



TITLE: WIOA Adult & Dislocated Worker Tools and Equipment Policy # 5210

Type: Program Policy

Date Established: 07/01/2016

Date Last Revised:

Date Posted to Website: 07/07/2016

Status: Final

Supersedes: WIOA Policy # 530R4

Purpose

To provide tools and equipment* as a supportive service to participants receiving services through WIOA Adult and Dislocated Worker programs, when necessary to support short-term pre-employment/vocational services, on-the-job training, occupational skills training or when the tools are required to obtain or enhance an unsubsidized employment relationship.

Policy

Tools and/or equipment may be purchased for participants who are actively enrolled in a WIOA funded programs to receive Career or Training Services or while in follow-up.

- Participate in a training service (*training is not an allowable follow-up service*),
- Participate in short-term pre-employment/vocational services,
- Accept a bona fide offer of employment for which the tools and/or equipment are required when the employer requires his/her employees to furnish their own tools.
- Accept an upgrade to their current employment for which the tools and/or equipment are required when the employer requires his/her employees to furnish their own tools.
- The cost for purchase of tools and/or equipment per person, may not exceed the maximum allowed for any allowable support service (see Support Service Policy)

Tools and/or equipment purchased shall become the property of the participant:

- Upon successful completion of a training program.
 - When the participant becomes officially employed in the job for which the tools or equipment were required.
 - When other conditions are specified in a WIOA contract as documented in the participant file.
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Policy Guidelines

WIOA program staffs should focus on providing only the essential tools needed by the participant to complete a vocational program or to accept unsubsidized employment.

Tools and/or equipment may only be provided when there is no other resource available. A tool and or equipment purchase may not exceed the maximum amount allowed for any support service.

*As with any support service, all tools and or equipment must be allowable, reasonable, and justifiable and the participant must have no other resource available.

If the participant will need additional tools and/or equipment beyond the basic requirements of the vocational program or job, WIOA program staff should counsel the participant about developing a plan of how he or she can acquire additional tools using resources other than WIOA funds.

Employment must be verified with the employer and documented in the participant file, case notes and as appropriate in the SKIES/WIT, (*WorkSource Integrated Technology System, previously SKIES.*)

WIOA program staffs, for budgetary purposes, may choose to categorize the provision of tools and equipment as a training expense or as a support service. For example, if tools or equipment are provided for a training service such as occupational skills training, training paid by other and/or on-the-job training, WIOA program staff may choose to account for these as a training cost in their budget.

If tools are required for pre-employment/vocational service or if they are required to accept unsubsidized employment, they would be counted as a support cost.

Any discrepancies arising between PacMtn policy and or procedures with federal and state provisions due to current or future revisions will default to the current minimum federal and state regulations and guidance available. PacMtn policy and or procedures may set forth stricter requirements than provided by federal and state guidance, but in no case will PacMtn policy and or procedures not meet minimum federal and state policy.

References

Workforce Innovation and Opportunity Act of 2014
PacMtn Procedures Document # 5210P – Adult and Dislocated Worker Tools and Equipment
PacMtn Policy # 5200 - Support Service
PacMtn Policy # 5200P - Support Service Procedures

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