

PAYMENT AUTHORIZATION SYSTEM (PAS)

E-410

Purpose.

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. This policy establishes that SWWDB shall develop and maintain a payment authorization system for the proper disbursement and accounting of funds allocated to clients.

Policy.

The Southwest Wisconsin Workforce Development Board (SWWDB) shall use a singular, computer-based Payment Authorization System (PAS) to authorize, issue and record training and support service payments for eligible program participants. All expenditure obligations and payment of vouchers will be established and tracked utilizing SWWDB's PAS system. Payment of valid PAS vouchers will only be made by the SWWDB's Financial Department.

SWWDB program operators shall use PAS to authorize payments for participant training or support service costs consistent with allowable participant goals and program activities. While the primary goal of PAS is to promote efficiency and accuracy in the payment of participants based costs, the consistent use and accuracy of PAS records may be a factor in SWWDB's evaluation of program operator performance.

The Board directs the Executive Director to develop and maintain a PAS systems and procedures that will guide the expenditure of training and support service payments in a manner that is practical, uniform and complies with applicable federal and state laws and regulations. PAS will be aligned and integrated with SWWDB's accounting systems to properly and accurately record all transactions. The Director of Program Operations is operationally responsible for management of SWWDB's PAS procedures in coordination with SWWDB's Finance Department.

References: Workforce Investment Act, Public Law 105-220, Sections 101(46), 134(d)(2)(H), and 134(e)(2) and (3)
20 CFR WIA Regulations, Parts 663.800, 663.805 and 663.810
DWD/DWS, Workforce Programs Guide, PART 2 – Workforce Investment Act Program Guide, Section II.J, K, L, M and N

Policy Adopted:

Policy Revised: