



Missouri Division of Workforce Development  
DWD Issuance 13-2014 Change 2

Issued: February 2, 2016  
Effective: February 2, 2016

**Subject: Program Year 2015 (PY15)/Fiscal Year 2016 (FY16) Workforce Innovation and Opportunity Act (WIOA) Formula Allocations for Adult, Youth, and Dislocated Worker Programs to Local Workforce Development Areas (LWDA)**

1. Purpose: This Issuance is written to provide funding information for completion of Planning Budget Summaries for PY15 and FY16 WIOA funding and to make technical corrections to WIOA Line Item Descriptions (**Attachment 2 for Adult and Dislocated Worker pages 1 and 2**), of DWD Issuance 13-2014 Change 1.

2. Background: Whenever the Secretary of Labor allots funds required to be allotted under WIOA Title I, the Secretary shall publish in a timely fashion in the Federal Register the proposed amount to be distributed to each recipient of the funds. After determining the amounts to be reserved, the Secretary shall make available a percentage for Adult, Dislocated Worker, and Youth programs.

3. Substance: **Attachment 1-Section 1** provides the PY15/FY16 WIOA Title I Adult formula fund allocation based on Training and Employment Guidance Letter (TEGL) No. 29-14 issued on April 27, 2015.

Missouri's PY15 Adult allotment is \$1,107,094 of which 90 percent is allocated to the LWDA's in the amount of \$996,385. Missouri's FY16 Adult allotment is \$12,139,748 of which 90 percent is allocated to the LWDA's in the amount of \$10,925,773.

Adult PY15 allocations are available July 1, 2015, and Adult FY16 allocations are available October 1, 2015. LWDA's may request to transfer up to **100 percent** from each of the Adult program funding allotments to the respective Dislocated Worker program funding allotments.

**Attachment 1-Section 2** provides the PY15 WIOA Title I Youth formula fund allocation based on TEGL No. 29-14 issued on April 27, 2015.

Missouri's PY15 Youth allotment is \$14,228,439 of which 90 percent is allocated to the LWDA's in the amount of \$12,805,595. PY15 Youth allocations are available April 1, 2015. There is no authority for LWDA's to transfer funds to or from the Youth activity program.

In accordance with WIOA, a minimum of 75 percent of the LWDA's Youth allocation, excluding amounts set aside for local administration from the Youth allocation, must be budgeted and expended for Out-of-School Youth activities. TEGL 23-14 issued on March 26, 2015, states that LWDA's must work towards spending 75 percent of PY15 funds on Out-of-School Youth activities. If they cannot meet the 75 percent requirement for the PY15 funds, they must demonstrate progress towards meeting the 75 percent Out-of-School Youth minimum expenditure rate through increased expenditures on Out-of-School Youth compared to the previous year. The increased expenditures must be a minimum increase of 10 percentage points compared to the previous year and no lower than a 50 percent Out-of-School Youth expenditure rate. If LWDA's cannot meet the Out-of-School Youth expenditure rate with their PY15 funds, they must be prepared to describe how they will achieve the 75 percent Out-of-School Youth expenditure rate with PY16 funds and describe concrete steps taken to comply with the 75 percent Out-of-School Youth expenditure requirement and strategies the LWDA is taking to secure contractors, solidify partnerships and transition from a focus on In-School Youth to Out-of-School Youth programs.

In accordance with WIOA section 129(c)(4) a minimum of 20 percent of the LWDA's Youth allocation, excluding amounts set aside for local administration from the Youth allocation, must be budgeted and expended for work experiences.

**Attachment 1-Section 3** provides the PY15/FY16 WIOA Title I Dislocated Worker formula fund allocation based on TEGL No. 29-14 issued on April 27, 2015.

Missouri's PY15 Dislocated Worker allotment is \$2,837,503 of which 65 percent is allocated to the LWDA's in the amount of \$1,844,377. Missouri's FY16 Dislocated Worker allotment is \$15,638,794 of which 65 percent is allocated to the LWDA's in the amount of \$10,165,216.

Dislocated Worker PY15 allocations are available July 1, 2015, and Dislocated Worker FY16 allocations are available October 1, 2015. LWDA's may request to transfer up to **100 percent** from each of the Dislocated Worker program funding allotments to the respective Adult program funding allotments.

**Attachment 1-Section 4** provides PY15 WIOA Title I Adult, Youth, and Dislocated Worker funding combined to aid in the completion of the Planning Budget Summaries for WIOA funds.

