



## WorkSource Information Notice (WIN)

Employment System Administration and Policy

Policy-related |  Fiscal |  Performance |  Q&A |  Other

Number: WIN 0108, Change 10  
Date: May 3, 2022  
Expiration Date: June 30, 2024

**TO:** Washington WorkSource System Partners

**FROM:** Gary Kamimura, Policy Manager

**SUBJECT:** Temporary suspension of the 30 percent limit on transfers of formula grant funds between the Workforce Innovation and Opportunity Act (WIOA) Title I-B adult and dislocated worker programs to allow up to 100 percent transferability.

### **Purpose:**

To communicate a six-month suspension of the 30 percent limit on transfers of formula grant funds between the WIOA Title I-B adult and dislocated worker programs under WIOA Title I Policy 5401 and allow for up to 100 percent transferability between the two formula grant programs.

### **Action Required:**

Local Workforce Development Boards and their contractors must distribute this guidance broadly throughout the system to ensure that WorkSource System staff are familiar with its content and requirements.

### **Content:**

WIOA Title I Policy 5401 (Fund Transfers Between Adult and Dislocated Worker Grants under Title I of the Workforce Innovation and Opportunity Act) limits fund transfers between the WIOA Title I-B adult and dislocated worker programs to 30 percent.

Because the COVID-19 pandemic is causing near-historic levels of unemployment in Washington, at its April 15, 2020 meeting, the Workforce Training and Education Coordinating Board (WTECB) approved a motion to temporarily suspend the 30 percent limit on transfers of formula grant funds between the WIOA Title I-B adult and dislocated worker programs and allow up to 100 percent transferability between the two formula grant programs to enable LWDBs to direct their WIOA Title I resources with the flexibility needed to respond to this emergency.

## **Transfer Request Procedure:**

To help expedite the transfer request process, Sections 3.5.c and 3.5.d of WIOA Title I Policy 5401 are also suspended for a six-month period. The amended transfer request procedure is as follows:

LWDBs must submit requests to transfer adult or dislocated worker funds to ESD's Grants Management Office ([ESDGPWorkforceInitiatives@ESD.WA.GOV](mailto:ESDGPWorkforceInitiatives@ESD.WA.GOV)). Requests must include the following:

1. The transfer fund source (i.e., from adult to dislocated worker or dislocated worker to adult);
2. The dollar amount of the transfer request, including the percentage share of the base allocation represented by that dollar amount;
3. The reason(s) for the transfer;
4. Local board or local advisory board (e.g., Executive Committee, Finance Committee, etc.) approval of the transfer request;
5. Revised "*Participant Planning Forms*" for both the adult and dislocated worker programs to accompany a program impact analysis. The program impact analysis must include:
  - a. Proposed services and number of participants originally planned to be served by the base allocation compared to the services and number of participants planned to be served after funds are transferred;
  - b. Justification that the transfer of funds will not adversely impact the provision of services to participants and that necessary services and client-planned activities will be maintained in the program from which funds are transferred.

## **Development of Metrics to Monitor Transfer Impacts:**

In allowing up to 100 percent transferability, though not required as part of the transfer request, the WTECB does require that LWDBs develop metrics to monitor the impacts of transfers and ensure equity amongst their adult populations and individuals who would otherwise be eligible for dislocated worker or adult program services, depending on the program to which transfers are directed, and that LWDBs report back to the WTECB at future meetings on outcomes and impacts.

LWDBs may request assistance from WTECB and ESD staff as they develop and implement the required performance and equity metrics. Subject matter experts in the performance, research and data arms of the WTECB and ESD have been briefed on the WTECB action and can, as needed, assist LWDBs in this regard.

## **References:**

- [WIOA Policy 5401, Rev 3](#)
- WTECB Board Meeting, February 23, 2023

## **Website:**

<https://wpc.wa.gov/policy/state/win-state-guidance>

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**Attachments:**

None