



**Unclaimed Check Policy**  
**Board Approved Date – April 6, 2016**  
**Policy Effective Date – April 6, 2016**

- I. **Purpose:** To ensure all WIOA providers are in compliance with the PA Disposition of Abandoned and Abandoned Unclaimed Property Law, Workforce Solutions / North Central Workforce Development Board (NCWDB) has amended the Unclaimed Check Policy as herein described.
- II. **References:**
- Workforce Innovation and Opportunity Act of 2014 (WIOA or Opportunity Act), Public Law (Pub. L.) 113-128, enacted July 22, 2014.
  - PA Disposition of Abandoned and Unclaimed Property Law (i.e. 72 P.S. 1301.1 et. seq.), commonly known as the “Escheats Law”.
  - PA Department of Labor & Industry Workforce System Policy (WSP) No. 03-2015, issued December 22, 2015, Financial Management Guide (FMG), Chapter 2 – Financial Management Standards, “Unclaimed Checks”, page 2-8.
- III. **Unclaimed Check Procedures:** Any checks written for the distribution of grant funds allocated by the PA Department of Labor & Industry or Workforce Solutions (i.e. holder/ grantee) that are unclaimed shall be subject to the provisions of the PA Disposition of Abandoned and Unclaimed Property Law (i.e. 72 P.S. 1301.1 et. seq.), commonly known as the Escheats Law. This shall include any unclaimed check for any WIOA Title I– Participant, Recipient, Subrecipient, Service Provider, etc.
- Any unclaimed checks remain payable to the payee whose name appears on said check. Grantees are also responsible for holding any unclaimed checks. These funds are presumed to be abandoned and unclaimed if such checks remain unclaimed by the owners for more than three (3) years. All unclaimed checks may be forwarded to the Bureau of Unclaimed Property after the first year such checks remain unclaimed. All unclaimed checks must be forwarded to the Bureau of Unclaimed Property after the end of the third year. Therefore, it is recommended that the grantee forward any unclaimed checks to the Bureau of Unclaimed Property prior to close-out of that year’s program funds.
- IV. **Unclaimed Check – Final Disposition Procedure:** Payment or delivery of such property shall relieve the holder of any liability in connection with such property. The appropriate address to forward the aforementioned occurrence is:

**Pennsylvania Treasury**  
**Bureau of Unclaimed Property**  
**P.O. Box 1837**  
**Harrisburg, PA 17105-1837**

Additional Information regarding unclaimed property is available by contacting Toll Free at: 800-222-2046.

- V. **Contact Entity:** Technical assistance and/or inquiries regarding this policy shall be directed to the Workforce Solutions Finance Manager, Vanessa Hasselman, by email: [vhasselman@ncwdb.org](mailto:vhasselman@ncwdb.org), or telephone: (814) 245-1835.
- VI. **Expiration:** Ongoing