

DIRECTIVE
WORKFORCE SERVICES

Number: WSD12-1

Date: July 11, 2012
69:132:vn:15329

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 will be referred to as subgrantees.

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 subgrantees 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:

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

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

FILING INSTRUCTIONS:

This directive supersedes Directive WIAD04-14, dated February 22, 2005, and finalizes WS Draft Directive WSDD-65, issued for comment on February 21, 2012. There were no comments received during the draft comment period. Retain this directive until further notice.

BACKGROUND:

The purpose of the Cash Request Handbook (handbook) is to provide instructions to any subgrantee of WIA funds and other types of funds, who has entered into a binding contract with the Employment Development Department (EDD), and needs cash to meet their expenditures for the programs. 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 subgrantees are responsible for ensuring compliance with the requirements contained within the handbook.***

All subgrantees must monitor their cash draws to ensure their account does not reflect an "excess cash" balance. The Federal Department of Labor (DOL) and the EDD define excess cash as any amount that is not disbursed within three to four working days after receipt. A notification screen 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 subgrantees.

INQUIRIES:

Please direct questions about this directive to Carol Keane, Analyst, Financial Management Unit, at (916) 657-3545 or to Julie Martin, Analyst, Financial Management Unit, at (916) 653-5294.

/S/ MICHAEL EVASHENK, Chief
Workforce Services Division

Attachment is available on the Internet:

[WIA Job Training Automation System Cash Request Handbook \(137k\) \(PDF\)](#)