



**Missouri Office
of Workforce Development**
Missouri Department of Higher Education &
Workforce Development

OWD Issuance

08-2019, Change 1

Release Number—Program Year

Release Date:
September 30, 2019
Revised Date:
April 06, 2020
Expiration Date:
Continuous, until further notice

SUBJECT:

Revised Program Year 2019/Fiscal Year 2020 Workforce Innovation and Opportunity Act Formula Allocations to Local Workforce Development Boards for Adult, Youth, and Dislocated Worker Programs Policy

ATTACHMENTS:

- 1) Revised Office of Workforce Development (OWD) Formula Allocations
- 2) Workforce Innovation and Opportunity Act (WIOA) Line Item Descriptions

This Issuance is Official Policy of the Missouri Office of Workforce Development

ISSUING AUTHORITY:

Mardy Leathers, Director
Missouri Office of
Workforce Development

THIS ISSUANCE DOES NOT REQUIRE CREATION OR ALTERATION OF A CORRESPONDING LOCAL POLICY

KEYWORDS:

Formula Allocations; Line Item Descriptions; Local WDBs; WIOA Adult Program; WIOA Youth Program, WIOA Dislocated Worker Program; Workforce Innovation and Opportunity Act (WIOA)

THIS ISSUANCE AFFECTS:

Missouri One-Stop Delivery System (MJC/AJCs)
WIOA Title I Local Areas/Local Boards/Local Plans
WIOA Title I In-State Funding
WIOA Adult Employment/Training
WIOA Dislocated Worker Employment/Training
WIOA Youth Workforce Investment Activities
WIOA Fiscal/Administrative Procedures

FOR THE ATTENTION OF:

OWD State Professional Staff
Chief Elected Officials
Local Fiscal Agents
Local WDB Chairpersons
Local WDB Directors
Local WDB Members

RESCISSIONS:

DWD Issuance 12-2018, "Program Year 2019/Fiscal Year 2020 Workforce Innovation and Opportunity Act Formula Allocations to Local Workforce Development Boards for Adult, Youth, and Dislocated Worker Programs Policy," May 30, 2019.

DWD Issuance 30-2017, "Revised Program Year 2017/Fiscal Year 2018 Workforce Innovation and Opportunity Act Formula Allocations for Adult, Youth, and Dislocated Worker Programs to Local Workforce Development Boards," June 25, 2018. *[expired allocations]*

DWD Issuance 20-2016 "Program Year 2017/Fiscal Year 2018 Workforce Innovation and Opportunity Act Formula Allocations for Adult, Youth, and Dislocated Worker Programs to Local Workforce Development Boards," June 14, 2017.

REFERENCES:

U.S. Department of Labor, Employment and Training Administration, Training and Employment Guidance Letter [\(TEGL\) 16-18, Change 1](#), "Revised Program Year (PY) 2019 Funding Levels for Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated Worker (DW), Youth Activities Program Allotments; and PY2019 Allotments for the Wagner-Peyser Act Employment Service (ES) Program, September 9, 2019.

Workforce Innovation and Opportunity Act (WIOA), Pub. L. 113-128 ([29 U.S.C. 3101 et seq.](#)).

[20 CFR 683.130](#)

U.S. Department of Labor, Employment and Training Administration, Training and Employment Guidance Letter [\(TEGL\) 16-18](#), "Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker and Youth Activities Program

Allotments for Program Year (PY) 2019; Final PY 2019 Allotments for the Wagner-Peyser Act Employment Service (ES) Program Allotments; and the Allotments of the Workforce Information Grants to States for PY 2019,” April 10, 2019.

U.S. Department of Labor, Employment and Training Administration, Training and Employment, Notice, “Program Year (PY) 2019 Workforce Innovation and Opportunity Act (WIOA) Allotments; PY 2019 Wagner-Peyser Act Final Allotments; and PY 2019 Workforce Information Grants,” [84 FR 16538](#), April 19, 2019.

