

**THE OREGON CONSORTIUM & THE OREGON WORKFORCE ALLIANCE
POLICY MEMORANDUM #WIA-12-R02/04**

DATE: Revised February, 2, 2004

SUBJECT: Payments to Regional Subgrant Recipients

REFERENCES:

- Title 20 Code of Federal Regulations (CFR) 667.200
 - Title 29 CFR 95.21, 22
 - Title 29 CFR 97.20, 21
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PURPOSE:

To provide a method for timely and accurate payments to regional subgrant recipients.

POLICY:

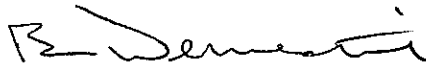
1. Subgrant recipients shall submit, by email, billings on the TOC/OWA draw request form to The Oregon Consortium and the Oregon Workforce Alliance (TOC/OWA) administrative office's Financial Services Coordinator and Director of Operations in accordance with the TOC/OWA draw schedule. A signed original or facsimile is due to the TOC/OWA administrative office by the end of business the next day per the TOC/OWA Draw schedule.
2. The TOC/OWA Financial Services Coordinator will review the billing for accuracy, ensure charges do not exceed contracted amounts, and approve billing for payment.
3. Approved billings shall be submitted to the Fiscal department for payment in the regular accounts payable process as outlined in the TOC/OWA fiscal procedures.
 - a. Funds will be ordered from the State the next day, Friday, and will be available for disbursement on the following Friday.
 - b. When a holiday falls on a draw week, subgrant recipients will be notified by email if requests are to be submitted earlier or if funds will be received later than the normal draw schedule timelines.

ACTION:

The TOC/OWA administrative office and regional sub-grant recipients shall follow this policy. This policy will remain in effect from the date of issue until such time that a revision is required.

INQUIRIES:

Inquiries should be addressed to the Director of Operations at 1-866-888-4TOC.



Bill Demestihis
Executive Director