicate the sources of regional labor market and economic data.
- 1.3. Based upon the regional labor market and economic conditions analysis and *Arkansas' Workforce Development Plan (PY24-27)* describe the planning region's economic and workforce development-oriented vision and strategic goals. [WIOA § 106(c) and §107(d)]
- 1.4. Describe regional strategies used to facilitate engagement of businesses and other employers, including small employers and in-demand industry sector occupations. Describe methods and services to support the regional workforce system in meeting employer needs. [WIOA § 106(c)(1)(C)]
- 1.5. Describe how the planning region will define and establish regional workforce development service strategies. Describe how the planning region will develop and use cooperative workforce development service delivery agreements. [WIOA §106(c)(B)]
- 1.6. Describe how the planning region will define and establish administrative cost arrangements, including the pooling of funds for administrative costs, as appropriate, for the region. [WIOA §106(c)(E)]
- 1.7. Describe how the planning region will determine and coordinate transportation and other

supportive services for the region. *[WIOA §106(c)(1)(F)]*

- 1.8. Describe strategies and services the planning region will employ to coordinate workforce development programs/services with regional economic development services and providers. *[WIOA §106(c)(G)]*
- 1.9. Describe how the planning region will establish an agreement concerning how the planning region will collectively negotiate and reach agreement with the Governor on local levels of performance for, and report on, the performance accountability measures described in WIOA § 116(c), for local areas and the planning region. *[WIOA §106(c)(H); 20 CFR 677.210(b) & (c); and 20CFR 679.510(a)(2)]*

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Appendix B: PY 2024 - 2027 Local Plan Template

WIOA requires each local workforce area to develop a local plan. If the local area is part of a planning region, as defined in WIOA §3(48) or ADWS Policy No. WIOA I – 6.6, the local plan must support and be submitted as a component of the associated regional plan. The narratives framed in the local plan will include more detailed, actionable plans and objectives, consistent with the local plan’s respective regional plan strategic visions and goals, if the local area is part of a planning region. The local plan must also support the strategic vision and goals of the Arkansas State Plan.

In addressing the elements outlined below, if the local board is not prepared to provide a complete response to a specific element at the time of plan submission, a response must be provided that indicates how the local board plans to fully address that element in the multi-year plan.

Local plans are not expected to exceed 75 pages.

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Section 1: Workforce and Economic Analysis

Please provide a separate response for each of the elements listed below.

- 1.1. Provide an analysis of the regional economic conditions, including existing and emerging in-demand industry sectors and occupations, and the employment needs of employers in those industry sectors and occupations. *[WIOA § 108(b)(1)(A); 20 CFR 679.560(a)]*

Note: Per WIOA §108(c), existing economic regional and/or local area analyses may be used if sourced data and/or derived analyses are economically relevant and current (i.e., within two years of this issuance guidance).

- 1.2. Provide an analysis of the knowledge and skills required to meet the employment needs of the employers in the local area, including employment needs for in-demand industry sectors and occupations. *[WIOA §108(b)(1)(B); 20CFR679.560(a)]*
- 1.3. Provide an analysis of the local workforce, including current labor force employment (and unemployment) data, and information on labor market trends, and the educational and skill levels of the workforce in the local area, including individuals with barriers to employment. *[WIOA §108(b)(1)(C); 20 CFR 679.560(a)]*
- 1.4. Provide an analysis and description of workforce development activities, including type and availability of education, training, and employment activities. Include analysis of the strengths and weaknesses of such services, and the capacity to provide such services, to address the education and skill needs of the workforce and the employment needs of employers in the local area. *[WIOA §108(b)(1)(D); 20CFR 679.560(a)]*

Section 2: Strategic Vision and Goals

Section 2 responses will require input from members of the local workforce development board and other local stakeholders. Please provide a separate response for each of the elements listed below.

- 2.1 Describe the local board's strategic vision and goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment). Include goals relating to the performance accountability measures based on primary indicators of performance described in WIOA §116(b)(2)(A) to support local economic growth and economic self-sufficiency. *[WIOA § 108(b)(1)(E)]*
- 2.2 Describe how the local board's vision and goals align with and/or supports the vision and goals for the State's workforce development system as established by the Arkansas Workforce Development Board. *[WIOA §108(b)(1)(E)]* (See Appendix D: Planning References and Resources)
- 2.3 Describe how the local board's vision and goals contributes to each of the governor's goals. *[WIOA §108(b)(1)(E)]* (See Appendix D: Planning References and Resources) **Note: The State Plan includes several objectives under each goal.**
- 2.4 Describe how the local board's goals relate to the achievement of federal performance accountability measures. *[WIOA §108(b)(1)(E)]*

Section 3: Local Area Partnerships and Investment Strategies

Many of the responses in this section, such as targeted sector strategies, should be based on strategic discussions with the local board and partners. Please provide a separate response for each of the elements listed below.

- 3.1 Considering the analysis described in Appendix B - Section 1, describe the local board's strategy to work with the entities that carry out the core programs to align resources available to the local area, to achieve the strategic vision and goals described in element 2.1. This analysis must include:
- A. A description of the local workforce development system; include key stakeholders and entities associated with administrative and programmatic/service delivery functions. Examples include elected officials, advocacy groups, local workforce development board and committee structure, fiscal agent, operator(s), required program partners, and major contractors providing Adult/Dislocated Worker/Youth program elements. Describe respective roles and functional relationships to one another.
 - B. A list of all Arkansas Workforce Centers in the local area; include address, phone numbers, and hours of operation; and
 - C. An attached organization chart that depicts the local board, administrative and fiscal entities, and service providers. *[WIOA § 108(b)(1)(F)]*
- 3.2 Describe the workforce development system in the local area that identifies the programs that are included in that system and how the local board will work with the entities carrying out core and other workforce development programs to support alignment to provide services, including programs of study authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et. seq), that support the strategy identified in the State plan under WIOA section 102(b)(1)(E). *[WIOA §108(b)(2)]*
- Note:** The six (6) core programs identified by WIOA are: Adult, Dislocated Worker, Youth, Adult Education and Literacy, Wagner-Peyser Program, and Vocational Rehabilitation.
- 3.3 Describe how the local board, working with the entities carrying out core programs, will expand access to employment, training, education, and supportive services for eligible individuals, particularly eligible individuals with barriers to employment, including how the local board will facilitate the development of career pathways and co-enrollment, as appropriate, in core programs, and improve access to activities leading to a recognized postsecondary credential (including a credential that is an industry-recognized certificate or certification, portable, and stackable). *[WIOA §108(b)(3)]*

3.4 Identify and describe (for each category below) the strategies and services that are and/or will be used to:

- A. Facilitate engagement of employers, including small employers and employers in in-demand industry sectors and occupations, in workforce development programs in addition to targeted sector strategies.
- B. Support a local workforce development system that meets the needs of businesses.
- C. Better coordinate workforce development programs and economic development; and
- D. Strengthen linkages between the one-stop delivery system and unemployment insurance programs.

