

Mass Workforce Issuance

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☒ Policy ☐ Information

To: Chief Elected Officials
Workforce Development Board Chairs
Workforce Development Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Operations Managers

cc: WIOA State Partners

From: Alice Sweeney, Director
Department of Career Services

Date: February 3, 2017

Subject: WIOA Funds Transfer Authority

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

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 that allows 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 Local Workforce Development Board may transfer up to 100 percent of its program year allocation for either adult or dislocated worker employment and training activities between the two programs. Transfer of funds between any other programs covered by WIOA is not allowed.

To transfer any amount of funds between the adult and dislocated worker programs for a program year, a Local Board must first obtain approval by emailing a formal request to: Lisa Caissie at Lisa.J.Caissie@MassMail.State.MA.US.

Transfer requests received subsequent to the end of the third quarter of the fiscal year will be considered for approval only in extreme circumstances.

Please complete and submit the justification form (Attachment A) and updated Program Summary Charts that were submitted with your WIO Local Plan <http://www.mass.gov/massworkforce/issuances/wioa-policy/04-local-annual-plan-guidance/> with the transfer request.

A modification to the Local 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 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@MassMail.State.MA.US. 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 Transfer request form