Workforce Solutions	**NORTH CAROLINA DEPARTMENT OF COMMERCE** **DIVISION OF WORKFORCE SOLUTIONS**
	DWS POLICY STATEMENT NUMBER: PS 10-2016
	Date: October 24, 2016
	Subject: Funds Transfer Between Adult and Dislocated Worker Programs Under the Workforce Innovation and Opportunity Act
	From William H. Collins, Jr., Assistant Secretary for Workforce Solutions

Purpose: To issue the requirements for the transfer of local Workforce Innovation and Opportunity Act (WIOA) formula funds between Adult and Dislocated Worker Programs and to rescind DWS Policy Statement Number: PS 06-2015.

Background: In accordance with WIOA Section 133(b)(4), Local Workforce Development Boards may transfer up to 100% of a Program Year (PY) allocation for Adult employment and training activities and up to 100% of a Program Year 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 Program Year of each allotment portion at the State level. Since local fund transfers impact original state allotments, as well as local fund availability, the Division has established procedures to manage transfers to facilitate accurate reporting to US Department of Labor.

Action: While up to 100% transfer is allowable, Local Workforce Development Areas are reminded that appropriate services to both Dislocated Workers and Adult customers are required. Local Areas are to include in an Administrative Adjustment the rationale for requesting transfer and explanation of how services to Adults and Dislocated Workers will be maintained, along with meeting priority of service requirements. Requests for transfers may be made through the last working day of May of the current Program Year's funds.

Local Workforce Development Areas may transfer up to 100% of the base Adult and Dislocated Worker allocations of the current year allocation. Youth funds may not be transferred. Transfer requests are to be submitted in the Workforce Information System Enterprise (WISE) as an Administrative Adjustment and include attachment 1. Once the request has been received by the State, it will be reviewed within 5 business days to determine approval or denial of request.

Effective Date: Immediately

Expiration: Indefinite

Contact: Division Planner

Attachment (1)

An Equal Opportunity/Affirmative Action Employer/Program
Auxiliary aids and services available upon request to individuals with disabilities

North Carolina WIOA Transfer Request

Local Area: _____

1. Provide the reason for transfer request, including current service level information.

2. Provide a listing of other Local Area funding availability to serve Adult and Dislocated Worker population (i.e., NDWG, other Federal or State funding, other Special Grant funding).

Note: Participants served with transferred funds will be subject to performance outcomes of new funding source. All funds transfers are subject to priority of service requirements

_____
Workforce Development Board Director

_____
WDB Director Signature Date

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