

STATE OF SOUTH DAKOTA
Department of Labor and Regulation
123. W. Missouri Ave, Pierre, SD 57501

South Dakota One-Stop Career Center Operator

PROPOSALS ARE DUE NO LATER THAN MAY 5, 2022 AT 5:00 PM CT

RFP #: 2697

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READ CAREFULLY

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EXECUTIVE SUMMARY

As the SD Department of Labor and Regulations (SDDR) is a public entity it is eligible to continue as the One-Stop Operator. As the SDLR Field Operations Division Director I have a keen knowledge of what is expected as the One-Stop Operator as I have been in the role for the last four years and would like to continue in that role.

In this proposal it will be discussed/shown that the services and activities that have been not only been completed but with the continued partnership with the SDDLRL's Workforce Services and Workforce Development Divisions will continue.

There are currently 14 Job Service offices in the state, which I oversee the management of these offices. Each office has a region that is covered so the entire state is provided SDDLRL services.

These services include job seekers and businesses.

Job seekers receive services that include finding jobs, career exploration, job search tools, the National Career Readiness Certificate (NCRC), and being a resource for training opportunities.

All of these will be discussed in more detail in this proposal.

Businesses are offered opportunities to their job openings, providing labor market information, assistance for layoffs or closures, and guidance for workforce challenges.

As the Field Operations Director I will guide the Job Service offices to bring together workforce development, educational, and other workforce services in a seamless customer-focused service delivery network.

The Job Service offices have an established policy of giving Priority of Service to Veterans and recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient.

Currently the Job Services offices partner with:

- Title I programs (Adult, Dislocated Worker, Youth, Job Corps, Native American, and Migrant Seasonal Farmworker);
- Title II Adult Education and Family Literacy activities;
- Title III Wagner-Peyser Act employment services programs;
- Title IV Vocational Rehabilitation program;
- The Senior Community Service Employment Program (SCSEP);
- Post-secondary career and technical education programs;
- Trade Adjustment Assistance (TAA) program under the Trade Act;
- Jobs for Veterans programs;
- Employment and training activities of the Department of Housing and Urban Development;
- State unemployment compensation program (Reemployment Assistance);
- Ex-offender programs;
- Temporary Assistance to Needy Families (TANF)
- Supplemental Nutrition Assistance Program (SNAP)
- Local and state economic development organizations;
- Local school districts;
- Other state agencies.

The following pages will show the partnerships the current One-Stop Operator has implemented and looks forward to the continued relationship with the Workforce Services and Workforce Development Divisions to improve SDDLDR services to the state.

3.0 Scope of Work

The Division of Field Operations Director has been the One-Stop Operator since the Workforce Innovation and Opportunity Act (WIOA) implemented the One-Stop Operator needs to be a competitive process. Bill McEntaffer, the current Director, oversees the Job Service managers whose offices implement the WIOA services. Mr. McEntaffer has been the Field Operations the last 5 years and has a total of 29 years being with the South Dakota Department of Labor (SDDLDR) in various position. The Job Services managers have all been with SDDLDR for a minimum of 7 years, with an average of 16 years of working within the SDDLDR.

The local Job Service offices has historically been the providers of job training programs and would continue to do so under this proposal. The offices are located in 14 communities (Aberdeen, Brookings, Huron, Lake Andes, Madison, Mitchell, Pierre, Rapid City, Sioux Falls, Spearfish, Vermillion, Watertown, Winner, and Yankton). Each office has a region that they provide services to cover the entire state.

The Field Operations Director works closely with the Workforce Services and Workforce Development Directors and their staff to provide the WIOA programs/services on a daily basis. The Field Operations Director is a member of the Cabinet Secretary's executive team, another way of partnering with the Divisions of Reemployment Assurance, Administrative Services, Policy and Public Affairs, Labor and Management, and Technology Development.

The Job Service offices include the office manager, two offices (RC and SF) have assistant managers, employment specialists and employment specialist assistants.

The management team oversees the employees and ensure that the employment specialists are following processes/procedures in the providing not only WIOA services but other SDDLDR services as well. They ensure the staff are provided with the means to do their job to the best of their ability.

