
Executive Summary

Workforce Services Policy - WIOA (Transfer Authority of Title I Adult Funds to Dislocated Worker Funds and Vice Versa)

1. What is the purpose of this policy?

To establish uniform procedures associated with management and utilization of Title I funds and ensure both populations are adequately served.

2. Who approves the requests for transferring funds between programs?

Transfers of funds are approved by TDLWD Fiscal staff.

3. What procedures will TDLWD fiscal staff uses to approve fund transfers?

- Staff reviews the request based on the criteria outlined in the Transfer Policy "Instructions" section
- Staff will also review the current labor market information to assess justification to repurpose funds; accrued expenditures, obligation balances, performance data, average cost per participant in the local area and the marketing and recruitment efforts of participants (adult and dislocated workers)
- Then Staff makes its recommendation to the Grants and Budgets Director
- Grants and Budget Director and/or Workforce Services Assistant Administrator subsequent to the reviewing staff recommendations, accepts or denies the recommendation
- A formal letter of response is forwarded to:
 1. The Chief Local Elected Official
 2. The LWDA Director
 3. The TDLWD Regional Director and
 4. The Fiscal Agent

4. How is the transfer requested?

The local board via the designated fiscal agent will submit a transfer request along with Attachment A via email to WSPayment.Requests@tn.gov.

5. Reviewing Factors

- The number of dislocated workers or adults has changed in comparison to the same period in the prior year.
- The number of participants in training services has changed.
- Recruitment of the most in need for the adult population or the long-term dislocated worker population has changed.
- The local board has adjusted the average cost per participant
- The LWDA has made every effort to recruit and market the availability of services to participants.
- Current accrued expenditure/obligation levels of both programs in the local area
- Participant services
- Review of activities in regards to the local and regional plans.