

Fresno Regional Workforce Development Board

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Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWDB OD # 28-18

Date Released: September 7, 2018

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: September 7, 2018

Subject: Office Location Budget Adjustment Process

Applicable Program: All

Revision History: Initial Release

This Operational Directive (OD) obsoletes OD 05-14 Customer Pools Adjustment Process and associated forms.

Background

Service Provider budgets are setup in CalJOBS in the following hierarchy in bold. Existing examples are provided with the name of each level described below.

1. **Funding Stream:** FRWDB Adult Formula Training (this is total allocation that the FRWDB has set aside for this area of services)
2. **Time Period:** PY 2017-2019 (7/1/2017-6/30/2019) – The year of allocation of the funds. This is “old” or “new” money. Each allocation is for two years. This example shows that this old money is dead on 06/30/19 and must be expended prior to that date.
3. **Budget Location:** FRS Reedley – Workforce Connection – This is the actual budget for these services for each office. The budget is driven by office Selma and Mendota adult services must have their own budgets also. However, since youth only use one office they only need one budget setup for each funding stream.
4. **Budget Reserve:** PS – Approved Provider Training – ITA – this is the reserve for the specific type of service for the budget location. These service types often include a number of activity codes. However, we usually focus a just a few fundable activities.

Another Example:

1. **Funding Stream:** FRWDB Youth In-School Supportive Svcs.
2. **Time Period:** PY 2018-2020 (7/1/2018 – 6/30/2020)
3. **Budget Location:** FRS Rural West Youth
4. **Budget Reserve:** SS-Other – note that for supportive services many of the service reserves are their own type so SS – Transportation & SS – Childcare are separate reserves. Providers are required to request funds be moved among these reserves (or have a new one created) when the need arises. The over Budget Location determines the total amount of funds are set aside for all the reserves.

When a Provider of service identifies a need to transfer funds between their allocated customer pools, the authorized manager is required to complete the Pool Funds Transfer request and send the completed Word document via email to PoolTransfer@wfc.co .

Completing the Budget Transfer Request Form

The following fields must be completed;

- Date of this request – the date the request is being submitted to the FRWDB
- Name of Provider – the name of the agency requesting the transfer
- Name of Contact Person
- Telephone No: - of the contact person
- Email Address – of the contact person
- Funding Stream & Time Period – the Funding Stream Name and the time period in which the funds are allocated
- Budget Location – the name of the Budget Location
- Reserve Name(s) – a short description of the reserve name or names that are affected by the transfer. More than one reserve name may be listed in the one cell if transfers are between the reserves and they are in the same Funding Stream/PY & Budget Location. For example: SS-Transportation/SS-Other if transferring funds from Transportation to Other supportive services reserves.
- Description of Change – explain what transfer is taking place
- Amount – the amount of money being transferred.
- Reason for Request – briefly explain why the transfer is taking place.

If funds are being transferred from two different Funding Streams/PY and/or Budget Locations you must use each Funding Stream & Time Period section to show the change to each section.

Once the transfer has been made, FRWDB Information Systems staff will notify the provider of services.

Expected turnaround time is 3-5 business days from receipt of an accurately completed request form.

If any questions, please contact the FRWDB Program Manager.

Form: FIS-012, CalJOBS Budget Transfer Request.