This may include the implementation of initiatives such as incumbent worker training programs, on-the-job training programs, work-based learning programs, apprenticeship models, customized training programs, industry and sector strategies, career pathways initiatives, utilization of effective business intermediaries, and other business services and strategies that support the local board's strategy in element 3.1. *[WIOA §108(b)(4)(A) & (B)]*

3.5 Describe local and regional efforts to support and/or promote entrepreneurial skills training and microenterprise services, in coordination with economic development and other partners. *[WIOA §108(b)(5)]*

3.6 Describe how the local board coordinates education and workforce investment activities with relevant secondary and postsecondary education programs and activities to coordinate strategies, enhance services, and avoid duplication of services. *[WIOA §108(b)(10)]*

3.7 Describe efforts to coordinate supportive services provided through workforce investment activities in the local area, including facilitating transportation for customers. *[WIOA § 108(b)(11)]*

3.8 Describe strategies to implement the operational goals of the local one-stop system, maximizing coordination of services provided by the State's employment services under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), and the local board's service providers to improve services and avoid duplication. *[WIOA §108(b)(12)]*

- 3.9 Describe how the local board will carry out a review of local applications submitted under WIOA Title II Adult Education and Literacy, consistent with the local plan (as described in WIOA §107(d)(11) and WIOA §232). *[WIOA §108(b)(13)]*
- 3.10 Based on the analysis described in Appendix B - Section 1, identify the industries where a sector partnership is currently being convened in the local area or where there will be an attempt to convene a sector partnership and the timeframe. Categorize the sector partnerships as active, emerging, or exploring as defined below.
- Active
 - Has a clear coordinator, convener, or convening team;
 - Is led by industry as demonstrated by private sector members playing leadership roles;
 - Has broad industry engagement as demonstrated by industry members attending meetings, partnering on activities, providing in-kind or financial resources, or similar;
 - Includes critical and engaged partners across programs from workforce development;
 - Can demonstrate that the partnership is not “just a workforce thing,” “just an economic development thing,” or “just an education thing.”
 - Operates in a true labor market region, not within the confines of a workforce area or other geopolitical boundaries;
 - Operates under shared strategic plan, road map, etc.;
 - Can demonstrate clearly identified priorities and an action plan, be able to demonstrate recent or current activities, services or products that are a direct outcome of the partnership.
 - Emerging
 - Has at least an interim coordinator, convener, or convening team;
 - Has engaged at least one private sector champion to help drive the launch and implementation of a sector partnership;
 - Includes individuals from workforce development, education, economic development and other programs or organizations in strategic partner roles;
 - Actively working to implement strategic priorities outlined in a launch meeting.
 - Exploring
 - Is in the infancy stage, but actively considering or planning the preparation needed to launch a partnership;
 - Working to identify partners who would be involved;
 - Determining if the partnership really makes sense for the community.
- 3.11 Does the local board currently leverage or have oversight of funding outside of WIOA Title I funding to support the local workforce development system? Briefly describe the additional funding and how it will impact the local system. If the local board does not currently have oversight of additional funding, describe any plans to pursue them.

Section 4: Program Design and Evaluation

Many of the responses below should be based on strategic discussions between the local board and one-stop partners. Please provide a separate response for each of the elements listed below.

- 4.1 Describe the one-stop delivery system in the local area including:
- A. The local board's efforts to ensure the continuous improvement of eligible providers of services, including contracted service providers and providers on the eligible training provider list, and ensure that such providers meet the employment needs of local employers, workers, and jobseekers. *[WIOA §108(b)(6)(A)]*
 - B. How the local board will facilitate access to services provided through the one-stop delivery system in remote areas, using technology, and through other means. *[WIOA §108(b)(6)(B)]*
 - C. How entities within the one-stop delivery system, including one-stop operators and the one stop partners, will comply with WIOA section 188, and applicable provisions of the Americans with Disabilities Act of 1990 regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals with disabilities. *[WIOA §108(b)(6)(C)]* (See Appendix D: *Planning References and Resources*)
 - D. List all required and optional program partners; indicate the program(s) each partner provides and the physical location where the program(s) can be accessed. Describe the roles and resource contributions of the partners. *[WIOA §108(b)(6)(D)]*
 - E. Describe how the workforce centers are implementing and transitioning to an integrated technology-enabled intake and case management information system for core programs. *[WIOA §108(b)(21)]*
- 4.2 Describe the local board's assessment of the type and availability of adult and dislocated worker employment and training activities in the local area. *[WIOA §108(b)(7)]*
- 4.3 Describe how the local board will coordinate workforce investment activities carried out in the local area with statewide rapid response activities. *[WIOA §108(b)(8)]*
- 4.4 Describe the local board's assessment of the type and availability of youth workforce activities, including activities for youth with disabilities. Identify successful models and best practices for youth workforce activities relevant to the local area. *[WIOA §108(b)(9)]*

Note: This section must include a description of the program design elements as well as how the local area will implement the 14 program elements.

- 4.5 Describe local board actions to become and/or remain a high-performing local board, consistent with the factors developed by the Arkansas Workforce Development Board. **These factors have not been determined but will include effectiveness and continuous improvement criteria for local boards.** *[WIOA §108(b)(18)]*
- 4.6 Describe how training services will be provided in accordance with WIOA Sec. 134(c)(3)(G), the process and criteria for issuing individual training accounts. *[WIOA §108(b)(19)]*
- 4.7 If contracts for training services are used, describe processes utilized by the local board to ensure informed customer choice in the selection of training programs, regardless of how the training services are to be provided. *[WIOA §(b)(19)]*
- 4.8 Describe the process utilized by the local board to ensure that training provided is linked to in-demand industry sectors or occupations in the local area, or in another area to which a participant is willing to relocate. *[WIOA §108(b)(22); WIOA §134(c)(3)(G)(iii)]*

Section 5: Compliance

Responses are focused on the local area's compliance with federal or state requirements. Please provide a separate response for each of the elements listed below.

