



Hugh McDonald
SECRETARY OF
COMMERCE

Cody Waits
DIRECTOR OF
WORKFORCE
CONNECTIONS

ARKANSAS WORKFORCE CONNECTIONS ISSUANCE NUMBER PY 25-03

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

TO: Local Workforce Development Board
Chief Elected Officials
Local Workforce Development Board Administrators

SUBJECT: Local Workforce Development Board Annual Report Narrative

- Purpose:** To provide guidance to local workforce development boards regarding the content of the Workforce Innovation & Opportunity Act (WIOA) Annual Statewide Performance Report Narrative for WIOA Title I-B and the procedures for submission to the Arkansas Workforce Connections State Agency.
- References:** [USDOL - ETA Training and Employment Guidance Letter No. 05-18, Change 1](#)
- General Information:** Each state is required to submit an annual report to the U.S. Department of Labor by December 1st of each year for the previous program year's activities. The forthcoming annual report's narrative outline is provided for use in collecting local activities that will be incorporated into the State's annual report.
- Action Required:** Each local workforce development board shall submit an annual report narrative by **November 15th of each year**, or the first business day thereafter should that date fall on a weekend. The report should include activities for the previous program year July 1st – June 30th. Each local board should provide information on the activities below.

Arkansas Workforce Centers

Provide a list of the location's workforce centers operated throughout the program year. Indicate if any new workforce centers were opened during the year and if any centers were closed. Indicate for each center the type of center it is, comprehensive or affiliate.

WIOA Ongoing Activities

Provide a description of the activities in which the local board has engaged to successfully carry out the Workforce Innovation and Opportunity Act (WIOA) mission. The description should include promising practices in serving Youth, Adults, and Dislocated Workers.

Performance Outcomes

Include a chart displaying final performance outcomes for the previous program year, reflecting negotiated vs. actual rates for each performance indicator for Youth, Adult, and Dislocated Worker programs. For any performance indicators not met, provide a brief description of challenges faced and strategies implemented to achieve the goal in the current program year.

Employer Services

Include a description of the programs and strategies for serving employers at the local level. The description must include employer outreach and engagement strategies, as well as establishing clear guidelines for measuring effectiveness in serving employers.

Innovative Service Delivery

Present a description of the local area's unique programs and recent accomplishments. The local area should highlight any innovative service delivery strategies, including the use of technology and other unconventional methods used to serve WIOA participants and employers. This may also include information on special events, job fairs or programs.

Services to Targeted Populations

Description of the programs, initiatives, and strategies for serving targeted populations at the local level, including a description of how these populations priority of service is being implemented for all training programs. As well as a description of efforts and strategies employed by the local board to increase enrollments of individuals in these populations. Below is a list of targeted populations:

- a) Veterans
- b) Social Security Insurance (SSI)
- c) Social Security Disability Insurance (SSDI)
- d) Supplemental Nutrition Assistance Program (SNAP)
- e) UI Claimant
- f) Long Term Unemployed
- g) Low-Income Persons
- h) TANF Recipients
- i) Receives Public Assistance (not TANF)
- j) Ex-offenders
- k) Single Parent
- l) Displaced Homemaker
- m) Migrant
- n) Homeless
- o) Foster Care
- p) Out-of-School Youth
- q) Basic Skills Deficient Youth
- r) Limited English

Partnerships

Describe efforts used to collaborate with WIOA required and additional partners, to serve customers. The description may include processes for co-enrollments, referrals, common intake, or similar efforts. Special emphasis should be placed on partnerships with, included but not limited to, community-based organizations, governmental entities, outside of the WIOA ecosystem, and educational institutions.

Leveraging Resources

Describe efforts to leverage additional resources, including funding. Explain the use of additional support from other entities.

Waivers

If applicable, provide a brief description of each waiver that has been approved, or utilized, along with the progress for achieving the outcomes related to those waivers.

Continuous Improvement

A description of the local area's efforts for continuous improvement of the services offered in the Arkansas Workforce Centers through customer satisfaction feedback.

Optional: Describe other efforts for overall WIOA system improvements.

Success Stories

The local area should highlight 1-2 significant successes experienced by their customers and provide media releases for those individuals. Pictures of the individuals are highly encouraged and should be submitted as .jpeg file attachments. Success stories should be submitted as an attachment using the success story template provided by Arkansas Workforce Connections.

5. **Submission Instructions:** Submit electronically to wioa@arkansas.gov. The annual report narrative should be in an MS Word file. Pictures may be embedded in the MS Word file; however, any pictures used shall also be submitted electronically as the original .jpeg file. The report, in its' entirety, should not exceed ten pages.
6. **Inquiries:** Questions regarding this issuance should be directed to wioa@arkansas.gov and to your Regional Program Advisor.
7. **Attachments:** (1) Media Release. (2) Success Story Template
8. **Expiration Date:** Ongoing