



NEW YORK STATE WORKFORCE DEVELOPMENT SYSTEM TECHNICAL ADVISORY

Workforce Development System Technical Advisory # 10-20

TO: Workforce Development Community

DATE: November 8, 2010

SUBJECT: Updated Policy Effective November 15, 2010 for Requesting Cash

Purpose:

To notify the Local Workforce Investment Areas (LWIAs) of a change in the schedule for requesting cash.

Action:

Effective November 15, 2010, cash requests must be submitted no later than 10:00 AM five (5) business days in advance of the day that cash is needed to be received.

Cash Request Guidelines:

Day Cash is Needed	Day Cash Request Must be Received by 10:00 AM
Monday	Previous Tuesday
Tuesday	Previous Wednesday
Wednesday	Previous Thursday
Thursday	Previous Friday
Friday	Previous Monday

Submission of Cash Request

Each LWIA must submit a Weekly Cash Request to Ms. Patricia Jabonaski via fax to: 518-485-6577 or scan the Request to Ms. Patricia Jabonaski at Patricia.Jabonaski@labor.ny.gov. All Cash Requests must be signed by an authorized signatory for the LWIA. Step by step instructions and a copy of the cash request form are provided in Attachment A & B, respectively.

Background:

Due to a procedural change at the Office of the State Comptroller, the time needed to process a cash request has increased from four (4) business days to five (5) business days. Note: TA#09-24 is still in effect and should be referred to for the Department's policy on cash reporting and the treatment of excess cash on hand.

Inquiries:

Questions concerning this Technical Advisory can be directed to Maryrose Walsh at (518) 457-0505 or may be sent via e-mail to Maryrose.Walsh@labor.ny.gov

Attachments:

- A. Updated Cash Request Instructions
- B. Updated Cash Request Form

WIA/ARRA/DPN/WIRED/TAA Cash Request Instructions

NOTE: LWIAs may not draw cash for a specific grant until funding authority is issued by the NYSDOL on a Notice of Obligational Authority (NOA) for the specified grant and program year.

In order for the LWIAs to receive cash in a timely manner it is necessary for the form to be completed entirely. Any omission in completing the report will result in processing delays.

Cash Request Forms, signed by the appropriate authority, are to be sent by facsimile to the Cash Management unit (518) 485-6577 or scanned to:

Patricia.Jabonaski@labor.ny.gov. Verbal or unsigned cash orders will not be accepted.

Cash orders must be received by 10:00 am at least five (5) days prior to the day the LWIA expects to receive the cash. All areas should submit a cash order weekly even if no cash is being ordered.

Any LWIA that finds itself in an excess cash situation should take immediate corrective action. This corrective action may include: returning cash, requesting that a cash order in process be stopped, or not ordering cash until the situation is resolved. If the LWIA is aware that the situation cannot be rectified within a week the cash management unit should be contacted to discuss the situation.

LWIAs should make every effort to minimize the cash on hand at the LWIA and subcontractor levels. Excessive cash on hand occurs when a LWIA maintains a cash balance in excess of five (5) days cash on hand. This calculation is computed separately for WIA, WIRED, and TAA. The cash management unit determines this balance by using the attached worksheet when the Monthly Statement of Daily Cash Transactions worksheet is submitted.

If you have questions concerning this information please contact Pat Jabonaski at (518) 485-0534.

Local Area and Number: Insert LWIA name and Number

Date: Insert the date the form is to be processed by the Cash Management Unit

Total Payments and Advances Pending Immediate Payment: Insert the immediate (1 week) cash needs of the LWIA.

Book Balance: Insert the total amount of cash currently on hand for the LWIA. This should include cash on hand for each area in a multi-county area.

Request by Grant: Insert the amount of cash you wish to order for each funding source by year.

Signature of LWIA staff authorizing request: The cash order must be signed by an individual listed on the signatory sheet on file in the Cash Management Unit.

Title of LWIA staff authorizing request: Insert the title of the individual signing the request.

All other cells on the form are self-populated and should not be altered.