- 5.1 Describe the replicated cooperative agreements, as defined by WIOA 107(d)(11), in place between the local board and the Vocational Rehabilitation programs operated in the area with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination. *[WIOA §108(b)(14)]*
- 5.2 Identify the entity responsible for the disbursement of grant funds as determined by the Chief Elected Official(s). *[WIOA §108(b)(15)]*
- 5.3 Describe the competitive processes to award the subgrants and contracts for activities funded by WIOA Title I programs within the local area. This includes, but is not limited to, the process used to award funds to a one-stop operator and other sub-recipients/contractors of WIOA Title I adult, dislocated worker, and youth services. *[WIOA §108(b)(16)]*
- 5.4 Describe the local area's negotiated local levels of performance for the federal measures and their implications upon the local workforce system; attach the completed Performance Targets Template. *[WIOA §108(b)(17)]*

Note: See Appendix C: Planning References and Resources "Performance Targets Template".

- 5.5 Describe the indicators used by the local board to measure performance and effectiveness of the local fiscal agent (where appropriate), eligible providers and the one-stop delivery system, in the local area. *[WIOA §108(b)(17)]*
- 5.6 Describe the process used by the local board for the receipt and consideration of input into the development of the local plan in compliance with WIOA section 108(d). Describe the process to provide an opportunity for public comment prior to submission of the local plan. Be sure to address how members of the public, including representatives of business, labor organizations, and education were given an opportunity to provide comments on the local plan. *[WIOA §108 (b)(20)]*
- 5.7 Prior to the date on which the local board submits a proposed local plan, the proposed local plan must be made available to members of the public through electronic and other means.
 - A. Describe how the local board made the proposed local plan available for public comment. *[WIOA §108(d)(1)]*;
 - B. Describe how the local board collected and considered public comments for inclusion in the proposed local plan. *[WIOA §108(d)(2)]*; and
 - C. If any comments were received that represent disagreement with the proposed local plan, include such comments within the local plan's attachments. *[WIOA §108(d)(3)]*
- 5.8 List the name, organization, and contact information of the designated equal opportunity officer for each workforce center within the local area.

Section 6: Plan Assurances

Planning Process and Public Comment		References
6.1	The local board has processes and timelines, consistent with WIOA Section 108(d), to obtain input into the development of the local plan and provide the opportunity for comment by representatives of business, labor organizations, education, other key stakeholders, and the public for a period that is no less than 30 days.	WIOA Sections 108(d); 20 CFR 679.550(b)
<input type="checkbox"/>		
6.2	The final local plan is available and accessible to the public.	20 CFR 679.550(b)(5)
<input type="checkbox"/>		
6.3	The local board has established procedures to ensure public access (including people with disabilities) to board meetings and information regarding board activities, such as board membership and minutes.	WIOA Section 107(e); 20 CFR 679.390 and 679.550
<input type="checkbox"/>		
Required Policies and Procedures		References
6.4	The local board makes publicly available any local requirements for the public workforce system, such as policies, including policies for the use of WIOA Title I funds.	20 CFR 679.390
<input type="checkbox"/>		
6.5	The local board has established a written policy or procedure that identifies circumstances that might present conflict of interest for any local workforce investment board or entity that they represent and provides for the resolution of conflicts.	WIOA Section 107(h); 20 CFR 679.410(a)-(c)
<input type="checkbox"/>		
6.6	The local board has copies of memoranda of understanding between the local board and each one-stop partner concerning the operation of the one-stop delivery system in the local area and has provided the State with the latest versions of its memoranda of understanding.	WIOA Section 121(c); 20 CFR 678.500-510
<input type="checkbox"/>		
6.7	The local board has written policy or procedures that ensure one-stop operator agreements are reviewed and updated no less than once every three years.	WIOA Section 121(c)(v)
<input type="checkbox"/>		
6.8	The local board has negotiated and reached agreement on local performance measures with the local chief elected official(s) and the Governor.	WIOA Sections 107(d)(9) and 116(c); 20 CFR 679.390(k) and 677.210(b)
<input type="checkbox"/>		
6.9	The local board has procurement policies and procedures for selecting one-stop operators, awarding contracts under WIOA Title I Adult and Dislocated Worker funding provisions, and awarding contracts for Youth service provision under WIOA Title I in accordance with applicable state and local laws, rules, and regulations, provided no conflict exists with WIOA.	WIOA Sections 121(d) and 123; 20 CFR 678.600-615 and 681.400
<input type="checkbox"/>		
6.10	The local board has procedures for identifying and determining the eligibility of training providers and their programs to receive WIOA Title I individual training accounts	WIOA Sections 107(d)(10), 122(b)(3), and 123; 20 CFR 679.370(l)-(m) 680.410-430
<input type="checkbox"/>		

<input type="checkbox"/>	6.11 The local board has written procedures for resolving grievances and complaints alleging violations of WIOA Title I regulations, grants, or other agreements under WIOA and written policies or procedures for assisting customers who express interest in filing complaints at any point of service, including, at a minimum, a requirement that all partners can identify appropriate staff contacts and refer customers to those contacts.	WIOA Section 181(c); 20 CFR 683.600
<input type="checkbox"/>	6.12 The local board has established at least one comprehensive, full-service one-stop center and has a written process for the local Chief Elected Official and local board to determine that the center conforms to the definition therein.	WIOA Section 121(e)(2)(A); 20 CFR 678.305
<input type="checkbox"/>	6.13 All partners in the local workforce and education system described in this plan ensure the physical, programmatic and communications accessibility of facilities, programs, services, technology, and materials in one-stop centers for individuals with disabilities.	WIOA Section 188; 29 CFR parts 37.7-37.9; 20 CFR 652.8(j)
<input type="checkbox"/>	6.14 The local board ensures that outreach is provided to populations and sub-populations who can benefit from one-stop services.	WIOA Section 188; 29 CFR 37.42
<input type="checkbox"/>	6.15 The local board implements universal access to programs and activities to individuals through reasonable recruitment targeting, outreach efforts, assessments, service delivery, partner development, and numeric goals.	WIOA Section 188; 29 CFR 37.42
<input type="checkbox"/>	6.16 The local board complies with the nondiscrimination provisions of Section 188 and assures that Methods of Administration were developed and implemented.	WIOA Section 188; 29 CFR 37.54(a)(1)
<input type="checkbox"/>	6.17 The local board collects and maintains data necessary to show compliance with nondiscrimination provisions of Section 188.	WIOA Section 185; 29 CFR 37.37
<input type="checkbox"/>	6.18 The local board complies with restrictions governing the use of federal funds for political activities, the use of the one-stop environment for political activities, and the local board complies with the applicable certification and disclosure requirements.	2 CFR Part 225 Appendix B; 2 CFR Part 230 Appendix B; 48 CFR 31.205-22; RCW 42.52.180, 42.52.190, 42.52.200
<input type="checkbox"/>	6.19 The local board ensures that one-stop Migrant and Seasonal Farmworker (MSFW) and business services staff, along with the Migrant and Seasonal Farm Worker program partner agency, will continue to provide services to agricultural employers and MSFWs that are demand-driven.	WIOA Section 167
<input type="checkbox"/>	6.20 The local board follows confidentiality requirements for wage and education records as required by the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, WIOA, and applicable Departmental regulations.	WIOA Sections 116(i)(3) and 185(a)(4); 20 USC 1232g; 20 CFR 677.175 and 20 CFR part 603
Administration of Funds		References
<input type="checkbox"/>	6.21 The local board has a written policy and procedures to competitively award grants and contracts for WIOA Title I activities (or applicable	WIOA Section 108(b)(16); 20 CFR

