
**DEPARTMENT OF WORKFORCE SERVICES
ISSUANCE NUMBER PY 16-04**

Daryl Bassett, Director

August 23, 2016

TO: Local Workforce Development Area Administrators

SUBJECT: Workforce Innovation and Opportunity Act Funds Transfers

1. **Purpose:** To establish the process for transferring funds between the adult and dislocated worker funding streams under the Workforce Innovation and Opportunity Act (WIOA).
2. **Reference:** According to the WIOA, a local board may transfer, if such a transfer is approved by the Governor, up to and including 100 percent of the funds allocated to the local area under the adult program, and up to and including 100 percent of the funds allocated to the local area under the dislocated worker program, for a fiscal year between the two funding streams. As the Governor's administrative entity for the WIOA, the director of the Arkansas Department of Workforce Services has the authority to approve these funds transfers.
3. **General Information:** Funds transfers will be processed similar to the regular adult and dislocated worker subgrant award packages and using the same forms. Because these are modifications to existing subgrant awards, submission of additional copies of the Subgrant Award Terms and Conditions will not be necessary.
4. **Action Required:** When requesting a funds transfer, local area administrators should submit the following to Mike Kennedy at mike.c.kennedy@arkansas.gov:
 - A cover letter stating the reason for the request
 - A completed and signed adult subgrant award package showing the increase/decrease in funding
 - A completed and signed dislocated worker subgrant award package showing a corresponding decrease/increase in funding.
5. **Attachments:** Adult and Dislocated Worker Subgrant Award Template
PY 2016 ADWS WIOA Subgrant Award Package Instructions
6. **Inquiries:** Mike Kennedy at mike.c.kennedy@arkansas.gov
7. **Expiration Date:** Continuing