



**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 Areas (LWDAs) the flexibility to provide services in areas of greatest need. This policy contains the requirements for transfer of funds between WIOA Title I-B programs, and includes instructions on how to submit requests for transfers of the funds to Arizona Department of Economic Security for approval, as well as provisions for requesting transfer of unexpended Rapid Response funds to the Title I-B Dislocated Worker Program

References: Workforce Innovation and Opportunity Act (WIOA) of 2013 (P.113-128), WIOA Final Rules 20 CFR 683.130

401 TRANSFER OF FUNDS

A Local Workforce Development Board (LWDB) and chief elected official (CEO) may request to transfer up to 100 percent of its allocated funding for Adult and Dislocated Worker activities funds during a Program Year (PY) between the Title I-B Adult Program and Title I-B DW Program.

When a LWDA has fully expended their allocation of Dislocated Worker funds, unobligated Rapid Response funds may be used for Dislocated Worker services, provided the LWDA maintains a minimum funds balance described in Section 401.01 (E) below, for contingent Rapid Response activities.

.01 Transfer of Funds Limits

- A. LWDB may not transfer funds to or from the WIOA Title I-B Youth Program.
- B. Prior to requesting a transfer the LWDA must take into consideration:
 1. Employment and service needs of (both jobseekers and employers);
 2. Current labor market information;

- 3. Consistency with the broader strategies in the local plan; and
 - 4. Impact on the LWDA's negotiated levels of performance; Negotiated performance measures are not affected by a transfer of funds..
- C. When the LWDB is requesting a transfer from the WIOA Title I-B Adult or DW programs the balance of the program from which the funds are requested must not be \$0.
 - D. All Title I-B Dislocated Worker funds must be expended to request a transfer of unexpended Rapid Response funds to the DW program.
 - E. LWDA's must reserve a percentage of Rapid Response funds for Rapid Response activities:

Recommended Reserve under each Grant Allocation	
At the end of 12 months	50%
At the end of 18 months	25%
At the end of 24 months	0%

- F. When considering transfer of funds between the WIOA Title I-B Adult and Dislocated Worker Programs, career and training services must continue to be made available to both Adults and Dislocated Workers at the ARIZONA@WORK Job Center.

.02 Requesting a Transfer

- A. The Director and LWDB Chairperson must complete and sign the *Transfer of Funds Request Form* (xxxx) and submit the form to the Division of Employment & Rehabilitation Services (DERS) Finance & Budget Unit in the Arizona Department of Economic Security (ADES).
- B. The DERS Finance and Budget Unit will review the request and provide a written notification to the LWDA of the approval or denial of the request with 30 days of date the request was received.
- C. When a request is denied, the DERS Finance and Budget Unit will include an explanation and provide additional information or steps

the LWDA may take to have the request reconsidered.

402 REQUIREMENTS FOR REQUESTING TRANSFER OF FUNDS

All transfer requests are subject to the “Sunshine Provision” of WIOA Section 107(e) and require LWDBs make their intentions regarding transfers available for public comments and discussion in open meetings.

The LWDB must ensure that a copy of the approved request is filed with the local plan and notification of the approval is communicated to the LWDB Chairperson, the Chief Elected Official (CEO), ADES, and the LWDA Director(s), as appropriate.

403 REPORTING OF TRANSFERRED FUNDS

Expenditures of all monies transferred between local WIOA Title I-B Dislocated Worker and Adult programs are reported on the *Arizona Department of Economic Security Accrued Expenditure and Cash Report*, **under the program from which the funds were transferred**. Additionally, Rapid Response funds used for serving participants in the WIOA Title I-B Dislocated Worker program will be reported as expenditures under the Rapid Reponse allocation.