



Missouri Division of Workforce Development
DWD Issuance 08-2014 Change 1

Issued: February 2, 2015
Effective: February 2, 2015

Subject: Funding Limits and Reporting for Workforce Innovation and Opportunity Act (WIOA) Transitional Activities

1. Purpose: This Issuance is written to provide guidance to the Workforce Investment Boards regarding the funding limits and reporting of Workforce Investment Act (WIA) Program Year (PY) 2014 funds for WIOA transitional activities.

2. Background: Section 503(g) (2) of WIOA, states that two percent of each of the PY 2014 WIA formula allotments of Youth, Adult, and Dislocated Worker funding streams, is available to states for transition activities related to WIOA, and of that amount, no less than 50 percent shall be provided to Local Workforce Investment Boards (LWIBs) for their transitional activities.

On October 28, 2014, the U.S. Department of Labor Employment and Training Administration released Training and Employment Guidance Letter (TEGL) 12-14, which provides guidance to states and other recipients of funds under Title I of WIA on the use and reporting of PY 2014 funds for the planning and implementation activities associated with the transition to WIOA. It also describes the methodology for calculating transitional funding limits to the states.

3. Substance: The amount available based on the methodology described in TEGL 12-14 for Missouri and the total amounts available to the LWIBs are provided in the chart below.

	Missouri PY 2014 Allotment Levels	Total Transition Amounts up to 2% of Allotments	At least 50% of Total Transition Amounts to LWIBs
Adult	\$11,979,012.00	\$239,580.24	\$119,790.12
Youth	\$12,877,148.00	\$257,542.96	\$128,771.48
Dislocated Workers	\$16,292,492.00	\$325,849.84	\$162,924.92

Calculation of WIA Funding Limits for Transitional Activities to LWIBs

The State has calculated a maximum total of funds available by program for each LWIB. The funding limits for each LWIB were calculated by using their relative share of the total allotment for each program. The amounts available for each LWIB by program are shown on Attachment 1. **These amounts are not in addition to the original allocation amounts, but a portion of the existing funds.** There is no requirement to spend the full amount allotted on transitional activities.

Financial Reporting

WIOA transition funding will not be subject to WIA or WIOA's administrative cost limitations and LWIBs may blend WIA Youth, Adult, and Dislocated Worker formula funds that are used for transition purposes. However, for tracking purposes, the funds must be reported to the State separately by funding source.

Costs related to transition activities will be reported under WIOA Transition Activities on the Contract Progress Report (CPR) in the Financial Reporting System once action is taken to revise the Planning Budget Summaries. The WIOA Transition Activities line-item on the CPR will be used as a method for tracking costs related to transition activities. These costs must be traceable through the LWIB's accounting system. We suggest the LWIB use a unique identifier for these expenditures for tracking and reporting purposes.

Any costs incurred for transitional activities must be reasonable, allowable, and allocable to WIOA authorized program activities and supported through sufficient documentation for monitoring and auditing purposes. All funds must be used for a WIOA authorized purpose. Funds may not be spent on activities prohibited under WIA or WIOA, such as purchase of real property.

4. Action: This information must be used to revise the PY 2014/Fiscal Year 2015 Planning Budget Summaries for all funding as identified and included in Attachment 1. The LWIBs must make the necessary decreases in existing line item budgets to account for the transitional activities line item budgets.
5. Contact: Please contact Julie Carter at Julie.carter@ded.mo.gov if you have any questions regarding the transitional activities calculation. If you need assistance modifying the budgets within the Financial Reporting System, please contact Nancy Able at nancy.able@ded.mo.gov.
6. Reference: Training and Employment Guidance Letter (TEGL) 12-14
7. Rescissions: This Issuance supersedes and replaces DWD Issuance 08-2014 dated January 9, 2015.
8. Attachments: (1) Funding Limits for WIOA Transitional Funds

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**Funding Limits For WIOA Transitional Funds
WIA Formula Allocations PY 2014-15**

LWIB	Adult	Max WIOA Transition Funds	Youth	Max WIOA Transition Funds	Dislocated Worker	Max WIOA Transition Funds
Northwest Region	\$ 441,814.00	\$ 4,839.30	\$ 481,580.00	\$ 5,277.59	\$ 498,672.00	\$ 7,523.53
Northeast Region	\$ 499,483.00	\$ 5,470.96	\$ 496,237.00	\$ 5,438.21	\$ 437,148.00	\$ 6,595.31
Kansas City & Vicinity	\$ 1,397,771.00	\$ 15,310.13	\$ 1,449,974.00	\$ 15,890.13	\$ 1,599,638.00	\$ 24,133.96
West Central Region	\$ 506,325.00	\$ 5,545.90	\$ 560,098.00	\$ 6,138.06	\$ 418,799.00	\$ 6,318.48
St. Louis City	\$ 1,156,227.00	\$ 12,664.44	\$ 1,281,273.00	\$ 14,041.35	\$ 1,084,774.00	\$ 16,366.14
Southwest Region	\$ 479,934.00	\$ 5,256.83	\$ 505,659.00	\$ 5,541.47	\$ 542,927.00	\$ 8,191.22
Ozark Region	\$ 899,265.00	\$ 9,849.87	\$ 1,040,631.00	\$ 11,404.17	\$ 885,090.00	\$ 13,353.48
Central Region	\$ 1,152,428.00	\$ 12,622.83	\$ 1,410,191.00	\$ 15,454.14	\$ 1,018,932.00	\$ 15,372.77
South Central Region	\$ 472,114.00	\$ 5,171.18	\$ 436,562.00	\$ 4,784.24	\$ 318,416.00	\$ 4,803.99
Southeast Region	\$ 753,623.00	\$ 8,254.62	\$ 783,091.00	\$ 8,581.82	\$ 614,166.00	\$ 9,266.01
East Jackson Co. KC	\$ 611,891.00	\$ 6,702.19	\$ 644,898.00	\$ 7,067.38	\$ 559,118.00	\$ 8,435.49
St. Louis County	\$ 1,543,413.00	\$ 16,905.38	\$ 1,610,151.00	\$ 17,645.49	\$ 1,791,767.00	\$ 27,032.64
St. Charles County	\$ 420,309.00	\$ 4,603.75	\$ 451,219.00	\$ 4,944.87	\$ 506,228.00	\$ 7,637.53
Jefferson/Franklin Consortium	\$ 596,252.00	\$ 6,530.89	\$ 598,834.00	\$ 6,562.56	\$ 518,101.00	\$ 7,816.66
Total for LWIBs	\$ 10,930,849.00	\$ 119,728.27	\$ 11,750,398.00	\$ 128,771.48	\$ 10,793,776.00	\$ 162,847.21
DWD	\$ 1,041,978.00	\$ 119,728.27	\$ 1,126,750.00	\$ 128,771.48	\$ 5,490,945.00	\$ 162,847.21
Grand Total	\$ 11,972,827.00	\$ 239,456.54	\$ 12,877,148.00	\$ 257,542.96	\$ 16,284,721.00	\$ 325,694.42