

**Southwestern Area
Workforce Development Board**

**SOUTHWESTERN AREA GUIDANCE LETTER (SWAGL) 19-02
Supportive Services – Laptop Purchases**

DATE OF ISSUE

May 26, 2020

EFFECTIVE DATE

May 26, 2020

APPLICABILITY

This applies to Southwestern Area Workforce Development Board (SAWDB), providers of Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, Youth services.

PURPOSE

The purpose of this guidance letter is to clarify the laptop purchases section in the supportive services policy, which states, “The laptop may be retained by the participant after the completion of training”. The guidance also describes the requirements for issuing and receiving the laptops.

REFERENCES

- A. Supportive Services Policy 17-09.5
- B. 20 CFR 600.900 and 20 CFR 681.570

BACKGROUND

Individuals receiving services in WIOA and other trainings who demonstrate barriers to education or employment may receive supportive services in accordance with 20 CFR 600.900 and 20 CFR 681. 570.

DEFINITIONS

- A. Supportive services are defined as services that are necessary to enable an individual to participate in activities authorized under WIOA or the Wagner-Peyser Act.

REQUIREMENTS

- A. Service providers, working jointly with the individual/participant, must make a determine whether the computer laptop that aides in the individual’s training or employment will be retained by the individual at the end of training.
- B. The Computer Inventory Control Form will be used as the internal control for tracking the laptop and retain a record of the form.

ACTION

- A. Service providers will use the **Computer Inventory Control Form** to issue a laptop to an individual in a training activity in accordance with the supportive services policy.
 - (1) The form is the inventory control for the issuance of the laptop and will also be used when the laptop is returned after individual has completed training.
 - (2) The individual may retain the laptop when one or more of the following conditions exists in Section B.

- B. Near or after the completion of the individual's training activity, service providers must determine whether the laptop will be retained by the individual after the completion of training. The laptop may be retained if;
 - (1) it aids the individual in their job search activities, or
 - (2) it benefits the individual in their employment, or
 - (3) the individual is pursuing additional training independently for job retention or a self-sufficiency wage.
- C. If one of the conditions is not met in Section B, then the laptop must be returned to the service provider and recorded on the **Computer Inventory Control Form**.
 - (1) Laptops that are returned must have their hard drive and/or memory erased by a vendor who issues such certificates before the laptop may be placed back into service with another individual. The certificate must be kept with the service provider's records.
- D. The service provider may adopt other controls or internal processes to meet the requirements under this guidance letter.

INQUIRIES

Questions related to this letter may be directed to the Administrative Entity at (575) 744-4857.



WIOA Administrator