WIOA STATEWIDE ALLOWABLE ACTIVITIES FUNDING GUIDELINES

These funds are for initiatives that fit strategies and directions of the Governor or the Governor’s designee **and** conform to the Workforce Innovation and Opportunity Act (WIOA), its regulations, and all other federal circulars and directives related to the Act. Key points:

* These are program dollars and cannot be used for state administrative activities;
* Must be tied directly to services to or otherwise benefit WIOA-eligible individuals;
* Must result in a measurable outcome under WIOA performance accountability standards; and
* Cannot be used to duplicate or supplant any activity that is normally funded by another federal or state program (e.g., curriculum development funded by the Department of Education and state educational resources)

**WIOA Eligible:** All statewide funding must be tied to directassistance to WIOA-eligible youth, adults, and dislocated workers, with the exception of incumbent workers. Consult [WorkSource System Policy 1019](http://www.wa.gov/esd/1stop/policies/documents/systems/1019Revision1_EligibilityGuidelinesandDocumentationRequirements.pdf) (Eligibility Guidelines and Documentation Requirements) and/or [WIOA Title I Policy 5607](http://www.wa.gov/esd/1stop/policies/documents/wioa_title1/5607_IncumbentWorkerTrainingCriteria_Final.pdf) (Incumbent Worker Training Criteria) for more information.

**Procurement:** Appropriate procurement procedures must be used to acquire training-related services. Those used by OFM for purchase of either client or personal services are acceptable. However, there are separate requirements for the acquisition of equipment. WIOA prohibits any funds from being used for what is strictly curriculum development that would otherwise be a part of the regular ongoing activity of a public education institution.

**Additional Guidance for Use of Funds:** Beyond the specifically allowable statewide activities articulated in WIOA Sections 129(b)(2) and 134(a)(3), additional considerations include:

* Demonstration or pilot or evaluation projects;
* Cannot be for ongoing or regular services of an organization;
* Must be sustainable without these funds if the initial activity evolves into a permanent program;
* Employer contribution (applicable to statewide training activities that directly benefit employers and require employer contributions such as incumbent worker training, customized training, and on-the-job training).

Note: These guidelines are normally used and encouraged for distribution of statewide funds; however, in those instances where statewide activities supported by the Governor do not appear to align with the guidelines, ESD will consult DOL for formal guidance.

*Please direct questions to the Employment System Administration and Policy Unit at (360) 902-9666 or* [*SystemPolicy@esd.wa.gov*](mailto:SystemPolicy@esd.wa.gov)*.*