



COMMONWEALTH OF VIRGINIA  
VIRGINIA COMMUNITY COLLEGE SYSTEM

**WORKFORCE INNOVATION AND OPPORTUNITY ACT**

The Virginia Community College System  
**VIRGINIA WORKFORCE LETTER (VWL) #16-02** (Replaces VWL #02-04)

**TO:** LOCAL WORKFORCE DEVELOPMENT BOARDS

**FROM:** George Taratsas  
Administrator, Federal Workforce Programs

**SUBJECT:** Local Area WIOA Funds Transfer Procedures

**DATE:** September 16, 2016

**PURPOSE:**

The purpose of this letter is to describe the procedure for initiating a request to transfer funds between the adult and dislocated worker streams under a particular allocation cycle by Local Workforce Development Boards.

**REFERENCES:**

Section 133 Workforce Innovation and Opportunity Act of 2014  
Workforce Innovation and Opportunity Act; Employment and Training Administration; Labor; Final Rule, Administrative Provisions Under Title I of the Workforce Innovation and Opportunity Act, Subpart A – Funding and Closeout, § 683.130 (a-c)

**BACKGROUND:**

The Workforce Innovation and Opportunity Act (WIOA) provides local workforce development boards (LWDBs) with the flexibility to transfer funds between the Adult and Dislocated Worker programs. The ability to transfer funds gives LWDBs funding flexibility when local circumstances warrant. Section 683.130 of the WIOA (Notice of Proposed Rulemaking) permits LWDBs to transfer up to, and including, 100 percent of a program year allocation for adult employment and training activities, and up to, and

including, 100 percent of a program year allocation for Dislocated Worker activities between the two programs. There is no provision to allow transfers to or from the Youth program. Ten-percent (10%) of the total allocation of Youth (Section 128(b)), Adult and Dislocated Workers (Section 133(b)) for administration cannot be exceeded as a result of the transfer of funds between the adult and dislocated worker programs.

#### **GUIDANCE:**

For purposes of the WIOA, LWDBs must submit on letterhead a hard copy or electronic request to transfer funds between the Adult and Dislocated Worker streams to Workforce Development Services of the Virginia Community College System (VCCS) for administrative review and approval on behalf of the Governor. Requests must be submitted to the WIOA Title I Administrator. The VCCS will provide a response within 10 business days of receipt of the request.

Transfer requests must include:

- WIOA program year affected,
- Amount of the proposed transfer, and
- An impact analysis indicating the anticipated impact to the program from which funds are being moved and to the program which will receive the funds.

The impact analysis shall include 1) expenditures for the Adult and Dislocated Worker programs for each of the last three years, 2) the number of Adult and Dislocated Worker participants in each program for each of the last three years, and 3) a narrative describing how the receiving program participants will benefit from the transfer as well as how the impact on the contributing program will be mitigated, including how the remaining participants will be served.

In order to make a determination, the VCCS will also review the LWDB's most recent Monthly Expenditure Detail Report (MEDR) for the program year to confirm that sufficient unobligated funds in the source stream are available to fund the requested transfer.

Approved transfers will result in the requesting LWDB receiving a signed Transfer Authorization from the VCCS. The Authorization does not result in an actual change in the allocation by stream in the original Notice of Obligation. Authorization of transfers and transfer-funded expenditures to date shall be reported by the LWDB on subsequent WIOA Monthly Expenditure Detail Reports (MEDR) for the applicable program year.