

Alaska Workforce Investment Board Oversight Timeline and Responsibilities for Required State and Federal Reports

REPORT	TIMELINE	PREPARED BY	ROLE OF THE AWIB
<p>Training Provider Performance Report – AKA Report to the Legislature</p> <p>This report is required in state statute. Report annual to the legislature, by the 30th day of the regular legislative session on the performance and evaluation of training programs in the state</p>	<p>Report is due 30 days after the first day of the legislative session.</p> <ul style="list-style-type: none"> ✓ January 2013 Draft to the Ex Co.* ✓ Final approval by the Ex Co at the February 2013 meeting. <p>*There is a time crunch for this report due to the required due date and gathering of prior year data from providers. Some of the wage data is not finalized until the end of December</p>	<p>Research and Analysis prepares the report.</p> <p>AWIB staff prepares the cover letter and executive summary.</p> <p>Research and Analysis delivers report to the Legislature.</p>	<p>The AWIB provides the cover letter and executive summary which is prepared by AWIB staff for review by the assessment and evaluation committee.</p> <p>The assessment and evaluation committee forwards to the Ex Co for final approval.</p>
<p>State Integrated Plan</p> <p>Five year plan submitted to the federal Employment Training Administration The key elements of the new integrated plan are:</p> <ol style="list-style-type: none"> 1) state workforce strategic plan; 2) state operational plan; and 3) assurances <p>*This plan was originally the state unified plan which was for 2000 – 2005.</p>	<p>DUE September 15, 2012</p> <ul style="list-style-type: none"> ✓ Begin work on plan after May 9 AWIB meeting and May 10 Ex Co meeting. ✓ June 12th update to Ex Co on progress ✓ July 10th update to Ex Co on progress ✓ August 10th update to Ex Co (draft) for review ✓ September 11th final draft to Ex Co for approval 	<p>Division of Business Partnerships</p> <p>Employment Security Division</p> <p>AWIB Staff</p>	<p>The AWIB is responsible for reviewing the report and preparing information in the report specific to the AWIB.</p> <p>Assessment and evaluation committee review AWIB content.</p> <p>Youth council reviews youth programs content.</p> <p>Forwards to Ex Co for approval.</p>

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WIA Annual Report Report submitted annually to the Secretary of Labor. Reports on the workforce Investment Act Title 1-B programs	DUE October 1, 2012 ✓ Update to the Ex Co September 11th . Final approval by Ex Co via electronic email.	Division of Business Partnerships Employment Security Division AWIB Staff	The AWIB is responsible for reviewing the report and preparing information in the report specific to the AWIB. The assessment and evaluation committee and the youth council review the report and forward to the Ex Co for final approval.
One Stop Grant Application (for Research and Analysis) This is for the coming federal fiscal year. This is submitted annually.	Due September 1, 2012 ✓ Update to the Ex Co August 14th for signature.	Research and Analysis	The AWIB/Ex Co approves the application and Research and Analysis submits to the feds.
One Stop Progress Report (Research and Analysis) This is submitted annually.	✓ Update to the Ex Co September 11th for signature	Research and Analysis	The AWIB/Ex co approves the progress report and Research and Analysis submits to the feds.
Adult Basic Education Office of Vocational and Adult Education – Federal Department of Education	Due Mid April each year ✓ Update to the Ex Co at the April Ex Co meeting.	Employment Security Division Adult Basic Education	The AWIB/Ex Co reviews proposed performance levels. The AWIB Executive Director writes a letter to the ABE Director to submit to the feds.
Mature Alaskans Seeking skills Training (MASST) Training State Plan Update. Every four years.	Due September 15, 2012 ✓ Update to the Ex Co August 14th	Employment Security Division provides an update to the AWIB/Ex Co prior to submitting report to the feds.	No action is required.