

CaIJOBSSM CASH REQUEST

EXECUTIVE SUMMARY

This policy provides the guidance and establishes the procedures regarding drawing down cash to pay for expenditures incurred against a subgrant. This policy applies to all *Workforce Innovation and Opportunity Act* (WIOA) subrecipients who have a subaward in the form of a subgrant, and is effective on the date of issuance.

This policy contains no state-imposed requirements.

This directive finalizes Workforce Services Draft Directive *Cash Request* (WSD16-162), issued for comment on February 9, 2017. The Workforce Development Community submitted no comments during the draft comment period.

This policy supersedes Workforce Services Directive *CaIJOBS Cash Request Handbook* (WSD15-05), dated November 3, 2015. Retain this directive until further notice.

REFERENCES

- WIOA Section 159(2), Section 184(a)(1)
- Title 2 *Code of Federal Regulations* (CFR) Part 200: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (Uniform Guidance)
- Title 2 CFR Part 2900: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (Department of Labor [DOL] Exceptions)
- *Cash Draw User Guide*, Version 16.3, Chapter 10: “My Cash Requests” (Subgrantee Staff)

BACKGROUND

When a subrecipient of WIOA funds incurs expenditures against a subgrant, those costs need to be reimbursed. The subrecipient must complete a cash request in the CaIJOBS Cash Draw module in order to receive funds.

POLICY AND PROCEDURES

Only subrecipient staff with cash privileges will be able to create and/or edit cash requests. Cash and expenditure privileges are established based on the User Registration Form (URF) that is sent out with the subrecipient's initial subgrant package. If any changes are need to be made to a completed URF, please email the changes to CalJOBSCashHelpDesk@edd.ca.gov.

How to Request Cash

Cash requests must be submitted by 2:00 p.m. for same day processing (the Earliest Processing Date). If the cash request is not completed by 2:00 p.m., the request will be processed the following business day.

The Earliest Delivery Date is 2 business days after the Earliest Processing Date. An Alternate Delivery Date can be selected if the cash needs to be delivered on another date, but the Alternate Delivery Date cannot be prior to the Earliest Delivery Date (2 business days).

Follow the procedures below to submit a new cash request in CalJOBS:

1. After logging into the CalJOBS system, select "My Cash Requests" under the "Services for Subgrantee Staff" heading on the left hand side of the screen.
2. Select "Add."
3. Select the check boxes next to the grant codes that you would like to request cash for and select "Next" (you may select check boxes for multiple grant codes at this time).
4. Select "View" in the Action column for the grant code that you would like to request cash for.
5. Enter the "Amount Requested." The "Amount Requested" should be the amount that you are requesting during this cash request transaction.
6. Enter the "Total Amount Disbursed" (Please see the section below on Excess Cash. Cash on hand should be limited to the amount needed for immediate disbursement).

How to Amend a Cash Request

If a completed cash request needs to be revised and it is still before the 2 p.m. deadline, select "View" instead of "Add." Selecting the "Add" button, will initiate a new cash request for the next available processing and delivery date.

Follow the procedures below to revise or edit a cash request before the 2:00 p.m. cut off:

1. After logging into the CalJOBS system, select "My Cash Requests" under the "Services for Subgrantee Staff" heading on the left hand side of the screen.
2. Select "View" next to the cash request that needs to be revised.
3. Follow steps 3-6 above.

Negative Cash Requests

It is sometimes necessary to return cash for a grant. This can be done through the CalJOBS Cash Draw module. However, the total of all cash requests for a day must be equal to or greater than \$0.00:

- In order to process a negative cash entry, subrecipients must enter a positive cash request first and then enter the negative request last. Make sure that the total of all requests never goes below \$0.00.
- If an error message displays when creating cash adjustment entries, review calculations and make corrections until the total cash request is equal to or greater than \$0.00.

Excess Cash

The DOL and the EDD define excess cash as any amount that is not disbursed within three to four working days after receipt. Excess cash is automatically calculated in CalJOBS. The system subtracts four days of expenditures from the amount of total requests minus expenditures to determine excess cash. Failure to update the Total Cash Disbursed field will cause excess cash. Cash requests may be denied when excess cash is shown in the CalJOBS Cash Request Approval reports.

Cash Hold

A cash hold will be imposed if a subrecipient fails to comply with other subgrant requirements, such as expenditure reporting or closeout requirements. While a cash hold is in place, the subrecipient will not be able to request cash. When the subrecipient is back in compliance with the subgrant requirements, then the cash hold will be lifted.

Cash Delivery Methods

The EDD offers subrecipients a choice of three methods for receiving cash: direct deposit, mailed check, or check pick up. A subrecipient chooses their preferred delivery method on the URF that is sent out with their initial subgrant package. The EDD will keep the most recent cash delivery instructions on file for each subrecipient. To change the delivery method for your office, submit a new URF to the EDD showing the new preferred method.

Method 1 – Direct deposit to a bank account

- The EDD will make a wire transfer to a specified bank account.
- The organization must provide the bank routing number and bank account number on the URF.
- Bank account information will be kept secure.

- Transfers will settle to the specified account on the delivery date shown in CalJOBS.
- Notify the EDD promptly if your organization changes banks or bank accounts. Please use the URF to submit the change in writing.

Method 2 – Deliver check using U.S. Postal Service

- The EDD will mail a check to the address specified on the URF.
- The check will be mailed through the U.S. Postal Service on the delivery date shown in CalJOBS.
- Notify the EDD promptly if there is a change to your mailing address. Use the URF to submit the change in writing.

Method 3 – Check Pick up at the EDD

- The EDD will prepare a check for pick up by the subrecipient’s staff.
- Because of security requirements in the EDD Central Office, you must make special arrangements for each check pick up by calling the Cash Help Desk at 916-654-7868.

ACTION

Bring this directive to the attention of all appropriate staff.

INQUIRIES

If you have any questions regarding cash delivery, contact the Cash Help Desk at CalJOBSCashHelpDesk@edd.ca.gov or 916-654-7868, Monday through Friday from 8 a.m. to 4 p.m.

/S/ JAIME L. GUTIERREZ, Chief
Central Office Workforce Services Division