	federal waiver), including a process to be used to procure training services made as exceptions to the Individual Training Account process.	679.560(a)(15); WIOA Section 134(c)(3)(G); 20 CFR
6.22	<input type="checkbox"/> The local board has accounting systems that follow current Generally Accepted Accounting Principles (GAAP) and written fiscal-controls and fund-accounting procedures and ensures such procedures are followed to insure proper disbursement and accounting of WIOA adult, dislocated worker, and youth program funds.	WIOA Section 108(b)(15)
6.23	<input type="checkbox"/> The local board ensures compliance with the uniform administrative requirements under WIOA through annual, on-site monitoring of each local sub-recipient.	WIOA Section 184(a)(3); 20 CFR 683.200, 683.300, and 683.400-410
6.24	<input type="checkbox"/> The local board has a written debt collection policy and procedures that conforms with state and federal requirements and a process for maintaining a permanent record of all debt collection cases that supports the decisions made and documents the actions taken with respect to debt collection, restoration, or other debt resolution activities.	WIOA Section 184(c); 20 CFR Part 652; 20 CFR 683.410(a), 683.420(a), 683.750
6.25	<input type="checkbox"/> The local board will not use funds received under WIOA to assist, promote, or deter union organizing.	WIOA Section 181(b)(7); 20 CFR 680.850
Eligibility		References
6.26	<input type="checkbox"/> The local board has a written policy and procedures that ensure adequate and correct determinations of eligibility for WIOA-funded basic career services and qualifications for enrollment of adults, dislocated workers, and youth in WIOA-funded individualized career services and training services, consistent with state policy on eligibility and priority of service.	20 CFR Part 680 Subparts A and B; 20 CFR Part 681 Subpart A
6.27	<input type="checkbox"/> The local board has a written policy and procedures for awarding Individual Training Accounts to eligible adults, dislocated workers, and youth receiving WIOA Title I training services, including dollar and/or duration limit(s), limits on the number of times an individual may modify an ITA, and how ITAs will be obligated and authorized.	WIOA Section 134(c)(3)(G); 20 CFR 680.300-320
6.28	<input type="checkbox"/> The local board has a written policy and procedures that establish internal controls, documentation requirements, and leveraging and coordination of other community resources when providing supportive services and, as applicable, needs-related payments to eligible adult, dislocated workers, and youth enrolled in WIOA Title I programs.	WIOA Sections 129(c)(2)(G) and 134(d)(2); 20 CFR 680.900-970; 20 CFR 681.570

6.29 <input type="checkbox"/> The local board has a written policy for priority of service at its workforce centers for local workforce providers that ensures veterans and eligible spouses are identified at the point of entry, made aware of their entitlement to priority of service, and provided information on the array of employment, training and placement services and eligibility requirements for those programs or services.	Jobs for Veterans Act; Veterans' Benefits, Health Care, and Information Technology Act; 20 CFR 1010; TEGL 10.00
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------

Appendix D: Planning References and Resources

State of Arkansas's Combined Workforce Development Strategic Plan (*State Plan*)

On July 22, 2014, President Obama signed the Workforce Innovation and Opportunity Act (WIOA) providing a framework for Governors and states to make changes to their workforce systems. The federal law sets the parameters for the workforce system which is an integral part of the State's ability to serve jobseekers and employers. WIOA will enable the State to align workforce priorities across multiple partners, training providers, employers, and others to ensure we are creating a skilled workforce for today and the future.

An effective workforce development system will be built on a foundation of alignment, innovation, employer engagement, accountability structures and improved data. Arkansas will look beyond WIOA to set broad goals for a comprehensive workforce development system. We will do this by providing the highest quality of service to jobseekers and employers through well-coordinated approaches at the state and local levels. System access will be enhanced using technology and creative partnerships with community organizations and other service providers. While access will be improved for all jobseekers, the provision of services and training will be focused on those most in need and hardest to serve.

The four main goals in the State's Combined WIOA Plan are as follows:

Strategic Goal 1: Develop an efficient partnership with employers, the educational system, workforce development partners, and community -based organizations to deliver a platform that will prepare a skilled workforce for existing and new employers.

Strategic Goal 2: Enhance service delivery to employers and jobseekers.

Strategic Goal 3: Increase awareness of the State's Talent Development System

Strategic Goal 4: Address Skills Gaps

The Arkansas PY 2024 – 2027 Combined State Plan can be found at on the [ADWS Website](#).

Governor's Workforce Strategy

In February of 2023, Arkansas Gov. Sarah Huckabee Sanders signed an executive order establishing the governor's workforce cabinet and the chief workforce officer position.

The executive order states that the Workforce cabinet will advise the governor on issues regarding workforce development and career education in Arkansas, and the Governor’s Chief Workforce Officer (“CWO”), shall be appointed by the Governor and will coordinate, manage, and direct the Governor’s workforce development policies and career education strategy for the State of Arkansas. It is anticipated that the Governor’s Workforce Strategy will be published in early 2024. Local workforce areas should reference this publication during the planning phase of regional and local plans.

State Policy and Guidance

State policy can be found at <https://dws.arkansas.gov/workforce-services/workforce-innovation-wioa/wioa-plans>

Labor Market and Workforce Information.

A. Discover Arkansas

Labor Market Information Portal Arkansas Labor Market Information (LMI) is posted online using the <https://www.discoverarkansas.gov/> and is available to the public.

B. Arkansas State Plan Economic and Workforce Analysis

The Arkansas Combined State Plan includes an analysis of the current workforce. The data provided in Section II of the state plan under strategic elements may be very helpful to local boards in conducting a local area and regional economic and workforce analysis.

To provide local workforce boards in the state with tools for development planning in their own areas, data is available courtesy of the Arkansas Division of Workforce Services Labor Market Information (LMI) website, <http://www.discoverarkansas.gov>. The goal is to help stakeholders at the state and local level better understand future industry and occupational needs and to provide workforce development boards with the tools needed to better serve their areas.

PY 2024 - 2025 Performance Targets Template. (Attached)

Other Resources

- TEN 1-15; Promising Practices in Achieving Universal Access and Equal Opportunity: A Section 188 Disability Reference Guide; July 6, 2015
- TEGL 37-14; Update on Complying with Nondiscrimination Requirements: Discrimination Based on Gender Identity, Gender Expression and Sex Stereotyping are Prohibited Forms of Sex Discrimination in the Workforce Development System; May 29, 2015
- TEGL 05-23; Complying with Nondiscrimination Requirements: Discrimination Based on Actual or Perceived Religion, Shared Ancestry, or Ethnic Characteristics are Prohibited Forms of Discrimination in the Workforce System; November 3, 2023
- Americans with Disabilities Act (ADA)

PY2024 – PY 2025 Performance Targets Template

Appendix C: Local Area WIOA Negotiated Performance Goals

Name of local workforce development area:

WIOA Performance Measures	Local Area PY24-25 Performance Goals
Employment (Second Quarter after Exit)	
Adult	%
Dislocated Worker	%
Youth	%
Employment (Fourth Quarter after Exit)	
Adult	%
Dislocated Worker	%
Youth	%
Median Earnings (Second Quarter after Exit)	
Adult	\$
Dislocated Worker	\$
Youth	\$
Credential Attainment Rate	
Adult	%
Dislocated Worker	%
Youth	%
Measurable Skill Gains	
Adult	%
Dislocated Worker	%
Youth	%
Effectiveness in Serving Employers	
Adult	Baseline
Dislocated Worker	Baseline
Youth	Baseline

Contract #: _____



STATE OF ARKANSAS SERVICES CONTRACT

Contract #		Federal ID#	71-6003252
Service Type	Professional Consultant Services (PCS)	Procurement Method	Intergovernmental

- 1. Contracting Parties.** State of Arkansas is hereinafter referred to as the Department and contractor is herein after referred to as the Contractor.

Department No. & Name	0810 - Department of Workforce Services
Division	Not Applicable

Contractor Name	University of Arkansas		
Contractor Address	210 Administration Building, 1125 W. Maple. Fayetteville, AR. 72701-3124		
Contractor Number	9901350042	Minority/Women Owned Business	<input type="radio"/> Yes <input checked="" type="radio"/> No

- 2. Objectives, Scope, and Performance.** Identify, in reasonable detail, the objectives and scope of the contractual agreement and the methods the Department will use to determine whether the objectives of the contract (Contract) have been achieved. If space below is insufficient it may be supplemented with Attachment 4.

The Counselor Education Program at the University of Arkansas (the Contractor) is pleased to have the opportunity to submit this proposal to the Arkansas Division of Workforce Services (ADWS). The purpose of this proposal is to outline a plan of action designed to respond to the expressed needs of ADWS for a comprehensive WIOA Systems Evaluation and a series of Customer Service Surveys. The contractor shall work in cooperation with ADWS in the design and implementation of all surveys, analysis, assessments, and evaluations.

The purpose of the project is to three-fold: The contractor will complete WIOA Systems Evaluation and Customer Service Surveys in keeping with the specific requirements in the General Instructions and Information provided by ADWS.

SEE ATTACHMENT #4

- 3. Term Dates.** The original term (**Original Term**) of the Contract shall commence on 09/01/2023, and shall continue until 08/31/2024, unless earlier terminated or cancelled in accordance with the Contract or some other writing agreed to and signed by the parties, but in no event may the Original Term exceed a period of four (4) consecutive years from the effective date of the Original Term, unless exempt from Ark. Code Ann. § 19-11-238(c)(1). By written agreement of the parties, the term of the Contract may be extended or renewed for additional time beyond the Original Term. This allows for a total possible term (**Total Possible Term**) beyond the Contract's Original Term, as defined in the following paragraph.

Contract #: _____

The **Total Possible Term** of the Contract is a period comprised of the Original Term plus any extensions or renewals that may be agreed to by the parties in writing, but in no event longer than a period of seven (7) consecutive years from the effective date of the **Original Term**, unless otherwise provided by law. Subject to applicable law, the terms hereof, and an appropriation of necessary funding, the Total Possible Term of this Contract expires no later than 08/31/2024 (mm/dd/yyyy).

4. **Contractor's Performance Obligations.** Contractor, for the duration of the Contract and as consideration for the Department's payment as set forth below, shall provide the following to the Department:

PROJECT OBJECTIVES

Objective 1: Create evaluation tool to complete a local integration study encompassing a sample of Workforce Innovation and Opportunity Act Title I or Title III participants for three separate Local Workforce Development Areas.

Objective 1 –a: Evaluate the level of Co-enrollment and Co-funding of required WIOA partners.

Objective 1 –b: Evaluate the leveraging of Local Resources available in the Local Workforce Development Area.

SEE ATTACHMENT #5

The parties agree that this paragraph 4 of the Contract, and any incorporated attachment, fully sets forth the Contractor's performance upon which the Department's obligation to pay the Contractor is conditioned. (if the space provided is not enough to fully specify the Contractor's duty to perform and to identify the standards of satisfactory performance, the Contractor's covenant to perform must be set forth in Attachment 5 hereto, Performance Details, the terms of which, if any, are incorporated herein by reference.)

5. **Department's Payment Obligations.** Department, as consideration for the Contractor's satisfactory performance of the Contractor's Performance Obligations, as set forth above, shall pay the Contractor as follows:

Total projected cost of entire project, for the original term of the contract, is \$166,257.00. Monthly or periodic payments will be paid, as agreed upon, by both parties. It is understood that the entire amount is due no later than the end of the contract period.

The parties agree that this paragraph 5 of the Contract, and any incorporated attachment, fully sets forth all applicable rates, fees, charges, costs (transportation, per diem, subsistence, out-of-pocket allowances, and any other costs that may apply), and items for which the Contractor is entitled to payment under the Contract as consideration for Contractor's satisfactory performance of its obligations under the Contract. The Department shall not pay Contractor except as set forth. The parties also agree that the method(s) of determining the amount of payment corresponding to the Contractor's satisfactory performance is/are set forth in this paragraph 5 such that the total payment owed under the Contract can be determined by

reference thereto. (If the space provided is not enough to fully set forth the information needed to determine proper compensation owed by the Department for Contractor's satisfactory performance under the Contract, that information must be set forth in Attachment 2, Calculation of Compensation, the terms of which, if any, are incorporated herein by reference.)

Assuming: (a) Contractor's full and satisfactory performance under the Contract for the duration of the **Original Term**, and (b) the corresponding compensation identified in paragraph 5; the maximum number of dollars that the Department may be obligated to pay to the Contractor under the terms of the Contract for the Original Term is: \$ 166,257.00 (Initial Contract Amount).

Assuming: (a) Contractor's full and satisfactory performance under the Contract for the duration of its **Total Possible Term**, and (b) the corresponding compensation identified in paragraph 5, the maximum number of dollars that the Department may be obligated to pay to the Contractor under the terms of the Contract for the Total Possible Term is: \$ 166,257.00 (Total Projected Contract Amount).

If either the **Total Projected Contract Amount** or the amount the Department may be obligated to pay the Contractor in any given year of the **Original Term**, or the **Total Possible Term** of the Contract meets or exceeds the threshold of Ark. Code. Ann. § 19-11-265, the Contract shall be submitted for legislative review prior to its effective date.

6. **Terms and Conditions of Solicitation Incorporated and Order of Precedence.** The parties agree that the agreement in this Contract memorializes and incorporates by reference any and all written representations, warranties, terms, and conditions, set forth in the underlying solicitation document and the bid or proposal that became the basis of the Contract award, which representations, warranties, terms, and conditions continue in full force and effect unless expressly amended hereby.

Accordingly, the provisions of this memorialization of the Contract should be read as being consistent therewith and supplementary thereto to the extent reasonably possible. However, in the event of a conflict between the provisions of this memorialization and the specific provisions of the bid or proposal that was the basis of award, such conflict shall be resolved by giving priority to the documents in the order listed below, including but not limited to conflicting order of precedence provisions.

- A. This Contract, as may be amended in writing by the parties;
- B. The solicitation _____ (Solicitation number) including all Addenda;
- C. Contractor's response to the solicitation.

7. **Termination & Cancellation Clauses.**

- A. Non-Appropriation Clause Pursuant to §19-11-1012(11).** In the event the State of Arkansas fails to appropriate funds or make monies available for any biennial period covered by the term of this contract for the services to be provided by the Contractor, this Contract shall be terminated on the last day of the last biennial period for which funds were appropriated or monies made available for such purposes.

This provision shall not be construed to abridge any other right of termination the agency may have.

- B. For Convenience.** The Department may terminate this contract for any reason by giving the Contractor written notice of such termination no less than sixty (60) days prior to the date of termination.

- C. For Cause.** The Department may cancel this Contract for cause when the Contractor fails to perform its obligations under it by giving the Contractor written notice of such cancellation at least thirty (30)

days prior to the date of proposed cancellation. In any written notice of cancellation for cause, the State will advise the Contractor in writing of the reasons why the State is considering cancelling the Contract and may provide the Contractor with an opportunity to avoid cancellation for cause by curing any deficiencies identified in the notice of cancellation for cause prior to the date of proposed cancellation. The parties may endeavor to agree to reasonable modifications in the Contract to accommodate the causes of the cancellation for cause and avoid the cancellation, to the extent permitted by law, and at the discretion of each party individually.

8. Non-negotiable Governing Law and Venue.

A. This contract shall be governed by and construed in accordance with the Laws of the State of Arkansas. Exclusive venue arising under this Contract is Pulaski County, Arkansas.

B. Any legislation that may be enacted subsequent to the date of this Contract, which may cause all or any part of the Contract to be in conflict with the laws of the State of Arkansas, will be given proper consideration if and when this contract is renewed or extended. At such time, the parties agree that the Contract shall be amended to comply with any applicable laws in effect.

C. Under Arkansas law, the release of public records is governed by the Arkansas Freedom of Information Act found at Section 25-19-101 et. seq. of the Arkansas Code Annotated.

9. Non-negotiable Sovereign Immunity. Nothing in this Contract shall be construed as a waiver of the State's sovereign immunity. Any claims Contractor wishes to assert against the State in connection with this Contract shall be brought in the Arkansas State Claims Commission.

10. Non-negotiable Intergovernmental/Cooperative Use. In accordance with Arkansas Code Annotated § 19-11-249, any State public procurement unit may participate in this Contract with a participating addendum signed by the Contractor and approved by the chief procurement officer of the procurement agency issuing the contract.

11. Non-negotiable Disclosure Required by Executive Order 98-04. Any contract or amendment to a contract executed by an agency which exceeds \$10,000 shall require the Vendor to disclose information as required under the terms of Executive Order 98-04 and the Regulations pursuant thereto. The Vendor shall also require the subcontractor to disclose the same information. The Contract and Grant Disclosure and Certification Form shall be used for this purpose. Contracts with another government entity such as a state agency, public education institution, federal government entity, or body of a local government are exempt from disclosure requirements.

The failure of any person or entity to disclose as required under any term of Executive Order 98-04, or the violation of any rule, regulation or policy promulgated by the Department of Finance and Administration pursuant to this Order, shall be considered a material breach of the terms of the contract, lease, purchase

agreement, or grant and shall subject the party failing to disclose, or in violation, to all legal remedies available to the Agency under the provisions of existing law.

12. Compliance. The Contractor shall ensure, in cooperation with the Department, that the Contract adheres to the requirements of Arkansas procurement law, including without limitation the inclusion of any mandatory language and the submission of the contract for any required review. The signature of the Contractor on this Contract serves as an acknowledgement that the Contractor is:

A. Equally responsible with the Department for adhering to the requirements of Arkansas Procurement

Law related to the content and review of the Contract; and

B. Subject to the relevant ethical provisions of § 19-11-701 et seq.

- 13. Indemnity.** The Contractor shall be fully liable for the actions of its agents, employees, partners, and assigns and shall fully indemnify, defend, and hold harmless the Department, and their officers, agents, and employees from third party suits, actions, damages, and costs of every name and description, including attorney's fees to the extent arising from or relating to personal injury and damage to real or personal property, caused in whole or in part by the negligence or willful misconduct of Contractor, its agents, employees, partners, or assigns.
- 14. Assignment/Subcontracting.** Contractor shall not assign, sell, transfer, subcontract or sublet rights, or delegate responsibilities under this Contract, in whole or in part, without the prior written approval of the Department.
- 15. Amendments.** The terms of this Contract shall not be waived, altered, modified, supplemented or amended in any manner whatsoever without written approval of both parties. Any amendment that increases compensation or represents a material substantive change may require review by Legislative Council or Joint Budget Committee pursuant to Ark. Code Ann. § 19-11-265.
- 16. Records.** Financial and accounting records reasonably relevant to State of Arkansas transactions under this Contract shall be subject to examination by appropriate Arkansas government authorities for a period of five (5) years from the date of expiration, termination or cancellation and final payment under this Contract, provided, however, that such government authorities will provide thirty (30) days written notice to the Contractor of its intent to conduct such examination contemplated by this section; and provided that such examination occurs pursuant to a mutually agreed upon location, during normal business hours and subject to reasonable confidentiality obligations.
- 17. Non-waiver.** The failure by one party to require performance of any provision shall not affect that party's right to require performance at any time thereafter, nor shall a waiver of any breach or default of this Contract constitute a waiver of any subsequent breach or default or a waiver of the provision itself.
- 18. Severability.** If any provision of this contract is held unenforceable, all remaining provisions of this Contract shall remain in full force and effect.
- 19. Attachments.**
1. Certification of Contractor
 2. Calculation of Compensation, as applicable;
 3. Source of Funds
 4. Objectives, Scope, and Performance Standards, as applicable; and
 5. Performance Details, as applicable
 6. Additional Attachments as applicable
 - A.
 - B.
 - C.

