

AMERICAN SAMOA WORKFORCE INNOVATION OPPORTUNITY ACT (AS WIOA)

Annual Narrative Report



MAP OF THE PACIFIC ISLANDS

Abstract

This narrative emphasizes on Successes
and Updates from PY 2021 2022- 2023

7/1/2022 to
6/30/2023

Table of Contents

Table of Contents.....	1
Introduction.....	2
Vision and Goals for American Samoa Workforce System.....	2-3
WIOA Program Updates.....	3
Program Indicators.....	4-6
Workforce Statistics.....	6-14
American Samoa Workforce Development Board.....	15-13
Career Pathways.....	13-16
Success Stories.....	21-23
Conclusion.....	24

Introduction

In a community inhabited with different cultures and principles, the territory of American Samoa has enabled vast diversity amongst its workforces. The strength and integrity of the relationship between the Employers and Employees, whether in the government, for-profit or non-profit organizations, private sectors, or semi-autonomous agency has afforded opportunities of growth. Career advancement often goes hand in hand with increased responsibility, expertise, and contribution. As employees acquire new skills and take on more challenging roles, they should be rewarded with fair and equitable compensation. Career advancement typically requires a level of stability within an organization. Employees need a supportive environment where they can focus on developing their skills and pursuing advancement opportunities without excessive fear of job insecurity. Organizations that prioritize stability through fair employment practices and long-term growth strategies can foster an atmosphere conducive to career growth.

Vision: The American Samoa Workforce is built through hard-working Employees, dependable Employers, and a collaborative community of Partnership.

Goal: To equip individuals with Educational and Employment barriers to foster the skills and knowledge recommended in the workforce.

The American Samoa WIOA Programs provide the following services to its participants – Training, Supportive, and Follow-up.

WIOA Title I is administered by the Workforce Innovation Opportunity Act (WIOA) Division under the Department of Human Resources, American Samoa Government (ASG). In collaboration with WIOA core partners – 1. Office of Rehabilitation (VR) and 2. Adult Education and Family Literacy Program (AEFLP), the success of the Training, Supportive, and Follow-up services rely heavily on the performance measures set forth by the Governor and the American

Samoa Workforce Development Board (ASWDB) and approved in the State Plan. Program services provided by WIOA, American Samoa:

- ✓ Self-Service
- ✓ Participant Applications
- ✓ Participation Orientation
- ✓ Walk-ins
- ✓ New Employer Registration
- ✓ Employer Served

ADULT PROGRAM PERFORMANCE INDICATORS

PERFORMANCE INDICATORS	PY 2022 Expected Level	PY 2022 Negotiated Level	PY 2023 Expected Level	PY 2023 Negotiated Level
Employment (Second Quarter after Exit)	60.0	60.0	60.0	60.0
Employment (Fourth Quarter after Exit)	60.0	60.0	60.0	60.0
Median Earnings (Second Quarter after Exit)	2,350	2,350	2,350	2,350
Credential Attainment Rate	60.0	60.0	60.0	60.0
Measurable Skills Gain	50.0	50.0	50.0	50.0
Effectiveness in Serving Employers	Not Applicable	Not Applicable	Not Applicable	Not Applicable

DISLOCATED PROGRAM PERFORMANCE INDICATORS

PERFORMANCE INDICATORS	PY 2022 Expected Level	PY 2022 Negotiated Level	PY 2023 Expected Level	PY 2023 Negotiated Level
Employment (Second Quarter after Exit)	60.0	60.0	60.0	60.0
Employment (Fourth Quarter after Exit)	60.0	60.0	60.0	60.0
Median Earnings (Second Quarter after Exit)	2,350	2,350	2,350	2,350
Credential Attainment Rate	60.0	60.0	60.0	60.0
Measurable Skills Gain	50.0	50.0	50.0	50.0
Effectiveness in Serving Employers		Not Applicable		Not Applicable

	Not Applicable		Not Applicable	

Office of Vocational Rehabilitation (OVR) – Negotiated Levels of Performance Indicators

