

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

**DWS POLICY STATEMENT NUMBER: PS 16-2015**

**Date: September 4, 2015**

**Subject: Transfer of Program Year 2014 WIA Adult/Dislocated  
Worker Funds within a Local Area and Voluntary  
Transfer of PY 2014 WIA Funds to other Local Areas**

**From:**

William H. Collins, Jr.  
Assistant Secretary for Workforce Development

**Purpose:**

To allow for the one time internal transfer of local formula funds between Program Year 2014 Workforce Investment Act (WIA) Adult and Dislocated Worker Programs and to allow for one time voluntary transfer of local Program Year 2014 formula funds between local Workforce Development Areas.

**Background:**

In accordance with the WIA Final Rule at 20 Code of Federal Regulations (CFR) Section 667.140, Local Workforce Development Boards could transfer up to 20% of a Program Year (PY) allocation for Adult employment and training activities, and up to 20% of a Program Year allocation for Dislocated Worker employment and training activities between the two programs. The percentage was subsequently increased to 30% in the consolidated Appropriations Resolution 2003 Public Law 108-7. The U.S. Department of Labor gave waiver approval for transfers up to 50% as requested in North Carolina's WIA PY 2012 Integrated State Workforce Plan.

North Carolina is required to track, manage, and report Adult and Dislocated Worker expenditures by fund and by Program Year of each allotment portion at the State level. Since local fund transfers impact the State's allotments, as well as State and local fund availability, the Division has established procedures to manage transfers to facilitate accurate reporting to U.S. Department of Labor.

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

**Action:**

Local Workforce Development Areas may transfer up to 50% of the base Adult and Dislocated Worker allocations of the Program Year 2014 allocation if they have not previously reached the 50% limit.

Transfer requests must be submitted in the Workforce Information System Enterprise (WISE) as an Administrative Adjustment. Upon approval of Administrative Adjustment requests, with required documents (forms attached), from the participating Local Areas, the Division will issue Notices of Fund Availability (NFAs) reducing funds from the donor and increasing funds for the recipient. Funds must be transferred within a single cost category. Each Local Area involved must submit an Administrative Adjustment 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 2014 fund availability below actual expenditures.

Transfers involving PY 2014 Youth funds retain the 30% required expenditure minimum for out-of-school Youth; *i.e.*, the 30% minimum is calculated on the increased funding level for the recipient Local Area and on the reduced funding level for the donor.

PY 2014 Transfer requests must be submitted to the Division by December 1, 2015.

<b>Effective Date:</b>	Immediately
<b>Expiration:</b>	December 31, 2015
<b>Contact:</b>	Division Planning & Policy Development
<b>Attachments</b>	Voluntary Transfer Forms (2)

**Expired**

**Workforce Investment 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 2014

		Amount
Release:	<input type="checkbox"/> Administration (2010)	\$ _____
	<input type="checkbox"/> WIA Adult Funds (2020)	_____
	<input type="checkbox"/> WIA Dislocated Worker Funds (2030)	\$ _____
	<input type="checkbox"/> WIA Youth Funds (2040)	\$ _____

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Local Area Authorization for Releasing Funds:

\_\_\_\_\_  
Workforce Development Board (WDB) Chairman

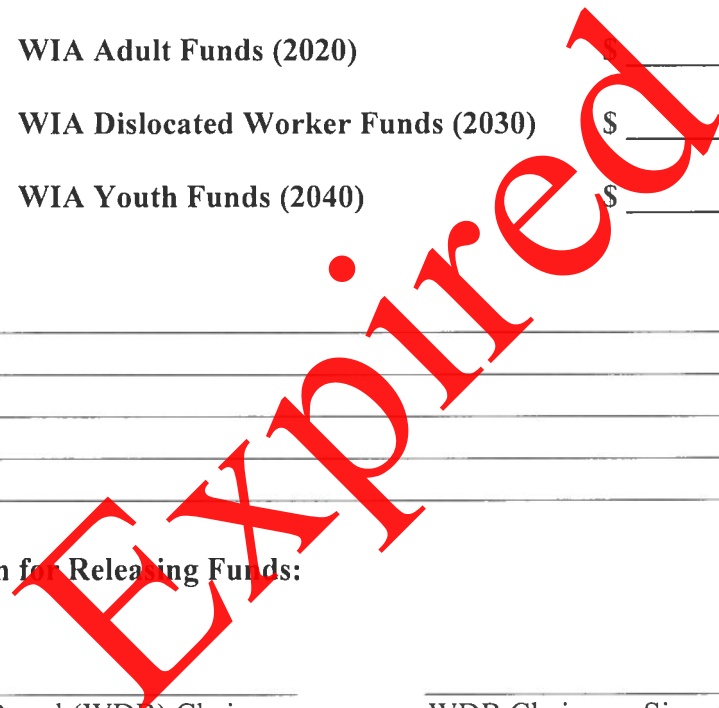
\_\_\_\_\_  
WDB Chairman Signature                      Date

\_\_\_\_\_  
Chief Elected Official (CEO)

\_\_\_\_\_  
CEO Signature                                      Date

\_\_\_\_\_  
WDB Director

\_\_\_\_\_  
WDB Director Signature                      Date



**Workforce Investment 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: \_\_\_\_\_

		<b>Amount</b>
Receive:	<input type="checkbox"/> Administration (2010)	\$ _____
	<input type="checkbox"/> WIA Adult Funds (2020)	\$ _____
	<input type="checkbox"/> WIA Dislocated Worker Funds (2030)	\$ _____
	<input type="checkbox"/> WIA Youth Funds (2040)	\$ _____

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Local Area Authorization for Receiving Funds:

\_\_\_\_\_  
Workforce Development Board (WDB) Chairman

\_\_\_\_\_  
WDB Chairman Signature                      Date

\_\_\_\_\_  
Chief Elected Official (CEO)

\_\_\_\_\_  
CEO Signature                                      Date

\_\_\_\_\_  
WDB Director

\_\_\_\_\_  
WDB Director Signature                      Date

