



Montana Department of LABOR & INDUSTRY

1 Division: Workforce Services Division
2 Category: WIOA
3 Effective Date: 10/1/2018
4 Last Revised: 07/01/2025
5 Policy No.: 20-18

6 Cash Management Policy

7 **Scope:** This policy applies to all service providers operating Workforce Innovation and Opportunity Act (WIOA)
8 Title I and Title II programs, WIOA Title I and Title II program manager(s), WIOA fiscal officers, the State
9 Workforce Innovation Board (SWIB), and the Workforce Services Division (WSD). This policy is effective July 1,
10 2025.

11 **Policy:**

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

18 **Authorized Signature Sheet:**

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

24 **Method of Payment:**

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

34 **Documentation Required for Cash Request:**

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