PERFORMANCE INDICATORS	PY 2022 Expected Level	PY 2022 Negotiated Level	PY 2023 Expected Level	PY 2023 Negotiated Level
Employment (Second Quarter after Exit)	baseline	baseline	baseline	baseline
Employment (Fourth Quarter after Exit)	baseline	baseline	baseline	baseline
Median Earnings (Second Quarter after Exit)	baseline	baseline	baseline	baseline
Credential Attainment Rate	baseline	baseline	baseline	baseline
Measurable Skills Gain	baseline	baseline	baseline	baseline
Effectiveness in Serving Employers	Not Applicable	Not Applicable	Not Applicable	Not Applicable

Adult Education and Family Literacy Program (AEFLP) – Negotiated Levels of Performance Indicators

Performance Indicators	PY 2022 Expected Level	PY 2022 Negotiated Level	PY 2023 Expected Level	PY 2023 Negotiated Level
Employment Second Quarter after Exit	17.0	11.0	19.0	11.1
Employment Fourth Quarter after Exit	17.0	11.0	19.0	11.1
Median Earnings (Second Quarter After Exit)	\$7,099	\$700	\$8899	\$750
Credential Attainment Rate	100.0	11.0	100.0	11.1
Measurable Skill Gains	42.0	20.0	45.0	20.0
Effectiveness in Serving Employers	Not Applicable	Not Applicable	Not Applicable	Not Applicable

Apprenticeship State Expansion (ASE), AS – The Workforce Innovation Opportunity Act (WIOA) services depend heavily on its core agencies for the efficient functionality of the WIOA programs as well as the Apprenticeship State Expansion (ASE) grant. Although the ASE program came to an end in June 2023, American Samoa was able to register 3 Apprenticeship programs – Teacher Aide, Information Technology, and Finance Tech. American Samoa was able to compile its reports on DOL’s required RAPIDS system in September 2022. It surely is a milestone for the Department of Human Resources, American Samoa to encore registered apprenticeship programs (for the first time) however it was a collaborative effort administered by its Eligible Training Providers (ETP) – American Samoa Government agencies, the overall RTI- American Samoa Community College (ASCC) and the continuous assistance and guidance of Apprenticeship USA.

Registered Apprenticeship Program (RAP)	Related Training Information Providers (RTI)	Eligible Training Provider (ETP)	#of active Apprentices
Teacher Aide – Teach the WORLD	American Samoa Community College (ASCC)	Department of Education	104
Information Technology – Apprenticeship Technology	American Samoa Community College (ASCC)	American Samoa Government	22
Finance Tech – Accelerate in Finance	American Samoa Community College	American Samoa Government	7

SOURCE: RAPIDS System - [Home - RAPIDS 2.0 \(appiancloud.com\)](#)

In reference to the American Samoa Conditionally Approved State Plan Modification, it was agreed upon that amongst the American Samoa Workforce Innovation Opportunity Act (AS WIOA) alongside its core partners – Office of Vocational Rehabilitation (OVR) and the Adult Education Literacy and Extended Learning (AELEL) Program agreed to report on any ETA waivers however, there are none available upon writing this Annual Narrative Report.

The two approaches that American Samoa has chosen for the Effectiveness in Serving Employers are: 1. Retention with the Same Employer 2. Employer Penetration Rate

	American Samoa	
Label	Number	Percent
SCHOOL ENROLLMENT		
Population 3 years and over in households enrolled in school	16,751	100.0%
Nursery school, preschool or pre-kindergarten	895	5.3%
Kindergarten	1,480	8.8%
Elementary school (grades 1-8)	8,300	49.5%
High school (grades 9-12)	4,395	26.2%
College, graduate or professional school	1,681	10.0%
EDUCATIONAL ATTAINMENT		
Population 25 years and over in households	25,724	100.0%
Less than 9th grade	1,101	4.3%
9th to 12th grade, no diploma	1,804	7.0%
High school graduate (includes equivalency)	13,736	53.4%
Some college, no degree	3,216	12.5%
Associate's degree	2,457	9.6%
Bachelor's degree	2,029	7.9%
Graduate or professional degree	1,381	5.4%
High school graduate or higher	22,819	88.7%
Bachelor's degree or higher	3,410	13.3%
VOCATIONAL TRAINING		
Population 16 years and over in households	32,727	100.0%
Completed requirements for vocational training program	5,659	17.3%
Did not complete requirements for vocational training program	27,068	82.7%

