



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE DEVELOPMENT

220 French Landing Drive
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March 4, 2008

Workforce Investment Act (WIA) Memorandum Number E&T 01-13, Change 2

Topic: Procedures for Requesting Additional Funds for WIA Title I Services

Subject: State Reserve Funds for WIA Services

Purpose: The purpose of this memorandum is to make changes in the previous policy for the checklist when requesting additional funds. This process will streamline the procedure and ensure consistency in requesting state reserve funds.

Background: Section 663.320 of WIA states that WIA funding is limited to (1) participants who are unable to obtain grant assistance from other sources to pay for costs of their training, and (2) to program operators who coordinate training funds with one-stop operators and other entities. Training providers must consider the availability of other sources for grants to pay for training costs (such as state training funds or Federal Pell grants) so that WIA funds can supplement other sources of training funds.

However, when local resources are not sufficient to cover the cost of career center intensive or training services, state reserve funds may be made available. Depending on the size of the request, the state may disburse additional funds in two increments, each equaling 50% of the total allocation.

Instructions: In order to request additional training funds, we require the following procedure for all requests. We have attached the checklist that needs to be completed for each request.

Contact: For questions regarding this policy, please contact Susan Cowden, Administrator, Division of Workforce Development at 1-800 255-5872.

Effective Date: March 4, 2008

Expiration Date: Indefinite

Susan Cowden, Administrator
Division of Workforce Development

SC:RT:RK

Request for Additional Funds Checklist

Additional Funding Request – All items must be completed prior to sending to Fiscal

- Scope of Service**
- Start/End Dates**
- Budget**
- Administrative Cost Included, Yes or No**
 - If yes, (Admin. Included), what %**
- Existing (current) contracts with LWIA? (If so, check expenditures.)**
- Current Expenditures, are they adequately expending current contracts?**
- LWIA Maximum (\$200,000) for Incumbent Worker (Pat)**
- Press Release sent, Yes or No**
- Designate funding stream, Adult, Dislocated Worker, Rapid Response, Youth**
(Fiscal will determine funding year as availabilities change on regular basis)
- Contract going to Administrative Entity or County**
(Statewide contracts usually sent to Admin. Entity & Formula sent to county)
- Copy of original request letter**
- Approval letter from Commissioner**