

## **GLOW Workforce Development Board (WDB) Policy**

Under the Workforce Innovation and Opportunity Act (WIOA)

**Name of Policy:** GLOW WDB 5-Day Cash-on-Hand Rule

**Approval Date:** ~~3/16/21~~, 3/17/26

**Effective Date:** ~~1/1/26~~, 3/18,26

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### **Policy and Procedures:**

Per WIOA Rules and Regulations, we will maintain less than five days of cash on hand by ensuring cash is not requested in excess of five-days immediate cash need. OMB §200.302(b)(6), 200.305(b); Workforce Development System Technical Advisory #11-02.5

Cash will be requested on an as-needed basis. Any cash available for disbursements will be used before any other additional funds are requested. Cash will not be requisitioned for delivery before the last day it can be received for timely payout. Cash requests will be approved by either the Livingston County Principal Account Clerk or the GLOW Grantee.

Cash requests will be completed using the PeopleSoft financial reporting software.