MARITAL STATUS		
Males 15 years and over in households	16,753	100.0%
Never married	6,690	39.9%
Now married, except separated	8,974	53.6%
Separated	190	1.1%
Widowed	532	3.2%
Divorced	367	2.2%
Females 15 years and over in households	17,085	100.0%
Never married	6,005	35.1%
Now married, except separated	8,831	51.7%
Separated	249	1.5%
Widowed	1,521	8.9%
Divorced	479	2.8%
FERTILITY		
Women 15 to 24 years in households	3,963	(X)
Children ever born	899	(X)
Per 1,000 women	227	(X)
Women ever married	351	(X)
Children ever born	495	(X)
Per 1,000 women	1,410	(X)
Women 25 to 34 years in households	3,092	(X)
Children ever born	5,228	(X)
Per 1,000 women	1,691	(X)
Women ever married	1,875	(X)
Children ever born	4,372	(X)
Per 1,000 women	2,332	(X)
Women 35 to 44 years in households	3,015	100.0%
Children ever born	9,128	(X)
Per 1,000 women	3,028	(X)
No children	524	17.4%
1 child	417	13.8%
2 children	440	14.6%
3 children	470	15.6%
4 children	404	13.4%
5 or more children	760	25.2%

Women ever married	2,494	(X)
Children ever born	8,452	(X)
Per 1,000 women	3,389	(X)
MARITAL EVENTS		
Males 15 years and over in households	16,753	(X)
Married last year	314	(X)
Per 1,000 men	18.7	(X)
Widowed last year	105	(X)
Per 1,000 men	6.3	(X)
Divorced last year	51	(X)
Per 1,000 men	3.0	(X)
Females 15 years and over in households	17,085	(X)
Married last year	303	(X)
Per 1,000 women	17.7	(X)
Widowed last year	257	(X)
Per 1,000 women	15.0	(X)
Divorced last year	87	(X)
Per 1,000 women	5.1	(X)
TIMES MARRIED		
Males 15 years and over in households	16,753	(X)
Never married	6,690	(X)
Ever married	10,063	100.0%
Once	9,186	91.3%
Two times	769	7.6%
Three or more times	108	1.1%
Females 15 years and over in households	17,085	(X)
Never married	6,005	(X)
Ever married	11,080	100.0%
Once	10,292	92.9%
Two times	741	6.7%
Three or more times	47	0.4%
MEDIAN DURATION OF CURRENT MARRIAGE		
Males 15 years and over in households	18.0	(X)
Married, spouse present	18.7	(X)
Married, spouse absent	12.4	(X)

Separated	19.5	(X)
Females 15 years and over in households	18.2	(X)
Married, spouse present	18.7	(X)
Married, spouse absent	12.9	(X)
Separated	21.6	(X)
GRANDPARENTS AS CAREGIVERS		
Grandparents in households living with one or more own grandchildren under 18 years	3,974	100.0%
Grandparent responsible for grandchild	2,527	63.6%
Less than 6 months	157	4.0%
6 to 11 months	117	2.9%
1 or 2 years	368	9.3%
3 or 4 years	373	9.4%
5 years or more	1,512	38.0%
VETERAN STATUS		
Civilian population 18 years and over in households	30,341	100.0%
Civilian veterans	1,055	3.5%
Has no service-connected disability rating	418	1.4%
Has a service-connected disability rating	637	2.1%
DISABILITY STATUS FOR THE CIVILIAN POPULATION IN HOUSEHOLDS		
Total civilian population in households	48,553	100.0%
With a disability	4,376	9.0%
Civilian population under 18 years in households	18,212	100.0%
With a disability	294	1.6%
Civilian population 18 to 64 years in households	27,228	100.0%
With a disability	2,714	10.0%
Percent employed	(X)	37.7%
No disability	24,514	90.0%
Percent employed	(X)	57.8%

Civilian population 65 years and over in households	3,113	100.0%
With a disability	1,368	43.9%
RESIDENCE IN 2015		
Population 5 years and over in households	44,174	100.0%
Same house	34,753	78.7%
Different house in American Samoa	6,607	15.0%
Outside American Samoa	2,814	6.4%
Samoa	1,098	2.5%
Tonga	34	0.1%
Other Oceania	143	0.3%
Asia	532	1.2%
Philippines	227	0.5%
Vietnam	90	0.2%
United States	986	2.2%
Elsewhere	21	0.0%
PRIMARY REASON FOR MOVING		
Population 5 years and over in households who have moved since April 1, 2015	9,421	100.0%
Employment	1,000	10.6%
Military	185	2.0%
Housing	96	1.0%
Family-related	203	2.2%
Natural disaster	2,590	27.5%
To attend school	1,669	17.7%
Other	3,678	39.0%
PLACE OF BIRTH AND YEAR OF ENTRY		
Population in households	48,736	100.0%
Born in American Samoa	28,058	57.6%
Born in the United States	2,971	6.1%
Born in other U.S. Island Area or Puerto Rico	24	0.0%
Born elsewhere	17,683	36.3%
Entered 2010 to March 2020	4,711	9.7%
Entered before 2010	12,972	26.6%