The employment specialists provide need to have knowledge of the Adult, Dislocated Worker, and Youth programs along with the other programs while providing career services and being a case manager to the job seekers and work with the business community in assisting meeting their workforce needs. Employment specialists have to have a multitude of skills as they deal with individuals on all levels of the socioeconomic scale and many times the job seeker will have a barrier or barriers to employment. This may include making appropriate referrals to other partners within the community (ex. Vocational Rehabilitation or the Adult, Education and Literacy provider). The employment specialists need to be able to determine the best action while working with this individual. These staff provide assessments, write employment plans, conduct mock interviews, work with businesses to make a match with the job seeker, make referrals to other partners in assisting the person. All of these types of activities are provided

while documenting the types of services they provide and putting in notes as to each job seekers case into SDWORKS.

The local Job Service staff utilize the SDWORKS system, SDDL R's data base for job seekers they work with the and businesses. This is a required/vital/necessary system to use to meet the requirements/guidelines of the WIOA programs

Employment specialist assistants are the staff greeting and finding out the needs of the job seeker and business to direct them to the appropriate staff person or at times to the correct division or department, depending on the question. They also assist employment specialists with making appointments or completing the required follow-ups with participants.

All staff have available to them trainings, some required, through the Bureau of Human Resources (BHR) to provide them with the skills so they can do their best at the job. There are other trainings that may be provided by other partner departments or within the community that are of value that Job Service staff may attend. SDDL R provides numerous meetings/trainings throughout the year, virtually and in-person.

3.1 One-Stop Operator

The Job Services offices are considered as comprehensive sites as job seekers and employs can access the programs, services, and activities of all required partners. These services are either co-located or linked electronically to our partners.

Job seekers and businesses currently and will continue to have access to each partner program and its services by:

- Having a program staff member physically present at the Job Service;
- Having a staff member from a different partner program physically present at the Job Center to provide information to customers about the programs, services, and activities available through partner programs; or
- Making available a direct linkage through technology to program staff who can provide meaningful information or services.

Job seekers and businesses currently and will continue to have access to each partner program and its services by:

- Having a program staff member physically present at the Job Service;
- Having a staff member from a different partner program physically present at the Job Center to provide information to customers about the programs, services, and activities available through partner programs; or
- Making available a direct linkage through technology to program staff who can provide meaningful information or services.

Job Service offices are physically and programmatically accessible to individuals with disabilities. Each office is routinely reviewed to ensure these needs are being met.

3.2 One-Stop Operator Services

Under the direction of the Field Operations Director the Job Service offices will continue to provide the following statewide One-Stop Operator services with guidance from the Workforce Development Council:

- a. Basic career services** will be made available in person and/or virtually, at a minimum, will include the following services:
- Determination of whether the individual is eligible to receive assistance from the adult, dislocated worker, or youth programs. All job seekers are able to receive certain services but may not be eligible for fiscal services (support services, on-the-job training, or post-secondary financial aid, etc).
 - Currently Job Service staff are trained to determine the types of services available. These are provided either in-person or virtually.
 - Outreach, intake (including worker profiling), and an orientation to information and other services available through the local workforce system.
 - Staff provide individuals with the types of SDDL R services including non-WIOA services.
 - Initial assessment of skill levels, including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and support service needs.
 - Informal initial assessments are completed when staff meet with participants to see what direction/goals they may have and/or services someone may need. This could include a direct referral another program to another provider.
 - Labor exchange services, including: Job search and placement assistance, and when needed by an individual, career counseling, including the provision of information on nontraditional employment and in-demand industry sectors and occupations; and appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services not traditionally offered through the local workforce system.
 - This type of information is provided to the job seeker within an initial meeting or assessment. This may take place over a number of times meeting with a job seeker.
 - Provision of referrals to and coordination of activities with other programs and services, including programs and services within the local workforce system and, when appropriate, other workforce development programs.
 - These are currently being done by the staff on an as needed basis. This could include referrals to housing, adult education and literacy, social services, vocational rehabilitation, etc. Many times, staff will be a part of an Integrated Resource Team (IRT). This is job seeker driven and can include whoever would need to be a part of assisting the persons success by knocking down barriers.

- Provision of workforce and labor market employment statistics information, including information relating to local, regional, and national labor market areas.
 - This information is provided and the SDDL R website is also referred to for job seekers to review either with staff or on their own.
- Provision of performance information and program cost information on eligible providers of training services by program and provider type.
 - When training is the path for the job seeker, they are provided information regarding the providers which will include cost information and the type of WIOA financial assistance that may be provided.
- Provision of information, in usable and understandable formats and languages, about how the Board is performing on local performance accountability measures, as well as any additional performance information relating to the local workforce system.
 - Currently information is discussed in regarding the programs that the Workforce Development Council have approved as eligible providers.
- Provision of information and assistance regarding filing claims for Reemployment Assistance (RA) benefits, by which the Board must provide assistance to individuals seeking such assistance.
 - Job service staff provide literature/brochures regarding the RA benefits program, provide them with the phone number to make direct linkage. Staff also work with the RA division to establish employment plans and ensuring that participants are staying in compliance with RA guidance.
- Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under the Workforce Innovation and Opportunity Act (WIOA).
 - Staff follow the guidance established by the Workforce Services and Development divisions when working with eligible participants.

