

**SOUTHERN NEVADA WORKFORCE INVESTMENT BOARD  
General Policies and Procedure**

**SUBRECIPIENT PROGRAM FUNDS CARRY FORWARD PROCESS**

**EFFECTIVE DATE: June 23, 2004**

**NUMBER: 2.14**

**Date of Approval: June 23, 2004**

**BACKGROUND:**

The Southern Nevada Workforce Investment Board (SNWIB) has developed policies and procedures to address carry forward funds and participants to be served from previous program year to current program year. This policy provides sub-recipients guidance for allocating, obligating and expending funds brought forward from previous program year to current program year, using the First In—First Out (FIFO) procedure. This policy is directive in nature and shall be adhered to by all SNWIB subrecipients.

**I. GENERAL PROVISIONS FOR CARRY FORWARD FUNDS**

- A.** SNWIB has determined the maximum amount of funds that shall be carried forward or carried over from the previous program year to current program year is 15% of service providers' grant award. All carried forward funds shall be utilized in accordance with WIA and SNWIB established guidelines, i.e., SNWIB 2-Series Policies.
- B.** Subrecipients shall ensure controls are in place for budgeting funds to match all outstanding obligations one month prior to the end of each program year—May 31st. Funds in excess of 15% not expended or obligated by May 31st of each year shall be recaptured by the SNWIB and reallocated in the following program year.
- C.** The SNWIB shall notify subrecipients of potential funds recapture at least 60 days prior to the end of each program year. Within 15 days after notification of potential funds recapture, subrecipients shall provide the SNWIB a revised budget with justification outlining funds, obligations and amount to be carried forward based on the number of participants brought forward for services in the new program year. If the aggregate per participant cost exceeds five percent of subrecipients' new grant award per participant cost, subrecipients shall justify the increase to the SNWIB for consideration in granting additionally that match services to the number of carried forward participants as described in paragraph II of in this policy.
- D.** Total unobligated and unexpended program funds shall be reported by funding streams at the end of each program year via a contract modification and the first invoice of the new program year.

- E. The first program year invoice shall include all carry forward funds. Prior year's funds carried forward shall be combined with current year program funds by funding streams and allocated as deemed necessary in accordance with SNWIB policies 2.6 and 2.7.

*NOTE: The first invoice must indicate the carry forward funds separately and aggregated; thereafter only in aggregate. The SNWIB Financial Department shall provide instructions to service providers requesting approval to carry forward program funds from one year to the next.*

- F. Subrecipients shall be notified in writing of their approved carry forward funds amount in each funding stream.
- G. Subrecipients shall submit revised budgets to include the approved funding level in accordance with SNWIB policy 2.9. A revised budget must be in place prior to approval and reimbursement of any subsequent invoices.

## **II. GENERAL PROVISIONS FOR CARRY FORWARD PARTICIPANTS**

- A. The Training and Employment Guidance Letter (TEGL) 14-00 indicates participants who registered during a program year and are receiving WIA services at the end of a program year are categorized as carry-in participants for the new program year.
- B. Only those participants who are currently receiving services or are appropriately scheduled for future services may be carried in from one program year to the next. Those participants who have not received WIA funded or non-WIA funded partner services for at least 90 days, and are not scheduled for future services, shall be exited from the program and not carried forward to the new program year. The SNWIB shall notify subrecipients of potential soft exit participants at least 60 days prior to the end of each program year.
- C. If the number of participants carried forward exceeds 15% of the number of participants subrecipients are contracted to serve in the current program year, a contract modification shall be processed in accordance with SNWIB policy and procedure 2.3. Revised contracts along with corresponding budgets shall be in place prior to the end of the first quarter of the new program year.