INDIANA
WORKFORCE
DEVELOPMENT

TO: State Workforce Innovation Council Chairperson
Marion County Workforce Investment Board Chairperson & Director
Regional Workforce Board Chairpersons
Regional Operators
Directors of Operations for Northern and Southern Indiana

FROM: Andrew J. Penca
Commissioner, Indiana Department of Workforce Development

DATE: August 30, 2007

SUBJECT: DWD Policy 2007-16
Transfer of Funding Policy

Purpose
To provide guidance concerning the transferring of Workforce Investment Act Adult and Dislocated Worker allocations

Rescission
DWD Policy 2004-09, Transfer of Funding Policy, dated August 31, 2004

Content
Section 134(b)(4) of the Workforce Investment Act (WIA) and 20 CFR Part 661.420(c) of the WIA Regulations gives local boards "transfer authority" to reallocate up to 30 percent of funds between their WIA Adult and WIA Dislocated Worker allocations. Additionally, the Indiana Department of Workforce Development has been approved for a waiver allowing transfers for up to 100 percent between the Adult and Dislocated Worker allocations from the U. S. Department of Labor. The waiver request from the local board must be approved by the Department of Workforce Development before the transfer takes place.

The transfer authority provides local boards with the flexibility to design programs and allocate resources to meet the needs of adults and dislocated workers in their communities. Approval for transfer of WIA funding will be based on the following criteria:

- Education and/or workforce development services will be improved.
- No group of individuals will be negatively impacted because of the transfer.
- Labor force data supports the transfer.
- Current and future expenditure and enrollment data supports the transfer.

Operational Direction

The Indiana Department of Workforce Development's process for the transfer of adult or dislocated worker WIA allocations is as follows:

- The attached template, Request for Transfer of WIA Funding, must be approved by the local board when requesting transfer of funds.
- Transfer requests must be submitted to: Indiana Department of Workforce Development; ATTN: Director, Program Policy; 10 North Senate Avenue; Indianapolis, IN 46204.
- Appropriate departments within DWD will review the request and make recommendations to approve, modify or deny the request.
- A written decision will be issued in response to each request.
- A grant modification package will be issued if the transfer request is approved.

The attached template, Request for Transfer of WIA Funding, will address the following:

- Name the affected WIA programs and the size and direction of the transfer. For each program, list the funds available as of July 1 of the program year, the funds expended to date, and the projected expenditures through June 30 of the program year.
- Describe the situation that necessitates transferring funds.
- Explain how the program services from the WIA allocation you are transferring from will not be negatively impacted, i.e., how will dislocated workers still be served; and identify companies who have had Rapid Response activity and numbers affected.
- Explain how the program services from the WIA allocation you are transferring to will be positively impacted.

Effective Date: Immediately

Review Date: August 1, 2009

Ownership: Program Policy

Action

Local administrators are to follow the guidance provided in the operational directive.

Contact Person

Jennifer Biddle, Planning Analyst, Program Policy
Indiana Department of Workforce Development
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E-mail: jbiddle@dwd.IN.gov

REQUEST FOR TRANSFER OF WIA FUNDING

_____
(WIB/RWB Name)

Transfer From	**Transfer To**
WIA Program: _____	**WIA Program:** _____
Amount: _____	**Amount:** _____

Funds Available		**Funds Available**	
Funds Available July 1	_____	Funds Available July 1	_____
Expended to Date	_____	Expended to Date	_____
Project expended as of June 30	_____	Project expended as of June 30	_____

Describe the situation that necessitates transferring funds.

Explain how the services from the WIA allocation you are transferring from will not be negatively impacted; i.e., how will dislocated workers still be served; and identify companies who have had Rapid Response activity and numbers affected.

Explain how the services from the WIA allocation you are transferring to will be positively impacted.

_____	_____
Typed Name and Title of WIB/RWB Director	Typed Name and Title WIB/RWB Chairperson
_____	_____
Signature	Signature
_____	_____
Date	Date