**Attachment 1-Section 5** provides FY16 WIOA Title I Adult and Dislocated Worker funding combined to aid in the completion of the Planning Budget Summary for WIOA funds.

The Planning Budget Summaries for WIOA Adult, Youth, and Dislocated Worker funds, used to budget funds included in this Issuance, must be completed and submitted in DWD's Financial Reporting System (FRS).

**Attachment 2** comprises the revised WIOA Line Item Descriptions.

4. Action: This information must be used to develop the Planning Budget Summaries for all funding as identified and included in Attachment 1-Sections 1 through 3. Please distribute this Issuance to appropriate individuals.

The LWDA must include a copy of the properly completed Planning Budget Summaries in their local plan modification that was **due July 15, 2015**. Please refer to the DWD Issuance regarding "Local Plan Modification Procedures."

PY15 WIOA Youth funds (Attachment 1-Section 2) are available April 1, 2015. PY15 Adult and Dislocated Worker funds (Attachment 1-Sections 1 and 3) are available July 1, 2015. FY16 Adult and Dislocated Worker funds (Attachment 1-Sections 1 and 3) are available October 1, 2015.

When requesting to transfer funds, the LWDA must provide a copy of the transfer request Planning Budget Summary, submitted through FRS; an explanation of how this transfer will assist the region, and how many additional individuals are anticipated to be served in the program receiving the transferred funds.

5. Contact: Please contact Julie Carter at (573) 526-1644 if you have any questions regarding the calculation of the PY15/FY16 allocations. If you need assistance regarding the plan modification or a transfer request, please contact Clinton Flowers, Planning Manager, at [clint.flowers@ded.mo.gov](mailto:clint.flowers@ded.mo.gov).
6. Reference: WIOA Sections 182,127(b)(1)(C); 132(b)(1)(B); and (2)(B); Section WIOA 129(c)(4) and Federal Register Vol. 80 No. 73.
7. Rescissions: This Issuance updates and supersedes DWD Issuance 13-2014 Change 1. dated July 7, 2015.
7. Attachments: (1) DWD Formula Allocations and (2) WIOA Line Item Descriptions.

The Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY Users can call (800) 735-2966 or dial 711.



---

Amy Sublett  
Director  
Missouri Division of Workforce Development

PY15-FY16 WIOA ALLOCATIONS

DWD Issuance 13-2014-Change 2: Attachment 1-Section 1 of 5

Workforce Innovation and Opportunity Act Adult Allocations

<u>Region Name</u>	<u>LWIA No.</u>	<u>PY '15 Available 7/1/15</u>	<u>FY '16 Available 10/1/15</u>	<u>Total Allocation</u>
Northwest	1	\$ 41,496	\$ 455,016	\$ 496,512
Northeast	2	\$ 42,304	\$ 463,880	\$ 506,184
Kansas City & Vicinity	3	\$ 131,133	\$ 1,437,930	\$ 1,569,063
West Central	4	\$ 44,549	\$ 488,502	\$ 533,051
St. Louis City	6	\$ 98,213	\$ 1,076,941	\$ 1,175,154
Southwest	7	\$ 42,753	\$ 468,804	\$ 511,557
Ozark	8	\$ 81,015	\$ 888,365	\$ 969,380
Central	9	\$ 105,266	\$ 1,154,283	\$ 1,259,549
South Central	10	\$ 41,585	\$ 456,001	\$ 497,586
Southeast	11	\$ 69,878	\$ 766,239	\$ 836,117
East Jackson County	12	\$ 56,854	\$ 623,431	\$ 680,285
St. Louis County	13	\$ 148,737	\$ 1,630,967	\$ 1,779,704
St. Charles County	14	\$ 38,981	\$ 427,439	\$ 466,420
Jefferson / Franklin Consortium	15	\$ 53,621	\$ 587,975	\$ 641,596
<b>Total</b>		<b>\$ 996,385</b>	<b>\$ 10,925,773</b>	<b>\$ 11,922,158</b>

Note: Must be fully expended by 6/30/2017.

