

ATTACHMENT A

Basic Supplies and Materials (other than PCs/Laptops)

The maximum amount that can be approved for basic supplies, materials for each customer is:

For a training program based on a semester schedule:

- **Thirty dollars (\$30) per semester (full semester)**
- **Fifteen dollars (\$15) per intersession**

For a training program based on a weekly, non-semester schedule:

- **\$15 for a training program scheduled for 13 weeks, or less.**
- **\$30 for a training program scheduled for 14 to 26 weeks in length.**
- **\$60 for a training program scheduled for 27 to 52 weeks in length.**
- **\$90 for a training program scheduled for 53 to 78 weeks in length.**
- **\$120 for a training program scheduled for 79 to 104 weeks in length.**

Special Supplies/Equipment

While the purchase of special supplies and equipment will necessarily be made on the basis of the particular course of study, limits have been set for the purchase of PCs and Laptops as well as tool sets.

PCs/Laptops

The maximum amount that can be approved for the one-time purchase of a required PC or laptop for each customer under a certified TAA Petition is: \$1,000 with submission of cost information on a minimum of two comparable models.

Purchase cost will be covered only if use of a computer/laptop is a requirement of the training provider for participation in the specific training program and only if it is a requirement for *all* participants of the program. In such cases, pre-loaded software is to be considered as part of the PC/Laptop 'package'. To be allowable, the cost of the specific PC/Laptop (including pre-loaded software) must meet the 'reasonableness' standard.

While TAA Program funds will cover the basic purchase price, all costs associated with either peripheral equipment or services associated with internet connectivity such as modems, routers, etc, extended service agreements and/or non-warranty covered repairs and service will not be covered with program funds. TAA Program funds will not be used to replace a lost or stolen PC/Laptop.

Additionally, covering the cost of a PC/Laptop with TAA Program funds is limited to a single, one-time purchase for any individual TAA eligible customer per TAA certified petition.

Tools

Purchase cost will be covered only for tools necessary to complete the course of study and only if use of the tools is a requirement for *all* participants of the program. TAA Program funds will not be used to replace lost or stolen tools.

Staff Responsibilities

One-Stop Career Center staff shall make the customer *fully aware* of these allowable items and any associated cost limitations.

Staff may also provide TAA eligible customers with a copy of the form: Allowable Supplies and Equipment While in Training (Attachment B). While use of the form is not mandatory, its use can provide both the customer and potential vendors a clearer understanding of allowable cost items.

Customers seeking reimbursement for material purchases already made for which the vendor will not accept a purchase order must submit an itemized list of the items and a completed form: REQUEST FOR REIMBURSEMENT form (Attachment C) to the DCS Trade Unit. The submission must also include original receipts.

If the vendor is invoicing DCS directly, the vendor must submit the itemized list of items to the DCS Trade Unit with the payment voucher.

DCS will reconcile all requests for reimbursement and invoices against the individual client's approved budget.

Customers, staff and/or vendors who have a question regarding whether or not a training-related item is allowable should contact the DCS Trade Unit (617-626-6007) to obtain clarification.