



UNCLAIMED CHECK POLICY

- 1.0 **Purpose.** To provide detailed guidance for the appropriate disposition of all unclaimed checks provided as part of the distribution of Workforce Investment Act and State funds.

- 2.0 **Requirements.** The Regional Center for Workforce Excellence has a responsibility as fiscal agent to ensure that any checks written for the distribution of WIA and state funds that are unclaimed are subject to the provisions of the Pennsylvania Disposition of Abandoned and Unclaimed Property Law, commonly known as the Escheats Law (72 P.S. 1301.1 et. seq.).

- 3.0 **Scope.** This policy applies to all unclaimed checks from distribution of WIA and state funds under the provisions of the Pennsylvania Disposition of Abandoned and Unclaimed Property Law.

- 4.0 **Responsibility.** It is the responsibility of the Regional Center for Workforce Excellence as fiscal agent to abide by Section 1301.10 of the Pennsylvania Disposition of Abandoned and Unclaimed Property Law that provides that the following property held or owing to any owner is presumed abandoned or unclaimed:

All property, not otherwise covered by this article, that is admitted in writing by the RCWE and adjudicated to be due, that is held or owing in the ordinary course of the RCWE's business, and that has remained unclaimed by the owner for more than five years after it becomes payable or distributable is presumed abandoned and unclaimed. In addition, RCWE will report all uncashed payroll checks after three years.

Any unclaimed checks remain payable to the payee whose name appears on it. RCWE is responsible for holding any unclaimed checks. All that is required for these funds to be presumed to be abandoned and unclaimed is that they remain unclaimed by the owners for more than five years. The Bureau of Unclaimed Property has stated that all unclaimed checks may be forwarded to them after the first year but must be forwarded to them after the end of the fifth year. Therefore, RCWE will forward any unclaimed checks to the Bureau of Unclaimed Property prior to the closeout of that year's program funds.



POLICY – 110

Rev. Level: A

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Payment or delivery of such property will relieve RCWE of any liability in connection with such property. All unclaimed property will be forwarded to:

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

(Additional information regarding unclaimed property can be obtained by calling toll-free at 800-379-3999.)

5.0 History.

Name	Date	Rev Level	Description of change	Effective Date
Debra O'Neil	5/01/2009	A	New Policy	7/01/2009

Auxiliary aids and services are available upon request to individuals with disabilities.

Equal Opportunity Employer Program
Paul Newlin – Equal Opportunity Officer
(814) 333-1286
TTY/TDD (814) 337-7205