Individualized Career Services will be made available, in person and/or virtually, if determined to appropriate in order for an individual to obtain or retain employment. These will include the following services.

- Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers; to satisfy some of these requirements, the use of assessments is necessary.
 - Job Service staff provide the National Career Readiness Certificate (NCRC) or make the referral to take it; they make referrals to the AEL program for basic skills assessments.
- Development of an individual employment plan to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve their employment goals, including the list of, and information regarding eligible training providers.
 - This is currently required for staff to complete an individual employment plan with the job seeker. They can establish goals, timelines, and activities that need to

be completed. Not only does it provide guidance for the job seeker but also the staff ensuring that case management is being accomplished.

- Group counseling
 - When necessary, a job seeker will be referred to the appropriate provider for what is needed.
- Individual counseling
 - The same as for group counseling, it will depend on the need. Staff currently have discussions in providing guidance in certain circumstances.
- Career planning
 - This is part of the employment plan to establish goals to be able achieve not just a job but a career. Reality Check, on SDDL R’s website, is one tool that could be used. Staff have also been getting into school districts to assist in educating students about the various careers that are available in their community and within the state under the program Career Launch. There have been successes in having businesses be a part of these activities either at the school or on-site at the business.
- Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skill, and professional conduct services to prepare individuals for unsubsidized employment or training.
 - These are currently being provided mainly through virtual classes. This way the classes can be provided to several people statewide. If job seekers don’t have a way a computer, they are made available at the Job Service offices.
- Internships and work experience that are linked to careers
 - Job service staff work with eligible job seekers and businesses to provide these experiences. It may include job shadows, informational interviews, or paid work experiences, where SDDL R pays the job seekers wage for a limited time they while work at a business. Carrer Launch is part of this activities for youth.
- Workforce preparation activities such as financial literacy services; out-of-area job search and relocation assistance; and English language acquisition and integrated education and training programs.
 - All of these services are either available at the Job Service office, virtually, or with a partner provider. Appropriate referrals will be made.

Follow-up Services will be made available, as appropriate; including counseling, regarding the workplace, for participants in the adult and dislocated worker activities who are placed in unsubsidized employment for a minimum of 12 months after the first day of employment.

b. Job Service staff will greet and assist in ensuring customers are registered in SDDL R data system, SDWORKS. Each office managers ensure this is being implemented and if necessary specific trainings will be conducted.

c. Guidance will be provided to the local Job Service offices to implement Memorandum of Understandings (MOU), when needed, with other One-Stop partners.

- d. All Job Service offices will provide coordination with One-Stop partners and service providers within their region. This is currently be accomplished on a quarterly basis.
- e. The Field Operations Director along with the Job Service manager will review any staff replacements or additions depending on the need and funding available. The Director also consults with the Cabinet Secretary and the Administrative Services Director for those final decisions.
- f. Along with the Workforce Services and Development Divisions Job Service staff will be provided the training necessary to ensure customers receive appropriate, timely, and effective Career Services. The expectation is that the trainings to provide these services in the best manner possible would continue.
- g. There will be guidance provided to ensure that a formal referral process for services will be developed and implemented; this guidance will be defining the minimum standards for referral, referral follow-up requirements, and documentation of referral outcomes.
- h. Provide reports and updates to the Workforce Development Council as requested would be continued.
- i. The One-Stop operator will continue to participate with required One-Stop partners. This currently happens by participating in various partner meetings and trainings.
- j. Job Service offices are currently and will continue to attend trainings and meetings to further enhance their skills to provide better customer services. The One-Stop Operator will continue to participate in the planning of these activities.
- k. Along with the Workforce Services and Development Directors the effort will continue to work toward developing a training plan. There is currently a workgroup working on some of these activities.
- l. The Field Operations Director will work with the WIOA and required partners to continue to work toward ensuring and meeting all federal and State laws, regulation, policies, and procedures relative to the One-Stop system. This is currently being done through meeting to discuss policies and/or procedures that need to be implemented.
- m. The Field Operations Director will continue to work with the Job Service management team to continue the collection of performance information from any of the program providers. This is currently taking place by the input of information by the Job Service staff into the data system, SDWORKS.
- n. The Job Service staff currently, and would continue, to provide information to participants regarding providers that meet the criteria as eligible providers and the performance information.

