

WIOA Area 8 Funds Transfer Guidelines

If the transfer of funds within Area 8 is beneficial, the following process will be used:

The Area 8 Fiscal agent is authorized to move funds between counties so as to avoid loss of funds. If funds cannot cover all shortfalls, the Fiscal Agent will shift funds in keeping with the allocation percentages established during the funding period.

When the Fiscal Agent identifies a potential need for funds transfer, he/she will contact the affected counties to confirm there are no unreported obligations. If there are none, the fiscal agent will plan accordingly. If there are unreported obligations, the fiscal agent will modify the budget transfer plan accordingly. Once established, the fiscal agent will notify the Area 8 Director of the recommended funds transfer. The Director will bring the request before the full board or the Executive team as time constraints dictate. Acceptance by the full board or the Executive Team will be sufficient to allow the transfer of funds. Verbal notification to the fiscal agent by the board Chair of the Boards approval is acceptable.

If the transfer of funds is beneficial between WIOA Areas, the following process is to be used:

After getting approval from the Area 8 Board as specified above:

1. The transferring area will notify the ODJFS Budget Director in writing of the amount of funds to be transferred, specifying:
 - a. What fiscal year is being used
 - b. Which grant is being used (Adult, DW, or Youth)
 - c. Which area is to receive the funds.
2. The request must be signed by;
 - a. Area 8 WDB Director
 - b. Board Chairperson
 - c. Fiscal Agent
 - d. CEO (is not mandated by Ohio and is optional)
3. The Area that is to receive the funds must also submit a written notice to the ODJFS Budget Director accepting the funds. The document must specify:
 - a. The amount of funds to be received
 - b. What fiscal year is being used
 - c. Which grant is being used (Adult, DW, or Youth)
4. The Area receiving the funds must sign the document as follows:
 - a. Area WDB Director
 - b. Board Chairperson
 - c. Fiscal Agent

d. CEO (is not mandated by Ohio and is optional)

Once both written notifications have been received, the Budget Director will notify both areas of acceptance and revise the budget allocations in CFIS.

Board Action Item

Date: October 17, 2019

Policy Effective date: Immediately

Motion made by: Ron Snyder

Motion seconded by: Carol Knapke

Vote 10 aye 0 nay 0 abstain X motion carries _____ motion rejected