

Northwest Workforce Council

POLICY AND PROCEDURE DIRECTIVES

EFFECTIVE DATE: September 13, 2004

SUBJECT: Procurement of training related items/services, return of WIA purchased items, and tool limits.

REFERENCE #: WIA01-14 Revision 4

Registrants who have received WIA purchased tools, equipment, or other supplies to participate in training or employment may be required to return them under certain conditions. These are outlined in the Classroom Training Agreement or a supplemental agreement for other WIA activities such as OJT, Work Experience, or Limited Internships.

- In general, tools, equipment and other training related items may be required to be returned to NWC due to failure by the registrant to complete a training program. Since returned items are intended to be given to other registrants, these items should not appear on the NWC's permanent inventory of property. Personal items such as clothing and footwear should not be returned and can be retained by the registrant. Books should be returned to the school bookstore for a credit to NWC.

General tool limits and requirements for training program related items are as follows:

- All items must be specified on an authorized list provided by the school(s) and approved by NWC.
- For registrants receiving an ITA or a WIA funded scholarship, this authorized list will be presented for NWC approval and costs will be identified on the training plan. Examples of necessary training related items that may be on this list include, but are not limited to: uniforms or special clothing, watches, required medical services for internship/clinical participation, consumable supplies, software, scientific calculators, driving abstracts, safety gear, and licensing fees. Registrants will be required to provide a list for each training program year.
- Tools and equipment can be selected by the registrant only from the approved tool list. Registrants can select tools from the approved tool list until they have exhausted the allowed amount. Each registrant can thus select different tools from the list and different NWDC approved vendors based on their own individual needs, but must stay within the maximum allowed dollar amount.

- Registrants must have completed two weeks of class before qualifying for NWC-paid program related items unless procurement of the item is necessary for entry to the program. Training related items should be purchased based on program curriculum need.
- Maximum tool amounts for the 2003-2004 period starting September 2003 are equal to the published cost for that program. The maximum ceiling amount for any program will not exceed \$5,000.
- Tool maximums are periodically reviewed to determine need and reasonable cost.

General requirements for procurement of items through core and intensive services are as follows:

- Tools, equipment, work clothing and other items may be purchased for program registrants on a case-by-case basis when the determination has been made that the items are necessary to secure employment, are reasonable and necessary for the given occupation, and are not usually provided by the employer for all employees.
- Items will be purchased only for high wage occupations for adults and dislocated workers. The registrant must have a bonafide job offer with a commitment from the employer to retain the registrant as a permanent employee.
- Necessary employment related items may be purchased for youth as it relates to individual need and connection to their overall plan.
- Registrants who have received WIA purchased items necessary to start employment through intensive or core services may be required to return these items if employment was not maintained for more than 9 months.

Reference Documents:

WIA Policy WIA 01-10, Individual Training Accounts
Individual Classroom Responsibilities