

## **Workforce Services Policy – Transfer Authority**

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### **Executive Summary**

#### **1. What is the general purpose of this policy?**

This policy notifies the Local Workforce Development Boards (LWDBs) of the criteria to transfer funds between Workforce Innovation and Opportunity Act (WIOA) Title I Adult and Dislocated Worker programs.

#### **2. Have there been any changes since the last policy? If so, describe the modification(s).**

Policy reflects a change in processing transfer requests from email submission to submission via the grants management system, Grants4TN.

#### **3. What must the Local Workforce Development Board do to meet the requirements of this policy?**

- Submit an application request to transfer adult or dislocated worker funds via Grants4TN.
- Include required documentation listed in the policy with any transfer request along with the written acknowledgement/signature for the Chief Local Elected Official's (CLEO) or designated authority.
- Supporting documentation, written acknowledgement/approval for the CLEO or designated authority stating the reason(s) for the transfer must include the following:
  - Proposed services and participants affected
  - Justification that the funds will not negatively impact services to participants
  - Assessment of any potential layoffs

#### **4. How does this policy affect the workforce system?**

This policy shows process for transferring funds between programs.



STATE OF TENNESSEE  
**STATE WORKFORCE DEVELOPMENT BOARD**

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**Workforce Services Policy – Transfer Authority for Adult and Dislocated Worker Funds**

**Effective Date:** August 28, 2020

**Duration:** Automatic Annual Renewal

**Purpose:**

This policy notifies the Local Workforce Development Boards (LWDBs) of the criteria to transfer funds between Workforce Innovation and Opportunity Act (WIOA) Title I Adult and Dislocated Worker programs.

**Scope:**

Office of the Governor, Tennessee Department of Labor and Workforce Development (TDLWD); Division of Workforce Services (WFS); Tennessee Department of Economic and Community Development (ECD); Tennessee Department of Education (TDOE); Tennessee Department of Human Services (DHS); State Workforce Development Board (SWDB); Title I – Adult, Dislocated Worker, and Youth Programs, Title II – Adult Education and Family Literacy Act Program (AE); Title III – Wagner-Peyser Act Program (WP); Title IV – Vocational Rehabilitation Program (VR); Regional Planning Council (RPC); Local Workforce Development Boards (LWDB); Local Workforce Development Areas (LWDA); American Job Center (AJC); One-Stop Operator (OSO); Workforce System Sub-Recipients (Sub-Recipients); Workforce System Partners (Partners)

**Background:**

Pursuant to WIOA Section 133, a LWDB may transfer up to one-hundred percent (100%) of a program year allocation for adult employment and training activities, or up to one-hundred percent (100%) of a program year allocation for dislocated worker employment and training activities, between the two (2) programs. (**Note:** *transfer request does not result in the reduction in the authorized amount of the contract, but the redesignation in the use of funds between programs*). The LWDBs may not transfer funds to or from the WIOA youth program. The LWDB must obtain the TDLWD Commissioner's or designee's approval before making any transfer of WIOA adult or dislocated worker funds.

When a LWDB elects to exercise its transfer authority, it is important to adhere to the follow policy guidelines:

**I. Transfer Request Procedure:**

LWDBs must submit an application request to transfer adult or dislocated worker funds. Requests must be sent to the Workforce Services Division of the Tennessee Department of Labor and Workforce Division (TDLWD) via Grants4TN. Supporting documentation, written acknowledgement/approval for the Chief Local Elected Official (CLEO) or designated authority stating the reason(s) for the transfer 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;
- C.** An assessment of any potential layoffs or closures of which the LWDB is aware and how these events will be addressed using existing funds if funds are transferred from the dislocated worker program.

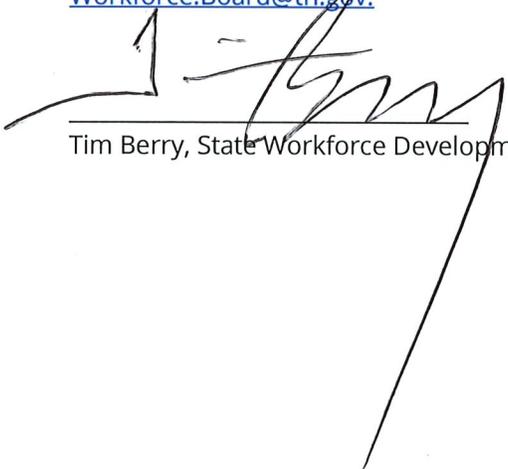
As part of the review, TDLWD may request additional information from LWDBs. TDLWD may alternatively deny the request or authorize a partial transfer of funds. The LWDB will receive subsequent electronic notification from the grants management system.

**References:**

20 CFR 683.130; WIOA Section 133(b)(4)

**Contact:**

For any questions related to this policy, please contact the Program Integrity Unit at [Workforce.Board@tn.gov](mailto:Workforce.Board@tn.gov).



Tim Berry, State Workforce Development Board Chair