

WORKFORCE INVESTMENT FIELD INSTRUCTION (WIFI) No. 02-13

DATE: October 28, 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.

b. The LWIB(s) in need of additional funding must submit a formal written request to the DLLR Secretary. A copy of the request should be submitted to the Assistant Secretary, DWDAL. Priority will be given to LWIB's whose current expenditures and obligations for the related federal funding stream are at or above 80%. Funds may be distributed to one or multiple workforce areas. The request must include:

- Amount of funds requested
- Funding stream
- Requested effective date
- Statement that receipt of funding is voluntary and requested, based on expenditures/obligations
- Detailed description of need
- Budget and budget narrative

All requests must be sent to:

Office of the Secretary
Department of Labor, Licensing & Regulation
500 North Calvert Street, 4th Floor
Baltimore, MD 21202

Assistant Secretary
Division of Workforce Development & Adult Learning
Department of Labor, Licensing & Regulation
1100 North Eutaw, Room 108
Baltimore, MD 21201

**ACTION TO
BE TAKEN:**

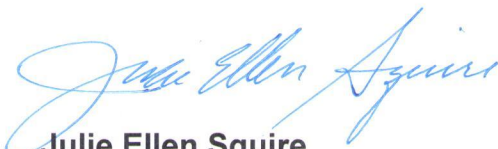
Requests to return and receive available funds can be made during the 4th quarter of the first funding year of the applicable grant, and anytime during the second funding year. DLLR reserves the sole right in making this determination.

CONTACT:

Dorothee Norton
(410) 767-2283 or dnorton@dllr.state.md.us

EFFECTIVE:

Immediately



Julie Ellen Squire
Assistant Secretary
Division of Workforce Development and Adult Learning