One or both parents born in American Samoa, other U.S. Island Area, Puerto Rico, or the United States	1,865	100.0%
Entered 2010 to March 2020	449	24.1%
Entered before 2010	1,416	75.9%
Neither parent born in American Samoa, other U.S. Island Area, Puerto Rico, or the United States	15,818	100.0%
Entered 2010 to March 2020	4,262	26.9%
Entered before 2010	11,556	73.1%
Born in other U.S. Island Area, Puerto Rico, or the United States	2,995	100.0%
Entered 2010 to March 2020	1,465	48.9%
Entered before 2010	1,530	51.1%
PLACE OF BIRTH FOR THE POPULATION IN HOUSEHOLDS BORN OUTSIDE THE U.S. ISLAND AREAS, PUERTO RICO, AND THE UNITED STATES		
Population in households born outside American Samoa, other U.S. Island Areas, Puerto Rico, and the United States [1]	17,683	100.0%
Born in Asia	2,200	12.4%
Philippines	1,291	7.3%
Other Asia	909	5.1%
Born in Oceania	15,378	87.0%
Samoa	13,952	78.9%
Tonga	704	4.0%
Other Oceania	722	4.1%
Born elsewhere	105	0.6%
MOTHER'S PLACE OF BIRTH		
Population in households	48,736	100.0%
Born in American Samoa	16,255	33.4%
Born in the United States	1,690	3.5%
Born in other U.S. Island Area or Puerto Rico	28	0.1%

Born elsewhere	30,763	63.1%
FATHER'S PLACE OF BIRTH		
Population in households	48,736	100.0%
Born in American Samoa	15,100	31.0%
Born in the United States	1,622	3.3%
Born in other U.S. Island Area or Puerto Rico	27	0.1%
Born elsewhere	31,987	65.6%
LANGUAGE SPOKEN AT HOME AND ABILITY TO SPEAK ENGLISH		
Population 5 years and over in households	44,174	100.0%
English only	1,444	3.3%
Language other than English	42,730	96.7%
Speak English "very well"	19,411	43.9%
Speak English less than "very well"	23,319	52.8%
Pacific Island languages	41,546	97.2%
Samoaan	38,835	90.9%
Speak English "very well"	17,889	41.9%
Speak English less than "very well"	20,946	49.0%
Tongan	913	2.1%
Speak English "very well"	268	0.6%
Speak English less than "very well"	645	1.5%
Other Pacific Island languages	1,798	4.2%
Speak English "very well"	899	2.1%
Speak English less than "very well"	899	2.1%
Asian languages	945	2.2%
Speak English "very well"	196	0.5%
Speak English less than "very well"	749	1.8%

American Samoa Workforce Development Board (ASWDB)

Established in March 2022 with its new members and a new appointed Chairwoman in July of the same year, the American Samoa Workforce Development Board is in full capacity to move forward with its Roles and Responsibilities, as well as its paramount affiliation to the WIOA programs. The ASWDB first person-to-person meeting took place in April 2023. The ASWDB meeting agenda and helpful links are available here: [American Samoa Workforce Development Board \(aswdb.com\)](http://www.aswdb.com). However, plans for development of the WIOA Title I – Adult, Youth, and Dislocated Worker programs will rely heavily on data/survey responses and or site visits for Federal evaluations. In February of 2023, Federal Project Officer Patricia O’Sullivan and DOL Accountant Alyssa Zionc conducted its onsite visit in American Samoa. The purpose of the visit was to review various WIOA title I program requirements, discuss the status on program activities, and review program and fiscal systems that American Samoa uses for implementing and managing its WIOA title I programs.

