



**NORTH CAROLINA DEPARTMENT OF COMMERCE
DIVISION OF WORKFORCE SOLUTIONS**

DWS Operational Guidance Number: OG 11-2021

Date: May 14, 2021

**Subject: Voluntary Transfer of Workforce Innovation
and Opportunity Act (WIOA) Funds**

From:

**Chet Mottershead
Acting Assistant Secretary for Workforce**

Purpose: To transmit procedures for voluntary transfers of WIOA funds between Local Workforce Development Areas (Local Areas) and to rescind PS 09-2016.

Background: Local Areas may negotiate a voluntary transfer of current Program Year funds with the approval of the Workforce Development Board Chairman and the Chief Local Elected Official of both Local Areas, and the concurrence of the Division of Workforce Solutions (DWS).

Action: Upon receipt of Administrative Adjustment (AA) requests, with required documents (attached) from the participating Local Areas, the DWS will issue Notices of Fund Availability (NFA) reducing funds from the donor and increasing funds for the recipient. Funds must be transferred within a single funding category. Each Local Area involved must submit an AA request via the Workforce Information System Enterprise (WISE) to the Local Area Plan to remove or add funds.

Donor Local Areas must ensure that the amount of funds available to be drawn down is greater than the amount of the proposed transfer. The donor Local Area must also ensure that the amount of the transfer does not reduce the Program Year fund availability below actual expenditures. Administrative funds may be transferred only if in conjunction with Program (formula) funds.

Transfers involving WIOA Adult and Dislocated Worker funds retain the following: 20% expenditure maximum for incumbent worker training and 10% expenditure maximum for transitional jobs. Each maximum is calculated on the increased funding level for the recipient Local Area and the reduced funding level of the donor Local Area.

Transfers involving Youth funds retain the 75% required expenditure minimum for Out-of-School Youth; the 75% minimum is calculated on the

increased funding level for the recipient Local Area and on the reduced funding level for the donor. Transfers involving WIOA Youth funds retain the 20% required expenditure minimum to provide In-School and Out-of-School Youth with paid and unpaid work experiences. Each minimum is calculated on the increased funding level for the recipient Local Area and the reduced funding level of the donor Local Area.

All transfer requests and transfer forms must be submitted to the DWS by the last working day of the month of May of the current year.

Effective Date: Immediately

Expiration: Indefinite

Contact: DWS Planner

Attachments:

1. WIOA Voluntary Transfer Request for Local Workforce Development Area Releasing Funds
2. WIOA Voluntary Transfer Request for Local Workforce Development Area Receiving Funds

**Workforce Innovation and Opportunity Act Voluntary Transfer Request
for
Local Workforce Development Area Releasing Funds**

Name of Local Area Releasing Funds: _____

Name of Local Area to Receive Funds: _____

Program Year: _____

Release

	Administrative (4010)	\$
	WIOA Adult (4020)	\$
	WIOA Dislocated Worker (4030)	\$
	In-School Youth (4040) (PC-0000)	\$
	Out-of-School Youth (4040) (PC-0001)	\$

Comments:

Local Area Authorization for Releasing Funds:

Workforce Development Board (WDB) Chairman

Chief Local Elected Official (CLEO)

WDB Chairman Signature

Date

CLEO Signature

Date

Workforce Development Board Director

WDB Director Signature

Date

**Workforce Innovation and Opportunity Act Voluntary Transfer Request
for
Local Workforce Development Area Receiving Funds**

Name of Local Area Receiving Funds: _____

Name of Local Area to Release Funds: _____

Program Year: _____

Receive

	Administrative (4010)	\$
	WIOA Adult (4020)	\$
	WIOA Dislocated Worker (4030)	\$
	In-School Youth (4040) (PC-0000)	\$
	Out-of-School Youth (4040) (PC-0001)	\$

Comments:

Local Area Authorization for Receiving Funds:

Workforce Development Board (WDB) Chairman

Chief Local Elected Official (CLEO)

WDB Chair Signature

Date

CLEO Signature

Date

Workforce Development Board Director

WDB Director Signature

Date