



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF EMPLOYMENT AND WORKFORCE DEVELOPMENT
Employment and Training Section
Davy Crockett Tower
500 James Robertson Pkwy., 12th Floor
Nashville, TN 37245
(615) 741-1031

January 20, 2005

Workforce Investment Act (WIA) Memorandum Number E&T 01-13 Change 1

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 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 funded training funds and 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 request. The amount and size of the second increment will be based, in part, on the amount and frequency of expenditures.

Instructions: In order to request additional training funds, we require the following procedure.

Submit a short summary describing the circumstances for requesting reserve funds, a description of the population to be served, and the funding stream under which the participants will be served. Also include:

January 20, 2005

- a. Total Formula funds available for all open contracts (Adult/Dislocated Worker/Youth)
- b. Total Formula funds budgeted for training and support
- c. Total formula funds expended for training and for support
- d. Total funds budgeted for internal costs annual
- e. Total funds expended for internal costs, year-to-date
- f. Total amount budgeted for reserve
- g. Total amount of funds requested
- h. Planned number of people served
- i. Type of services provided (i.e. Training or Intensive)

State and LWIA responsibility under the State Reserve Funds

The state will provide a response to requests for additional funds for all funding streams within 10 working days.

The state will monitor (1) the expenditures of all additional funds requested through the monthly expenditure reports (provided to the fiscal office of TDOLWD) and (2) the number of participants served through the eCMATS.

The responsibility of the LWIA is to monitor subcontractors who have received funding and to ensure that funding and participants activities reflect the plan submitted. The training provided participants' should reflect demand occupations listed for the area or the state. Additionally, if conditions change after the plan is submitted, the LWIA must submit a modification to the plan. Also, the LWIA must submit the results of the services provided to individuals funded by additional (statewide or rapid response) funds at the end of the contract period.

Contact: For questions regarding this policy, please contact Susie Bourque, Director, Performance and Compliance at 1-800 255-5872.

Effective Date: February 1, 2005

Expiration Date: Indefinite



Paul Haynes, Administrator
Employment and Workforce Development

PH:RT:RK