



Montana Department of LABOR & INDUSTRY

2 Division: Workforce Services Division
3 Category: WIOA
4 Effective Date: 10/1/2018
5 Last Revised: 01/01/2022
6 Policy No.: 25-18

7 Stolen or Forged Check Policy

8 **Scope:** This policy applies to all service providers operating WIOA Title I and HELP-Link programs; WIOA Title I
9 and HELP-Link program manager(s), fiscal officers, the State Workforce Innovation Board (SWIB), and the
10 Division Management Services Bureau (DMS). This policy is effective January 1, 2022.

11 Policy:

- 12 • If a check has been lost or destroyed, the payee must fill out the State Financial Services Division's
13 [Agreement to Indemnify and Hold Harmless](#). Upon completion the payee must return the form to the
14 Department of Administration, Warrant Writer Unit.
- 15 • If the payee recovers an original check after they have furnished a statement of non-receipt, the payee
16 shall notify the issuing agency immediately. In the event the replacement check has been received prior
17 to the recovery of the original check, the original check shall be returned immediately to the agency.
18 Under no circumstances should the payee attempt to cash both the original and replacement check.
- 19 • In the event of a stolen and/or forged check:
 - 20 ○ If the check has been stolen but redeemed, the payee must fill out the State Financial Services
21 Division's Agreement to Indemnify and Hold Harmless. Upon completion the payee shall return
22 the form to DMS, who will forward it to the Warrant Writer Unit to stop payment on the initial
23 check and reissue a new check.
 - 24 ○ If the check is suspected to have been forged:
 - 25 ▪ DMS will use the Copy of Cashed Warrant form to obtain a copy of the cashed check;
 - 26 ▪ The copy of the cashed check will be provided to the payee to verify the forgery;
 - 27 ▪ Upon confirmation of forgery DMS will notify Centralized Services Division who will then
28 contact the Warrant Writer Unit;
 - 29 ▪ The Warrant Writer Unit will then begin communication with both the payee and the
30 bank to pursue the issue.
 - 31 ▪ After following the above steps, a new check may be issued.
- 32 • Non-state providers must have a policy in place that addresses stolen or forged checks. The non-state
33 provider must also immediately notify DMS, at DLIWSDFiscal@mt.gov, of the stolen or forged check.

34 Monitoring and Evaluation:

- 35 • A formal monitoring will be conducted by the entity designated by SWIB.