

OFFICE OF THE GOVERNOR

BOB RILEY
GOVERNOR



STATE OF ALABAMA

OFFICE OF WORKFORCE DEVELOPMENT

DR. MATTHEW HUGHES
DIRECTOR

MEMORANDUM #2009-FLDSVC-021

DATE: April 21, 2009
TO: Career Center Managers, WIA Managers
FROM: Susan (Miller) Norman
Associate Director of Field Services
RE: Dept. of Human Resources Referral

Attached is a referral form that will be provided to you from the Dept. of Human Resources. As you know, it is a Dept. of Labor requirement that public assistance recipients be given priority of service. This form provides you with the following data element validation:

- Name
- Date of Birth
- Verification of current public assistance status

We will continue to require a copy of the Social Security card for the WIA file. This provides you and these participants a much more efficient means of completing a WIA eligibility application and allows us to serve more people who meet this criteria.

SMN

Attachments

c: Matthew Hughes
Mickey Hutto
Ben Barnes
Tracey Varner