



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE SERVICES
220 French Landing Drive
Nashville, TN 37243-1002
(615) 741-1031

Workforce Services Guidance – Purchase Supplies or Equipment

Effective Date: July 1, 2020

Duration: June 30, 2022

Subject: Use of WIOA Funds to Purchase Laptops and Tablets for Participants

Purpose:

To provide guidance to grantees for the purchase of laptops and tablets to support participants in the completion of employment and training services.

Scope:

Office of the Governor, Tennessee Department of Labor and Workforce Development (TDLWD), Tennessee Department of Economic and Community Development (TDECD), Tennessee Department of Education (TDOE), Tennessee Eligible Training Providers List (ETPL), Tennessee Department of Human Services (TDHS), Tennessee Department of State (TDS), Adult Education (AE), Rehabilitation Services (RS), Office of Registered Apprenticeship (RA), State Workforce Development Board (SWDB), Division of Workforce Services (WFS), Regional Council (RC), American Job Center (AJC), American Job Center Operator (AJC Operator), American Job Center Access Point (AJC Access Point), Workforce Innovation and Opportunity Act (WIOA), Local Workforce Development Boards (LWDBs), Local Workforce Development Areas (LWDAs), other Workforce System Sub recipients (Sub recipients), Workforce System Partners (Partners) Training and Employment Guidance Letter (TEGL).

Procurement Guidelines

Grant funds can be used to purchase supplies or equipment to assist in providing program services and training in a virtual setting. The definition of equipment is found at 2 CFR 200.33. The definition of supplies is found at 2 CFR 200.94. Laptops and tablets usually fall within the definition of supplies, which do not need grant officer approval. The Uniform Guidance at 2 CFR 200.302 and § 200.303 requires that all funds, property, and other assets be safeguarded against loss from unauthorized use or disposition. The grant recipient and its service providers must have sufficient internal controls and policies in place to account for all assets.

To meet the above criteria regarding the purchase of laptops or tablets, if employment and training services are funded via an Individual Training Account (ITA), the participant provides documentation from service provider to the case manager indicating the need for a laptop or tablet to successfully complete training. Case manager records the need in the case notes uploading the document with the ITA packet and subsequently creates the voucher in case management system. Where the participant is unable to obtain supportive services through other programs, grantee supportive services funds may be provided to assist with books, fees, school supplies, and other necessary items for students enrolled in post-secondary education classes [20 CFR §681.570\(k\)](#). These purchases are not subject to prior State approval.

The Grantee shall comply with 2 C.F.R. §§ 200.318—300.326 and all other requisite regulations when procuring property and services.

References:

2 CFR 200; 20 CFR 681

Contact:

For any questions related to this policy, please contact the Program Integrity Unit at Workforce.Board@tn.gov.


[Kenyatta Lovett \(Jan 19, 2021 09:32 CST\)](#)

Kenyatta Lovett, Workforce Services Assistant Commissioner