

DEPARTMENT OF WORKFORCE DEVELOPMENT
DIVISION OF EMPLOYMENT AND TRAINING
ADMINISTRATOR'S MEMO SERIES

ACTION 14-05
 NOTICE

ISSUE DATE: 12/18/14
DISPOSAL DATE: 07/01/16

*PROGRAM CATEGORIES:
 AS FM LM TC
 CR IT ML TR
 FL JC TA WIA
 YA

TO: Workforce Development Board Directors

FROM: Scott Jansen 
Division Administrator

RE: Allowable Uses and Funding Limits of Workforce Investment Act (WIA) Program Year 2014 (PY14) funds for Workforce Innovation and Opportunity Act (WIOA) Transitional Activities

PURPOSE: To provide guidance to workforce development boards (WDBs) on the use of WIA PY14 funds for activities during the WIOA transition.

BACKGROUND: The United States Department of Labor-Employment and Training Administration (DOL-ETA) published the Training and Employment Guidance Letter (TEGL) No. 12-14 with details on allowable uses and funding limits of WIA PY14 funds for WIOA transitional activities. DOL-ETA has also published answers to frequently asked questions regarding TEGL 12-14 at http://www.doleta.gov/wioa/pdf/TEGL_1214_FAQ.pdf.

POLICY:

To ensure that Wisconsin's WIA funding for PY14 is properly used during implementation of the WIOA, this Administrator's Memo outlines procedures for reporting transition activities. Local WDBs and WIA program staff must adhere strictly to the guidelines set forth in TEGL 12-14 and those detailed below.

***PROGRAM CATEGORIES:**

AS--Apprenticeship Standards	FM--Financial Management Requirements	LM--Labor Market Information	TC--Tax Credit Programs
CR--Civil Rights	IT--IT Systems	ML--Migrant Labor	TR--Transportation
FL--Foreign Labor Certification	JC--Job Center	TA--Trade Assistance	WIA--Workforce Investment Act
			YA--Youth Apprenticeship

Special Approval Requirements for Conferences and Conference Space

WDB directors are advised that the requirements set forth in [Admin Memo 13-04](#) remain in effect during the implementation of WIOA. WDB and provider staff must obtain prior approval from their Local Program Liaison to travel to and attend any meeting not considered "normal or routine" or "held in the normal course of business" as described in Administrator's Memo 13-04.

Local WDB WIOA Transition Activity Expenditure Limits

The table below shows the calculation of the transition amount by WDB. It is based on the same formula and shares used for the PY14 WIA funding allocation.

WIOA Transitional Activities - WDB Allocation and Expenditure Limit						
WDA	WDA Name	Adult WIOA Transition Activity Allocation	Youth WIOA Transition Activity Allocation	Dislocated Worker WIOA Transition Activity Allocation		Total WIOA Transition Activity Expenditure Limit
1	Southeast	\$ 11,074.60	\$ 12,777.57	\$ 12,452.59		\$ 36,304.76
2	Milwaukee	\$25,462.85	\$ 29,305.95	\$ 30,759.83		\$ 85,528.63
3	WOW	\$ 7,022.31	\$ 7,924.33	\$ 10,233.98		\$ 25,180.62
4	Fox Valley	\$8,264.86	\$ 9,550.73	\$ 14,429.02		\$ 32,244.61
5	Bay Area	\$ 15,859.68	\$ 17,485.95	\$ 29,123.84		\$ 62,469.47
6	North Central	\$ 9,661.92	\$ 10,965.50	\$ 15,227.48		\$ 35,854.90
7	Northwest	\$ 7,691.38	\$ 6,447.05	\$ 6,120.91		\$ 20,259.34
8	West Central	\$ 8,215.13	\$ 10,862.45	\$ 8,738.78		\$ 27,816.36
9	Western	\$ 5,397.32	\$ 6,628.61	\$ 4,928.51		\$ 16,954.44
10	South Central	\$ 12,565.25	\$ 16,201.36	\$ 21,005.18		\$ 49,771.79
11	Southwest	\$ 6,348.71	\$ 7,478.74	\$ 8,774.01		\$ 22,601.46
	Total	\$ 117,564.01	\$ 135,628.24	\$ 161,794.13		\$ 414,986.38

ACTION SUMMARY STATEMENT:

WDBs must report amounts spent on WIOA implementation, effective of the date of enactment, July 22, 2014. As stated in TEGL 12-14, "any transition costs 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 WIOA authorized purposes."

WDBs must track costs used for transition activities, regardless of the program they may relate to. The calculation above is based on primary funding stream, prior to Administration being split out. There is no need to track costs by program or administration. Costs incurred must continue to be reported in the WIA program against which they apply in order to draw down funds. Transition activity costs will also be reported on the new MEMO code established for this tracking.

Local WDB Reporting Requirements:

Use the following Memo code to report all transition costs, regardless of program, when completing Monthly CORE reporting:

- 7014 – WIOA Transition Costs

WDBs must draw down a revised report from the CORE website and begin using the new memo code to report the total WIOA transitional costs, retroactive to July 22, 2014. Costs must be reported on their next financial report.

WDBs may not exceed the Total WIOA Transition Activity Expenditure Limit for their area as identified in the last column in the table on page two.

CONTACT(S): For questions on this policy, please contact Phil Koenig, Director of the Bureau of Workforce Training, at 608.266.0988 or Phil.Koenig@dwd.wi.gov.