Staff efforts to provide data/survey responses/timely site visits for Federal evaluations:

American Samoa have been utilizing the Hiring Information System (HIS) (hireamericansamoa.com) to input required data for participants. American Samoa have been able to submit program-specific (numbers and narratives) quarterly and annual reports that are submitted to the Department of Labor. American Samoa will continue the collaboration efforts with the agencies and departments as well as private sectors/local businesses however it will work closely with guidance and input from the American Samoa Workforce Development Board (ASWDB) to re-design youth activities to support a 12-month experience of workforce investment activities, training, education, and support services.

Department of Human Resources (DHR)/Workforce Innovation Opportunity Act (WIOA) will better plan and execute its services and initiatives for the Youth population and most

importantly to follow WIOA Section 128(b)(2) or (b)(3) by working closely with guidance from the American Samoa Workforce Development Board. With this huge development for Grant/Program compliance, the American Samoa Workforce Development Board will determine the demonstrated effectiveness of the WIOA programs and services following a comprehensive performance evaluation based on a review of data and performance outcomes. The WIOA administration and staff will work together with the ASWDB as well as the Department of Labor team to expand on Youth activities and programs moving forward. ASWDB will facilitate discussions with key sectors of the business community to provide unsubsidized employment opportunities for WIOA eligible participants as part of the experience.

The creation and implementation of a One-stop center for American Samoa is HIGH PRIORITY for the American Samoa Workforce Development Board (ASWDB). State methodologies and response rates are not reported in accordance with 20 CFR 678.800 as tedious reviews and committee approvals from the ASWDB need to take place.

Progress made in achieving the state's strategic vision and goals, as described in the state's Unified or Combined State Plan, for developing its workforce and meeting employer needs to support economic growth and economic self-sufficiency.

The strategic Vision (based on the American Samoa conditionally approved State Plan) is “The American Samoa Workforce Development System Will Improve access to Education, Economic Opportunity, and Employment for the job seeker’s community-especially those that are challenged with skills and knowledge that are required in the departments/agencies and private sectors; strong and competitive Employers enable a Strong and Sustainable economy.”

Goal 1: American Samoa Workforce Development Board (ASWDB) should meet regularly to strategize a plan of action for the issues underlying access to Education, Economic, Opportunity, and Employment. Note: Main challenges that need to be addressed are the “internal controls” of the grant funding as well as the program policies and procedures underlining ‘eligibility requirements’ deemed by the Department of Labor.

Strategy 1: Create Policies and Procedures that underline the Education and Training for persons with Disabilities.

In working closely with the Office of Vocational Rehabilitation Program (OVR), they have done a tremendous job in ascertaining the equalization of opportunities afforded to the population of disabled individuals. Internal policies and procedures mandated by OVR are below:

1. Continuous outreach to employers/businesses to recruit and hire people with disabilities will consistently be encouraged through engagement with Department of Commerce, Department of Human Resources job bank, Chamber of Commerce, core partner DHR Employment of Training Division, etc.
2. Increase outreach to employers to recruit and hire people with disabilities. This will include identifying any measurable skill gains that result from the customers acquisition of an industry recognized credential. VR counselors will actively coordinate employer recruitment, work-based learning experiences, internships, apprenticeships and pre-apprenticeships, OJT and any other supports for any qualified VR customers.
3. Consultation to employers will be provided on disability etiquette, accessibility, and accommodation needs. Referral assistance to help retain an employer’s workforce following an

injury or the onset of a disability will also be provided. OVR counseling staff will provide nonlegal, best practice disability etiquette training.

4. OVR business services will conduct bi-annual employer/business satisfaction surveys to measure effectiveness in business engagement; and

5. OVR staff will continue to promote and support National Disability Employment Awareness Month events. These events will include employer champions who actively recruit and retain persons with disabilities in their workforce.

6. Increase utilization of labor market analysis to gain a comprehensive understanding of target occupational environments by increased analyzing of job trends and factors to promote strategic placement activities for VR consumers.

Progress made in implementing sector strategies and career pathways.

In addition to the success of 3 Registered Apprenticeship programs in American Samoa, the Career Pathways identified through this great effort are Teacher Aide, Finance Tech, and Information Technology. As underlined in the Goal for WIOA, the primary focus of NEEDS is with Education and Barriers to Employment. The Work-based Learning (WBL) and On-the-Job training (OJT) services have afforded the qualified participants the opportunity to gain hands-on experience as well as earn a paycheck. As the leading agency for the WIOA grant, the Department of Human Resources have been able to streamline the due processes of manpower to meet the NEEDS of both employees and employers. As a required program of Title I, the YOUTH population is also served year-round, but its main event is the Summer Youth Employment Program (SYEP).

