

EASTERN WASHINGTON PARTNERSHIP

WORKFORCE DEVELOPMENT COUNCIL

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WDC Policy #: 205
Effective Date: 7/1/2001
Revision Date: 7/1/2015

SUBJECT TOOL CONTROL

PURPOSE

This policy establishes the process for the disposition of tools when the participant for whom such tools were purchased does not complete the training.

BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) allows funding for the purchase of work enabling tools for participants. Upon occasion a participant in possession of such tools may not complete training. This policy establishes a basis under which said tools are recovered, inventoried and provided to another participant. It also establishes the conditions under which such tools may be kept by the participant for whom they were originally purchased.

POLICY

Tools purchased with WIOA Title I- funds shall be recovered from participants who do not complete the training activity for which the tools were originally purchased. An exception to this policy can occur when the participant is likely to need them for a different employment opportunity. In such a case, the case manager may allow the participant to retain the tools. This decision shall be so noted in the case file.

PROCEDURE

RECOVERY, INVENTORY AND REALLOCATION: All recovered tools shall be retained at administrative offices of the service provider. Each recovered item shall be cataloged and placed in secured storage. A list of recovered equipment shall be maintained and circulated to all staff. The service provider is prohibited from the purchase of any new tool which duplicates those on the inventory list.

RETENTION BY THE PARTICIPANT: Under certain circumstances a participant may retain WIOA-funded tools even though the specific training activity is not completed. Retention shall be based upon a letter of justification submitted by the case manager and approved by the program director. The retention of WDA purchased tools by the participant shall only be authorized in cases where it is clearly documented that the participant's future employability will be enhanced.



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EQUIPMENT AGREEMENT

Rural Resources, through funding provided by the Workforce Innovation and Opportunity Act, will provide the tools/equipment listed below during training;

- These tools/equipment shall become my personal property upon positive completion of the training and/or entrance into a training related employment.
- Should I fail to complete the training I will return these tools/equipment to Rural Resources.

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9	
10	

Customer signature

date

Customer name printed

Coordinator signature

date