SUMMARY:

This Issuance provides updated funding information to Local Workforce Development Boards (WDB) for completion of Planning Budget Summaries (PBS) for PY 2019 and FY 2020 funding under WIOA.¹ It rescinds prior guidance related to expired funding.² This Issuance also supersedes prior guidance^{3,4} (for currently active funding) that waived the requirement for Local Plan Modifications based on funding, completion of Planning Budgets and transfer requests, and re-establishes those requirements.

BACKGROUND:

Whenever the Secretary of the U.S. Department of Labor (DOL) allots funds to the states as required under WIOA Title I,⁵ the Secretary publishes in a timely fashion⁶ in the *Federal Register* the proposed amount to be distributed to each recipient of the funds.⁷ After determining the amounts to be reserved, the Secretary makes available a percentage for Adult, Dislocated Worker, and Youth programs.

WIOA also requires⁸ the State to allocate those funds allotted to it by DOL among its Local Workforce Development Areas (LWDA) by means of a prescribed formula.

SUBSTANCE:

Attachment 1—Section 1 provides the PY 2019/FY 2020 WIOA Title I Adult formula fund allocation based on Training and Employment Guidance Letter (TEGL) No. 16-18, Change 1 issued on September 9, 2019.⁹ Missouri’s PY19 Adult allotment continues to be \$1,869,374, of which eighty-five (85) percent (\$1,588,968) continues to be allocated to the Local WDBs. Missouri’s previous FY20 Adult allotment of \$9,936,856, of which eighty-five (85) percent (\$8,446,328) was allocated to the WDBs, is now increased by \$28,960, of which eighty-five (85) percent (\$24,616) will be allocated to the WDBs and available effective October 1, 2019. Adult PY19 allocations became available July 1, 2019, and Adult FY20 allocations become

¹ Pub. Law 113-128 [[29 U.S.C. 3101 et seq.](#)].

² DWD Issuance 30-2017, “Revised Program Year 2017/Fiscal Year 2018 Workforce Innovation and Opportunity Act Formula Allocations for Adult, Youth, and Dislocated Worker Programs to Local Workforce Development Boards,” June 25, 2018. [*expired allocations herein rescinded*].

³ [DWD Issuance 05-2018](#), “Revised Program Year 2018/Fiscal Year 2019 Workforce Innovation and Opportunity Act Formula Allocations to Local Workforce Development Boards for Adult, Youth, and Dislocated Worker Programs,” November 9, 2018.

⁴ [DWD Issuance 12-2018](#), “Program Year 2019/Fiscal Year 2020 Workforce Innovation and Opportunity Act Formula Allocations to Local Workforce Development Boards for Adult, Youth, and Dislocated Worker Programs Policy,” May 30, 2019.

⁵ WIOA Title I, Subtitle B, Chapter 2—“Youth Workforce Investment Activities,” sec. 127, “State Allotments” [[29 U.S.C. 3162](#)] and WIOA Title I, Subtitle B, Chapter 3—“Adult and Dislocated Worker Employment and Training Activities,” sec. 132, “State Allotments” [[29 U.S.C. 3172](#)].

⁶ WIOA sec. 182 [[29 U.S.C. 3242](#)].

⁷ See [84 FR 16538](#) (April 19, 2019) for the official publication notice for the PY19 final allotments.

⁸ WIOA Title I, Subtitle B, Chapter 2—“Youth Workforce Investment Activities,” sec. 128, “Within State Allocations” [[29 U.S.C. 3163](#)] and WIOA Title I, Subtitle B, Chapter 3—“Adult and Dislocated Worker Employment and Training Activities,” sec. 133, “Within State Allocations” [[29 U.S.C. 3173](#)].

⁹ U.S. Department of Labor, Employment and Training Administration, Training and Employment Guidance Letter ([TEGL](#)) [16-18, Change 1](#). “Revised Program Year (PY) 2019 Funding Levels for Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated Worker and Youth Activities Program Allotments; and PY 2019 Allotments for the Wagner-Peyser Act Employment Service (ES) Program,” September 09, 2019.

available October 1, 2019. The Local WDBs may *request* to transfer up to **one hundred percent (100%)** from each of the Adult program funding allotments to the respective Dislocated Worker program funding allotments (including both the PY and the FY totals).¹⁰

All transfer requests must have prior approval from the State *before* such transfers are made.¹¹ State policy also requires submission of all transfer requests through the electronic Financial Reporting System (FRS).

