

WorkForce West Virginia Guidance Notice No. 8-13

TO: WorkForce Development Boards, Local TAA Case Managers, and State TAA Unit

FROM: Martha Craig-Hinchman
Assistant Director
Employment Service Division

DATE ISSUED: August 12, 2013

SUBJECT: Computer Purchase Procedure for TAA Participants

EFFECTIVE DATE: August 12, 2013

I. REFERENCE(S):

- CFR 617.22 Reasonable Training Costs
- TEGL 22-08 D.5.2

II. PURPOSE: To provide additional program guidance that will be included in the State TAA Operational Guidelines and to establish a process for purchasing computers for eligible TAA participants enrolled in full time classroom training.

III. BACKGROUND: The State TAA Office will establish a specific process to allow the purchasing of computers for eligible TAA participants. Since many training institutions offer curriculums and classes which require a computer and computer software, the State TAA Office will approve the purchase of a computer under "Reasonable Costs" for the successful completion of training which leads to sustainable employment.

IV. ACTION: The State TAA Office will require all local case managers to adhere to the following procedure to purchase computers for eligible TAA participants:

- Submit a completed TAA Computer Request Form for each eligible TAA participant. (See attached form.)
- All criteria must be met on the TAA Computer Request Form prior to submission to the State TAA Office. **Important:** Do not have a participant sign this form if eligibility criteria is not met!
- The State TAA Office will process the forms and order computers to be shipped to individual TAA participants based on the primary shipping address provided on the TAA Computer Request Form. Computers cannot be delivered to a rural address, so please list a secondary address if needed. The local case manager's business address can be listed as a secondary shipping address if no other option is available.

The computer package will include:

1900 Kanawha Blvd., E. • Building 3, Suite 300 • Charleston, WV 25305
304.558.7024 304.558.9157 (fax)

An agency of the Department of Commerce

An equal opportunity employer/program and auxiliary aids are available upon request to individuals with disabilities.

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- Laptop with wireless networking
- One year Internet Security Software
- Flash Drive
- Mouse (wireless)
- Wireless Printer/Scanner
- Computer Software (Word, Excel, Powerpoint, Outlook, Access)
- One year warranty protection

If a TAA participant has purchased a computer on/after the effective date of this guidance he/she can be reimbursed up to \$800.00. The receipt(s) should be sent to the State TAA Office verifying the cost of the computer. Reimbursement will coincide with the computer package all TAA participants will receive. No additional fees will be considered for reimbursement. TAA participants will not be reimbursed for any computer or computer software purchased prior to the effective date of this guidance.

TAA will not pay for internet service, to maintain internet service, or to extend computer warranties. The cost of the computer will be in addition to the \$25,000 training cost. Please allow three (3) weeks minimum for computer delivery once the TAA Computer Request Form has been approved. Computer Request Forms and documentation must be submitted by close of business on Fridays to be placed on the next order. All TAA participants will be instructed to contact his/her local case manager regarding questions on computer purchases or delivery dates. Any additional questions not addressed in this guidance should be sent to the State TAA.

V. IMPLEMENTATIONS: August 12, 2013

VI. INQUIRIES: Please contact Martha Craig-Hinchman or Maureen Persons at (304)558-8414, State TAA Office.

OFFICE USE ONLY

DATE PROCESSED: _____

INVOICING/CONTRACT AUTHORIZATION

SIGNATURE: _____

TAA MANAGER SIGNATURE: _____

TAA Computer Request Form

Date of Request: _____ **Petition #:** _____

Name: _____ **MACC ID:** _____

Primary Shipping Address: _____

***Must be a physical address to receive a computer.**

Secondary Shipping Address: _____

***Can be local case manager's business address.**

Telephone number: _____ **Email address:** _____

School: _____

Training Program: _____

Number of Training Component(s): _____

Start Date: _____ **End Date:** _____

Please read the following statements and check all boxes to be eligible to receive a computer. Statements are based on most recently completed quarter, semester, term, or session.

- Enrolled in an approved TAA training program(s) of 6 months or more and maintaining full time status. (Includes summer school)
- Completed one (1) quarter, semester, term, or session and maintained 2.0 Grade Point Average (GPA).
- Submitted grades for most recently completed quarter, semester, term, or session. Attached to TAA Computer Request Form.
- No withdrawals from scheduled classes.

By signing this form, I verify all information is correct and qualifies me to receive a computer for successful completion of my TAA training program.

Participant Signature: _____ **Date:** _____

Case Manager Signature: _____ **Date:** _____