



# Montana Department of LABOR & INDUSTRY

Division: Workforce Services Division

Category: WIOA

Effective Date: 10/1/2018

Last Revised: 07/01/2025

Policy No.: 20-18

## Cash Management Policy

**Scope:** This policy applies to all service providers operating Workforce Innovation and Opportunity Act (WIOA) Title I and Title II programs, WIOA Title I and Title II program manager(s), WIOA fiscal officers, the State Workforce Innovation Board (SWIB), and the Workforce Services Division (WSD). This policy is effective July 1, 2025.

### Policy:

- Service Providers will use the Requisition Cash Request and Summary Form (WIOA.45) to request cash under provider agreements. Cash requisitions may be made on a weekly basis, but no less than once per month.
- Cash requisitions may not exceed the amount authorized in the service provider's contract. No cash payments will be made to a service provider of a grant until WSD receives the Federal Notice of Obligation from the awarding federal agency.

### Authorized Signature Sheet:

- An individual authorized by the governing body of the service provider organization or agency completes the Authorized Signature Sheet Form (WIOA.40) to verify the signature(s) of individuals authorized to draw cash under the agreement with the state funding agency. Authorized Signature Sheets are applicable to specific service provider agreements and must be submitted annually at the beginning of the contract period.

### Method of Payment:

- Payments to service providers will be made on a cash requisition basis. WSD will limit payments to actual and immediate cash needs. If a service provider does not comply with the requirement to keep cash requisitions limited to only actual and immediate needs or if they do not follow the grant agreement, WSD may, after notice to the service provider, discontinue the cash requisition method and make payments by reimbursement only.
- Cash requisitions can be made by fax, US mail, or email. An authorized representative identified on the Authorized Signature Sheet must sign for all cash requisitions. An electronic request from the authorized representative will be accepted as a signature as well. The drawdown of funds from one grant for funding deficits in other grant programs is prohibited.

### Documentation Required for Cash Request:

- WSD reserves the right to request further documentation for clarifying purposes prior to sending cash transfer.