

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: CalJOBSSM CASH REQUEST HANDBOOK

EXECUTIVE SUMMARY

Purpose

The *CalJOBSSM Cash Request Handbook* (handbook) provides guidance to any Local Workforce Development Area (Local Area) or subgrantee with a contract funded through the *Workforce Innovation and Opportunity Act* (WIOA) who needs cash to pay for expenditures incurred against their contract. Hereafter, all references made to Local Areas will be referred to as subgrantees.

This handbook eliminates obsolete references to programs that have ended and also provides detail on the cash request process, whether using the state's on-line CalJOBSSM system or making the request through a manual process.

Scope

This directive applies to all subgrantees of WIOA funds.

Effective Date

This directive is effective on the date of issuance.

REFERENCES

- WIOA Section 159(2), Section 184(a) (1)
- Title 2 *Code of Federal Regulations* (CFR) Part 200 and 2 CFR Part 2900

STATE-IMPOSED REQUIREMENTS

This directive contains some state-imposed requirements. These requirements are indicated by ***bold, italic type***.

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

FILING INSTRUCTIONS

This directive replaces Directive WSD14-8, dated February 13, 2015. Retain this directive until further notice.

BACKGROUND

The handbook provides instructions to any subgrantee of WIOA funds, and other types of funds, who has entered into a binding contract with the Employment Development Department (EDD), regarding how to request cash to pay contract expenses. This handbook provides information needed to order cash using the EDD CalJOBSSM Cash Draw system. The handbook also addresses the process to follow when subgrantees must manually order cash using a hard copy request form.

POLICY AND PROCEDURES

This handbook contains various forms and instructions. ***All subgrantees are responsible for ensuring compliance with the requirements contained in the handbook.***

All subgrantees must monitor their cash draws to ensure their account does not reflect an “excess cash” balance. The Department of Labor and the EDD define excess cash as any amount that is not disbursed within three to four working days after receipt. A notification screen is generated by CalJOBSSM whenever a subgrantee requesting cash does not update the “cash disbursed” field. Failure to update the “cash disbursed” field may cause the denial of a cash request.

ACTION

Bring this directive to the attention of all appropriate staff.

INQUIRIES

Please direct questions about this directive to Michael Garcia, Analyst, Financial Management Unit, at 916-654-8060 or Wai Tin Wong, Analyst, Financial Management Unit, at 916-653-8213.

/S/ JOSÉ LUIS MÁRQUEZ, Chief
Central Office Workforce Services Division

Attachments are available on the internet:

1. [CalJOBSSM Cash Request Handbook](#) (PDF)
2. [Summary of Comments](#) (PDF)
3. [CalJOBSSM Contingency Cash Request Form](#) (MS Word)