4.0 One-Stop Operator Eligibility

The SD Division of Field Operations, under the South Dakota Department of Labor and Regulation is considered a government agency, thus eligible to receive funds to operate as a One-Stop Operator.

5.0 Required Practices, Policies, and Procedures

5.1 A One-Stop Operator Must:

- a. Disclose any potential conflict of interest: The Director of Field Operations, Bill McEntaffer, is an employee of DLR and was previously the Executive Director of the Workforce Development Council until 2017 under WIA;
- b. The Director of Field Director will not establish practices that create disincentives to providing services to individuals with barriers to employment;
- c. The Director of Field Operations will comply with federal regulations, and procurement policies, relating to the calculation and use of profits.

5.2 The Division of Field Operations follows the same policies and procedures as established by the State of South Dakota for State government operations.

6.0 One-Stop Operator Prohibited Functions

The South Dakota Division of Field Operations will not carry out the following functions:

- a. Convenes system stakeholders to assist in the development of the local plan; prepare and submit locals;
- b. Be responsible for oversight of itself;
- c. Manage or significantly participate in the competitive selection process for One-Stop Operators;
- d. Select or terminate One-Stop Operators, and career service providers;
- e. Negotiate local performance accountability measures; or
- f. Develop and submit budgets for WDC activities.

7.0 Priority of Service

The Job Service offices have an established policy of giving Priority of Service to Veterans and recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient.

8.0 Required One-Stop Partners

Currently the Job Services offices partner with:

- Title I programs (Adult, Dislocated Worker, Youth, Job Corps, Native American, and Migrant Seasonal Farmworker).
 - The Adult, Dislocated Worker, and Youth programs are currently implemented by the Job Service staff in the Job Service offices. Job Service offices continue to partner with Job Corps, Native American, and Migrant Seasonal Farmworker programs.
- Title II Adult Education and Family Literacy activities.

- Job Service staff partner with the local providers to make and receive referrals for this program. There is a program recently called the Prep program where individuals that are Title I eligible can receive some financial assistance while they are working on their skills towards earning their GED. The goal is so those students will be able to focus on completing their classes while not having to be as concerned about paying some of their monthly bills.
- Title III Wagner-Peyser Act employment services program
 - This program is currently being implemented at all of the Job Service offices by staff.
- Title IV Vocational Rehabilitation (VR) program
 - Job Service staff partner with VR staff locally and make referrals back and forth. VR is part of the quarterly partnership meetings, but more frequent meetings are typical.
- The Senior Community Service Employment Program (SCSEP)
 - SCSEP is located within the Job Service offices and is implemented by Job Service staff.
- Post-secondary career and technical education programs
 - The current one-stop operator partners with SD Department of Education on various projects. The Career Launch program is implemented by the local Job Service staff.
- Trade Adjustment Assistance (TAA) program under the Trade Act
 - When there is a TAA layoff/petition the local Job Service staff coordinate with the business and DLR's program specialist to provide services to those employees affected.
- Jobs for Veterans programs
 - Currently Job Service staff provide the services at the local level. They will provide the SDDLRL services and work with veterans to meet their needs.
- Employment and training activities of the Department of Housing and Urban Development (HUD)
 - This is minimal currently, with the goal of increasing this partnership to better serve the participants that Job Services provide services. HUD staff are planning to present at the next statewide training to be held December 2022.
- State unemployment compensation program (Reemployment Assistance)
 - The RA program is a DLR Division that Job Service staff partner with to ensure that those on benefits are in compliance with the established RA guidance. Staff work with the individuals in providing Individual Employment Plans, which is setting goals for those job seekers.
- Ex-offender programs
 - Local Job Service offices work with the local justice systems to offer DLR services to those individuals. This may be to provide job seeking services, support services, training, and/or working with them to get their GED. The Field

Operations Director also works the administration of the state Department of Corrections to coordinate activities statewide.

- Temporary Assistance to Needy Families (TANF)
 - The local Job Services staff provide the same services they do with any job seeker. They case manage those TANF participants to ensure that they are meeting the guidelines established by the SD Department of Social Services (DSS). Job Service staff have a monthly meeting with DSS to review any updates and to answer questions about the program.

