



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

Type: Program Procedure

Date Established: 07/01/2016

Date Last Revised:

Date Posted to Website: 07/07/2016

Status: Final

Supersedes: WIOA Procedures in Policy # 530R4

Procedures

1. WIOA program staffs shall require participants to read and complete the Tool and Equipment Request Form (Attachment One) and shall explain the participant's responsibilities and how the participant may obtain ownership of the tools and/or equipment. The WIOA program staff shall explain the following to the participant:
 - a) The participant shall be responsible for all tools and/or equipment they are issued. Lost or damaged items will not be replaced using WIOA or other applicable program funding. If the loss of tools and/or equipment issued resulted from a property a theft or other illegal action the participant may be required to provide the WIOA program staff with an official police report.
 - b) The tools are the property of the WIOA program staff unless the participant provides documentation that he or she has completed their training program or obtained unsubsidized employment for which the tools were required or as specified in a WIOA contract in the participant file. Training completion could be documented with a copy of a certificate, degree or transcripts (listing the degree/certificate) from the training provider. Employment could be documented with pay stubs or by employer verification. WIOA contracts with special conditions must provide criteria for tool ownership and documentation needed.
 - c) The WIOA program staff must contact PacMtn's Associate Director of Workforce Services when tools and/or equipment are not returned by a participant but only when The WIOA program staff has reason to believe that the participant has knowingly and intentionally failed to return the tools and/or equipment. The Associate Director of Workforce Services will determine the appropriate action necessary.
2. The WIOA program staff shall file the completed Tool and Equipment Request Form (Attachment One) in the participant file along with any substantiating documentation to verify that the request is allowable, reasonable, justified and that no other resources were available to the participant for the purchase the tools and/or equipment. This would include all receipts for purchases approved and completed.
3. Tools and/or equipment must be purchased incrementally as needed by the participant. For example, tools and/or equipment can be purchased for only one school term at a time or at the time they are needed on the job and may not be purchased for future need. See the Tool and Equipment Request Form for appropriate documentation.

4. The WIOA program staff shall keep a list of and maintain returned tools and/or equipment and reissue returned tools and/or equipment before purchasing the same tools and/or equipment for other enrolled participants.
5. The WIOA program staff shall maintain regular contact with participants for whom tools or equipment were purchased to ensure that they are making satisfactory progress. Contact should be on a monthly basis except where The WIOA program staff documents that another contact schedule, such as on a quarterly basis, is appropriate.
6. When a participant for whom tools and/or equipment was purchased does not complete their training program or does not obtain employment for which the tools are required, The WIOA program staff will make every reasonable effort to recover tools and/or equipment. This could include phone calls to the participant, their contact phone numbers including counselors or staff from other programs, letters, emails, or calls to the last known place of employment or school. The WIOA program staff should send a letter by registered mail to the participant's last known address when all other efforts have failed to get a response from the participant.

References

Workforce Innovation and Opportunity Act of 2014
PacMtn Policy # 5300 – Adult and Dislocated Worker Tools and Equipment PacMtn
Policy # 5200 - Support Service
PacMtn Policy # 5200P - Support Service Procedures

DATE APPROVED: June 4, 2016

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PacMtn is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay 711.

Attachment 1
PacMtn TOOL AND EQUIPMENT REQUEST FORM

Participant Name: _____

The participant is to complete and sign this form, attaching documentation for the following:

1. A list of the tools and/or equipment required by the school or other entity, or:
2. A list from the employer (on employer letterhead when possible) of the tools and/or equipment that they require their employees to provide.

The employer must clearly state that the tools are required for employment, that they do not provide the tools to their other employees, and that the list includes only the tools needed initially for hire.

The employer should also provide the participant with a list of tools that he or she will need in the future so that the participant can make a plan of how he or she will acquire those tools.

3. A list of the other resource(s) that the participant has researched or contacted for assistance to purchase the tools and/or equipment. This could include programs of co-enrollment or any other resource available.
4. An updated budget form, if their financial situation has changed since the last budget provided. WIOA program staff should note in the participant file with tool request form if there has been no change to the participants financial situation.

PARTICIPANT RESPONSIBILITY AND ACKNOWLEDGEMENTS

The participant shall be responsible for all tools and/or equipment issued to them. Lost or damaged items will not be replaced using WIOA or other applicable program funding. If the loss of tools and/or equipment issued resulted from a property theft or other illegal action the participant may be required to provide the WIOA program staff with an official police report.

The tools are the property of the WIOA program staff until he or she verifies completion of the training (or other program/activity) or unsubsidized employment for which the tools are required.

If The WIOA program staff believes that the participant knowingly and willingly has not returned tools and/or equipment when required, they are to contact PacMtn's Associate Director of Workforce Services who may take any action deemed appropriate and or necessary which may include but not be limited to, initiating debt collection and or contacting the local law enforcement agency.

I swear under penalty of perjury that I have provided true and accurate information to the best of my knowledge in completing this form. I have no other resources available to purchase the tools or equipment requested. I have been advised of my responsibilities concerning the tools and/or equipment purchased and I understand that I do not own the tools and/or equipment until I document to The WIOA program staff that I have completed the requirements listed above. I will return any tools or equipment to The WIOA program staff if I do not complete these requirements.

Signature and Date