An additional State requirement for transfer requests, where the total exceeds twenty percent (20%) of the original allocated or re-allocated formula allocation, is to prepare an accompanying Local Plan Modification disclosing the funds transfer. The proposed Plan Modification, once approved by the WDB and Chief Elected Official (CEO), must be made available to the public through electronic and other means, such as public hearings and local news media.¹² This public comment period must be for no more than thirty (30) days, and proof of this posting and any negative public comments received during that comment period must be forwarded when submitting the request to the State for approval. (Positive public comments also may be submitted but are not required.) Refer to OWD's current Issuance on transfer amount procedures¹³ for further discussion.

Attachment 1—Section 2 provides the PY 2019 WIOA Title I Youth formula fund allocation based on TEGL No. 16-18, Change 1 issued on September 9, 2019. Missouri's previous PY19 Youth allotment of \$12,676,655, of which eighty-five (85) percent (\$10,775,157) was allocated to the Local WDBs, has been increased by \$37,504, of which eighty-five (85) percent (\$31,878) will be allocated to the Local WDBs. PY19 Youth allocations became available April 1, 2019. The additional restored allocation funds are available effective September 9, 2019. WDBs do not have authority to transfer funds to or from the Youth activity program.

Attachment 1—Section 3 provides the PY 2019/FY 2020 WIOA Title I Dislocated Worker formula fund allocation based on TEGL No. 16-18, Change 1 issued on September 9, 2019. Missouri's PY19 Dislocated Worker allotment continues to be \$2,390,786, of which sixty (60) percent (\$1,434,472) was allocated to the WDBs. Missouri's FY20 Dislocated Worker allotment of \$11,335,295, of which sixty (60) percent (\$6,801,177) will be allocated to the WDBs, has been increased by \$8,050, of which sixty (60) percent (\$4,830) will be allocated to the WDBs and available effective October 1, 2019. Dislocated Worker PY 2019 allocations became available July 1, 2019, and Dislocated Worker FY 2020 allocations are available October 1, 2019. As previously described for the Adult program allocations, WDBs may request to transfer up to **one hundred percent (100%)** from each of the Dislocated Worker program funding allotments to the respective Adult program funding allotments, with the aforementioned requirements for prior approval and creation of Plan Modifications.

Attachment 1—Section 4 provides PY 2019 WIOA Title I Adult, Youth, and Dislocated Worker funding combined to aid in the completion of the Planning Budget Summaries (PBS) for WIOA funds.

Attachment 1—Section 5 provides FY 2020 WIOA Title I Adult and Dislocated Worker funding combined to aid in the completion of the PBS for WIOA funds.

The PBSs for WIOA Adult, Youth, and Dislocated Worker, used to budget funds covered by this Issuance, must be completed, approved by the WDB Chair and Executive Director, and submitted in OWD's Financial Reporting System (FRS).

Attachment 2 comprises the revised WIOA Line Item Descriptions.

¹⁰ WIOA sec. 133(b)(4) [[29 U.S.C. 3173\(b\)\(4\)](#)].

¹¹ WIOA sec. 133(b)(4) [[29 U.S.C. 3173](#)] and [20 CFR 683.130](#), "Does a Local Workforce Development Board have the authority to transfer funds between the adult employment and training activities allocation and the dislocated worker employment and training activities allocation?"

¹² [20 CFR 679.550\(b\)](#).

¹³ <https://jobs.mo.gov/dwdissuances>

ROLES, RESPONSIBILITIES, and REQUIRED ACTIONS:

This information must be used to develop the PBSs for all funding as identified and included in **Attachment 1**—Sections 1 through 3. Please distribute this Issuance to appropriate individuals. For regular annual allocations, OWD policy generally calls for submission of a Local Plan Modification including a copy of the PBSs. (See jobs.mo.gov/dwdissuances for the most recent plan modification guidance.) However, it is at the agency's determination that post-allotment rescissions or restorations of amounts similar to those allocations accompanying this Issuance will not significantly affect Local Plans. **Therefore, at OWD's discretion, Local Plan Modifications will not be required for this particular set of PBS submissions.**

The Local WDB must include a copy of the properly completed, approved PBSs in a Local Plan Modification.

When requesting to transfer funds the WDB must provide a copy of the transfer request PBS signed by the WDB Chair and Executive Director submitted through FRS; an explanation of how this transfer will assist the WDB; and how many additional individuals are anticipated to be served in the program receiving the transferred funds. As previously discussed, transfers exceeding twenty percent (20%) will additionally require a Local Plan Modification.

Reported expenditures may not exceed line item budgets by greater than ten percent (10%) of the total budget. It is the sole responsibility of the WDB to review actual expenditures to budgets, at least monthly, and to submit PBS modifications through FRS and signed by the WDB Chair and Executive Director, as needed. OWD would expect to see proof of funding discussions contained within the WDB meeting minutes. In addition, the most recent approved budget must be posted to the WDB's website.

PY19 WIOA Youth funds (Attachment 1-Section 2) became available April 1, 2019. PY19 Adult and Dislocated Worker funds (Attachment 1-Sections 1 and 3) became available July 1, 2019. FY20 Adult and Dislocated Worker funds (Attachment 1-Sections 1 and 3) become effective October 1, 2019. Youth restoration funds announced in this Issuance become available September 9, 2019. Adult and Dislocated Worker restoration funds announced in this Issuance become available October 1, 2019.

TIMELINE:

WDB Fiscal Staff – Resubmission of Youth PBS, Adult PBS and Dislocated Worker PBS through FRS...**November 1, 2019**

INQUIRIES:

Please direct all questions or comments regarding this Issuance document to dwdpolicy@dhewd.mo.gov. All active Issuances are available at jobs.mo.gov/dwdissuances. Expired/rescinded Issuances are available on request.

For information about [Office of Workforce Development](#) services, contact a [Missouri Job Center](#) near you.

*Locations and additional information are available at jobs.mo.gov or 1-(888)-728-JOBS (5627).
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Missouri Relay Services at 711.*

PY19-FY20 WIOA ALLOCATIONS

Attachment 1-Section 1 of 5

Workforce Innovation and Opportunity Act Adult Allocations

<u>Region Name</u>	<u>LWDA No.</u>	<u>PY '19 Available 7/1/19</u>	<u>FY '20 Available 10/1/19</u>	<u>FY '20 - Restoration Allocations Available 10/1/19</u>	<u>Total Allocation</u>
Northwest	1	\$ 52,129	\$ 277,095	\$ 808	\$ 330,032
Northeast	2	\$ 51,342	\$ 272,915	\$ 795	\$ 325,052
Kansas City & Vicinity	3	\$ 281,578	\$ 1,496,757	\$ 4,362	\$ 1,782,697
West Central	4	\$ 59,173	\$ 314,540	\$ 917	\$ 374,630
St. Louis City	6	\$ 165,151	\$ 877,878	\$ 2,558	\$ 1,045,587
Southwest	7	\$ 50,913	\$ 270,634	\$ 789	\$ 322,336
Ozark	8	\$ 122,611	\$ 651,750	\$ 1,899	\$ 776,260
Central	9	\$ 132,217	\$ 702,812	\$ 2,048	\$ 837,077
South Central	10	\$ 85,401	\$ 453,958	\$ 1,323	\$ 540,682
Southeast	11	\$ 126,782	\$ 673,924	\$ 1,964	\$ 802,670
East Jackson County	12	\$ 82,096	\$ 436,389	\$ 1,272	\$ 519,757
St. Louis County	13	\$ 270,170	\$ 1,436,116	\$ 4,185	\$ 1,710,471
St. Charles County	14	\$ 45,765	\$ 243,266	\$ 710	\$ 289,741
Jefferson / Franklin Consortium	15	\$ 63,641	\$ 338,293	\$ 986	\$ 402,920
Total		\$ 1,588,969	\$ 8,446,327	\$ 24,616	\$ 10,059,913

Note: Must be fully expended by 6/30/2021.

