NEW RIVER/MOUNT ROGERS WORKFORCE DEVELOPMENT BOARD

CULTIVATING TALENT FOR THE REGION

SECTION 11 – TRANSFER OF FUNDS AND PROGRAM AUTHORITY

11.1 Purpose

This section establishes standards governing the transfer of funds between allowable funding streams and clarifies the authority of the Workforce Development Board to request, approve, and document such transfers.

The purpose of this section is to:

• Ensure compliance with statutory transfer limits
• Maintain transparency in funding allocation decisions
• Align financial decisions with service delivery needs
• Protect against unauthorized fund movement
• Ensure proper documentation and oversight

Fiscal execution of transfers is governed by the Financial Management and Procedures Manual.

11.2 Authority to Transfer Funds

Where permitted by federal or state regulations, the Workforce Development Board may request the transfer of funds between eligible funding streams in accordance with WIOA Section 133(b)(4) and applicable guidance issued by Virginia Works.

Transfers may be requested to:

• Address service demand fluctuations
• Support priority populations
• Prevent lapse of funds
• Align funding with regional labor market needs
• Respond to changing economic conditions

Transfers may only occur when expressly permitted by statute, federal regulation, and Virginia Works guidance.

11.3 Transfer Limits

Transfers between WIOA Adult and Dislocated Worker funding streams shall not exceed statutory percentage limits in effect at the time of transfer.

Under current federal law, up to 100 percent of funds may be transferred between the Adult and Dislocated Worker programs unless modified by federal statute or state guidance.

The applicable limit shall be determined based on:

- Federal statute
- Federal regulation
- Guidance issued by Virginia Works

If multiple limits apply, the most restrictive requirement shall govern.

11.4 Transfer Approval Process

Prior to requesting a transfer:

1. The Program Manager shall assess service demand and funding utilization.
2. The Finance Manager shall evaluate budget impact and administrative cost implications.
3. The Executive Director shall review and approve the transfer recommendation.
4. The Workforce Development Board shall review and approve the proposed transfer.
5. Where required, the Chief Local Elected Officials (CLEOs) shall approve the transfer recommendation.
6. Required documentation shall be submitted to Virginia Works for approval, when applicable.

No transfer shall occur without documented approval from the appropriate governing authorities.

11.5 Documentation Requirements

Transfer documentation must include:

- Justification for the transfer
- Current expenditure and obligation analysis
- Projected service demand
- Impact on performance targets
- Administrative cost cap review
- Board meeting minutes reflecting approval

• Chief Local Elected Official approval when required
• Virginia Works approval when applicable

All documentation must be retained in accordance with record retention requirements.

11.6 Programmatic Impact Review

Prior to approval, the Workforce Development Board shall evaluate:

• Impact on priority populations
• Impact on performance outcomes
• Impact on ongoing training commitments
• Impact on administrative funding levels
• Risk of service disruption

Transfers must support strategic service delivery and program performance, rather than short-term budget balancing alone.

11.7 Fiscal Execution

Once approved:

• The Finance Manager shall coordinate with the Fiscal Agent.
• Adjustments shall be made within the accounting system.
• Obligation tracking records shall be updated.
• Administrative cost cap calculations shall be recalculated.
• Budget monitoring reports shall reflect the revised allocation.

Fiscal controls governing transfer execution are detailed in the Financial Management and Procedures Manual.

11.8 Monitoring and Oversight

Supervisory staff shall:

• Review post-transfer expenditure trends
• Monitor performance impact
• Ensure transfers do not create over-obligation risk
• Confirm administrative cost cap compliance

Improper or undocumented transfers may result in corrective action or funding findings.

11.9 Restrictions

Transfers shall not be used to:

- Circumvent performance accountability requirements
- Avoid compliance with priority of service
- Mask program underperformance
- Exceed administrative cost caps
- Support activities not authorized under federal statute or regulation

11.10 Enforcement

Failure to follow transfer procedures may result in:

- Funding disallowance
- Required repayment
- Corrective action
- Increased monitoring
- Limitation of Board authority where required by oversight agencies