

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: CalJOBSSM CASH REQUEST HANDBOOK

IMMEDIATE ACTION

Bring this draft to the attention of the appropriate staff.

SUBJECT MATTER HIGHLIGHTS:

This draft directive will supersede Directive WSD12-1 dated July 11, 2012.

This directive includes a link to the CalJOBSSM Cash Request Handbook, which has been revised to reflect all cash request updates for the new CalJOBSSM system.

COMMENTS ARE DUE BY:

12-29-14

Comments can be submitted through one of the following ways:

Fax	CO WSD, Attention: Carol Keane at 916-657-3545
E-Mail	Carol.keane@edd.ca.gov (Include "draft comments" in the subject line)
Mail	CO WSD / P.O. Box 826880 / MIC 50 / Sacramento, CA 94280-0001

All comments received by the end of the comment period will be considered before the final directive is issued. The Workforce Services Branch does not respond individually to each comment received. However, a summary of comments will be released with the final directive. **Comments received after the specified due date will not be considered.**

If you have any questions, contact the Workforce Services Division at 916-653-9150.

DRAFT DIRECTIVE

WORKFORCE SERVICES

Number:

Date:

69:119:ah:17009

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: CalJOBSSM CASH REQUEST HANDBOOK

EXECUTIVE SUMMARY:

Purpose:

The purpose of this directive is to provide guidance to any Local Workforce Investment Area (LWIA) or subgrantee with a contract funded through the Workforce Investment Act (WIA) who needs cash to pay for expenditures incurred against their contract. Hereafter, all references made to LWIAs will be referred to as subgrantees.

This directive eliminates obsolete references to programs that have ended and also provides detail on the cash request process whether using the State's CalJOBSSM Cash Draw system, or making the request through a manual process.

Scope:

This directive applies to all subgrantees of WIA funds.

Effective Date:

This directive is effective on date of issue.

REFERENCES:

- WIA Section 159(2), Section 184(a) (1)
- Title 29 Code of Federal Regulations (CFR) Part 97.21: Governmental Agencies
- Title 29 CFR Part 95.22: Hospitals, Non-Profits, Educational Institutions
- One-Stop Comprehensive Financial Management Technical Assistance Guide (TAG), Chapter II-2 and 6

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 supersedes Directive WSD12-1, dated July 11, 2012. Retain this directive until further notice.

BACKGROUND:

The purpose of the Cash Request Handbook (handbook) is to provide instructions to any subgrantee of WIA funds and other types of funds, who has entered into a binding contract with the Employment Development Department (EDD), and needs cash to meet their expenditures for the programs. This handbook will provide information needed to order cash using the EDD CalJOBSSM Cash Draw system. The handbook will also address the process to follow when entities 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 within the handbook.

All subgrantees must monitor their cash draws to ensure their account does not reflect an "excess cash" balance. The Federal Department of Labor (DOL) 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 an entity requesting cash does not update the "cash disbursed" fields. 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 and subgrantees.

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.

JOSÉ LUIS MÁRQUEZ, Chief
Workforce Services Division

Attachment is available on the Internet:

[CalJOBSSM Cash Request Handbook](#) (PDF)