

ARIZONA DEPARTMENT OF ECONOMIC SECURITY



WORKFORCE INNOVATION AND
OPPORTUNITY ACT POLICY MANUAL

CHAPTER 3 – FISCAL POLICIES
SECTION 400

SUBJECT: TRANSFER OF FUNDS

400 BACKGROUND AND PURPOSE

The Workforce Innovation and Opportunity Act (WIOA) allows the transfer of funds between the WIOA Title I-B Adult and Dislocated Worker (DW) Program funding streams, to allow Local Workforce Development Boards (LWDBs) the flexibility to provide services in areas of greatest need. This policy contains the requirements for the transfer of funds between WIOA Title I-B programs and includes instructions on how to submit requests for transfers of the funds to the Arizona Department of Economic Security (ADES) for approval.

References: Workforce Innovation and Opportunity Act (WIOA) of 2014 (P. L. [113-128](#)), WIOA Final Rules 20 CFR [§ 683.130](#).

401 TRANSFER OF FUNDS

LWDBs and local Chief Elected Officials (CEOs) may request to transfer up to 100 percent of their allocated funding for Adult and DW activities during a Program Year (PY) between the Title I-B Adult Program and Title I-B DW Program.

.01 Transfer of Funds Limits

- A. LWDBs may not transfer funds to or from the WIOA Title I-B Youth Program.
- B. When requesting a transfer, the LWDB must provide the following rationale to ADES to support the request:
 - 1. The situation that necessitates the transfer of funds, which must include labor market information and other economic conditions that contributed to the need for the transfer request.
 - 2. An estimate of the number of Adults and DWs expected to be served if the transfer of funds is granted, and an explanation of how the transfer will impact participant levels in both the Adult and DW programs, along with ensuring that priority of service levels will be met.

3. An explanation of the effect of the transfer of funds on current providers of training and other services, which includes the impact on jointly funded employment and training programs in the local ARIZONA@WORK Job Center.
 4. The expected change in WIOA performance outcomes, in terms of percentage (e.g., an increase in the employment rate) for both funding streams, if funding is better aligned with participants' needs in the LWDB.
- C. When the LWDB is requesting a transfer from the WIOA Title I-B Adult or DW program, the balance of the program from which the funds are requested must not be \$0.
 - D. When considering the transfer of funds between the WIOA Title I-B Adult and DW programs, career and training services must continue to be made available to both Adults and DWs at the ARIZONA@WORK Job Center, through their remaining WIOA Title I-B funds, or through other partner programs.

.02 Requesting a Transfer

- A. The LWDB Director and LWDB Chair must complete and sign the *ADES Transfer of Funds Request Form, WIO-1075A*, (found on the website [Exhibits- Fiscal Policies](#)), and submit the form to the Division of Employment and Rehabilitation Services (DERS) by following the submittal instructions listed on the form.
- B. DERS will review the request, and provide written notification to the LWDB of the approval or denial of the request, within 30 calendar days of the date the request was received.
- C. When a request is denied, DERS will include an explanation and provide additional information or steps the LWDB may take to have the request reconsidered.

402 REQUIREMENTS FOR REQUESTING TRANSFER OF FUNDS

The following is required for all transfer of funds requests:

- A. The signatures (digital or wet) of the LWDB Director and Chair, indicating concurrence with the CEO and approval of the transfer of funds request.

- B. All transfer of funds requests are subject to the “Sunshine Provision” of WIOA [Section 107\(e\)](#), which requires that LWDBs make their intentions regarding transfers of funds available for public comment and for discussion in open meetings.

403 REPORTING OF TRANSFERRED FUNDS

Expenditures of all monies transferred between local WIOA Title I-B Adult and DW programs are reported on the *Arizona Department of Economic Security Accrued Expenditure and Cash Report*, under the program from which the funds were transferred.