



POLICY

**POLICY NAME:** Intra-Area Voluntary Transfer of WIA Funds

**Date of Issue:** March 1, 2014  
**Effective Date:** March 1, 2014

**Policy #:**  
**For more info contact:** Mike Harmon or Linda Prewitt

**Applies /Of Interest To:** LWIBs

<b>Subject</b>	Intra-Area Voluntary Transfer of WIA Funds
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<b>Purpose</b>	The purpose of this Policy is to provide guidance on the process and appropriate use of WIA funds through a voluntary transfer/receipt from one local area to another local area. A local area may opt to transfer funds to another local area that wishes to accept those funds. This transfer may include any portion of a local area's funds, including those exclusively from the program category (i.e. either whole dollars), administrative, or any combination thereof.
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<b>Background</b>	First issued in June 2001 as part of the WIA Handbook-Financial Management. Revisions reflect current Administration name changes and applicable waivers.
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<b>Policy</b>	<p><b><u>A. OET Guidelines for Voluntary Transfers/Receipts</u></b></p> <ol style="list-style-type: none"> <li>1. Local Workforce Investment Areas may negotiate and initiate voluntary transfers for Title I, Section 128(b)(2)(A) or 128(b)(3) and Section 133(b)(2)(A) or 133(b)(3) upon approval of the Office of Employment and Training.</li> <li>2. Contingent on State approval, the local area may negotiate a voluntary transfer with the approval of its LWIB.</li> <li>3. Local areas interested in making funding transfers should communicate their interest to other local areas and to the Office of Employment and Training.</li> <li>4. Upon receipt of the completed <i>Intra-Area Voluntary Transfer of WIA Funds</i> form signed by both the Transferring Local Area and the Receiving Local Area, NFAs will be issued to recapture from the Transferring Area and obligate to the Receiving Area. The NFA for the intra-transfer of funds will include all funding streams involved in the transfer.</li> </ol> <p><i>NOTE: If a local area transfers only program funds, it could appear that the local area has exceeded the cost limitations. If this occurs, a clarification should be included with the federal report explaining the voluntary transfer (deobligation) of funds. The explanation should state: "\$_____ program dollars were voluntarily transferred to the _____ local area" in accordance with the State's written policy.</i></p>
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**B. OET Voluntary Transfer Limitations**

1. Funds voluntarily deobligated and transferred maintain their character regarding cost categories and associated time limitations for expenditure. A local area that received transferred funds must expend the funds within the program year in which they were received. Carry-over of voluntarily transferred funds is not allowed.
2. Transfers between dislocated workers and adults will be limited to 50 percent of the original allocation. An area may not receive funds through a voluntary transfer and then transfer those funds to another funding stream if it will cause the LWIA to exceed the 50 percent limitation of the original allocation.
3. A local area must spend all of their original allocation (not the original allocation + transferred funds) in order to be eligible to receive any recaptured two-year (*20 CFR Part 652 et al- §667.107*) or first-year unobligated (*20 CFR Part 652 et al- §667.160*) funds that OET may reallocate to local areas.
4. The 10 percent administrative limit will be based on the original allocation that an area has received, not 10 percent of the original allocation less amounts voluntarily given to another area. Otherwise, an area may have already spent all of their 10 percent administrative dollars and a voluntary transfer of funds to another area will put them over the 10 percent administrative limit. An area receiving dislocated worker, adult, or youth funds could not take an additional 10 percent administrative expense on those funds.
5. A local area can transfer part of their 10 percent administrative dollars to another local area. OET will recapture as administrative dollars and issue an NFA to the area receiving the funds specifying those dollars as administrative dollars. This is an issue to be negotiated among the local areas.
6. If a local area has administrative dollars left to transfer, they may move those dollars back as program dollars to the original funding stream and transfer those dollars as adult, dislocated, or youth dollars. In no instance can a local area move more administrative dollars back to a funding stream as program dollars than originally designated from that funding stream.

<b>Procedural Guidance</b>	See attached OET-130 form.
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<b>Supersedes/ Replaces</b>	Instructions and form for the DTR-130 issued in June 2001 as part of the WIA Handbook-Financial Management.
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<b>Other References</b>	Title I, Section 128(b)(2)(A) or 128(b)(3) and Section 133(b)(2)(A) or 133(b)(3). 20 CFR Part 652 et al- §667.160. WIA Handbook-Financial Management (June 2001).
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**KY Education and Workforce Development Cabinet  
Office of Employment and Training**

***Intra-Area Voluntary Transfer of WIA Funds***

The following Workforce Investment Areas have agreed to voluntarily transfer or receive the amounts indicated for the grants listed below:

***Transferring Area:***

\_\_\_\_\_  
*Local Workforce Investment Area*

***Receiving Area:***

\_\_\_\_\_  
*Local Workforce Investment Area*

<b><i>Grant No.</i></b>	<b><i>Funding Stream</i></b>	<b><i>Amount</i></b>

***LWIA Certification***

We certify that the transfer of WIA funds indicated above complies with the *Voluntary Intra-Area Transfer Policy* attached to this form.

\_\_\_\_\_  
**Authorized Signature Transferring Area**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Authorized Signature Receiving Area**

\_\_\_\_\_  
**Date**

**Approved for Transfer:**

\_\_\_\_\_  
**Authorized OET Signature**

\_\_\_\_\_  
**Date**