The following are not required One-Stop Partners but are in addition to:

- Supplemental Nutrition Assistance Program (SNAP)
 - The local Job Service staff provide the same services they do with any job seeker. They case manage those SNAP participants to ensure they are meeting the work requirements established by DSS.
- Local and state economic development organizations
 - Local offices partner with their local economic development organizations and also work the Governor’s Office of Economic Development (GOED) in trying to meet the workforce challenges their local communities face.
- Local school districts
 - Each local Job Service office is expected to work with their regional school districts in the Career Launch program. They can provide business connections/contacts, job search presentations, which may include Bring Your “A” Game, resume writing, and mock interviews, etc.
- Other state agencies
 - The local Job Services offices work with State agencies which may include: education, corrections, social services, human services, extension offices, housing, and health.
- Businesses
 - Reaching out to individual businesses to assist with meeting the workforce challenges they are encountering. Establishing relationships/partners with local school districts is also being implemented.

9.0 Proposal Requirements and Company Qualifications

Conflict of Interest: The Director of Field Operations, Bill McEntaffer, is an employee of DLR and was previously the Executive Director of the Workforce Development Council until 2017 under WIA.

Staff: Director of Field Operations: Bill McEntaffer, M.Ed. Has held various positions within the Department of Labor and Regulation the last 29 years. Financial Director: Emily Ward, MBA. Director of Administrative Services since 2015.

Fiscal Policies and Procedures:

- **Payments Policy:** The Division follows the accounting policies and procedures as established by the South Dakota Bureau of Finance and Management. For the complete policy, please view: https://bfm.sd.gov/Caps/Manuals/Procedures_AS_Overview.pdf.
- **Procurement Policy,** including competition, evaluation, and selection: The Division follows the procurement policies established by the South Dakota Bureau of Administration. For the complete policy, please view: <http://boa.sd.gov/divisions/procurement/>.
- **Allowable Costs:** The Division follows the DLR Federal Cost Principles and Procedure Manual; see attached. Compensation: The Division follows the compensation system established by the South Dakota Bureau of Human Resources. For a listing of positions, job classifications, and paygrade information, please view: <http://bhr.sd.gov/classification/>
- **Fringe Benefits:** The Division provides the fringe benefits as established by the South Dakota Bureau of Human Resources which are explained in the Employee Handbook. This handbook can be viewed at: <http://bhr.sd.gov/forms/policies/Handbook.pdf>.
- **Employee Relocation Costs:** These costs are included in the DLR Federal Cost Principles and Procedure Manual.
- **Travel Costs:** The Division follows the DLR Travel Policy and Procedure Manual; see attached.
- **Cost Allocation Plan:** The Division does not intend to utilize a cost allocation plan.

Audit Reports:

2021 Single Audit:

<https://legislativeaudit.sd.gov/reports/State/Statewide%202021.pdf>

2020 Single Audit:

<https://legislativeaudit.sd.gov/reports/State/Statewide%202020.pdf>

2019 Single Audit:

<https://legislativeaudit.sd.gov/reports/State/Statewide%202019.pdf>

South Dakota Annual Comprehensive Financial Reports

<https://bfm.sd.gov/ACFR/>

Personal Property: State employees may use personal vehicles to conduct Division business and be reimbursed per the Travel Policy as previously mentioned.

Procurement card user: NA

Brief explanation of fiscal system: See Attachment A

Accounting System and Voucher Process

The Division utilizes the South Dakota Accounting System and follows the policies and procedures established by the Bureau of Finance and Management as noted previously.

Grant Management

The Division follows the DLR Federal Drawdown Policy and Procedure Manual; see enclosed.

Matching Requirements: No match is in this proposal.

Timekeeping

Timekeeping methodology: The Division follows the DLR Timekeeping Policy and Procedure Manual.

The South Dakota Department of Labor and Regulation (DLR) is committed to a policy of nondiscrimination and equal opportunity. The divisions of Employment Security (ES), Field Operations, Workforce Innovation and Opportunity Act (WIOA) and Unemployment Insurance (UI) have a designated Equal Opportunity (EO) officer. The Equal Opportunity to Services is located at http://dlr.sd.gov/equal_opportunity/default.aspx.

Attachment A

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I. Purpose

The goal of the South Dakota Department of Labor and Regulation (DLR) is to create standards for federal drawdowns. Staff must use this manual when executing federal drawdowns. The DLR created this manual using current state and federal laws and regulations. If an employee identifies a conflict, state and federal laws and regulations supersede this document.

