



NORTH CAROLINA DEPARTMENT OF COMMERCE
DIVISION OF WORKFORCE SOLUTIONS

DWS POLICY STATEMENT NUMBER: PS 08-2013

Date: July 2, 2013

Subject: Voluntary Transfer of Workforce Investment Act (WIA) Funds

From:

Roger Shackleford, Assistant Secretary

Purpose: To transmit updated procedures for voluntary transfers of funds between Local Workforce Development Areas and to rescind Local Area Issuance No. 2012-03.

Background: Local Workforce Development Areas (Local 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: Upon receipt of Administrative Adjustment requests, with required documents (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 fund availability below actual expenditures.

Transfers involving 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.

All transfer requests must be submitted to the Division by May 31st of each Program Year.

Effective Date: Immediately

Expiration: Indefinite

Contact: Division Planner

Attachments (2)

**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: _____

		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

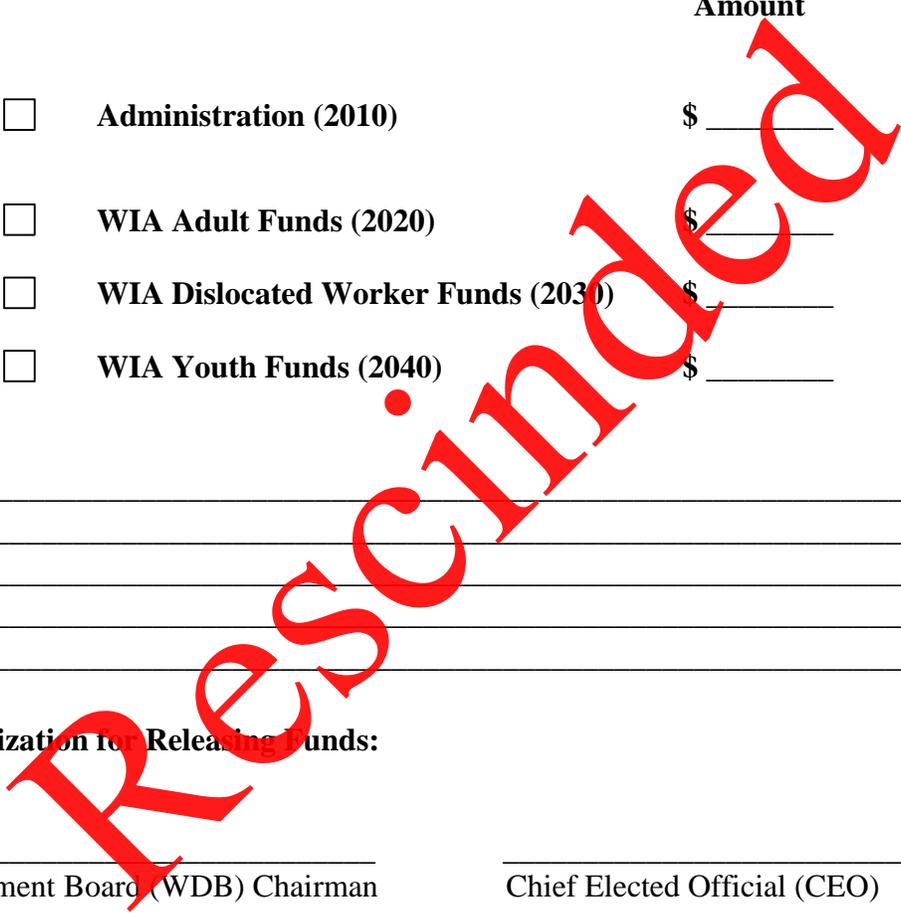
Chief Elected Official (CEO)

WDB Chairman Signature Date

CEO Signature Date

Workforce Development Board 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: _____

		Amount
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

Chief Elected Official (CEO)

WDB Chairman Signature Date

CEO Signature Date

Workforce Development Board Director

WDB Director Signature Date