PY19-FY20 WIOA ALLOCATIONS

Attachment 1-Section 2 of 5

Workforce Innovation and Opportunity Act Youth Allocation

<u>Region Name</u>	<u>LWDA No.</u>	<u>PY '19 Available 4/1/19</u>	<u>PY '19 - Restoration Allocations Available 9/9/19</u>	<u>Total Allocation</u>
Northwest	1	\$ 358,813	\$ 1,062	\$ 359,875
Northeast	2	\$ 319,052	\$ 944	\$ 319,996
Kansas City & Vicinity	3	\$ 1,894,022	\$ 5,603	\$ 1,899,625
West Central	4	\$ 423,795	\$ 1,254	\$ 425,049
St. Louis City	6	\$ 1,044,755	\$ 3,091	\$ 1,047,846
Southwest	7	\$ 337,478	\$ 998	\$ 338,476
Ozark	8	\$ 990,852	\$ 2,931	\$ 993,783
Central	9	\$ 1,024,071	\$ 3,030	\$ 1,027,101
South Central	10	\$ 507,644	\$ 1,502	\$ 509,146
Southeast	11	\$ 837,876	\$ 2,479	\$ 840,355
East Jackson Co. KC	12	\$ 516,508	\$ 1,528	\$ 518,036
St. Louis County	13	\$ 1,809,455	\$ 5,353	\$ 1,814,808
St. Charles County	14	\$ 309,355	\$ 915	\$ 310,270
Jefferson / Franklin Consortium	15	\$ 401,482	\$ 1,188	\$ 402,670
Total		\$ 10,775,158	\$ 31,878	\$ 10,807,036

Note: Must be fully expended by 6/30/2021.

PY19-FY20 WIOA ALLOCATIONS

Attachment 1-Section 3 of 5

Workforce Innovation and Opportunity Act Dislocated Worker Allocations

<u>Region Name</u>	<u>LWDA No.</u>	<u>PY '19 Available 7/1/19</u>	<u>FY '20 Available 10/1/19</u>	<u>FY '20 - Restoration Allocations Available 10/1/19</u>	<u>Total Allocation</u>
Northwest	1	\$ 65,978	\$ 312,816	\$ 222	\$ 379,016
Northeast	2	\$ 56,805	\$ 269,327	\$ 191	\$ 326,323
Kansas City & Vicinity	3	\$ 165,704	\$ 785,640	\$ 558	\$ 951,902
West Central	4	\$ 70,426	\$ 333,909	\$ 237	\$ 404,572
St. Louis City	6	\$ 103,734	\$ 491,827	\$ 349	\$ 595,910
Southwest	7	\$ 71,316	\$ 338,128	\$ 240	\$ 409,684
Ozark	8	\$ 116,092	\$ 550,420	\$ 391	\$ 666,903
Central	9	\$ 135,559	\$ 642,715	\$ 457	\$ 778,731
South Central	10	\$ 86,852	\$ 411,789	\$ 293	\$ 498,934
Southeast	11	\$ 126,843	\$ 601,394	\$ 427	\$ 728,664
East Jackson Co. KC	12	\$ 81,464	\$ 386,239	\$ 274	\$ 467,977
St. Louis County	13	\$ 237,055	\$ 1,123,935	\$ 798	\$ 1,361,788
St. Charles County	14	\$ 65,971	\$ 312,786	\$ 222	\$ 378,979
Jefferson / Franklin Consortium	15	\$ 50,673	\$ 240,252	\$ 171	\$ 291,096
Total		\$ 1,434,472	\$ 6,801,177	\$ 4,830	\$ 8,240,479

Note: Must be fully expended by 6/30/2021.

