

Fresno Regional Workforce Development Board

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OPERATIONAL DIRECTIVE

FRWDB OD # 02-19, Revision B

Date Released: August 22, 2019

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: August 22, 2019

Subject: CalJOBS Funds Transfer Request Process

Applicable Program: All

Revision History: Initial Release – 2/28/19

This Revision B releases updated Form# FIS-013, CalJOBS Funds Transfer Request and deletes references to transfers between Funding Streams and Supportive Services reserves and On the Job Training reserves. The update adds Transitional Jobs reserves to the

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

Definitions

- Funding Stream and Program Year – Funding Stream is the highest level and holds no funds. Actual funds for each funding stream are assigned to a Program Year, such as PY 2018-2020. Each year, the new two year allocation will be allocated to the Program Year for use with that funding stream.
 - Example: FRWDB Adult Training is a funding stream that has funds allocated in Program Years, such as PY 2017 – 2019 and PY 2018 – 2020. The “old” funds are used before “new” funds.
 - Adult/DW Training and Youth Work Experience are the only funding streams that have multiple years. Supportive Services funding streams do not have multiple program year budgets.
- Office – Each office is assigned a budget to use for participants receiving funded activities that are assigned to that office.
 - Examples: Manchester – Workforce Connection, Urban South Youth
- Reserve – Reserves are created and allocated funds to ensure funds for specific activities are available. Fundable activities are grouped together in CalJOBS using service types.
 - Examples; PS – Approved Provider Training – ITA, or PS – TJ
 - Some Reserves are named in a manner to clearly identify specific uses for that reserve, such as, PS – Other (Adult AVI) or PS – Office Services (Youth AVI)

Process

When a Provider of service identifies a need to transfer funds between their allocated budgets and reserves, the authorized manager is required to complete the form, (FIS-013) and send the completed Excel form via email to PoolTransfer@wfc.co .

When the transfer is completed the form will be e-mailed back the requesting e-mail address with a cc to FRWDB program and fiscal management. It is important to note, that the balance on the beginning and new balances will only be completed if the particular “pool” changes. In most cases the Funding Stream Program Year Budget and the Office Budget will not be affected as the majority of changes occur between reserves. These balances are not available funds, rather, they are the budget before obligations.

The Form is used to request fund transfers between the various “pools” of funds on CalJOBS. Fund transfers may be initiated by Service Provider management or FAWIC management. Transfers can occur between the following (with associated examples);

- Office Budgets
 - Such as funds being transferred between Reedley – Workforce Connection and Selma – Adult Services or between Rural West Youth and Rural East Youth.
- Reserves
 - Such as funds being transferred between ITA and Transitional Jobs reserves.

Completing the Form

- The form has two sections; Requesting Staff and FRWDB Staff ONLY. Complete the Requesting Staff section.
- Complete the Requestor Name, Agency, Phone, Title, and E-mail.
- In the Description of Request text field describe the transfer being requested showing amounts, offices, and reserves.
- All of the fields in the Transferring Pools and Receiving Pools sections, except for the amount field, use drop down selections. Click in each field beginning with Funding Stream and the click on the arrow on the right side. This opens the selection choices. Click on the appropriate selection. Repeat this method for the Program Year, Office, and Reserve fields.
- Type the amount in the amount field.
- Complete both the Transferring and Receiving Pools sections.
- The form may only be completed by Service Provider program management.
- FRWDB Data Services staff will complete the FRWDB Staff ONLY section.

If you have any questions please contact the FRWDB Program Manager or Deputy Director of Information Systems.

Form: FIS-013, CalJOBS Funding Transfer Request