



Bay Consortium Workforce Development Board

Policy Number: 06-01

Revised Date: May 5, 2017

Effective Date: November 1, 2006

Title: WIOA Funds Transfer Policy

Purpose

This policy is to establish guidelines and criteria which allows WIOA Service Providers to transfer funds related to the Workforce Innovation & Opportunity Act (WIOA).

Policy Statement

The WIOA provides the Bay Consortium Workforce Development Board (BCWDB) with the flexibility to transfer funds between the adult and dislocated worker programs. The ability to transfer funds gives the BCWDB funding flexibility when local circumstances warrant. There is no provision to allow transfers to or from the youth program.

This policy will allow WIOA Service Providers more flexibility in providing services based upon local need and demand. WIOA program needs can change quickly at the local level. Changes in regional economies can often place increased demands on Dislocated Worker funds, and likewise, continued reductions in Adult program funding can limit some areas in serving those adults most in need.

Procedure for Transferring Funds – Written Request

WIOA Service Providers may submit a written request to the Executive Director or Program Manager to transfer funds between the adult and dislocated worker programs throughout the program year. However, requests will not be accepted between June 1st and 30th of each year due to closeout processes.

The transfer of funds may not exceed 50% of the remaining contract balance at the time of the request for either program and must include a description of the expected impact to the program that funds are being moved from.