

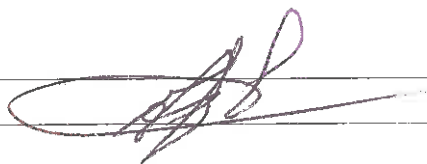
Transfer of WIOA Adult and Dislocated Worker Funds

Policy

1. The Workforce Innovation and Opportunity Act allows the West Piedmont Workforce Development Board to transfer up to and including one-hundred (100) percent of a program year and fiscal year allocation for Adult employment and training activities, and up to and including one-hundred (100) percent of a program year and fiscal year allocation for Dislocated Worker employment and training activities between the two programs.
2. Transfers may only occur between Adult and Dislocated Worker funds with the same funding phase. For example, PY 2017 expenditures cannot be transfer to PY 2016 funding.
3. Funds may not be transferred to or from the Workforce Innovation and Opportunity Act Title I Youth program.
4. The West Piedmont Workforce Development Board designates the authority to the CEO of WPWDB to transfer Adult and Dislocated Worker funds. This designation is accomplished through a resolution of the Board as required in WIOA Section 133. This policy serves as the Board's resolution for designation.
5. Before making a transfer, CEO must obtain written approval from the VCCS. A *Transfer Request & Approval Form* must be submitted that includes:
 - a. Number for the grant that expenditures would be transferred from;
 - b. Number for the grant that expenditures would be transferred to;
 - c. The amount of the transfer;
 - d. A justification for the transfer;
 - e. The requested effective date of the transfer;
 - f. An assurance that there are sufficient funds in the budget for required activities for the remainder of the program year and fiscal year; and,
 - g. The Catalog of Federal Domestic Assistance (CFDA) number, which is assigned by the federal funding agency and is listed on the Notice of Obligation.
6. Transfer requests must be received at least forty-five (45) calendar days prior to the end of the grant. If an unforeseen circumstance requires an exception, Tri-County Council for West Piedmont must contact OFA immediately for further discussion and direction.
7. If the transfer exceeds fifty (50) percent, CEO of West Piedmont must provide justification for the transfer and assurance that services will be provided to the targeted population of the transferred funding source including details on what funding sources will be used.
8. The effective date cannot be retroactive past the current reporting period.
9. The transfer cannot change or affect the financial reports previously submitted.
10. The form must be signed by the CEO.

11. CEO for West Piedmont may appeal a denial of its transfer to the DWDAL Assistant Secretary within ten (10) calendar days from the received date of the denial notice. An appeal must be in writing and state the grounds for the appeal.
12. When approved, CEO for West Piedmont shall report the transfer to OFA on the Adult and Dislocated Worker Quarterly Status Report (QSRs).
 - a. On the Adult QSR the transfer shall be reported as "the amount of Adult funds expended on the Dislocated Worker Program."
 - b. On the Dislocated Worker QSR the transfer shall be reported as "the amount of Dislocated Worker funds expended on the Adult Program."
 - c. OFA will report the transfer to the United States Department of Labor on the Quarterly Financial Report for both "Local Adult" and "Local Dislocated Worker."

Approval Signature:

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

Revision Date: June, 2017