

Workforce Innovation and Opportunities Act Policy 02-17

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

Development Board Review Date: January 18, 2017

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 Opportunities Act (WIOA). Requests will be reviewed for consideration based on regional needs and availability of funds at the state level. 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 *Request for Additional Funds* form.

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

All requests will be submitted to the Deputy Executive Director of Federal Programs, WFWV.

Requests will be reviewed by the Deputy Executive Directors of Federal Programs and Fiscal Management. Recommendations will be made to the Executive Director of WFWV.

IV. 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.

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

V. Technical Assistance

For additional information, you may send your questions to the WIOA Unit WFWV.

Request for Additional WIOA Funding

Name of organization: _____

Address of organization: _____

Amount of funding requested for ITA's : _____

Amount of funding requested for special project or initiative: _____

Requested beginning and ending dates for special project or initiative: _____

Description of program (if necessary attach additional information):

Local Workforce Development Board
Local Director _____
Date of Request:

Local Workforce Development Board
Chief Local Elected Official

Local Workforce Development Board
Chair

Deputy Executive Director Date
Federal Programs Recommended
 Not Recommended

Deputy Executive Director Date
FAM/MIA Recommended
 Not Recommended

Signature approving the final copy of the Governor's Award Letter
Acting Executive Director Approved

Please attach additional information required by the Governor's Office

Federal Awarding Agency: US Department of Labor

Grant Opportunity Title: Workforce Innovation and Opportunity Act

Amount of Grant:

Number of Participants to be Served:

State Match:

Grant Period:

Property and/or Equipment:

Purpose of Grant:

Awards to Sub-recipients:

Projected Outcomes: