

CM-11 WIA Tool Policy

Purpose 2/05: Explain the payment/reimbursement procedure for tools required for select training programs.

Policy: Workforce Investment Act (WIA) funds are used to pay for tools only when it is a requirement of the course as stated by the instructor in writing and is necessary for completion of the course. The table below shows the maximum cost allowance by program and school effective January 2005. Because tools required vary by school separate fee schedules were developed for select programs and schools. If the costs are less than the maximum allowance listed below, the student will retain all tools upon completion of the course. It is the decision of the student to determine the quality level of tool to purchase, however, if the cost exceeds the maximum allowance listed below or if the student does not complete classes or training, the tools must be returned to Workforce Development, Inc. by the student. Historically, tool costs are considerably less than the outlined allowances. Cost guidelines will be updated annually.

Program	School	Maximum Allowance
HVAC	Milwaukee Area Technical College Moraine Park Technical College	\$3,000.00 \$1,700.00
Industrial Maintenance	Waukesha Area Technical College	\$3,000.00
Machine Tool Operations	Milwaukee Area Technical College	\$10.00
Welding Technology	Milwaukee Area Technical College Waukesha Area Technical College	\$100.00 \$3,150.00

Process: WIA funds used for payment or reimbursement of tools are recorded as part of an Individual Training Account (ITA) and are subject to limits determined by the W-O-W Workforce

Development Board (see policy T-04 Revision of ITA/Scholarship Funding Limits). After students receive their required tools list from instructors, they will meet with their case manager for approval of the tools list. Students can pay for tools upon purchase and receive reimbursement, or purchase tools from a designated vendor. If students choose to pay for tools at the time of purchase and choose their own vendor, itemized documentation of the tools purchased is required (e.g. itemized receipt). The documentation is submitted to the case manager, a copy is made and sent to the Information Systems Coordinator for authorization of payment. Typically payments are made every two weeks.

If a student does not want to pay for tools and receive reimbursement, tools can be ordered from an area Grainger store. When the student meets with the case manager to establish an ITA, the cost allowance for tools needed is recorded. This information is forwarded to the Information Systems Coordinator. The Information Systems Coordinator then faxes the ITA, which authorizes the student to purchase tools, to a local Grainger store. When this process is complete the student can purchase tools from Grainger. Grainger will invoice WDI for the purchase and payment will be made within two weeks.