



Unrestricted Funds Disbursement Policy

Approved Date: September 13, 2022

Effective Date: September 13, 2022

Amended Date: N/A

A. Purpose

The purpose of this policy is to establish a process and procedures for the MVWA IowaWORKS Center staff to request and utilize unrestricted MVWDB funds for IowaWORKS Centers and participant needs for support services that fall outside of what WIOA dollars can assist with when funding is available, and the board has budgeted funds for such expenses.

B. Background

WIOA legislation and connected federal funds are the primary vehicle by which programs and services are offered at our IowaWORKS Centers. As such, there are times when an IowaWORKS Center, participant or customer seeking or utilizing Center services, has a need that falls outside of what is “allowable” under WIOA.

The MVWDB’s non-profit status allows for the collection and disbursement of unrestricted funds to accomplish their mission. To maintain a high level of fiduciary responsibility, and to ensure the effective use of funds to help those participants in need, a process that outlines the ways in which funds can be used as well as a determination process for how those funds can be requested and disbursed is outlined below.

C. Process and Procedure

1. Use of funds must be in line with the mission of the MVWDB and outlined in an approved board budget.
2. IowaWORKS management staff will first confirm that the requested expense cannot be covered by any other partner program.
3. IowaWORKS management staff will authorize and submit an Unrestricted Funds Request Form to the Board executive director (Center staff can work with their direct supervisor to submit an Unrestricted Funds Request Form).
4. If the request is reasonable, allowable, and budgeted the board executive director will approve the request and submit the request to the Fiscal Agent for processing.
5. All requests will be backed up with required receipts and other appropriate documentation that will be collected and stored by the MVWDB/Fiscal Agent.
6. Depending on the situation and expense to be incurred a purchase order may be used, charged to the board credit card, check processed by the fiscal agent to a vendor directly, or reimbursed for emergent needs.
7. Payment or cash should never be given directly to participants.
8. The Fiscal Agent will conduct monitoring of the Unrestricted Fund Requests as well as records of disbursement of funds in accordance with the local monitoring policy.