

OFFICE OF WORKFORCE OPPORTUNITY
WIOA POLICY ISSUANCE – 2015-010
Effective Date: July 1, 2015

CASH MANAGEMENT
POLICY AND PROCEDURE

PURPOSE: To provide a framework for the transfer of federal funds and the payment of bills submitted to the Office of Workforce Opportunity (OWO) by subrecipients, contractors or sub-grantees. These policies and procedures outline the standard for payment and allocation of payment for the non-federal entity (State of New Hampshire – BEA – OWO) and its subrecipients and contractors.

POLICY: It is the policy of the OWO to follow the 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Final Rule (Uniform Guidance), specifically 2 CFR 200.305 & 2 CFR 2900.7 for “Payment”; and US Department of Labor (US DOL) Employment and Training Administrations regulation 29 CFR 97.21 where payment shall minimize the time elapsing between the transfer of funds and the disbursement by the grantee (OWO). OWO, subrecipients and contractors are aware of the availability of advances under 29 CFR 97.21 but at this time all choose to be reimbursed.

PROCEDURES:

1. Invoices are submitted to NH BEA – OWO from subrecipients and contractors on a **monthly** basis.
 - a. Invoices are processed following the ACCOUNTS PAYABLE (AP) INSTRUCTIONS.
 - b. Instances were an invoice received by NH BEA – OWO is incorrect or needs further attention will be resolved before the subrecipient or contractor is reimbursed and prior to federal funds being drawn.

2. NH BEA - OWO – processes federal draws at least **monthly**.
 - a. See policy COLLECTION OF FEDERAL FUNDS THROUGH PMS.
 - b. See procedure – DRAW DOWN STEP BY STEP PROCEDURES.
 - c. See EXPENSE AND ACCRUAL REPORTING