- Policy: Eligibility Services to determine eligibility for WIOA participation are provided to registered participants. The minimum eligibility requirements for WIOA adult services include: •
 - U.S. citizen or otherwise legally entitled to work in the U.S.
 - • Age 18 or older
 - • Selective Service

WIOA services are provided to eligible individuals following an interview, evaluation or assessment and career planning if they are determined by a WIOA partner career planner to be appropriate:

- ✓ Unlikely or unable to obtain or retain employment leading to self-sufficiency through individualized career services.
- ✓ In need of training services to be able to obtain or retain employment leading to self-sufficiency.
- ✓ Have skills and qualifications to successfully participate in the program of training services.
- ✓ Select a program of training services directly linked to employment opportunities in the area or another area they are willing to relocate.
- ✓ Unable to obtain other grant assistance for such services such as the Federal Pell Grants or require additional assistance beyond that already provided by such grants.
- *Out-of-school YOUTH expenditure*
- Our target population remains the same ensuring serving in school youth and out of school youth, with the small minimum amount allotted to serve these targeted populations with barriers we have estimated it is not enough to fulfill our goals and services for a successful

youth development and to help adulthood and economic independence. Goals are built on developing the skills and competencies, introducing them to work sites, and much more.

Although, the total out of school that seeks us for employment increases every year.

The state's performance accountability system

The first step to developing an effective structure of reporting for all core programs under the American Samoa Workforce Innovation Opportunity Act (AS WIOA) as well as incorporating Vocational Rehabilitation and Adult Learning and Literacy operation into the plan is, a meeting with all key sectors. As mentioned earlier, since the development of the American Samoa Workforce Development Board, Chairwoman has scheduled meetings with the key sectors as well as ASWDB meetings in general. The State Plan has definitely outlined the structure for which ASWDB should comply with in order to develop and sustain WIOA programs. That in mind, WIOA will better identify its primary indicators of performance and submit reports accordingly.

Activities provided with the funds reserved by the governor, which mean be up to 15% of the state's allotment.

American Samoa hosts its Summer Youth Employment Program for the individuals ages 14-24; this is the biggest activity that is also strongly supported by the Governor's Reserve. The WIOA number of participants for Summer 2023 is 150. Over the years, this SYEP has enabled and equipped the YOUTH population in pursuing their field of interest or a career path. In the last 3 years, enrollment for the Summer Youth Employment program ranges from 500 to 1000 participants. The program incorporates hands-on-training with Employers of the government, private and for-profit organizations, as well as the semi-autonomous organizations in the learning

paid/non-paid experience. The buy-ins from our Employers have been exponential as this is an avenue that is utilized to properly assess job seekers for the hard-to-find positions that are needed in their agencies or establishments.

SYEP 2022 (June 2023 to August 2023)

Title: My Opportunity” Name: Charity Tuu Age: 21

Joining SYEP this year gave me a different perspective of the work force in a different field. I come from a family of educators, and I feel like I have been in education my whole life. So, working for DHSS Childcare program gave me a fresh outlook in a different field. Lessons learned from the field are punctuality (come to work on time), consistency, collaboration, following protocol, patience, hard work and more. These were lessons learned from the division I worked with and the people I worked with. I am not a person of many words but working here helped me find my voice and be able to work with others.

Rapid Response activities and layoff aversion, which may include:

American Samoa understands the vitality and crucial NEED of Rapid Response in its operations, especially in preparation of natural disasters, however in the time of this writing, the American Samoa Workforce Development Board (ASWDB) have not discussed the current plans (described in the Modified State Plan).

Activities provided under the Wagner-Peyser Act Employment Service section 7(b) – American Samoa does not have the Wagner Peyser program.

