

WIOAB 18-19

DATE: June 11, 2020
TO: All WIOA Providers
FROM: Danilo Cabrera *Danilo Cabrera*
Program Operations Manager
SUBJECT: Temporary Guidance on tablet purchases for WIOA participants

Requests to purchase a tablet to assist WIOA participants who do not currently have access to computers for job search, submitting job applications etc., 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 June 30, 2020. This practice will then be re-evaluated for possible continuation after this date.

If a participant's assessment does not warrant training, their workforce needs could be alleviated through the purchase of an inexpensive tablet to address the inability to conduct successful job search and apply for employment opportunities online. These items are available for less than \$90, some which may include a keyboard. Purchase must not exceed \$130.00 per participant.

Career planners must notify the GMO unit when contemplating a purchase like this, as this practice is deemed a temporary consideration while WIOA service providers are providing limited service to their participants. 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?
- Is enrolled in a job search activity
- Has no alternative means to access online services?

These requests must be evaluated 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, please contact the WIOA/TAA mailbox