



Missouri Division of Workforce Development  
DWD Issuance 08-2015

Issued: October 21, 2015  
Effective: October 21, 2015

**Subject: Transfer Amount Allowable between Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker Programs' Funding Streams**

1. Purpose: This Issuance is written to provide information regarding the maximum transfer amount allowable for the Local Workforce Development Board (LWDB) to transfer funds between their WIOA Adult and Dislocated Worker programs' formula allocations.
2. Background: In WIOA Section 133(b)(4), authority is given to the LWDB for the transfer of funds between the Adult and Dislocated Worker programs, with the Governor's approval, of up to 100 percent of these programs' annual allocations.
3. Substance: Beginning July 1, 2015, the maximum amount of Adult program and Dislocated Worker program funds that can be transferred per annual allocation (includes both the Program Year (PY) and Fiscal Year (FY) allocations) is 100 percent. All transfer requests must be submitted through the Financial Reporting System (FRS) and when the total exceeds 20 percent of the original allocated or re-allotted formula allocation through the local plan modification process.

NOTE: Transfers from administrative funds to program funds within the same program's funding stream (i.e., Adult FY administrative funds to Adult FY program funds) do not require a plan modification.

Before submitting a transfer request, the LWDB should analyze the changing economic conditions in their Local Workforce Development Area (LWDA) in order to identify a need for additional funding flexibility. If such a demand exists and there is a need to transfer more than the 20 percent of the original allocated or re-allotted formula allocation, the LWDB must submit a local plan modification, as described in the current DWD Issuance regarding local plan modification, to DWD, including a printed transfer request submitted through FRS, and the following information:

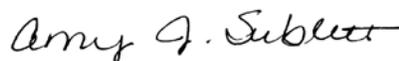
- The percent and dollar amount of the LWDA's Adult or Dislocated Worker formula funds to be transferred.
- The justification for this transfer between the Adult and Dislocated Worker programs must be explained in the request, described in the local plan modification, and must, at a minimum, include the following information:

- 1) General purpose or reason for the transfer between Adult and Dislocated Worker programs;
- 2) An explanation of the need for the transfer between Adult and Dislocated Worker programs (example: an increase in the number of welfare recipients in the LWDA and/or a decrease in the number of plant closings and mass layoffs);
- 3) The LWDB must provide information on how the transfer will affect the program from which the funds are being transferred;
- 4) Narrative explanation of how the transferred funds will be used (example: increased staffing at the Missouri Job Center in the LWDAs, tuition assistance for Dislocated Workers, etc.).

- Please note that LWDBs are still expected to continue operating Adult and Dislocated Worker programs, and are also expected to meet their agreed upon performance numbers, regardless of the funding transfer.
- Once approved, DWD will monitor the affected LWDA for positive performance outcomes from these programs.

4. Action: Effective immediately, this information should be distributed to appropriate staff.
5. Contact: If you have questions, DWD staff contacts regarding this issuance are:
- Kristie Davis at (573) 522-4019 for the Dislocated Worker program;
  - Randy Cottrell (573)526-8242 for the Adult program; and
  - Nancy Able at (573)751-2085 for Financial questions.
6. Reference: Workforce Innovation and Opportunity Act.
7. Rescissions: This Issuance replaces and supersedes DWD Issuance 12-2012 dated January 3, 2013.
8. Attachments: None.

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