

DIRECTIVE

WORKFORCE INVESTMENT ACT

Number: WIAD04-14

Date: February 22, 2005
69:199:pc:8612

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: CASH REQUEST HANDBOOK

EXECUTIVE SUMMARY:

Purpose:

The purpose of this directive is to provide guidance to any Local Workforce Investment Area (LWIA) or subgrantee with a contract funded through the Workforce Investment Act (WIA) who needs cash to pay for expenditures incurred against their contract. Hereafter, all references made to LWIAs and subgrantees will be referred to as subrecipients.

This directive eliminates obsolete references to programs that have ended and also provides detail on the cash request process whether using the State's on-line automated system, or making the request through a manual process.

Scope:

This directive applies to all subrecipients of WIA funds.

Effective Date:

This directive is effective on date of issue.

REFERENCES:

- WIA Section 159(2), Section 184(a) (1)
- Title 29 Code of Federal Regulations (CFR) Part 97.21: Governmental Agencies
- Title 29 CFR Part 95.22: Hospitals, Non-Profits, Educational Institutions
- One-Stop Comprehensive Financial Management Technical Assistance Guide (TAG), Chapter II-2 and 6

STATE-IMPOSED REQUIREMENTS:

This directive contains some State-imposed requirements. These requirements are indicated by ***bold, italic*** type.

EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Special requests for services, aids, and/or special formats need to be made by calling (916) 654-8055 (Voice). TTY users, please call the California Relay Service at 711.

FILING INSTRUCTIONS:

This directive replaces WIA Information Bulletin WIAB01-5, dated July 9, 2001, and finalizes WIA Draft Directive WIADD-86, issued for comment on January 11, 2005. Retain this directive until further notice.

BACKGROUND:

The purpose of the Cash Request Handbook is to provide instructions to any subrecipient of WIA funds, who has entered into a binding contract with the Employment Development Department (EDD), and needs cash to meet their expenditures for the WIA program. This handbook will provide information needed to order cash using the EDD automated Job Training Automation (JTA) system. The handbook will also address the process to follow when entities must manually order cash using a hard copy request form.

POLICY AND PROCEDURES:

This handbook contains various forms and instructions. ***All subrecipients are responsible for ensuring compliance with the requirements contained within the handbook. All subrecipients of WIA funds must have an Information Request Form (IRF) on file with the Department's Fiscal Programs Division prior to any cash request being made or processed.*** See page 4 of the attached handbook for further information on the IRF.

All subrecipients must monitor their cash draws to ensure their account does not reflect an "excess cash" balance. The "excess cash" flag is generated by the JTA whenever an entity requesting cash does not update the "cash disbursed" fields. Failure to update the "cash disbursed" field may cause the denial of a cash request.

ACTION:

Bring this directive to the attention of all appropriate staff and subrecipients.

INQUIRIES:

Please direct questions about this directive to Carol Keane, Analyst, Financial Management Unit, at (916) 657-3545.

/S/ BOB HERMSMEIER
Chief
Workforce Investment Division

Attachment is available on the Internet:

[WIA Job Training Automation System Cash Request Handbook \(118k\) \(PDF\)](#)