PY19-FY20 WIOA ALLOCATIONS

Attachment 1-Section 4 of 5

PY'19 Workforce Innovation and Opportunity Act Allocations

<u>Region Name</u>	<u>LWDA No.</u>	<u>PY '19 Adult</u>	<u>PY '19 Youth</u>	<u>PY '19 - Restoration Allocations Available 9/9/19</u>	<u>PY '19 Dislocated Worker</u>	<u>Total PY '19 Available</u>
Northwest	1	\$ 52,129	\$ 358,813	\$ 1,062	\$ 65,978	\$ 477,982
Northeast	2	\$ 51,342	\$ 319,052	\$ 944	\$ 56,805	\$ 428,143
Kansas City & Vicinity	3	\$ 281,578	\$ 1,894,022	\$ 5,603	\$ 165,704	\$ 2,346,907
West Central	4	\$ 59,173	\$ 423,795	\$ 1,254	\$ 70,426	\$ 554,648
St. Louis City	6	\$ 165,151	\$ 1,044,755	\$ 3,091	\$ 103,734	\$ 1,316,731
Southwest	7	\$ 50,913	\$ 337,478	\$ 998	\$ 71,316	\$ 460,705
Ozark	8	\$ 122,611	\$ 990,852	\$ 2,931	\$ 116,092	\$ 1,232,486
Central	9	\$ 132,217	\$ 1,024,071	\$ 3,030	\$ 135,559	\$ 1,294,877
South Central	10	\$ 85,401	\$ 507,644	\$ 1,502	\$ 86,852	\$ 681,399
Southeast	11	\$ 126,782	\$ 837,876	\$ 2,479	\$ 126,843	\$ 1,093,980
East Jackson Co. KC	12	\$ 82,096	\$ 516,508	\$ 1,528	\$ 81,464	\$ 681,596
St. Louis County	13	\$ 270,170	\$ 1,809,455	\$ 5,353	\$ 237,055	\$ 2,322,033
St. Charles County	14	\$ 45,765	\$ 309,355	\$ 915	\$ 65,971	\$ 422,006
Jefferson / Franklin Consortium	15	\$ 63,641	\$ 401,482	\$ 1,188	\$ 50,673	\$ 516,984
Total		\$ 1,588,969	\$ 10,775,158	\$ 31,878	\$ 1,434,472	\$ 13,830,477

Note: Youth funds available 4/1/2019. Adult and Dislocated Worker funds available 7/1/2019. Must be fully expended by 6/30/2021.

PY19-FY20 WIOA ALLOCATIONS

Attachment 1-Section 5 of 5

FY'20 Workforce Innovation and Opportunity Act Allocations

<u>Region Name</u>	<u>LWDA No.</u>	<u>FY '20 Adult</u>	<u>FY '20 - Restoration Allocations Available 10/1/19</u>	<u>FY '20 Dislocated Worker</u>	<u>FY '20 - Restoration Allocations Available 10/1/19</u>	<u>Total FY '20 Available</u>
Northwest	1	\$ 277,095	\$ 808	\$ 312,816	\$ 222	\$ 590,941
Northeast	2	\$ 272,915	\$ 795	\$ 269,327	\$ 191	\$ 543,228
Kansas City & Vicinity	3	\$ 1,496,757	\$ 4,362	\$ 785,640	\$ 558	\$ 2,287,317
West Central	4	\$ 314,540	\$ 917	\$ 333,909	\$ 237	\$ 649,603
St. Louis City	6	\$ 877,878	\$ 2,558	\$ 491,827	\$ 349	\$ 1,372,612
Southwest	7	\$ 270,634	\$ 789	\$ 338,128	\$ 240	\$ 609,791
Ozark	8	\$ 651,750	\$ 1,899	\$ 550,420	\$ 391	\$ 1,204,460
Central	9	\$ 702,812	\$ 2,048	\$ 642,715	\$ 457	\$ 1,348,032
South Central	10	\$ 453,958	\$ 1,323	\$ 411,789	\$ 293	\$ 867,363
Southeast	11	\$ 673,924	\$ 1,964	\$ 601,394	\$ 427	\$ 1,277,709
East Jackson Co. KC	12	\$ 436,389	\$ 1,272	\$ 386,239	\$ 274	\$ 824,174
St. Louis County	13	\$ 1,436,116	\$ 4,185	\$ 1,123,935	\$ 798	\$ 2,565,034
St. Charles County	14	\$ 243,266	\$ 710	\$ 312,786	\$ 222	\$ 556,984
Jefferson / Franklin Consortium	15	\$ 338,293	\$ 986	\$ 240,252	\$ 171	\$ 579,702
Total		\$ 8,446,328	\$ 24,616	\$ 6,801,177	\$ 4,830	\$ 15,276,951

Note: Adult and Dislocated Worker funds available 10/1/2019. Must be fully expended by 6/30/2021.