Contract #: _____

20. Notices.

A. Method of Notice. The parties shall give all notices and communications between the parties in writing by (i) personal delivery, (ii) a nationally-recognized, next-day courier service, (iii) first-class registered or certified mail, postage prepaid[, (iv) fax, or (v) electronic mail to the party's address specified in this Contract, or to the address that a party has notified to be that party's address for the purposes of this section.

B. Receipt of Notice. A notice given under this Contract will be effective on
i. the other party's receipt of it, or
ii. if mailed, the earlier of the other party's receipt of it and the fifth business day after mailing it.

C. Issuance of Notice. All notices and communications between the parties in writing shall be directed to the respective parties in accordance with the following:

Contact #1 – Department Representative submitting/tracking this contract

Jennifer Shipley	DWS Program Operations Manager
Name	Title
(501) 683-0007	Jennifer.shipley@arkansas.gov
Telephone#	Email

Contact #2 - Department Representative with knowledge of this project (for general questions and responses)

Doss Burgess	Grants Manager, AE
Name	Title
(501) 541-7658	doss.burgess@arkansas.gov
Telephone#	Email

Contact #3 - Department Representative Director or Critical Contact (for time sensitive questions and responses)

Eddie Thomas	Assistant Director, AE
Name	Title
(501) 371-1028	eddie.thomas@arkansas.gov
Telephone#	Email

Contract No: _____

21. Technology Access. If the Commodities are electronic information processing hardware or software, including telecommunications hardware or software ("Information Technology"), then the Contractor represents and warrants it shall comply with federal and state law relating to accessibility by persons with visual impairments and nonvisual access standards established by the Division of Information System, which standards can be found at <https://www.dfa.arkansas.gov/images/uploads/procurementOffice/technologyAccessClause.pdf> and are included herein by reference, as applicable.

22. SIGNATURES

DEPARTMENT SIGNATURE CERTIFIES NO OBLIGATIONS WILL BE INCURRED BY A STATE DEPARTMENT UNLESS SUFFICIENT FUNDS ARE AVAILABLE TO PAY THE OBLIGATIONS WHEN THEY BECOME DUE.

IN WITNESS WHEREOF, the Parties sign and cause this Contract to be executed. Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract shall be the date provided in Section 3 above.

CONTRACTOR AUTHORIZED SIGNATURE

DEPARTMENT AUTHORIZED SIGNATURE

Kathy Scheibel

Charisse Childers

Printed Name

Printed Name

Director of Award Management, OSP

Ph.D. Director Arkansas Division of Workforce Service:

Title

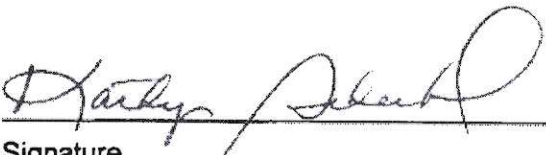
Title

316 ADMN, 1125 W. Maple St., Fayetteville, AR. 72701

Two Capitol Mall Little Rock, AR. 72023

Address

Address


Signature


Signature

6/28/2023
Date

7/26/23
Date

Contract #: _____

Attachment #1

CERTIFICATION OF CONTRACTOR

Sections A, B and C apply to all service contracts. Sections D and E apply to Professional and Consulting Services contracts only.

A. "I, Kathy Scheibel Director of Award Management
(Contractor) (Title)

certify under penalty of perjury that, to the best of my knowledge and belief, no regular full-time or part-time employee of the State of Arkansas will receive any personal, direct or indirect monetary benefits as a result of the execution of this contract that would violate the law." Where the Contractor is a widely-held public corporation, the term 'direct or indirect monetary benefits' "shall not apply to any regular corporate dividends paid to a stockholder of said corporation who is also a State employee and who owns less than ten percent (10%) of the total outstanding stock of the contracting corporation."

B. List any other contracts or subcontracts Contractor has with any other state government entities. (Not applicable to contracts between Arkansas state departments. If no contracts or subcontracts, please put "Not applicable" or "None.")

Arkansas Department of Workforce Services' RE-EMPLOYMENT SERVICE AND ELIGIBILITY ASSESSMENT (RESEA) IMPACT EVALUATION
Arkansas Rehabilitation Services' WIOA CAREER COUNSELING AND INFORMATION REFERRAL SERVICES

C. Is Contractor currently engaged in any legal controversies with any state agencies or representing any clients engaged in any controversy with any Arkansas state department? If no controversies, please put "Not applicable" or "None.")

None

D. Contractor shall list below, or on an attachment hereto, names, addresses, and relationship of those persons who will be supplying services to the State at the time of the execution of the contract. If the names are not known at the time of the execution of the contract, the Contractor shall submit the names along with the other information as they become known. Such persons shall, for all purposes, be employees or independent contractors operating under the control of the Contractor (sub-contractors), and nothing herein shall be construed to create an employment relationship between the departments and the persons listed below.

Name	Address	Relationship
Dr. Keith Vire	751 W Maple St. Fayetteville AR 72701	University of Arkansas colleague
Dr. Xinya Liang	751 W Maple St. Fayetteville AR 72701	University of Arkansas colleague
Dr. Julie Hill	751 W Maple St. Fayetteville AR 72701	University of Arkansas colleague

Contract No: _____

CERTIFICATION OF CONTRACTOR CONT'D

E. The State has no managerial responsibilities over the Contractor or Contractor's employees. In carrying out this contract, Contractor understands and represents that there is no employment relationship between the contracting parties.

F. By checking the box below, the Contractor certifies that Contractor: (1) does not boycott Israel and shall not boycott Israel during the aggregate term of the corresponding Contract.

☒ Contractor does not and shall not boycott Israel

Contract #: _____

Attachment #2

Calculation of Compensation

Calculation of Compensation (for Professional & Consulting Service Contracts Only):

- A. In the table below, provide the various levels of expertise, the number of personnel for each level, the compensation rate, and total for each level, as applicable.

