

**Date:** August 30, 2012  
**Sequence:** 2013 – 08  
**Topic:** **Draw Request Deadline**

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BCFTA would like to remind agencies that the CFIS Web Draw deadline is 2:00 PM each Friday.

All draw requests must be **approved** by the county agency prior to 2:00 PM to be sent to OAKS and paid the following Friday.

Manual draws requested by counties and created by ODJFS in OAKS appear as State Draws in CFIS Web and not as Regular (agency initiated) draws. Auditors closely scrutinize state-generated transactions; therefore, BCFTA will review any requests for manual draws carefully and will only process them if extenuating circumstances exist (i.e. system-related issues.)

With the creation of CFIS Web, agencies are no longer required to be on-site to complete their Draw Requests. CFIS Web is accessible from anywhere and is virtually available 24 hours a day. Therefore, counties are advised to prepare and approve their draw requests well in advance of the 2:00 PM deadline.

Thank you for your cooperation.

If you have any questions, please contact your ODJFS Fiscal Supervisor.