PY15-FY16 WIOA ALLOCATIONS

DWD Issuance 13-2014-Change 2: Attachment 1-Section 2 of 5

Workforce Innovation and Opportunity Act Youth Allocation

<u>Region Name</u>	<u>LWIA No.</u>	<u>PY '15 Available 4/1/15</u>
Northwest	1	\$ 540,703
Northeast	2	\$ 499,288
Kansas City & Vicinity	3	\$ 1,627,862
West Central	4	\$ 590,172
St. Louis City	6	\$ 1,301,268
Southwest	7	\$ 538,403
Ozark	8	\$ 1,122,822
Central	9	\$ 1,542,730
South Central	10	\$ 455,571
Southeast	11	\$ 868,577
East Jackson Co. KC	12	\$ 716,720
St. Louis County	13	\$ 1,857,949
St. Charles County	14	\$ 500,438
Jefferson / Franklin Consortium	15	\$ 643,092
Total		<u>\$ 12,805,595</u>

**Note: Must be fully expended by 6/30/2017.**

Tracey Brown  
5/26/2015

PY15-FY16 WIOA ALLOCATIONS

DWD Issuance 13-2014-Change 2: Attachment 1-Section 3 of 5

Workforce Innovation and Opportunity Act Dislocated Worker Allocations

<u>Region Name</u>	<u>LWIA No.</u>	<u>PY '15 Available 7/1/15</u>	<u>FY '16 Available 10/1/15</u>	<u>Total Allocation</u>
Northwest	1	\$ 91,084	\$ 502,009	\$ 593,093
Northeast	2	\$ 87,927	\$ 484,604	\$ 572,531
Kansas City & Vicinity	3	\$ 244,455	\$ 1,347,302	\$ 1,591,757
West Central	4	\$ 83,387	\$ 459,586	\$ 542,973
St. Louis City	6	\$ 160,360	\$ 883,818	\$ 1,044,178
Southwest	7	\$ 82,272	\$ 453,442	\$ 535,714
Ozark	8	\$ 142,309	\$ 784,330	\$ 926,639
Central	9	\$ 189,768	\$ 1,045,896	\$ 1,235,664
South Central	10	\$ 73,321	\$ 404,109	\$ 477,430
Southeast	11	\$ 135,887	\$ 748,933	\$ 884,820
East Jackson Co. KC	12	\$ 103,262	\$ 569,127	\$ 672,389
St. Louis County	13	\$ 285,248	\$ 1,572,135	\$ 1,857,383
St. Charles County	14	\$ 77,664	\$ 428,040	\$ 505,704
Jefferson / Franklin Consortium	15	\$ 87,433	\$ 481,885	\$ 569,318
Total		\$ 1,844,377	\$ 10,165,216	\$ 12,009,593

**Note: Must be fully expended by 6/30/2017.**

Tracey Brown  
5/26/2015

PY15-FY16 WIOA ALLOCATIONS

DWD Issuance 13-2014-Change 2: Attachment 1-Section 4 of 5

PY'15 Workforce Innovation and Opportunity Act Allocations

<u>Region Name</u>	<u>LWIA No.</u>	<u>PY '15 Adult</u>	<u>PY '15 Youth</u>	<u>PY '15 Dislocated Worker</u>	<u>Total PY '15 Available</u>
Northwest	1	\$ 41,496	\$ 540,703	\$ 91,084	\$ 673,283
Northeast	2	\$ 42,304	\$ 499,288	\$ 87,927	\$ 629,519
Kansas City & Vicinity	3	\$ 131,133	\$ 1,627,862	\$ 244,455	\$ 2,003,450
West Central	4	\$ 44,549	\$ 590,172	\$ 83,387	\$ 718,108
St. Louis City	6	\$ 98,213	\$ 1,301,268	\$ 160,360	\$ 1,559,841
Southwest	7	\$ 42,753	\$ 538,403	\$ 82,272	\$ 663,428
Ozark	8	\$ 81,015	\$ 1,122,822	\$ 142,309	\$ 1,346,146
Central	9	\$ 105,266	\$ 1,542,730	\$ 189,768	\$ 1,837,764
South Central	10	\$ 41,585	\$ 455,571	\$ 73,321	\$ 570,477
Southeast	11	\$ 69,878	\$ 868,577	\$ 135,887	\$ 1,074,342
East Jackson Co. KC	12	\$ 56,854	\$ 716,720	\$ 103,262	\$ 876,836
St. Louis County	13	\$ 148,737	\$ 1,857,949	\$ 285,248	\$ 2,291,934
St. Charles County	14	\$ 38,981	\$ 500,438	\$ 77,664	\$ 617,083
Jefferson / Franklin Consortium	15	\$ 53,621	\$ 643,092	\$ 87,433	\$ 784,146
Total		\$ 996,385	\$ 12,805,595	\$ 1,844,377	\$ 15,646,357

Note: Youth funds available 4/1/2015. Adult and Dislocated Worker funds available 7/1/2015. Must be fully expended by 6/30/2017.

