



Montana Department of LABOR & INDUSTRY

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2 **Division: Workforce Services Division**
3 **Category: WIOA**
4 **Effective Date: 10/1/2018**
5 **Last Revised: October 1, 2019**
6 **Policy No.: 20-18**

Cash Management Policy

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8 **Scope:** This policy applies to all service providers operating WIOA Title I programs, WIOA Title I program
9 manager(s), WIOA fiscal officers, the State Workforce Innovation and Workforce Board (SWIB), and the Division
10 Management Services Bureau (DMS). This policy is effective October 1, 2019.

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, and must be received by the Division Management Services (DMS) Bureau by 2:00pm on
15 Friday to guarantee transfer of the funds by the following Thursday. If received later than 2:00pm, the
16 transfer may be delayed. DMS is not responsible for errors made at the State Treasury once the request
17 for funds transfer is initiated, should the error cause the request to be delayed.
- 18 • Cash requisitions may not exceed the amount authorized in the service provider's contract. No cash
19 payments will be made to a service provider of a grant until DMS receives the Federal Notice of
20 Obligation from the awarding federal agency.

Authorized Signature Sheet:

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

Method of Payment:

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

Documentation Required for Cash Request:

- 38 • DMS reserves the right to request further documentation for clarifying purposes prior to sending cash
39 transfer.