



Tompkins County Workforce Development Board Stale Check Policy

Purpose

To provide guidelines for resolving uncashed WIOA or SYEP Participant checks.

Outline

In the case that a participant check is not cashed, it remains unpaid in OET financial records. This creates an inconsistency in financial record keeping and balances, as well as discrepancy for payment of services.

There are 2 entities involved in the verification of participant wages being received.

The Office of Employment and Training assumes direct responsibility for the submission of payroll, the receipt of the checks, and the distribution of checks to the participant.

Tompkins County Finance is responsible for the processing of the check, as well as maintaining records that the check has been cashed and subsequently cleared from Tompkins County accounts.

Procedure

In order to maintain a clear and documented record of participant checks, OE&T staff will request from Tompkins County Finance that they provide a list of uncashed participant checks.

- In all cases, when participants are added to Tompkins Co. Payroll, Direct Deposit to the participant's bank account will be encouraged.
 - In the instance that the participant doesn't have a bank account, the Job LINK Advisor will inform participants about banking institutions that are within their community and how to set up an account.
- On the 15th of each month, OE&T will request a list of uncashed participant checks for the previous month, which may include the previous/ongoing uncashed checks within a 12 month period.
- OE&T will review the list with an understanding of:
 - How was the check delivered to the participant: personal delivery (face to face contact)/ mailed/picked up by the participant at OE&T Office
 - How long has the check been uncashed

- What knowledge does OE&T Staff have of the participant, their current status and/or whereabouts
- If the participant has been contacted and they need a replacement check, OE&T Staff will:
 - Request that the original check be cancelled and reissued if the check is within 90 days of the issue date.
 - If the uncashed check has passed the 90-day expiration, OE&T staff will assist the participant in obtaining an Affidavit from TC Finance for the date and amount of the previously uncashed check
- In the case that a participant is unable to be reached, OE&T and TC Finance staff will attempt to obtain any record of whereabouts (change of address from a W2 form, contact with local criminal justice and correctional facilities, etc.)
- The Workforce Development Board will remove the liability from the OET CAP and thereby credit WIOA funds before Program Year end and back fill expenses from the subsequent program year to ensure NOA is fully expended with appropriate expenditures.