

TO: All Humboldt County Workforce Innovation and Opportunity Act (WIOA) Staff, Subrecipients and Service Providers

FROM: Humboldt County Workforce Development Board

EFFECTIVE: April 23, 2020

SUBJECT: Budget Control and Modifications

REFERENCES: WIOA 107(d)(12)(A)

PURPOSE

The purpose of this policy is to guide the process to assure proper and timely development of WIOA budgets.

POLICY AND PROCEDURE

The budget is a performance, financing and spending plan established by the Humboldt County Workforce Development Board (HC-WDB). The HC-WDB prepares and annually refines written policies and goals to guide the preparation of performance, financing, and spending plans to the budget. The HC-WDB has the primary function of: (1) formulating budget proposals in line with WIOA policies and HC-WDB priorities and (2) implementing those proposals once they are approved.

- The WIOA budget is comprised of all WIOA core and supplementary monies, including all discretionary grants under the supervision of the HC-WDB.
- The HC-WDB, through its annual planning process determines priorities for the use of WIOA funds.
- The priorities of the HC-WDB take into account the responsibilities to meet WIOA performance standards, operate a One-stop system, and expend funds appropriately and in a timely manner to comply with WIOA requirements.
- The HC-WDB Executive Director provides budget oversight, direction, and coordination in alignment with applicable County budget processes and cycles.
- The budget is approved by the HC-WDB or its Executive Committee and the Board of Supervisors.
- Subrecipients of the WIOA funds submit and adhere to funding and budgets approved by the HC-WDB, HC-WDB staff, or its Executive Committee.
- The billed expenses of the WIOA subrecipients will not exceed the approved allocation of funds; exceptions require HC-WDB or its Executive Committee approval.

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- The HC-WDB or the Executive Committee has the option to establish a Management Reserve of up to 20% per WIOA related grant for contingencies; such action, must not jeopardize the expenditure and timing requirements of the grant.
- Management Reserve funds are reallocated only with the authorization of the HC-WDB or its Executive Committee.
- Changes to the WIOA budget require HC-WDB or HC-WDB Executive Committee approval.
- When an increase or decrease in available revenue occurs, the HC-WDB Executive Director or Executive Committee decides how this increase or decrease is to be applied to the WIOA budget.
- Then the HC-WDB Executive Committee takes action on behalf of the HC-WDB under this policy, the full HC-WDB will be notified in writing.
- In no event may expenditures exceed appropriations.

FORM(S): None

INQUIRIES:

Any questions regarding this policy may be directed to the Workforce Development Board Director at 707-445-7745.

Humboldt County Workforce Development Board Approval Required? Yes No