WESTERN PIEDMONT workforce development board

1880 Second Avenue NW - P.O. Box 9026 | Hickory, NC 28603
Ph: 828.322.9191 | Fax: 828.322.5991 | www. westernpiedmontworks.org

"Workforce Solutions for Employers and Job Seekers." | Josh McKinney, Chair

AUGUST 27, 2021

TO: All Western Piedmont Workforce Development Area Title I Contractors

SUBJECT: Tools of Trade Policy

EFFECTIVE DATE: Immediately

EXPIRATION DATE: Indefinite

CONTACT: Workforce Development Program Administrator

Wendy Johnson

Wendy Johnson
Workforce Development Director

The Western Piedmont Workforce Development Board does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

TOOLS OF TRADE POLICY

PURPOSE: To provide guidance on Workforce Innovation and Opportunity Act (WIOA) reimbursement for tools of trade reimbursements for BLET, Electrical Lineman, Massage Therapy and Medical Title I program participants. *To rescind Western Piedmont Workforce Development Area Tools of Trade Policy dated August 12, 2021.*

BACKGROUND: This policy statement details a monetary and/or quantity limit on expenditures of required tools of trade for Basic Law Enforcement Training (BLET), Electrical Lineman, Emergency Medical Services, Massage Therapy and Nursing participants, Nurse Aide participants and other medical areas of study participants for which WIOA Title I funds may be used. Tools of trade are defined as items required specifically for training which does not include tuition, books, fees or healthcare requirements such as immunizations. Tools of trade are not items required for paid/unpaid internships or OJT placements.

ACTION: The requested expenditures must be accompanied by curriculum/course syllabus/orientation packet information on letterhead listing the required tools of trade. The cost of these items must be reasonable and specific to the curriculum/course requirements.

Reimbursements will be made directly to the vendor for the purchase of tools of trade. At no time will a participant receive a reimbursement check unless extenuating circumstances are documented and approved by the Title I Program Manager.

The cost of these items are included in the $7,600.00 maximum training allowance per participant.

Items not eligible for purchase include any item considered an undergarment which includes t-shirts, stockings/tights, socks, long sleeve shirts worn under scrubs for some medical programs, etc. These items will be the responsibility of the participant.

The tools of trade maximum reimbursable amounts listed below do not include sales tax.

BLET program required boots may be purchased once during the participant's participation. The maximum reimbursable amount is $150.00. Additional required running shoes may be purchased once during the participant's participation.

Electrical Lineman program required lineman boots may be purchased once during the participant's participation. Maximum reimbursable amount is $200.00.

Emergency Medical Science program required boots may be purchased once during the participant's participation. The maximum reimbursable amount is $150.00.

Massage Therapy required items such as a massage table, sheets, lotions and holster may be purchased once during the participant's participation. The maximum amount reimbursable for a massage table is $400.00.

Medical program required items such as blood pressure cuff, stethoscope, student lab kit (Tach kits, in/out catheters, IV fluids, sterile dressing change tray, Foley kit), thermometer, watch with second hand, scissors, goggles, HEPA mask and pen light may be purchased once during the participant's participation. The maximum amount reimbursable for a stethoscope is $100.00 and student lab kit is $155.00.

Medical and Massage Therapy program required items such as scrub tops, scrub pants, shoes, lab coat with or without embroidery may be purchased once per program year for continuously active participation.

The maximum amount reimbursable for required shoes for all training programs is $100.00. The only exceptions are required boots as listed above.

It is the Title I Contractor's responsibility to determine the appropriateness of all expenditures within the approved maximums.

Tools of Trade Policy - Final - 8-27-21

Final Audit Report 2021-08-25

Created:	2021-08-25
By:	Elizabeth Hilliard (elizabeth.hilliard@wpcog.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAEVTCFbhnIrhA0PhDAKwCAkAto7Jc2jU6

"Tools of Trade Policy - Final - 8-27-21" History

Document created by Elizabeth Hilliard (elizabeth.hilliard@wpcog.org)
2021-08-25 - 1:41:45 PM GMT- IP address: 74.254.113.126

Document emailed to Wendy Johnson (wendy.johnson@wpcog.org) for signature
2021-08-25 - 1:42:28 PM GMT

Email viewed by Wendy Johnson (wendy.johnson@wpcog.org)
2021-08-25 - 2:04:48 PM GMT- IP address: 174.212.133.121

Document e-signed by Wendy Johnson (wendy.johnson@wpcog.org)
Signature Date: 2021-08-25 - 5:13:55 PM GMT - Time Source: server- IP address: 74.254.113.126

Agreement completed.
2021-08-25 - 5:13:55 PM GMT

Adobe Sign