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**Workforce Innovation and Opportunities Act Policy 02-17,  
Change 1**

**To:** Local Workforce Development Boards (LWDBs), Chief-Elected Officials, Regional Executive Directors

**From:** WorkForce West Virginia

**Subject:** REQUESTING ADDITIONAL FUNDS

**Effective Date:** January 18, 2017

**WV State Workforce Development Board Review Date:** December 6, 2022

**Change 1:** December 6, 2022

**I. Purpose**

The purpose of this policy is to provide guidance and parameters for requesting additional funds beyond formula allocations in order to serve customers when formula funds are obligated.

**II. Requirements**

Local Workforce Development Boards (LWDBs) may request additional funds beyond the formula amounts granted to each region from WorkForce West Virginia (WFWV). These funds must be used to provide services allowed under Workforce Innovation and Opportunity Act (WIOA). These funds are for initiatives that fit strategies and directions of the Governor or the Governor's designee **and** conform to the Workforce Innovation and Opportunity Act (WIOA), its regulations, and all other federal circulars and directives related to the Act. Key points:

These are program dollars and cannot be used for state administrative activities; Must be tied directly to services to or otherwise benefit WIOA-eligible individuals; Must result in a measurable outcome under WIOA performance accountability standards; and Cannot be used to duplicate or supplant any activity that is normally funded by another federal or state program (e.g., curriculum development funded by the Department of Education and state educational resources)

Requests will be reviewed for consideration based on regional needs and availability of Governor's Reserve funds. Examples may include, but are not limited to, the following:

1. Individual Training Account's for Adult and Dislocated Workers
2. Special/Pilot Projects or Initiatives
3. On the Job Training
4. All other requests will be considered

Requests must be submitted using attached *Grantee Request* form.

Requests must be submitted in a timely manner—allowing for review and processing.

All requests will be submitted to the Acting Commissioner, WFWV.

### III. **Monitoring**

At the local level, the LWDB and/or the fiscal agent must conduct oversight of the additional funds to ensure the additional funds awarded are being expended properly per the request.

The following WIOA programmatic information/data must be entered in the state Management Information System (MIS) also known as MACC:

- Program Eligibility and Registration
- Development Plan (IEP (Individual Employment Plan), ISS (Individual Service Strategy if applicable)
- Basic Career and Informational Services
- Individualized Career Services
- Training Services
- Educational or Occupational or Certificate or Diploma Outcome (if applicable)
- Measurable Skill Gain (if applicable)
- Employed 1st Qtr.- 4th Qtr. Exit

Through the state's monitoring system, fiscal monitors, will review the area's use of additional funds awarded during the annual monitoring review for compliance with federal and state laws and regulations. Any issues will be handled through the state's monitoring resolution process.

### IV. **Technical Assistance**

For additional information, you may send your questions to the Workforce Development Unit of WFWV.

REQUEST FOR:  Transfer of Funds  Additional Funds  Period of Performance Extension  
 Other: \_\_\_\_\_

FROM:  Rapid Response  State Set-Aside  WIOA  
 Other: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address of organization: \_\_\_\_\_

City, State, and Zip code: \_\_\_\_\_

Dollar amount of request: \$ \_\_\_\_\_

Period of performance: \_\_\_\_\_

Description of the program including target population, training services (classroom/online/work based) and supportive services (if necessary, attach additional information):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FEIN # \_\_\_\_\_

UEI (SAM) # \_\_\_\_\_

wvOASIS Vender Number: \_\_\_\_\_

\_\_\_\_\_

Modification  Yes  No If Yes – Grant # \_\_\_\_\_  
PY \_\_\_\_\_ FY \_\_\_\_\_

wvOASIS Grant Name: \_\_\_\_\_

1900 Kanawha Blvd. East \* Building 3 Suite 300 \* Charleston, WV 25305

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Number of Participants to be Served: \_\_\_\_\_  
If transfer of funds (provide waitlist) \_\_\_\_\_

Are contract negotiations required?       Yes       No

Purchasing Equipment?       Yes       No

Awards to Sub-Recipients: \_\_\_\_\_

Projected Outcomes \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
Local Workforce Development Board      Date  
Executive Director

\_\_\_\_\_  
Local Workforce Development Board      Date  
Chief Local Elected Official

\_\_\_\_\_  
Local Workforce Development Board      Date  
Chair

\_\_\_\_\_  
Director/ Assistant Director FAM      Date

\_\_\_\_\_  
Scott Adkins, Acting Commissioner      Date

**Request for Transfer Justification**

There are short-term and long-term effects on program operations that could result from transfers of funds. The LWDB and the fiscal agent should examine the following considerations when deciding to transfer:

1. Are there adequate funds to maintain services to currently enrolled participants?
2. What is prompting the request?
3. How will you respond to unforeseen events?

Please provide the justification addressing each of the above-mentioned considerations and the reasons such transfer is necessary to provide adult or dislocated worker employment and training activities.

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