

Purchase Supplies or Equipment Policy

Effective Date: 04/15/2021

Duration: Indefinite



Purpose

To provide guidance for the purchase of laptops and tablets to support participants in the completion of employment and training services.

Procurement Guidelines

WIOA funds can be used to purchase supplies or equipment to assist in providing program services and training in a virtual setting. The definition of equipment is found at 2 CFR 200.33. The definition of supplies is found at 2 CFR 200.94. Laptops and tablets fall within the definition of supplies. The Uniform Guidance at 2 CFR 200.302 and § 200.303 requires that all funds, property, and other assets be safeguarded against loss from unauthorized use or disposition. The NETLWDB and its service providers has sufficient internal controls and policies in place to account for all assets.

Instructions

To meet the above criteria regarding the purchase of laptops or tablets, if employment and training services are funded via an Individual Training Account (ITA), the participant must provide documentation from the service provider to the case manager indicating the need for a laptop or tablet to successfully complete training. The case manager must record the need in the case notes uploading the document with the ITA packet and must subsequently create the voucher in the case management system. Where the participant is unable to obtain supportive services through other programs, WIOA supportive services funds may be provided to assist with books, fees, school supplies, and other necessary items for students enrolled in post-secondary education classes. The purchase of laptops or tablets as supplies is contingent upon funding availability. Consideration of the purchase of laptops or tablets requires prior board staff approval.

The NETLWDB complies with 2 C.F.R. §§ 200.318—300.326 and all other requisite regulations when procuring property and services.

References

2 CFR 200; 20 CFR 681

CONTACT: Questions concerning the above may be addressed to Kathy Pierce, Executive Director of the NETLWDB at kpierce@ab-t.org.

This policy will remain in effect until amended, modified, or set aside by the Northeast Tennessee Local Workforce Development Board.

APPROVED:

James Osborne
NETLWDB Chair