

DETERMINING THE SET-ASIDE (Of Local Formula Dislocated Worker Funds)

1. The 20% set-aside of Local Funds is to be calculated on the total allocation received minus the amount set aside for administration, i.e. on the funds remaining for program expenditures.
2. Regions must operate under the current 10% limit on administrative costs. No separate amount may be set aside for administration of the Local Activities projects.
3. Should a region also choose to transfer funds (or if the region has previously transferred funds) between the Adult and Dislocated Worker programs, the maximum set aside for Local Activities may be calculated on the original budget for program expenditures **or** on the program funds remaining after a transfer has occurred.
4. If a transfer out of funds occurs at any time subsequent to the set-aside of funds for Local Activities, and this transfer reduces the amount of program funds available, the amount of Local Activity Funds must also be adjusted downward to comply with the 20% limit.
5. If a local board wishes to apply for a set aside, the effective date for use of these funds can be no sooner than the beginning of the period of performance indicated on the Expenditure Authorization or modification. (Note: Expenditure Authorizations/modifications cannot be backdated.)

Enrollments and Exits:

Customers served with the Local Activity Funds must be newly enrolled on or after the beginning of the period of performance for the set aside funds, as indicated in the Expenditure Authorization.

Connecting Colorado program codes for enrollment have been developed as follows:

- **DW** with **DS** subcode - Dislocated Worker Set Aside (applies to DW, Enhanced DW or Adult funds transferred to DW)

An IWT participant in a set aside is subject to the exit rules that apply to all formula grants, i.e. exit should occur on the **end date** of the last program-funded service provided to the participant. This exit date could be extended past the period of performance for the set aside grant as a result of any subsequent participation services that are initiated through programs in which the participant is coenrolled. Once 90 days have passed since the last participation service in any coenrolled program, record the program exit using the Store Termination Screen in Connecting Colorado.