Tracey Brown  
5/26/2015

PY15-FY16 WIOA ALLOCATIONS

DWD Issuance 13-2014-Change 2: Attachment 1-Section 5 of 5

FY'16 Workforce Innovation and Opportunity Act Allocations

<u>Region Name</u>	<u>LWIA No.</u>	<u>FY '16 Adult</u>	<u>FY '16 Dislocated Worker</u>	<u>Total FY '16 Available</u>
Northwest	1	\$ 455,016	\$ 502,009	\$ 957,025
Northeast	2	\$ 463,880	\$ 484,604	\$ 948,484
Kansas City & Vicinity	3	\$ 1,437,930	\$ 1,347,302	\$ 2,785,232
West Central	4	\$ 488,502	\$ 459,586	\$ 948,088
St. Louis City	6	\$ 1,076,941	\$ 883,818	\$ 1,960,759
Southwest	7	\$ 468,804	\$ 453,442	\$ 922,246
Ozark	8	\$ 888,365	\$ 784,330	\$ 1,672,695
Central	9	\$ 1,154,283	\$ 1,045,896	\$ 2,200,179
South Central	10	\$ 456,001	\$ 404,109	\$ 860,110
Southeast	11	\$ 766,239	\$ 748,933	\$ 1,515,172
East Jackson Co. KC	12	\$ 623,431	\$ 569,127	\$ 1,192,558
St. Louis County	13	\$ 1,630,967	\$ 1,572,135	\$ 3,203,102
St. Charles County	14	\$ 427,439	\$ 428,040	\$ 855,479
Jefferson / Franklin Consortium	15	\$ 587,975	\$ 481,885	\$ 1,069,860
Total		\$ 10,925,773	\$ 10,165,216	\$ 21,090,989

**Note: Adult and Dislocated Worker funds available 10/1/2015. Must be fully expended by 6/30/2017.**

**Adult - Local Administration:**

Adult - Salary and Fringe Benefits:	Salaries and fringe benefits for administrative staff working with the program.
Adult - Other Administration:	Other costs associated with operating the program such as supplies, space, travel, etc.

**Program Services:**

Adult - Salary and Fringe Benefits:	Salaries and fringe benefits for staff operating the program.
Adult - Other staffing costs:	Other costs associated with operating the program such as supplies, space, travel, etc.
Adult - ITA:	Funds expended for participants enrolled in activity 3001 Occupation specific training and paid for through individual training accounts.
Adult - OJT:	Funds expended for participants enrolled in activity 3002 On-the-Job training.
Adult - Pre-Apprenticeship:	Programs that provide training to increase math, literacy, and other vocational skills needed to gain entry to a registered apprenticeship program.
Adult - Registered Apprenticeship:	A registered apprenticeship is a program registered under the National Apprenticeship Act. Activity code 3010
Adult - Transitional Jobs:	Time-limited, subsidized employment in the private, non-profit, or public sectors for individuals with barriers to employment who are chronically unemployed or have an inconsistent work history.
Adult - Incumbent Worker Training:	A program designed to meet the special requirements of an employer (including a group of employers to retain a skilled workforce or avert the need to lay off employees by assisting the workers in obtaining the skills necessary to retain employment. Activity code 3011
Adult - Work Experience or Internship:	A planned, structured, time-limited learning experience that takes place in the work place. An internship or work experience may be paid or unpaid as appropriate. An internship or work experience may be provided in the private for profit, non-profit, or public sectors. Activity code 2010
Adult - Supportive Services:	Funds expended for participants enrolled in activity TBD Supportive Services. Activity code 4003

**Dislocated Worker - Local Administration:**

Dislocated Worker - Salary and Fringe Benefits:	Salaries and fringe benefits for administrative staff working with the program.
Dislocated Worker - Other Administration:	Other costs associated with operating the program such as supplies, space, travel, etc.

