

WIOAB 1-20

DATE: August 17, 2020
TO: All WIOA Providers
FROM: Danilo Cabrera *Danilo Cabrera*
Program Operations Manager
SUBJECT: Temporary Guidance on tablet/Chromebook purchases for WIOA participants

Supersedes WIOAB 18-19

Requests to purchase a tablet to assist WIOA participants who do not currently have access to computers for job search, submitting job applications, and required training activities, due to the closure or limited access to WIOA service providers' offices, public libraries, and other community resources is temporarily permitted by the Administrative Entity through October 30th, 2020. This practice will then be re-evaluated quarterly for possible continuation after this date.

Purchase must not exceed \$200.00 per participant.

Career planners **must notify** the GMO unit via the WIOA/TAA mailbox before executing a purchase of these items to track this activity. This practice is viewed as a temporary consideration while WIOA service providers are providing limited services to their participants. This includes participants who may need the hardware to continue or complete a training program. Career planners must document the justification for the purchase in the participant's case notes, and indicate if the participant:

- Is lacking the hardware to complete the activity or training?
- Is enrolled in a job search, or training activity
- Has no alternative means to access online services for job search or training?

To emphasize, requests will be assessed on a case-by-case basis and must be approved by the Administrative Entity prior to purchase. The state is gathering information related to this activity to determine if it is in the program's best interest to continue this practice and to what extent it will be deployed.

If you have any questions, or need to make a request, please contact the WIOA/TAA mailbox