Adult—Local Administration:	Definitions	Expenditure Category
Adult—Salary and Fringe Benefits	Salaries and fringe benefits for administrative staff working with the program.	10%
Adult—Other Administration	Other costs associated with operating the program such as supplies, space, travel, etc.	10%
Adult – Administration Indirect	Admin Indirect costs associated with operating the program such as supplies, space, travel, etc.	10%
COVID-19 Admin: Activities related to COVID-19 response, or other qualifying emergencies. (i.e. expenses related to telework)		10%
Adult—Program Services:		
Adult—Salary and Fringe Benefits	Salaries and fringe benefits for staff operating the program.	60%
Adult—Other staffing costs	Other costs associated with operating the program such as supplies, space, travel, etc.	60%
Adult – Program Indirect	Program Indirect costs associated with operating the program such as supplies, space, travel, etc.	60%
Adult—ITA	Funds expended for participants enrolled in Activity 300 Occupational Skills Training and paid for through individual	40%
Adult—OJT	Funds expended for participants enrolled in Activity 301 On-the-Job Training.	40%
Adult—Pre-Apprenticeship	Programs that provide training to increase math, literacy, and other vocational skills needed to gain entry to a registered apprenticeship program. Activity code 223.	40%
Adult—Registered Apprenticeship	A registered apprenticeship is a program registered under the National Apprenticeship Act. Activity code 314.	40%
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. Activity code 348. No more than 10% of combined Adult/DW allotment.	40%
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 347. No more than 20% of combined Adult/DW allotment.	40%
Adult—Internship	A planned, structured learning experience that takes place in a workplace for a limited time. An internship may be arranged within the private for-profit sector, the non-profit sector, or the public sector. Activity code 218.	40%
Adult—Work Experience	A planned, structured learning experience that takes place in a workplace for a limited time. Work experience may be paid or unpaid, as appropriate. An internship or work experience may be arranged within the private for profit sector, the non-profit sector or the public sector. Activity code 219.	40%
Adult—Supportive Services	Funds expended for participants enrolled in allowable activities. Activity codes include: 180, 181, 182, 184, and 185.	40%

Dislocated Worker—Local Administration: Definitions Expenditure Category

Dislocated Worker— Salary and Fringe Benefits	Salaries and fringe benefits for administrative staff working with the program.	10%
Dislocated Worker— Other Administration	Other costs associated with operating the program such as supplies, space, travel, etc.	10%
Dislocated Worker – Admin Indirect	Admin Indirect costs associated with operating the program such as supplies, space, travel, etc.	10%

COVID-19 Admin: Activities related to COVID-19 response, or other qualifying emergencies. (i.e. expenses related to telework). 10%

Dislocated Worker—Program Services:

Dislocated Worker— Salary and Fringe Benefits	Salaries and fringe benefits for staff operating the program.	60%
Dislocated Worker— Other staffing costs	Other costs associated with operating the program such as supplies, space, travel, etc.	60%
Dislocated Worker – Program Indirect	Program Indirect costs associated with operating the program such as supplies, space, travel, etc.	60%
Dislocated Worker—ITA	Funds expended for participants enrolled in Activity 300 Occupation-Specific Training and paid for through individual	40%
Dislocated Worker—OJT	Funds expended for participants enrolled in Activity 301 On-the-Job Training. Does not include funds expended from the OJT Dislocated Worker Grant.	40%
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. Activity code 223.	40%
Dislocated Worker— Registered Apprenticeship	A Registered Apprenticeship is a program registered under the National Apprenticeship Act. Activity code 314.	40%
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. Activity code 348. No more than 10% of combined Adult/DW allotment.	40%
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. Activity code 347. No more than 20% of combined Adult/DW allotment.	40%
Dislocated Worker—Internship	A planned, structured learning experience that takes place in a workplace for a limited time. An internship may be arranged within the private for-profit sector, the non-profit sector, or the public sector. Activity code 218.	40%
Dislocated Worker— Work Experience	A planned, structured learning experience that takes place in a workplace for a limited time. Work experience may be paid or unpaid, as appropriate. An internship or work experience may be arranged within the private for profit sector, the non-profit sector or the public sector. Activity code 219.	40%

