



DEPARTMENT OF  
CAREER SERVICES

# Workforce Issuance

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☒ Policy ☐ Information

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**To:** Chief Elected Officials  
MassHire Workforce Board Chairs  
MassHire Workforce Board Directors  
MassHire Career Center Directors  
MassHire Fiscal Officers  
MDCS Operations Managers

**cc:** WIOA State Partners

**From:** Alice Sweeney, Director  
MassHire Department of Career Services

**Date:** March 29, 2022

**Subject:** **WIOA Funds Transfer Authority**

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**Purpose:** To notify MassHire Workforce Boards, MassHire Career Center Operators and other workforce partners of the Commonwealth's policy regarding the transfer of WIOA funds between Adult and Dislocated Worker programs.

MDCS will revise the deadline for budgetary transfers between the WIOA Title I Adult and Dislocated Worker programs in consideration of the various decisions that may influence the need to transfer funds that may not be known by a March deadline, and to optimize use of Adult and Dislocated Worker formula funds.

The policy is hereby revised to permit the submission of a request to make budgetary transfers (WIOA Adult to Dislocated Worker or visa-versa) up to, but no later than the end of the second week in June of any year. In accordance with this policy all transfer requests must include a justification and revised program charts.

**Background:** The Workforce Innovation and Opportunity Act (WIOA) allows for the transfer of

funds between the Adult and Dislocated Worker Programs (§133(b)(4)). The provision to allow transfer of funds between the two programs provides local areas with a significant level of flexibility to meet local service needs. On April 27, 2015 the Employment and Training Administration (ETA) issued Training and Employment Guidance Letter (TEGL) 29-14 which allows transfer authority up to 100 percent.

**Policy:** A MassHire Board may transfer up to 100 percent of its fiscal year allocation for either Adult or Dislocated Worker employment and training activities between the two programs. Transfer of funds between any other program covered by WIOA is not allowed.

To transfer any amount of funds between the Adult and Dislocated worker programs for a fiscal year, a Masshire Board must first obtain approval by emailing a formal request to: [Lisa.J.Caissie@Detma.org](mailto:Lisa.J.Caissie@Detma.org).

Transfer requests will be accepted and considered for approval through the end of the second week in June of any year.

The transfer request must include the Justification Form (Attachment A) and Program Summary Charts that were submitted with your WIOA Local Annual Plan, updated to reflect the effect of the transfer on participant numbers.

A modification to the Local Annual Plan Integrated Budget reflecting the transfer must be submitted within 10 days from receipt of the transfer approval. The approved transfer documents will be incorporated as a modification to your WIOA Fiscal Year Local Annual Plan.

**Action**

**Required:** Please assure that all appropriate individuals are cognizant of this policy and ensure compliance with its content.

**Effective:** Immediately

**Inquiries:** Please email all questions to [PolicyQA@detma.org](mailto:PolicyQA@detma.org). Also, indicate Issuance number and title.

**References:** WIOA Sec. 133(b)(4)  
Training and Employment Guidance Letter (TEGL) No. 29-14  
20 CFR 683.130

**Attachments:** A: WIOA Funds Transfer Request Form

