

**WORKFORCE INVESTMENT FIELD INSTRUCTION (WIFI) No. DRAFT**

**DATE:** May 24, 2013

**TO:** Local Workforce Investment Act Directors

**SUBJECT:** **Workforce Investment Act Voluntary Formula Funds Transfer Policy**

**PURPOSE:** To provide Local Workforce Investment Areas (LWIAs) with information and instruction regarding the transfer of funds previously allocated.

**BACKGROUND INFORMATION:**

Local Workforce Investment Boards receive annual WIA formula allocations for WIA Adult, Youth and Dislocated Worker services. Under current law, the local formula allocations must be 80% obligated at the end of the first year of the two-year grant award period.

If a Local Workforce Investment Board (LWIB) anticipates that obligations at the end of the first year will be below 80%, then the LWIB has the option to voluntarily request the State recapture and redistribute the available funding to other eligible workforce area(s) with demonstrated need. DLLR encourages the spirit of cooperation and the distribution of funding in a manner that produces the best possible outcomes for our customers and to ensure the effective and efficient expenditures of the federal resources provided to our State.

**PROCEDURES:**

a. The LWIB desiring to return funding must provide a formal written request to the DLLR Secretary. A copy of the request should be submitted to the Assistant Secretary, DWDAL. The request must include:

- Grant number
- Funding stream
- Funding year
- Amount
- Effective date of request
- Statement that this is a voluntary request based on current and projected expenditure/obligation rates
- Assurance that the remaining funds are sufficient to support staffing, infrastructure and to provide services for the remainder of the fiscal year

The State will notify all workforce areas of the availability of these resources once they have been recaptured.