Level of Personnel	Number	Compensation Rate	Total for Level
WIOA Systems Evaluation and Customer Survey	1	166,257.00	\$ 166,257.00
TOTAL COMPENSATION EXCLUSIVE OF EXPENSE REIMBURSEMENT(S)			\$ 166,257.00

- B. In the table below, provide any allowable reimbursable expenses, estimated rates, and a total for each level.

Reimbursable Expense Items (Specify)	Estimated Rate of Reimbursement	Total
TOTAL REIMBURSABLE EXPENSES		\$ 0.00

Total compensation inclusive of expense reimbursement: \$ 166,257.00

Annual Contract Amount: \$ 166,257.00

Calculation of Services and Commodities (for Technical & General Service Contracts Only):

- A. In the table below, as applicable, provide the various services to be rendered, the quantity, cost per item, and total cost.

Services	Quantity	Cost Per Item	Total Cost
TOTAL SERVICES			\$ 0.00

- B. In the table below, as applicable, provide the various commodities, quantity, cost per item, and total cost

Commodities	Quantity	Cost Per Item	Total Cost
TOTAL COMMODITIES			\$ 0.00

Total services inclusive of commodities: \$ 0.00

Annual Contract Amount: _____

Contract #: _____

Attachment #3

Source of Funds

Source of Funds the Department intends to draw on. This is provided for informational purposes only. It is required under Arkansas Procurement Law and is not a performance obligation of the Department or an unconditional promise to pay from the sources identified.

Fund Source	Identify Source of Funds *	Fund	Fund Center	Amount of Funding	% of Total Contract Cost
Federal Funds	Department of Labor	TES0100	2SD	\$ 166,257.00	100.0 %
					%
					%
					%
					%
					%
TOTALS				\$ 166,257.00	100.00 %

Identify whether State general revenue funds (GRF), special revenue funds (SRF), federal funds (FED), or other public funds (Other) are the source. Identify each specific source of SRF, such as special taxes or fees, in the "Identify Source of Funds" column. Similarly, if Other public funds, such as tobacco funds, general improvement funds, etc., are being used to pay the Contractor, these should be specified in the "Identify Source of Funds" column.

ATTACHMENT #4

The Contractor will work closely with ADWS, the Arkansas Workforce Development Board, and workforce partners throughout the evaluation process, and will implement processes and procedures necessary to ensure that accurate and relevant data are used for evaluation purposes.

For each assigned local area, contractors will interview leadership to identify partner programs and non-profits that collaborate with the Workforce Centers. For these partners, the contractor will document and report on the existence of memoranda of understanding between the ADWS and partners, written referral procedures, documentation of training for partners regarding the services provided or alternative print materials to assist in collaboration OR, an alternative method to refer clients between the partners effectively.

The contractor will research and identify entities in the assigned local areas that provide services to the specific targeted populations required in the Bid Solicitation Document (See Appendix A).

For all programs identified as Workforce Innovation and Opportunity Act (WIOA), Wagner-Peyser Act Employment Service programs, and Adult Education and Family Literacy Act (AEFLA) programs, the Contractor will identify, from a sampled participant list, whether clients were referred or co-enrolled in other programs, and will develop case studies on effectiveness of identifying and closing Skills-Gaps. The Contractor will interview staff for examples of skills-gap identification on either the occupation level, the demand level, or the skill-level based on interaction with an employer and will determine the services that were provided to address the skills-gap. The Contractor will also assess and report on the effectiveness of the services in achieving the objective using surveys, and interview techniques.

The Contractors will review a sample of Arkansas Workforce Centers against the State's certification policy and applicable laws and regulations for six centers (four comprehensive and two affiliate centers). Each of the six centers will be located in different Local Workforce Development Areas.

Contractors will conduct a customer service survey for exiting participants of WIOA Title I and Title III sampled over the most recent 12 months available.

ATTACHMENT #5

Objective 2: In the Comprehensive Centers for the 3 Local Areas selected for sampling, the Contractor will report case studies on effectiveness of identifying and serving individuals from targeted populations.

Objective 3: In the Workforce Centers assigned for the study, evaluate the extent to which innovative tools as well as emerging and current technology are used to enhance service delivery.

Objective 4: Review a sample of Arkansas Workforce Centers against the State's certification policy and applicable laws and regulations for four comprehensive centers and two affiliate centers. Each of the six centers selected will be located in different Local Workforce Development Areas.

Objective 5: Conduct a statewide customer service survey for business customers of WIOA Title I and Title III receiving services over the most recent 12 months available.

Objective 6: Review existing policies and procedures in Arkansas and in other states and make recommendations for changes that will lead to optimal efficiency in the provision of services in the state in the following areas:

Objective 6 – a: Geographic alignment; do workforce center locations provide optimum access for customers, both businesses and individuals, related to public transportation, urban vs. rural communities and other considerations?

Objective 6 – b: Demographic alignment; do workforce center locations provide optimum outreach and access to priority and underrepresented populations as identified in the state's data measures?

Objective 6 – c: Fiscal considerations; given rising costs associated with brick-and-mortar operations, what cost effective models can be implemented virtually to maintain the quality of services to our customers? How do we strike a balance between virtual and in-person services that ensures continued quality of services while lessening the financial impact of maintaining physical spaces?

Objective 7: Conduct additional research in Jefferson, Crittenden, Cross, Phillips, and St. Francis Counties in Arkansas. According to the American Community Survey (ACS), these counties have unemployment rates in excess of 4.5%, compared to the current statewide rate of 2.8%. The Contractors will attempt to document the factors that are responsible for this excessive unemployment rate and will make recommendations for change.

DELIVERABLES/PRESENTATION OF MATERIAL:

Written reports detailing project activities, methods of data collection, and data analysis will be provided to ADWS at designated times. These reports include: (1) Progress reports provided monthly and upon completion of major parts of the project as stated in the scope of work; (2) An Executive Summary which summarizes the major findings and recommendations; and (3) A Final Report which includes: background information, methodology used in the project, study findings, a discussion of the implications, and recommendations.

The Executive Summary and Final Report will be provided in print, disk, and electronic formats. Both the Executive Summary and Final Report will be appropriately bound to enhance access to the material. The data and the analysis of the data will be presented in charts, graphs, and tables, and in other configurations that promote access to and understanding of the information. Sample survey questions

will be included in the Final Report to assist in providing an understanding of the information presented. The Contractor will provide a sufficient number of reports to meet the needs of ADWS.

The contractor will provide evaluation status reports on a monthly basis on overall project goals. A preliminary report is due NLT March 30, 2024 and a final report NLT June 20, 2024.