



Hennepin-Carver Workforce Development Board

WDA 09 Adult, WIOA Dislocated Worker, MN Dislocated Worker Policy: Financial Assistance for Computer Hardware and Similar Technology

Policy Summary

This policy provides guidelines for the WIOA Adult and Dislocated Worker program's financial support of the purchase of computer hardware and/or similar technology. *This policy adopts that of the MN Department of Employment & Economic Development.*

Effective Date: March 18, 2026

Last Updated:

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REQUIRED ACTION

ACTION

The information contained herein is to be used in determining the degree to which the WIOA Adult and Dislocated Worker programs' support services and/or training budgets can financially support the purchase of computer hardware and/or similar technology to assist in successful completion of training intended to secure employment.

BACKGROUND

Program providers offer support services and training program assistance to participants seeking assistance in returning to work as quickly as possible. Computers and/or similar technology are allowable elements of support service and training program assistance, but constitute a special category of tools due to their high cost, rapid rate of depreciation, and extremely broad use. Both state and federal officials recognize the potential for inefficient spending, or even abuse, without appropriate controls in place. That said, DEED understands that it can be difficult to pursue certain training programs without ready access to a computer, and only requires local providers to have a policy in place that will govern the process for these expenditures.

This policy outlines necessary controls, allowing program counselors to balance quality customer service and appropriate taxpayer accountability.

PROCEDURES

WIOA Adult and Dislocated Worker program funds will pay for or reimburse a purchase of the participants' expenditures for computer hardware and/or similar technology purchases.

DEED requires that each local provider establish a policy that will govern the use of support service and/or training dollars to fund purchases of computer hardware or similar technology. Each organization must ensure the following:

1. The computer is required.
2. The customer does not otherwise have access to a required computer.
3. The price is reasonable.

DEED also recommends that providers' policies address the following issues:

- Whether the parameters apply for all types of training – in-class training, on-line courses, on-the-job training (substituting “employer” for “school” or “professor”) and so on;
- Whether the counselor must document the need for use of a computer and/or similar technology in the customer's files;
- Whether the customer must acquire the computer first, and then seek reimbursement. Upon purchasing the computer, does the participant need to retain the receipt and provide a copy to the counselor in order to receive any reimbursement?;
- Whether the provider will, when cost-efficient, enter into purchase arrangements with the student's school in which the school acquires the computer and then seeks reimbursement, as long as the school (on the student's behalf) meets the above requirements;
- If a student does not complete the training which requires the computer and/or other similar technology, local service providers reserve the right to reacquire the tool and/or to bill the individual for overpayment. The Office of Management and Budget requires such reacquisition, if the cost of the capital investment exceeds

\$5,000. In cases of reacquisition, the tool becomes agency property. The agency will make all reasonable and legally required efforts to protect the private information which may exist on the hard drive; and

- Given the ongoing cost of renting or leasing computers and other similar technology, DEED does not endorse this path for customers except as a last resort. We understand that there are circumstances in which a rental or lease makes sense. Customers should document the reasons they believe that a rental or lease of the tool is necessary.