



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

**DWS OPERATIONAL GUIDANCE NUMBER: OG 21-2021**

**Date: July 19, 2021**

**Subject: Funds Transfer Between Adult and Dislocated  
Worker Programs Under the Workforce  
Innovation and Opportunity Act (WIOA)**

**From:**

  
Chet Mottershead  
Assistant Secretary for Workforce

**Purpose:** To issue the requirements for the transfer of local WIOA formula funds between Adult and Dislocated Worker Programs and to rescind PS 10-2016.

**Background:** In accordance with WIOA Section 133(b)(4), Local Area Workforce Development Boards (WDBs) may transfer up to 100% of a Program Year (PY) allocation for Adult employment and training activities and up to 100% of a PY allocation for Dislocated Worker employment and training activities between the two programs.

North Carolina is required to track, manage, and report Adult and Dislocated Worker expenditures by fund and by PY of each allotment portion at the state level. Since local fund transfers impact original state allotments, as well as local fund availability, the Division of Workforce Solutions (DWS) has established procedures to manage transfers to facilitate accurate reporting to U.S. Department of Labor.

**Action:** While up to 100% transfer is allowable, Local Area WDBs are reminded that appropriate services to both Dislocated Workers and Adult customers are required. Local Area WDBs are to include the rationale for requesting the transfer and explanation of how services to Adults and Dislocated Workers will be maintained, along with meeting priority of service requirements.

Youth funds may not be transferred. Requests for transfers may be made through the last working day of May of the current PY by submitting the attached North Carolina WIOA Transfer Request to the assigned Planner. Once the request has

been received, it will be reviewed within 5 (five) business days to determine approval or denial of the request. Planning and Policy Development will then process an Administrative Adjustment in the Workforce Information System Enterprise (WISE).

**Effective Date:** Immediately

**Expiration:** Indefinite

**Contact:** DWS Planner

**Attachment:** North Carolina WIOA Transfer Request

