

**8.B Approval of the SWWDB Payment Authorization System Policy – (Action)**  
(Approve Recommendation from Finance Committee)

The Southwest Wisconsin Workforce Development Board (SWWDB) shall use Workforce Investment Act (WIA) and other program funds to provide eligible program participants with financial assistance intended to help them successfully obtain employment. In achieving this purpose, SWWDB recognizes its responsibility to properly account for and control the use of all funds. SWWDB has developed and used a Payment Authorization System (PAS) for several years although there is no policy statement from the Board requiring such a system.

Although the SWWDB Local WIA Plan addresses the use of PAS, the Board has not formally adopted a policy statement. The recent monitoring of SWWDB systems by Department of Workforce Development (DWD) suggests the need for a formal policy statement. A new policy, E-410 – Payment Authorization System (Attachment 1) has been written establishing PAS as the system for the proper disbursement and accounting of funds allocated to clients, and requiring the use of PAS by all program operators.

The Finance Committee will meet immediately prior to the Board meeting. The committee will consider Policy E-410 – Payment Authorization System at that meeting. Action on this policy is being placed on the agenda pending a recommendation from the Finance Committee.