



Tompkins County Workforce Development Board Electronic Devices for Participants Policy

I. Purpose

The purpose of the Electronic Devices policy is to provide eligible participants with access to, and additional support for, training, employment, and related services that require the use of an Electronic Device.

Note: This policy will be reviewed on an annual basis and is subject to change.

II. Overview

According to Program guidance Letter #21-02 LWDBs may purchase and distribute Electronic Devices such as laptops, tablets, and smart phones for employment and training program participants using Workforce Innovation and Opportunity Act (WIOA) Title I funds.

- a. Participants must attest they do not own a comparable Electronic Device, or they only own an old inadequate device, and do not have sufficient personal funds to purchase these items, and they are unable to obtain an adequate Electronic Device through another program they are enrolled in or eligible for.
- b. No more than one Electronic Device may be purchased per participant, per lifetime.
 1. Ownership of the Electronic Device is transferred to the participant once the item is released to the participant.
 2. Participant agrees to reimburse the Career Center, or return the device if withdrawing from the program early, and before completing at least **six months (24 weeks) of active training time**
- c. Related items can be purchased separately under the current Supportive Services policy and are not subject to the Electronic Devices policy.
- d. Participants can purchase their own Electronic Device and seek reimbursement.
 1. The amount dispersed to the participant cannot exceed the funding caps within this policy regardless of the device cost.
 2. The amount dispersed cannot exceed the cost of the device and related items.

3. No reimbursements can be processed without supporting receipts.
 4. Reimbursement requests should be for costs in the last 6 months.
 5. No reimbursements can be made for purchases occurring before the participant's enrollment in an eligible WIOA funded program.
- e. The cost of the Electronic Device cannot exceed \$600.
1. The cost for the Electronic Device must be deducted from the participant's total \$9000 lifetime limit where applicable.
 2. Purchasing an Electronic Device, cannot cause the person to exceed their \$9000 lifetime limit when applicable.

<p><u>Electronic Devices include:</u></p> <ul style="list-style-type: none">• Laptop• Tablet• Smartphone <p><u>Excluded Items include:</u></p> <ul style="list-style-type: none">• Gaming systems• VR headsets or smart glasses• Smart watches	<p>Electronic Device Funding cap not to exceed \$600</p> <p>Maximum funding cap for <u>Electronic Devices</u> is \$600 of the total \$9,000 funding cap.</p>
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III. Eligibility

Contingent on available funding an Electronic Device will be available, at the beginning of training, to all eligible participants, consistent with WIOA's Priority of Service requirements, who meet the following criteria.

- a. Individuals must be enrolled and participate in a WIOA Title I funded program for adults, dislocated workers, or out of school youth through the Tompkins Workforce New York Career Center and have a **documented long-term need** for an Electronic Device including but not limited to:
 1. Training longer than six months (24 weeks).
 2. Participation in on-the-job training (OJT)
 3. Participation in a WIOA Title 1 Youth, Adult, or Dislocated Worker work experience program.
- b. Participant's family income (based on family-size) does not exceed 250% of the poverty level.
- c. Participants must not own a comparable Electronic Device, or they only own an old inadequate device, and do not have sufficient personal funds to purchase the items, and they are unable to obtain an adequate Electronic Device through another program they are enrolled in or eligible for.

IV. Career Center Staff Responsibilities

The Tompkins Workforce New York Career Center must ensure Electronic Devices provided to adults and dislocated workers, and out of school youth are directly

linked to training and employment related activities. LWDBs must follow their own purchase policy for the Electronic Devices in compliance with Uniform Guidance. LWDBs must also perform a cost comparison analysis to ensure the cost is reasonable.

- a. Staff must document all attempts to obtain this service through other community resources.
- b. Staff must document that the Electronic Device is necessary for the individual to successfully participate in the training program, work activity, or related services, including entering a SENSE comment in OSOS that indicates what is provided and why.
- c. Maintain inventory records including serial numbers for all devices purchased using WIOA funds, and documentation that verify participants received their Electronic Device through an original signature on a receipt form.
- d. Maintain records of documentation that verify the client is eligible for the Electronic Device, through an original signature on the SELF-ATTESTATION FORM - Electronic Device(s).
- e. Make reasonable efforts to recover devices or reimbursements from participants that withdraw early from training or services and haven't completed at least **six months (24 weeks) of active training time**; and maintain records of documentation showing those efforts.
 1. Reasonable efforts include: making multiple attempts to contact a person; using multiple methods of contact when possible; and arranging to pick up the items from the individual, and
 2. Maintaining records that verify the career center received returned items or reimbursements through an original signature on a receipt form.

V. Participant Responsibilities

- a. Agree to participate in and complete a WIOA Title I funded program for adults, dislocated workers, or out of school youth, and complete at least **six months (24 weeks) of active training time** through the Tompkins Workforce New York Career Center after receiving the device.
- b. Review and sign the SELF-ATTESTATION FORM - Electronic Device(s).
- c. Sign a receipt when receiving an Electronic Device, or reimbursement.

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- d. Be responsible for the proper care, lawful use, and security of the Electronic Device including necessary repairs.
- e. Return the Electronic Device or reimbursement for an Electronic Device, if withdrawing early from the program and having accumulated less than **six months (24 weeks) of active training time.**

VI. **Justification**

The goal of Supportive Services is to minimize barriers for adults to enable them to fully participate in workforce development and/or employment activities and opportunities to help them progress along their career pathway. According to Program guidance Letter #21-02 LWDBs may purchase and distribute Electronic Devices such as laptops, tablets, and smart phones for employment and training program participants using Workforce Innovation and Opportunity Act (WIOA) Title I funds.