




Hugh McDonald  
SECRETARY OF COMMERCE

Cody Waits  
EXECUTIVE DIRECTOR OF  
WORKFORCE CONNECTIONS

Training and Supportive Services Issuance  
NUMBER PY 25-05

April 18, 2026

**FROM:** Cody Waits, Executive Director <sup>CW</sup>  
Eddie Thomas, Director- Office of Employment & Training 

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

**SUBJECT:** Training and Supportive Services Program Cost Categories

1. **Purpose:** To update the program costs categories in AWIS for Training and Supportive Services.
2. **References:** Training and Employment Guidance Letter (TEGL) 16-22
3. **Background:** TEGL 16-22 clarified the definition of the *Training Expenditures* line item for U.S. Department of Labor (USDOL) Employment Training Administration (ETA)-9130 financial reports. The clarification indicated that supportive services provided to enable participation in training should be included in the *Training Expenditures* line item of the report. As a result, Arkansas updated the program cost categories in the AWIS financial reporting system to reflect this definition (i.e., supportive services for training not reported separately).
4. **Change:** Effective April 1, 2026, AWIS program costs categories will be updated to separate the "supportive services to enable participation in training" from the other "training" costs (i.e., tuition, fees, etc.). Subsequently, the AWIS line items will be combined at the state level for ETA-9130 reporting purposes.

There will also be a separate line item in AWIS for "supportive services to enable participation in career services" (i.e., not for training purposes).

In addition, all program year 2026 (PY26) subawards will reflect the updated categories as listed above. Youth subawards will reflect the update as of April 1, 2026. Adult and Dislocated Worker subawards will reflect the update as of July 1, 2026.

5. **Action Required:** Local Workforce Development Board Administrators must make necessary updates to track and report training and supportive services expenditures separately as detailed above.
6. **Inquiries:** Questions may be submitted to Angela Cook, Assistant Director – Office of Employment & Training, at [Angela.Cook@arkansas.gov](mailto:Angela.Cook@arkansas.gov).
7. **Effective Date:** April 1, 2026Issuance 1.docxIssuance 1.pdf
8. **Expiration Date:** Continuing.