



Hugh McDonald
SECRETARY OF COMMERCE

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DIRECTOR
DIVISION OF WORKFORCE SERVICES

DIVISION OF WORKFORCE SERVICES ISSUANCE NUMBER PY 23-11

March 15, 2024

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 updates and changes to ADWS Policy No. WIOA I-B – 6.5 (*Certification of Local Workforce Development Boards*), through ADWS Policy No. WIOA I-B – 6.5, Change 1.

II. References:

WIOA § 107
20 CFR part 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 workforce development area (LWDA) there is a local workforce development board (LWDB) certified by the Governor at least once every two (2) years. Each LWDB 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, Change 1 (*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, Change 1, section D.4 must be uploaded to both the LWDA's permanent maintenance file through the ADWS SharePoint system and submitted to WIOA@arkansas.gov by close of business (COB) on **May 15, 2024**.

V. Inquiries: All questions or concerns must be submitted to WIOATA@arkansas.gov.

VI. Attachments:

- ADWS Policy No. WIOA I-B – 6.5, Change 1 (*Certification of Local Workforce Development Boards Policy and Procedures*)

VII. Expiration Date: June 30, 2026.