

## ALABAMA WORKFORCE INVESTMENT SYSTEM

Office of Workforce Development  
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June 12, 2006

### GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY 2005-13

#### SUBJECT: Disposition of Unclaimed State Warrants

1. **Purpose.** This directive rescinds Governor's Employment and Training Directive No. PY 99-07, dated September 8, 1999, and the procedures relating to unclaimed state warrants are being reissued via this directive.
  
2. **Discussion.** During each year, warrants (checks) are issued through the Alabama Department of Economic and Community Affairs (ADECA), Financial Services Division, to Workforce Investment Act (WIA) participants, sub-grantees, vendors, and Local Workforce Investment Areas (LWIAs).  
  
State warrants (that are not cashed within one year from the date they were issued) are voided by the State Treasurer's Office. The amended law relating to unclaimed property and the procedures for filing claims can be found on the State Treasurer's web site @<http://www.treasury.state.al.us>. All transactions, in processing a claim, must be handled between the staff of the Unclaimed Property Division of the Treasury Department and the payee named on the warrant.
  
3. **Action.** If a warrant has not been cashed within the one-year period, WIA participants, sub-grantees, vendors, and LWIAs must follow the State Treasurer's procedures when filing a claim for an expired (voided) state warrant.  
  
To replace a lost or stolen warrant, within the one-year period, contact the state office at the telephone number shown below for specific instructions.
  
4. **Contact.** Questions regarding this Directive should be referred to Sims Dunlap, Supervisor, WD Accounting at (334) 242-5260.

  
Steve Walkley, Division Director  
Workforce Development Division