

ALABAMA WORKFORCE DEVELOPMENT SYSTEM

Alabama Department of Workforce
Workforce Development
401 Adams Avenue
Montgomery, Alabama 36130

ADMINISTRATIVE DIRECTIVE No. PY24-01

SUBJECT: Workforce Administrative Directive (AD) Procedure

Purpose: This initiates the Workforce Administrative Directive system. This rescinds the GWID PY14-01.

Effective Date: May 1, 2025

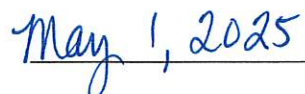
Discussion: The Administrative Directive (AD) system is being developed in order to provide official policy and instructions for programs and activities carried out under the Workforce Innovation and Opportunity Act (WIOA). These policies should be distributed to all local areas, career center staff, program operators, and/or anyone involved in the Workforce system. These policies should be retained as they will remain in effect as long as necessary before they are superseded.

Action: This directive system will continue to use the same prefix system, i.e. PY25, will denote policies and instructions issued between July 1, 2025 and June 30, 2026. The number after the program year is sequential order. Each Program Year, the "PY25" will change to the new program year.

Contact: Any questions regarding the Directives should be directed to Margaret Henderson at Margaret.Henderson@commerce.alabama.gov.



Tammy Wilkinson, Division Director
Workforce Development



Date