**Program Services:**

Dislocated Worker - Salary and Fringe Benefits:	Salaries and fringe benefits for staff operating the program.
Dislocated Worker - Other staffing costs:	Other costs associated with operating the program such as supplies, space, travel, etc.
Dislocated Worker - ITA:	Funds expended for participants enrolled in activity 3001 Occupation specific training and paid for through individual training accounts.
Dislocated Worker - OJT:	Funds expended for participants enrolled in activity 3002 On-the-Job training. Does not include funds expended from the OJT National Emergency Grant.
Dislocated Worker - Pre-Apprenticeship:	Programs that provide training to increase math, literacy, and other vocational skills needed to gain entry to a registered apprenticeship program.
Dislocated Worker - Registered Apprenticeship:	A registered apprenticeship is a program registered under the National Apprenticeship Act. Activity code 3010
Dislocated Worker - Transitional Jobs:	Time-limited, subsidized employment in the private, non-profit, or public sectors for individuals with barriers to employment who are chronically unemployed or have an inconsistent work history.
Dislocated Worker - Incumbent Worker Training:	A program designed to meet the special requirements of an employer (including a group of employers to retain a skilled workforce or avert the need to lay off employees by assisting the workers in obtaining the skills necessary to retain employment.
Dislocated Worker - Work Experience or Internship:	A planned, structured, time-limited learning experience that takes place in the work place. An internship or work experience may be paid or unpaid as appropriate. An internship or work experience may be provided in the private for profit, non-profit, or public sectors. Activity code 3012
Dislocated Worker - Supportive Services:	Funds expended for participants enrolled in activity TBD Supportive Services. Activity code 4003

**Local Administration:**

Youth - Salary and Fringe Benefits:	Salaries and fringe benefits for administrative staff working with the program.
Youth - Other Administration:	Other costs associated with operating the program such as supplies, space, travel, etc.

**Program Services:**

In-School - Salary and Fringe Benefits:	Salaries and fringe benefits for staff operating the program.
In-School - Other staffing/operational costs:	Other costs associated with operating the program such as supplies, space, travel, etc.

**Direct Participant Costs:**

In-School - Occupational Skills Training:	Funds expended for In-School WIOA Youth participants enrolled in activity 605 for occupational skills training.
In-School - Work Experiences Staffing:	Funds used for staffing costs for the development and management of WIOA work experiences as defined in WIOA NPR Sections 681.590 & 681.600. Meets the requirement of WIOA Section 129(c)(4) – 20% minimum budgeted for and expended for work experiences.
In-School - OJT:	Funds expended for In-School WIOA Youth participants enrolled in On-the-Job Training, activity code 616.
In-School - Supportive Services:	Funds expended for WIOA In-School participants enrolled in activity 607.
In-School - Pre-apprenticeship Programs:	Funds used for Pre-apprenticeship programs, activity code 615.
In-School – Internships and Job Shadowing:	Funds used for Internships and Job Shadowing, activity code 617.
In-School - Financial Literacy Education:	Funds used for Financial Literacy Education, activity code 620.
In-School - Alternative Secondary School Services:	Alternative secondary school services, or dropout recovery services, as appropriate, activity code 602.
In-School - Other direct participant costs:	Incentive payments made to participants.
In-School Summer Employment Opportunities And Other Employment Opportunities – Participant Wages and Pre-Employment Testing:	Summer Employment and other employment as available throughout the school year, activity code 603. This would include participant wages and fringe costs for payroll.

**Program Services:**

Out-School - Salary and Fringe Benefits:	Salaries and fringe benefits for staff operating the program.
Out-School – Other staffing/operational costs:	Other costs associated with operating the program such as supplies, space, travel, etc.

**Direct Participant Costs:**

Out-School - Occupational Skills Training:	Funds expended for Out-of-School WIOA Youth participants enrolled in activity 605 for occupational skills training.
Out-School - Work Experiences Staffing:	Funds used for staffing costs for the development and management of WIOA work experiences as defined in WIOA NPR Sections 681.590 & 681.600. Meets the requirement of WIOA Section 129(c)(4) – 20% minimum budgeted for and expended for work experiences.
Out-School - OJT:	Funds expended for Out-of-School WIOA Youth participants enrolled in On-the-Job Training, activity code 616.
Out-School - Supportive Services:	Funds expended for WIOA Out-of-School participants enrolled in activity 607.
Out-School - Pre-apprenticeship Programs:	Funds used for Pre-apprenticeship programs, activity code 615.
Out-School – Internships and Job Shadowing:	Funds used for Internships and Job Shadowing, activity code 617.
Out-School - Financial Literacy Education:	Funds used for Financial Literacy Education, activity code 620.
Out-School – Alternative Secondary School	Alternative secondary school services, or dropout recovery services, as appropriate, activity code 602.
Out-School - Other direct participant costs:	Incentive payments for participants.