

Procedure to Disburse WIOA Adult and Dislocated Worker Funds for P.Y.2018

Approved by GLOW WDB 9/18/2018

Amended and Approved by GLOW WDB 1/15/19, 5/21/19

The GLOW WDB has revised how to allocate WIOA Adult, Dislocated Worker, and Administration Funds. Per the Multi-Jurisdiction Chief Elected Officials Agreement,

Part 2 - Designation of Grant Recipient and Local Governmental Grant Sub recipient / Incorporated Fiscal Agent

1. The Chief Elected Officials recognize they are jointly responsible for WIOA Funds and agree to the appointment of David Lefebber, Livingston County Board of Supervisors as the Grant Recipient who bears the fiduciary responsibility for these funds with the New York State Department of Labor.
2. The Grant Recipient designates Ryan Snyder, Employment and Training Director of Livingston County Office of Workforce Development to be the local grant sub recipient/fiscal agent to assist the Grant Recipient with the administration of the grant funds.
3. The local grant sub recipient/fiscal agent shall disburse such funds for grant activities at the direction of the local board.
4. The Chief Elected Officials agree that the designated local governmental grant sub recipient/fiscal agent has reliable internal controls for financial management and disbursement of funds.

GLOW Budget

The Grant Recipient will reduce the GLOW's Workforce Innovation Opportunity Act Total Available Funds (including prior year carryover) by the budget approved by the WDB and the CEO's for costs incurred by the Grant Recipient, acting as Fiscal Agent for the Consortium, GLOW Workforce Development Board Staff, and the GLOW One Stop Operator. The Title I Service Providers designated in each county to provide core, intensive, and training/ supportive services will be allocated staff and operational expenses approved by the GLOW WDB based on their staff and operational budget. These expenses shall be paid through the cash order system through the Grant Recipient. The FIFO method will be utilized to allocate these operational expenses in the budget.

Prior Year Accruals

Each Service provider and the WDB/GR shall retain the carryover funding necessary to cover their accrued expenses at year end. If any funding remains after the accruals have been paid, these funds will be retained by the WDB. The GLOW WDB will retain the remaining funds; after all prior year accruals are paid, **to be used at the board's discretion.**

Accessing Training and Supportive Services Funds by Service Providers

These funds will be accessed by Genesee, Livingston and Orleans Counties, as needed for training services. Participants and relevant training activity must be previously approved by GLOW WDB Executive Director, who along with the Grant Recipient will keep track of expenditures and the remaining availability of funds on a monthly basis. Once a training or supportive service has been approved by the GLOW WDB Executive Director, The Grant Recipient will transfer funds from WDB to the subrecipient. The subrecipient will then report the expense, accrual and obligation on the end of month report, and order their cash allowing for a more rapid reimbursement.

The Wyoming County Community Action under their contract will receive both their staff and operational budget along with the training and services amount approved by the GLOW WDB. The same cash order system will be utilized for this provider by the Grant Recipient.

Process to Ensure Funds are Expended by all GLOW Individual Service Providers:

- Each month the GLOW individual Service Providers and the GLOW WDB Director will meet and review the Total Obligated Expenditures reported on the Expenditure Monitor Reports (EMR) provided by the Grant Recipient – Livingston County at the GLOW Service Providers/WDB Director meetings.
- The Finance Committee will receive and review the Expenditure Monitor Reports (EMR) on a monthly basis. They will review spending versus their operational budget and determine if spending is on target or if action is needed.
- The WDB Executive Director reviews the spending monthly and contacts the individual service provider to obtain justification related to their spending. Once the justification is obtained, the Director will notify the Finance Committee and place it on the agenda for the next meeting.
- The Finance Committee will review the service providers' justification provided and make a determination of whether to move under-spent funds to the GLOW WDB for additional training and Supportive Services or if additional funds need to be provided to the service provider. Once the determination is reached, a recommendation should be made to the GLOW WDB for approval. The decision of the WDB will then be shared with the service provider VIA the WDB Executive Director.

NOTE: Any client in GLOW can receive assistance for training at any GLOW office, regardless of their resident county.

Process for Training Requests for Adult and DLW Funds:

All training requests must follow the GLOW ITA Policy. Prior to approval of any Adult or DLW Training, staff will have completed the following activities:

- An eligibility intake (DEV) - including all the necessary documents in the customer file, and enrollment in OSOS with case notes documenting eligibility.
- Objective Assessment
- A completed Individual Service Strategy signed by the participant
- The participant must be assessed for supportive services
- Training outline developed

Once the Service Provider has completed the required activities listed above, they will complete the GLOW WDB Training for Adult and DLW WIOA Funds Approval Form and submit it to the Executive Director of the GLOW WDB for final approval and payment before the training starts. The funds will then be moved from the unallocated line to the appropriate service provider budget and budget line. Service providers will be able to pay the invoice, order cash, and report this on a monthly basis. The amount of training costs paid for on behalf of each service provider will be tracked and reported to the Board and the service providers periodically.