



Guide for Allowable Materials while in Training for all TAA Participant's

Participant Information:

Participant name:	Mailing address:	City/State:	Phone #:
Course Program:	Start date:	End date:	C. C. Counselor's Information:

When purchasing supplies, materials and equipment whose purchase costs may be covered with TAA Program funds for all TAA

The following five categories describe the training-related supplies, materials and equipment, the cost of which may be paid (within any specified limitations) with TAA funds. Only those supplies, materials and equipment ***required of all students*** participating in the same training program may be covered under the terms of this policy. Furthermore, TAA will not pay for supplies, materials and/or equipment for classes that are not related to the degree being pursued.

(DCS is a tax-exempt agency therefore the tax amount will not be reimbursed).

1. Textbooks:	The full cost of textbooks that all students participating in the same training program are required to use. The cost will vary for each program and vendor.
2. Tools:	The full cost of those tools required of all students that are necessary only for participation in the training program. Tools not needed for training but needed to enter employment are not allowable. The cost will vary for each program and vendor.
3. Basic Supplies/Materials:	Only items such as pens, pencils, computer disks, paper, etc. <i>NOT allowed:</i> book bags, briefcases, envelopes, staplers, zip/flash drives, software, etc.
4. Uniforms:	Pants, skirts, shoes, etc., which constitute the makeup of a uniform and only if <i>required of all students</i> for class may be purchased.
5. Special Supplies/Equipment:	Items required of all students to participate in training (e.g., PC/Laptop, scientific calculator).

These material/supply costs must be pre-approved and receipts along with a completed REQUEST FOR REIMBURSEMENT form (Attachment C) must be submitted for reimbursement.

Please note: If there are any questions, please contact your career center Counselor to obtain clarification

Please send completed form, copy of syllabus and original receipts to:
DCS/Trade Unit, 19 Staniford Street, Boston, MA 02114