

**Division Of Employment & Rehabilitation Services  
Workforce Innovation and Opportunity Act (WIOA) Title I-B  
Informational Broadcast (IB)  
25-007**

**Service Reporting, Data Entry and Documentation Procedural Guide -  
WIOA Title I-B Programs (Adult, Dislocated Worker, Youth)  
*Effective May 12, 2025***

This Informational Broadcast is to inform all Local Workforce Development Boards (LWDB) and interested parties that Exhibit “*Service Reporting, Data Entry and Documentation Procedural Guide - WIOA Title I-B Programs (Adult, Dislocated Worker, Youth)*” has been added to the Arizona Department of Economic Security’s [Workforce Innovation and Opportunity Act \(WIOA\) Resources webpage](#), under the **Resources by Topic** tab and under **Arizona Job Connection (AJC)**. The exhibit is intended to provide procedural guidance for the WIOA Title I-B Adult, Dislocated Worker (DW) and Youth Programs, supplementing the policies and resources in the WIOA Policy and Procedure Manual. All WIOA Title I-B Program data entry and documentation requirements outlined in this guide are applicable to Arizona’s system of record, Arizona Job Connection (AJC).

- Direct link to [Service Reporting, Data Entry and Documentation Procedural Guide - WIOA Title I-B Programs \(Adult, Dislocated Worker, Youth\)](#)

All requests for clarification regarding implementation should be sent to the Program [Oversight and Support team](#) at [wioaprogram@azdes.gov](mailto:wioaprogram@azdes.gov).

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