

KAY IVEY
GOVERNOR



GREG CANFIELD
SECRETARY OF COMMERCE

STATE OF ALABAMA
December 5, 2022

MEMORANDUM

GLWA PY 22-03 Change 1

TO: Workforce Innovation and Opportunity Act (WIOA) Youth Program
Providers in the Governor's Local Workforce Area (GLWA)

FROM: Tracey Smith, Workforce Development ^{TS}
Manager Governor's Local Workforce Area

SUBJECT: Governor's Local Workforce Area (GLWA) Youth Provider Staff Time
Allocation

The purpose of this memo is to clarify the Governor's Local Workforce Area Youth Provider staff time allocation policy. **In order to be reimbursed each month, providers must submit timesheets to document their staff's regular work hours** to the Workforce Development Division's Accounting Section. Documentation of the hours worked by Youth Provider staff is required with the monthly invoice.

The original memo caused confusion instructing Providers that the requirement to allocate and document their staff's time between Program or Work-Based Learning funding was no longer required as of July 1, 2022.

Questions concerning this policy should be submitted to the GLWA Youth email address: youth@commerce.alabama.gov.

For all invoicing questions, contact your assigned staff in the Workforce Development Division's Accounting Section.