



Missouri
Division
of

DWD Issuance 13-2018

Release Number—Program Year

Release Date:
May 22, 2019

Effective Date:
May 22, 2019

Expiration Date:
Continuous, until further
notice

SUBJECT:

Maximum Staffing and other Non-Participant Costs Expenditure Policy

ATTACHMENTS: None

*This Issuance is Official Policy
of the Missouri Division
of Workforce Development*

ISSUING AUTHORITY:

Mardy Leathers, Director
Missouri Division of Workforce
Development (DWD)

**THIS ISSUANCE DOES NOT
REQUIRE CREATION OR
ALTERATION OF A
CORRESPONDING LOCAL POLICY**

KEYWORDS:

Indirect costs; Operational Costs;
Salary; Training expenditure.

THIS ISSUANCE AFFECTS:

WIOA Title I Local Areas/Local Boards/Local
Plans
WIOA Title I In-State Funding
WIOA Fiscal/Administrative Procedures
State of Missouri Workforce System
Procedures

FOR THE ATTENTION OF:

Chief Elected Officials
Local Fiscal Agents
Local WDB Chairpersons
Local WDB Directors
Local WDB Members

RESCISSIONS:

None.

REFERENCES:

Workforce Innovation And Opportunity Act PY 19 Annual Agreement (*DWD–Local WDB Contract, version April 29, 2019*).

DWD Issuance 12-2018, “PY2019/FY2020 WIOA Formula Allocations to Local WDBs for Adult, Youth, and Dislocated Worker Programs,” May 22, 2019.

SUMMARY:

This Issuance clarifies the Workforce Innovation and Opportunity Act (WIOA)¹ Annual Agreement (DWD–Local WDB contract for Program Year (PY) 2019, or subsequent PYs). Specification No. 27 sets the maximum percentage of WIOA formula funds that can be used for staffing and other Non-Participant needs.

BACKGROUND:

There are limits to Maximum Staffing and other Non-Participant Costs Expenditures by Local Workforce Development Boards (WDB) for Title I of WIOA. The calculation of these expenditures, and their implementation, relates to the Line Item Description for that expenditure.²

As part of the State’s workforce education and training goals, the State has prioritized WIOA funds for Training and other Direct Participant Cost uses.

¹ Pub. L. 113-128 [[29 U.S.C. 3101 et seq.](#)]

² See Line Item Descriptions Attachment for the [current PY/FY Formula Allocations Issuance](#).

SUBSTANCE:

No more than sixty percent (60%) of the program budget may be used on Staffing and other Non-Participant Costs. This includes:

- WIOA Adult
 - Program Salary and Fringe Benefits
 - Program Other Staff Costs
 - Indirect Program Costs
- WIOA Dislocated Worker
 - Program Salary and Fringe Benefits
 - Program Other Staff Costs
 - Indirect Program Costs
- WIOA Youth (both In-School and Out-of-School Youth)
 - Program Salary and Fringe Benefits
 - Program Other Staff/Operational Costs
 - Indirect Program Costs

These Staff and other Non-Participant Costs are line items on the Formula Funds Contract Progress Reports that are reported in the Financial Reporting System. All other line items are considered Direct Participant Costs³.

This maximum expenditure requirement applies to WIOA formula funds after the initial Administrative Costs of no more than ten percent (10%) are deducted.⁴ Local WDBs that do not use the full ten percent (10%) of Administrative Cost reserve must move unused Administrative Funds into the Program Budget.

ROLES, RESPONSIBILITIES, and REQUIRED ACTIONS:

All Local WDB Chairs, Chief Elected Officials, Local WDB Directors, should immediately begin adjusting local budgets to ensure compliance with this expenditure requirement.

TIMELINE:

Local WDBs—Initiate Public Comment period for Local Plan Modifications and Planning Budget Summaries (PBS)**no later than July 1, 2019**

Local WDBs—Submission of Public Notice/Comments verification, Local Plan Modifications, and PBSs to DWD**August 1, 2019**

INQUIRIES:

Please direct all questions or comments regarding this Issuance document to dwdpolicy@ded.mo.gov. Direct procedural questions or requests for technical assistance on its contents to dwdplanning@ded.mo.gov. All active DWD Issuances are available at jobs.mo.gov/dwdissuances. Expired/rescinded Issuances are available on request.

For information about [Missouri Division of Workforce Development](#) services, contact a [Missouri Job Center](#) near you. Locations and additional information are available at jobs.mo.gov or 1-(888)-728-JOBS (5627). Missouri Division of Workforce Development is an [equal opportunity](#) employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

³ See Line Item Descriptions Attachment for the [current PY/FY Formula Allocations Issuance](#).

⁴ WIOA sec. 128(b)(4) [[29 U.S.C. 3163\(b\)\(4\)](#)].