

Mississippi Department of Employment Security (MDES)
Policy Number 29: WIOA Transfer of Funds Policy
Workforce Innovation and Opportunity Act
Office of Grant Management

I. SCOPE AND PURPOSE

The purpose of this policy is to provide guidance to Local Workforce Development Areas (LWDAs) regarding the transfer of funds submission, evaluation, and approval process that is required under the Workforce Innovation and Opportunity Act (WIOA) section 133(b)(4) and TEGL 19-16. In accordance with WIOA, TEGL 19-16, and the WIOA Combined State Plan, this policy establishes the standards for the transfer of funds.

II. PROCEDURES

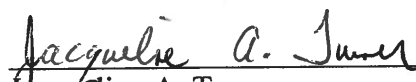
- The LWDA staff determine when there is a need for a transfer of funds.
- The LWDA will initiate the transfer of funds process in GrantTrak (GT), print the Transfer Authorization document from the system, and present to the Local Workforce Development Board (LWDB) for approval and signature from the Board Chair.
- After the LWDB approves the transfer of funds request, the LWDA fiscal staff will upload in GT the signed Transfer Authorization and Board minutes as supporting documentation, and submit the Transfer Request to workflow in GT.
- Once submitted to GT workflow, the transfer request is reviewed and approved by multiple levels of authority including Planning and Development District Director/authorized signatory, OGM's LWDA liaison, Business Management Accountant, OGM Director, Comptroller, and Executive Director for final approval.

III. REQUIRED ACTION

Local Workforce Development Boards must adopt a policy that aligns with the state policy. LWDAs will ensure that procedures align with state and local policy.

IV. EFFECTIVE DATE

This policy shall be effective immediately. This policy will be revised and reissued as additional DOL/ETA guidance is received.



Jacqueline A. Turner
Executive Director

10-29-20
Date