



Montana Department of LABOR & INDUSTRY

1
2 Division: Workforce Services Division
3 Category: WIOA
4 Effective Date: 10/1/2018
5 Last Revised: 01/01/2025
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, and the State Workforce Innovation Board (SWIB). This
10 policy is effective January 1, 2025.

11 Policy:

- 12 • If a check has been lost or destroyed, the payee must fill out the State of Montana's form [Agreement to](#)
13 [Indemnify and Hold Harmless](#). Upon completion the payee must return the form to the Department of
14 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 of Montana's
21 Agreement to Indemnify and Hold Harmless. Upon completion the payee shall return the form to
22 Workforce Services Division (WSD), who will forward it to the Warrant Writer Unit to stop
23 payment on the initial check and reissue a new check.
 - 24 ○ If the check is suspected to have been forged:
 - 25 ▪ WSD 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 WSD 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 WSD, at DLIWSDFiscal@mt.gov, of the stolen or forged check.

34 Monitoring and Technical Assistance:

- 35 • A formal monitoring will be conducted by the entity designated by SWIB.
- 36 • WSD's program managers and/or fiscal officers will provide technical assistance.