



**TRANSFER OF WIOA TITLE I FUNDS BETWEEN ADULT AND DISLOCATED  
WORKER POLICY**

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**Policy Number:** 2000

**Effective Date:** May 1, 2017

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**A. BACKGROUND**

WIOA provides Workforce Snohomish, with approval from the Governor, the flexibility to transfer up to 100% of the Title I funds between the Adult and Dislocated Worker categories. However, the Washington Workforce Training and Education Coordinating Board (WTECB) currently only allows for such transfers up to 30 percent of base allocations. While Workforce Snohomish’s integrated service delivery approach should reduce the need to transfer funds between the Adult and Dislocated Worker funding streams, there may be situations, such as significant economic downturns, changes in formula funding allocations, or changes in local priorities to serve specific categories of job seekers, that necessitate fund transfers. This policy specifies the process by which Workforce Snohomish would request such a transfer, should it become necessary to do so.

**B. POLICY**

Workforce Snohomish may transfer up to and including 30 percent of a program year base allocation for of Title I Adult funding to the Title I Dislocated Worker funding pool or up to and including 30 percent of a base allocation for of Title I Dislocated Worker funding to the Adult funding pool at any point in the year where it deems such action is necessary.

Workforce Snohomish will conduct an analysis, obtain board approval, and obtain a letter of support from the Chief Local Elected Official prior to making a request for transfer.

Written approval from the Employment Security Department (ESD) must be obtained in order to make a transfer.

Workforce Snohomish recognizes that:

- It may not access state Rapid Response Additional Assistance funds for six months following the transfer of Dislocated Worker funds to the Adult funding pool, except with approval from ESD based on extreme or unforeseen local circumstances.
- Requests of more than a 10% transfer from the Dislocated Worker fund to the Adult funding pool may impact its ability to apply for National Dislocated Worker Grants.
- Fund transfers from either category must not impact the requirement to obligate at least 80% of Adult and Dislocated Worker base allocations during the program year in which the allocations are made.
- ESD may request additional information in order to make a determination, and may choose to fund less than the full transfer request or deny to a request.

Workforce Snohomish will provide appropriate public notice of any meeting where decisions regarding a transfer of funds is to be made.

**C. DEFINITIONS:**

- **Base Allocation** - Prior to the beginning of each program year, the Department of Labor announces state allotments for the Adult and Dislocated Worker funding categories as determined by formulas defined in law. In turn, the Employment Security Department make a “base allocation of these funds to each local workforce area.

**References:**

- [WorkSource System policy # 5401, Revision 1: Fund Transfers Between Adult and Dislocated Worker Grants under Title I of the Workforce Innovation and Opportunity Act \(WIOA\).](#)
- WIOA Section 133(b)(4)
- [Transfer of Title I Adult or Dislocated Worker Funds Procedure](#)

**Supersedes:**

- N/A