



Missouri Division of Workforce Development
DWD Issuance 03-2016

Issued: August 03, 2016
Effective: August 03, 2016

Subject: Financial Reporting and Cash Draw Request Deadlines Policy

1. Purpose: This Issuance is written to provide an updated policy regarding the financial reporting and cash draw request deadlines.
2. Background: Division of Workforce Development (DWD) Issuance 22-2010 issued June 22, 2011 and effective July 1, 2011.
3. Substance:

Contract Progress Reports are due **by the close of business on the 10th of the month** for non-end of quarter months and **by the close of business on the 15th of the month** for end of quarter months.

Quarterly Obligation and Quarterly Stand-In/Program Income Reports are due **by the close of business on the 15th of the month** after quarter end.

Cash Draw Requests may be submitted **twice a week** as outlined:

 - Request **by 11:59 PM on Monday** and receive cash by Friday of the same week.
 - Request **by 11:59 PM on Wednesday** and receive cash by Tuesday of the following week.

Exceptions are communicated through DWD's Financial Reporting System (FRS).
4. Action: This Issuance is effective immediately. Each Local Workforce Development Board must ensure its local policies and procedures are in compliance with this Issuance. Please distribute this information to the appropriate individuals.
5. Contact: Direct questions or comments regarding this Issuance to the Fiscal and Administrative Manager Julie Carter, at 573-526-1644 or julie.carter@ded.mo.gov.
6. References: DWD Issuance 22-2010 Financial Reporting and Cash Draw Request Deadlines Policy issued June 22, 2011 and effective July 1, 2011.

7. Rescissions: This Issuance supersedes and replaces DWD Issuance 22-2010 Financial Reporting and Cash Draw Request Deadlines Policy issued June 22, 2011 and effective July 1, 2011.
8. Attachments: None.

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