Dislocated Worker— Supportive Services	Funds expended for participants enrolled in allowable activities. Activity codes include: 180, 181, 182, 184, and 185.	40%
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Youth—Local Administration:	Definitions	Expenditure Category
Youth—Salary and Fringe Benefits	Salaries and fringe benefits for administrative staff working with the program.	10%
Youth—Other Administration	Other costs associated with operating the program such as supplies, space, travel, etc.	10%
Youth – Admin Indirect	Admin Indirect costs associated with operating the program such as supplies, space, travel, etc.	10%

Youth—In-School Youth Program Services:	COVID-19 Admin: Activities related to COVID-19 response, or other qualifying emergencies. (i.e. expenses related to telework).	10%
In-School—Salary and Fringe Benefits	Salaries and fringe benefits for staff operating the program.	Exempt
In-School—Other staffing/operational costs	Other costs associated with operating the program such as supplies, space, travel, etc.	Exempt
In-School – Program Indirect	Program Indirect costs associated with operating the program such as supplies, space, travel, etc.	Exempt

Youth—In-School Youth Direct Participant Costs:

In-School—Occupational Skills Training	Funds expended for In-School WIOA Youth participants enrolled in Activity 416 for occupational skills training.	Exempt
In-School—Work Experiences Staffing	Funds used for staffing costs for the development and management of WIOA work experiences as defined in 20 CFR 681.590 & 20 CFR 681.600 . Meets the requirement of WIOA Section 129(c)(4): 20% minimum budgeted for and expended for work experiences.	Exempt
In-School—OJT	Funds expended for In-School WIOA Youth participants enrolled in On-the-Job Training. Activity code 428.	Exempt
In-School—Supportive Services	Funds expended for WIOA In-School participants enrolled in allowable activities. Activity codes 480, 481, 482, 483, 485,	Exempt
In-School—Pre-apprenticeship	Funds used for Pre-apprenticeship programs, Activity code	Exempt
In-School—Internships and Job	Funds used for Internships and Job Shadowing, Activity code	Exempt
In-School—Financial Literacy	Funds used for Financial Literacy Education, Activity code 434.	Exempt
In-School— Alternative Secondary School	Alternative secondary school services, or dropout recovery services, as appropriate. Activity code 415.	Exempt
In-School— Other direct participant costs	Incentive payments made to participants. Activity code 487.	Exempt
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 codes 400 and 425. This would include participant wages and fringe costs for payroll.	Exempt

Youth—Out-of-School Youth Program Services:

Definitions

Expenditure Category

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

Youth—Out-of-School Youth

Direct Participant Costs:

Out-School—Occupational Skills Training	Funds expended for Out-of-School WIOA Youth participants enrolled in Activity 416 for occupational skills training.	Exempt
Out-School—Work Experiences Staffing	Funds used for staffing costs for the development and management of WIOA work experiences as defined in 20 CFR 681.590 & 20 CFR 681.600 . Meets the requirement of WIOA Section 129(c)(4): 20% minimum budgeted for and expended for work experiences. 681.600	Exempt
Out-School—OJT	Funds expended for Out-of-School WIOA Youth participants enrolled in On-the-Job Training, Activity code 428.	Exempt
Out-School—Supportive Services	Funds expended for WIOA Out-of-School participants enrolled in allowable activities. Activity codes 480, 481, 482, 483, 485, and 486.	Exempt
Out-School— Pre-apprenticeship Programs	Funds used for Pre-apprenticeship programs, Activity code 433.	Exempt
Out-School—Internships and Job Shadowing	Funds used for Internships and Job Shadowing, Activity code 427.	Exempt
Out-School—Financial Literacy Education	Funds used for Financial Literacy Education, activity code 434.	Exempt
Out-School— Alternative Secondary School Services	Alternative secondary school services, or dropout recovery services, as appropriate, Activity codes 415 and 418.	Exempt
Out-School— Other direct participant costs	Incentive payments made to participants. Activity code 487.	Exempt
Out-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 codes 400 and 425. This would include participant wages and fringe costs for payroll.	Exempt