

Transferability Authority

Introduction and Scope

In accordance with Title VI, Part A, Subpart 2, of the *No Child Left Behind Act of 2001*, a state may use its transferability authority to transfer funds between qualifying federal programs. The purpose of this documentation is to describe the procedures used within the Virginia Department of Education (VDOE) to monitor and complete the funds transfer between programs when requested by the *Local Education Agency* (LEA).

Current fund transfers between programs are completed by submission of a “LEA Funds Transfer Request Form” conducted for applicable programs that include: 1) procedures for completing the transfer for program funds; and 2) a glossary of definitions.

Procedures of LEA Program Fund Transfers

Step 1

The “*LEA Funds Transfer Request Form*” is completed by the local education agency (LEA) and submitted to the Virginia Department of Education.

Step 2

Program specialists and supervisors working with programs from which funds are transferred and to which funds are transferred review the request for compliance with the law before issuing an approval.

Step 3

Once approved the transfer request is forwarded to the Finance office for review, approval, and action on the request.

Step 4

Transferred funds are verified through a request from Oracle Inquiry and Reports “Funds Available Including Unpaid Invoices – PTD” for each project code.

Step 5

The grants administrator verifies transfer of funds by division (payee) from specified grant award to specified grant award in the amount specified under appropriate object codes and notifies the LEA and appropriate program specialists that the transfer is complete through e-mail.

Step 6

School divisions using transferability are desk monitored by the Finance office to ensure that funds are being spent in accordance with the law.