

## ALABAMA WORKFORCE INVESTMENT SYSTEM

Office of Workforce Development  
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June 9, 2005

GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY2001-11, Ch. 4

**SUBJECT:** PY2004 Participant Carryover Process

1. **Purpose.** This directive establishes the WIA statewide carryover procedure for PY04.
2. **Discussion.** Participant activity in WIA programs is reported on a program year basis beginning July 1, of the current year and ending on the following June 30. Due to required fund tracking, there may be project numbers with funding from PY03 and PY04 allocations. The first digit of the contract/project number reflects the fund allocation year, not the program year.

In order to carryover participant records in a timely manner, an automatic year end conversion procedure has been developed that will carry over all active participant records. However, Incumbent Worker, National Emergency Grant, and younger youth skill attainment goals will not be carried over to the new program year.

3. **Action.** All exits for PY04 must be entered in the system no later than June 30, 2005. Effective July 1, 2005, all active participant records, excluding those listed above, will be automatically moved to the new program year.

The conversion will end all open service and achievement objectives 6/30/2005. The new service and achievement objective start date will be July 1, 2005. **The appropriate Local Area staff must link to the new project number. However, the Information Management/Reporting staff will link the project numbers for the 65-County Local Area.**

Local Area staff must also complete the Activity Service Record to show the new project number and the start date of July 1, 2005. Write **Conversion PY04** on services that were carried over.

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The **younger youth skill attainment** goal(s) set prior to July 1, 2005, will remain the same until the goal(s) is attained (up to 12 months). The new project numbers for youth skill attainment goals will be used for setting any new goals as of July 1, 2005.

New Enrollments with an Actual Start Date of July 1, 2005, or later will be processed in the normal manner using the Eligibility Form and Activity Services Record.

4. **Contact.** Any questions concerning this directive should be directed to your Information Management/Reporting contact person.

A handwritten signature in black ink, appearing to read "Steve Walkley", written over a horizontal line.

Steve Walkley, Division Director  
Workforce Development Division