Any national Dislocated Worker Grants (DWGs)– Not Applicable

1. Technical Needs for the Workforce System

Setback of procuring the vendor for the Hire American Samoa System is an internal issue

however American Samoa WIOA is working diligently with the Procurement Office to finalize

the payment of the selected vendor. The local Procurement PAYMENT PROCESS is initiated by the local Department either through a Purchase Order, Direct payment Voucher, Travel Authorization (TA), or Contract. These payment methods are discussed in more detail in Treasury's Accounts Payable Policies and Procedures Manual. All purchase/travel requests must be authorized by the department director or designee. The following is a brief summary of the above- mentioned payment methods. Paperless Purchasing and Purchase Order Payments made through Purchase Orders (PO) are initiated with a purchase Request (PR) webform using the Paperless Process on IFAS. The PR is initiated by the authorized workflow user and uploaded into the system and encumbered in IFAS. Once it is authorized by the department director, it is then forwarded to the Budget Office, where it is reviewed and approved against budgetary allocation. After the PR has been approved by Budget, it is forwarded to the Procurement Office for further action. Workflow's audit feature allows the department finance officer to determine the status of the PR and conducts follow up to ensure completion of the request and acquisition. The Procurement Office, upon approval from the Chief Procurement Officer, selects a vendor, generates a Purchase Order (PO), enters the PO number in IFAS, and Procurement provides a copy of the PO to the vendor as authorization for the shipment/delivery of goods. Paperless Purchasing enables Purchasing Division to transcribe a PR to a PO. When the goods are delivered, the Procurement Office completes a receiving report (RR) in the Paperless Webform, once completed and verified by a representative from the originating department examines the goods and authorizes receipt. All documents are forwarded to AP for further action. In the meantime, the vendor creates an invoice for payment of goods or services. Vendors should be directed to provide their invoices to Procurement. In the case of off-island vendors, the invoice will typically arrive before the goods are delivered. In such cases, Accounts Payable will hold

the invoice pending receipt of the completed receiving report from Procurement. Once Accounts Payable (AP) has all of the necessary financial documents (PR, PO, Invoice, RR), they prepare a payment voucher, which is reviewed and signed off by the AP manager. Completed payment vouchers are then forwarded to the Finance Division for review.

- Improve data collection and Data Analysis.
- Meeting our Objectives & Goals, improving the work quality and deliverable in our Preparation, Planning, Implementation, especially Reporting Deadlines.
- Comprehensive understanding of the DOL regulations: clarity, accountability, terms, deadlines, integrity, etc.

2. *Promising practices, lessons learned, and success stories that focus on serving employers, communities, and individuals with barriers to employment, including information based on the state's evaluation and related research projects.*

For the WIOA programs, the following are Success Stories from Adult, Dislocated

Worker, and Youth participants Success Story from a YOUTH PARTICIPANT

YOUTH participant to ADULT career service – Leann Sele, 21 years old

that was given to me. It came to a point where I realized that, the most valuable lessons are learned through experience rather than reading or being told about them.

Overall, as I'm still learning and gradually growing, my advice for the upcoming participants is to manifest quietly and pace yourself. Always aim for perfection even when it's not. Stay committed to what you really want and push yourself past your limits, because really, there is no limit. Be willing to give yourself that fire of a mindset that'll not only help you on the long run, but also during tough situations. In life, everything is just noise, you choose how you want to live

in this world. Never think your dreams are too big or too small, speak it into existence and it'll surely come to you and in all that you do, never forget to put God first.

3. *Any challenges the state workforce system faces, which may include policy, implementation, or other relevant challenge.*

The overarching challenges are the 'internal processes and procedures' that are contradictive of the compliance rules and regulations of DOL.

Solution: Address the challenges to the American Samoa Workforce Development Board (ASWDB) as they are the governing body that will review and approve WIOA programs and activities, especially matters pertaining to the funding.

Conclusion

To progress to future jobs, workers need tools to enhance their skills, adapt to emerging trends, and stay competitive in the evolving job market. Some of the key aspects that can help workers succeed includes lifelong learning, digital literacy, adaptability and flexibility, critical thinking, and problem-solving skills. Continuous learning is crucial for staying relevant in the future job market. Workers need opportunities to acquire new knowledge and skills throughout their careers. This can involve formal education, online courses, workshops, seminars, and self-directed learning. As technology continues to advance, workers must possess a solid foundation in digital literacy. Proficiency in using digital tools, understanding data analysis, and Microsoft Office which will significantly improve employability. Future jobs may require workers to be adaptable and flexible in their roles. The ability to quickly learn new tasks, adapt to changing work environments, and embrace new technologies is crucial. Workers should be open to upskilling, reskilling, and cross-training to take advantage of emerging opportunities.