



Hugh McDonald
SECRETARY OF COMMERCE

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DIRECTOR
DIVISION OF WORKFORCE SERVICES

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ISSUANCE NUMBER PY 22-10

January 31, 2023

FROM: Charisse Childers, Ph.D., Director

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

SUBJECT: Certification of Local Workforce Development Boards

I. Purpose: The purpose of this issuance is to announce the development of ADWS Policy No. WIOA I-B – 6.5 (*Certification of Local Workforce Development Boards*), which elaborates on information in the *CEO Membership Guide for Local Workforce Development Boards*; and to provide basic instructions to Local Workforce Development Boards (LWDBs) regarding the certification of such boards.

II. References:
WIOA § 107
20 CFR 679
Arkansas Act 907 of 2015
A.C.A. § 15-4

III. General Information: A.C.A. § 15-4-3709 requires that in every local development area (LWDA) there is a local workforce development board (LWDB) certified by the governor at least once every two (2) years. This local board must consist of representatives of specific positions who were nominated by specific entities, as described in A.C.A. § 15-4 and Arkansas Policy No. WIOA I-B – 6.5 (*Certification of Certification of Local Workforce Development Boards Policy and Procedures*). Certification is based on proper membership of the LWDB and on proper actions taken by the LWDB.

IV. Action Required:

All required documentation listed in ADWS Policy No. WIOA I-B - 6.5, section E.4 must be uploaded to the LWDA's permanent maintenance file through the ADWS SharePoint System. Additionally, local areas must submit a completed Local Workforce Development Board Certification packet to wioa@arkansas.gov by **COB on March 15, 2023**.

V. Inquiries: All questions or concerns may be submitted to wioata@arkansas.gov.

VI. Attachments:

- ADWS Policy No. WIOA I-B – 6.5 (*Certification of Local Workforce Development Boards Policy and Procedures*)
- CEO Membership Guide for LWDBs, Attachment A (Board Member Appointment Form)
- CEO Membership Guide for LWDBs, Attachment B (Certification of Local Workforce Development Boards)

VII. Expiration Date: June 30, 2024