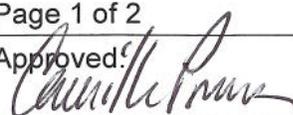


Department of Community Colleges and Workforce Development	Number: 589-10.04
	Revised Date: 08/14/08
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SUBJECT: Workforce Investment Act Title IB Cash Draw Requirements	Approved: 

**Purpose:** To specify requirements for grant payments and provide procedures for subrecipients to draw federal Workforce Investment Act (WIA) funds from the Department of Community Colleges and Workforce Development (CCWD) cash draw web portal process.

**References:** 29 CFR 97.20 and 97.21  
29 CFR 95.21 and 95.22  
31 CFR PART 205 Rules and Procedures for Efficient Federal-State Fund Transfers  
One-Stop Comprehensive Financial Management Technical Assistance Guide (TAG), Chapter II-6  
CCWD WIA Title I B Policy 589-10.5 – Program Income

**Definitions:** None

**Policy:** Local Workforce Investment Area (LWIA) fiscal agents and state subrecipients shall minimize the time elapsing between receipt of WIA funds and disbursement in order to maintain a minimum cash balance.

The LWIA fiscal agents and state subrecipients must maintain an adequate system of internal control to safeguard cash as specified in generally accepted accounting principles and the financial management standards applicable to Federal grants. Should the LWIA fiscal agent and/or state subrecipient fail to comply with these policies, the state may withhold payment, until the condition is corrected.

Interest earned on WIA funds may be retained and shall be used to pay for WIA expenditures. Interest earned shall be accounted for as program income and for reporting purposes. The requirements for program income are specified in Policy No. 589-10.5.

This treatment of interest does not allow recipients of WIA funds to ignore the requirements or intent of these cash management requirements. All recipients must continue to minimize the time elapsing between receipt of WIA funds and their disbursement. Interest earned is to be used to minimize periodic cash requests. Cash draws will be completed in accordance with instructions provided by CCWD.

Cash draws must be submitted through the cash draw web portal in accordance with the annual calendar prepared and distributed by CCWD. Accounting records pertaining to draw-downs and supporting documentation must be retained by the fiscal agent.

Procedures:

Responsibility

Action

Fiscal Agents/  
Subrecipient

1. Implement this policy to manage cash assets.
2. Request cash in accordance with the requirements of this policy and the cash draw web portal process.

CCWD

1. Prepare and distribute an annual calendar of cash draw dates, accounting for all holidays which may adjust the regular draw schedule.
2. Monitor the subrecipient for compliance with this policy.