

POLICY AND PROCEDURES DIRECTIVE

DATE ISSUED: June 30, 2016

SUBJECT: Allowable Cost and Prior Approval Requirements

REFERENCE: WIOA 01-33

INTRODUCTION

Expenditures of Workforce Innovation and Opportunity Act (WIOA) funds are allowable only for those activities permitted by the WIOA Title I and related regulations. The WIOA Title I Final Rule, 20 CFR 683.200 and the "One Stop Comprehensive Financial Management Technical Assistance Guide" (TAG) provide federal direction regarding cost principles and allowable activities funded under WIOA.

POLICY

As a Private Non-Profit Corporation, the Northwest Workforce Council follows all relevant guidance regarding cost principles and allowable activities, including those cited above, as well as uniform guidance at 2CFR parts 200, 215, 255, 230 and appendices I through XI, including any exceptions identified at 2CFR part 2900.

Allowable basic, individualized, follow-up and training services are described in WIOA Law Section 134(c) (2) and (3). Allowable supportive services and needs related payment funds are described in Section 134(d) (2) and (3) and in WIOA Policy 5602-Supportive Services and Needs-Related Payments. Allowable activities for the youth program are detailed in WIOA Law Section 129.

General principles and guidance on selected items and on allowable and unallowable costs are provided in 2 CFR Part 200: prohibited activities are specified in Sections 683.235 through 683.270 and Section 679.410.

PRIOR APPROVAL OF CERTAIN COSTS

Certain costs relating to equipment and capital expenditures are allowable only if approval is granted prior to the purchase. The WIOA Regulations, 20 CFR 683.200(b) (2) delegates the authority for granting prior approval for those selected items of cost to the Governor or his designee.

In accordance with 2 CFR Part 230 Appendix B, Section 15, NWC shall request and obtain prior approval for all single item and capital improvement purchases that cost \$5,000 or more. Any item requiring such prior approval will be submitted in writing, using the Employment Security Department designated request for approval form to:

Workforce Initiatives Division
Employment Security Department
PO Box 9046
Olympia WA 98507-9046

REFERENCES:

- Washington State WIOA POLICY NUMBER: 5260, Revision 1 - Allowable Cost and Prior Approval Requirements
- Public Law 113-128
- 20 CFR Part 683.200
- 2 CFR Part 215
- 2 CFR Part 230 –Cost Principles for Non-profit Organizations (A-122)