II. Federal Drawdown Policies

A. Cash Management Improvement Act (CMIA) Agreement

DLR federal drawdowns adhere to the CMIA agreement. The agreement is between South Dakota and the U.S. Department of the Treasury. An employee can find the agreement using this link: [SD CMIA Agreement](#). The DLR procedures follow 31 CFR Part 205 and [TFM 4A-2000](#).

B. Time Elapsing

Draws are done every Tuesday, Friday, and the day prior to payday. The South Dakota Bureau of Finance and Management sends an email containing the amounts to be drawn for each grant fund.

C. Records

DLR fiscal records are retained in accordance to 2 CFR 200.

D. Cost Principles

DLR only requests drawdowns for allowable expenditures. DLR cost principals can be found in DLR-2017-03. Federal cost principals can be found in 2 CFR 200 Subpart E.

E. Draw Amounts

Federal draws should be limited to the minimum amounts needed. Draws should be for actual and current cash needs.

F. Program Income

The DLR uses the following funds before requesting additional cash payments:

1. Program income;
2. Rebates;
3. Refunds;
4. Contract settlements;
5. Audit recoveries; and
6. Interest earned.

G. Insured Accounts

An advance payment is deposited and maintained in an insured account.

III. Federal Drawdown Procedures

A. Drawdown Preparation

An accountant updates and prints a cash balance query for all federal funds. The update checks the accuracy of revenue requests from previous drawdowns. The accountant updates an expenditure transaction query. The query shows the amount of cash needed to be drawn down for each federal fund source.

B. Drawdown Responsibilities

DLR federal drawdowns are split between two accountants in the Administrative Services division.

1. The responsibilities of one accountant include:
 - a. Workforce Innovation and Opportunity Act (WIOA);
 - b. Senior Community Service Employment Program (SCSEP); and
 - c. Adult Education and Literacy (AEL).
2. The responsibilities of a second accountant include:
 - a. Unemployment Insurance (UI);
 - b. Veteran's Employment and Training Services (VETS); and
 - c. Bureau of Labor Statistics (BLS).

C. Drawdown Method

1. Drawdowns for WIOA, SCSEP, UI, VETS, and BLS are processed by the U.S. Department of Health and Human Services (HHS) Payment Management System (PMS).
2. Drawdowns for AEL grants are processed by the [U.S. Department of Education's Grant Management System \(G5\)](#).

D. Drawdown Schedule

1. DLR requests reimbursements on Tuesday for costs posted on the previous Friday.
2. DLR requests reimbursements on Friday for costs posted on the previous Tuesday.
3. Payroll costs are drawn the day prior to the State's payday. This allows the funds to be paid on payday.

E. Drawdown Calculation

The amount drawn is calculated using these steps:

1. The amount of cash needed for a grant is adjusted for any draws in process. Draws are posted to the South Dakota Accounting System (SDAS) at the end of the month, and are not posted for indirect costs drawn.
2. The expense transaction query is sorted by expenses not previously drawn. This amount should be the same as the adjusted cash balance amount.
3. The expense transaction query is given to an accountant to complete the drawdown process.

F. Drawdown Process

The amount drawn is processed using the following steps:

1. Each time a draw is processed, an accountant must print a balance inquiry report from the draw system. The report is compared to a revenue ledger. The remaining balances must be the same for each portion of the account.
2. The amounts needed to be drawn are entered into the revenue ledgers. The draw date and cash receipt number are also entered. Fund requests from the PMS will use these same subaccounts.
3. The draw request screen is printed showing the applicable subaccounts and amounts.
4. The screen print, along with all supporting documents, is taken to a reviewer for approval. The reviewer must be someone who did not prepare the documents and is either the Director of Administrative Services or an accountant. The reviewer compares draw amounts with the cash balance query. If the amounts are correct, the reviewer approves the drawdown by signing the screen print.
5. The accountant submits the draw on the PMS and prints the completed transaction screen. The printed copy provides a payment reference number.
6. The accountant prepares a cash receipt document, enters it on the accounting system, and then emails the cover page to the State Treasurer's office.

IV. Draw Down Internal Controls

A. Separation of Duties

1. The person responsible for preparing the drawdown request must be someone other than the person responsible for approving the request.
2. The person responsible for reconciling the drawdown must be someone other than the person responsible for processing the payment.