

Fresno Regional Workforce Development Board

A proud member of America's Job Center of CaliforniaSM Network

2125 Kern Street, Suite 208 • Fresno, California 93721 • 559.490.7100 • Fax 559.490.7199 • www.frwdb.net

Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWDB OD # 02-19, Revision E

Date Released: October 4, 2024

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: October 1, 2024

Subject: CalJOBSSM Funds Transfer Request Process

Applicable Program: All

Revision History: Initial Release – 2/28/19; Rev B - 08/22/19; Rev C – 8/18/21, Rev D – 09/09/22

The purpose of this Operational Directive (OD) is to provide instructions and definitions when there is a need to transfer funds between funding streams and/or pools.

This Revision E obsoletes Form# FIS-013, CalJOBSSM Funds Transfer Request Form and replaces it with instructions for sending an email request.

Definitions

- Funding Stream and Program Year – The Funding Stream is the highest level and holds no funds. Actual funds for each funding stream are assigned to a Time Period, such as a Program Year (PY), i.e. PY 2024-2025
- Office – Each office is assigned a budget to use for participants receiving funded activities that are assigned to that office.
 - Examples: Workforce Connection – Fresno Comprehensive or FRS Fresno East – Workforce Connection.
- Reserve – Reserves are created and allocated funds to ensure funds for specific activities are available. Fundable activities are grouped together in CalJOBSSM using service types.
 - Example: PS – Approved Provider Training – ITA.
 - Some reserves are named in a manner to clearly identify specific uses for that reserve, such as, PS – Work Experience (Adult Transitional Jobs) or PS –Work Experience (Youth).
 - Others such as Supportive Services, do not use reserves.

Process

When a Provider of Service identifies a need to transfer funds between their allocated budgets and reserves, the authorized manager must submit an email to PoolTransfer@wfc.co.

The email must contain the following information in the table below.

The email must include the funding stream, location budget (either the area or the specific office), the reserve (if applicable) and the amount being transferred. The email must clearly state from where and to where the funds are being transferred. See sample table below.

Examples of appropriate language

	<u>From</u>	<u>To</u>
<u>Amount</u>	<u>\$1,000.00</u>	<u>\$1,000.00</u>
<u>Funding Stream, Time Period</u>	<u>DW Training, PY 2024-2025</u>	<u>DW Training, PY 2024-205</u>
<u>Office</u>	<u>Area budget</u>	<u>Area budget</u>
<u>Reserve</u>	<u>PS – Occupational Skills - ITA</u>	<u>PS – Work Experience</u>

	<u>From</u>	<u>To</u>
<u>Amount</u>	<u>\$2,125.00</u>	<u>\$2,125.00</u>
<u>Funding Stream, Time Period</u>	<u>Adult Training, PY 2024-2025</u>	<u>Adult Training, PY 2024-205</u>
<u>Office</u>	<u>Workforce Connection Comprehensive</u>	<u>Workforce Connection - Parlier</u>
<u>Reserve</u>	<u>PS – Occupational Skills - ITA</u>	<u>PS – Occupational Skills - ITA</u>

When the transfer is completed, the request will be emailed back to the requesting email address with a cc to FRWDB program staff.