



AB # 17-06
Effective Date: July 1, 2017
Supersedes AB 96

ACTION BULLETIN

TO: All Program Operators

DATE: June 13, 2017

SUBJECT: Participant Reimbursements for Training-Related Expenditures

Purpose of Bulletin:

The purpose of this bulletin is to provide information to all program operators regarding participant reimbursements for all Workforce Innovation and Opportunity Act (WIOA) Title I, Adult, Dislocated Worker, Rapid Response, and Youth Formula programs.

Background:

Under previous special projects grants, the Workforce Investment Board (WIB) implemented new and creative ways to maximize resources benefiting the large number of unemployed job seekers who were eligible for services, one of which was through Participant Reimbursement.

These special projects have since been closed out, but WIOA case-managers have adopted various methods to request participant reimbursements from their liaisons within the Alameda County Workforce Development Board (ACWDB). Absent a definitive policy, staff has made attempts to accommodate reasonable requests.

WIOA regulations dictate a more restrictive approach to the allowance of participant reimbursements.

Effective July 1, 2017:

- **Participant Reimbursements will NOT be allowed for WIOA Formula, Title I programs, (Adults, Dislocated Workers, Rapid Response, and Youth programs);**
- **Participant Reimbursements will be reserved for Special Projects and Discretionary Grants and Programs;**

- Additional guidance will be provided in the form of Action Bulletins upon determination that special and/or discretionary funds have been granted to ACWDB.

Any claims for participant reimbursement that are or had been submitted prior to July 1, 2017 will continue to be considered on a case-by-case basis and must meet the following standards:

- Training-related, out-of-pocket participant expenses not covered by the Individual Training Account (ITA), and not paid to the training provider.
- Case Manager must be able to document participant need.
- WIOA must be the last resort of funding for these expenses.

Any claims submitted after July 1, 2017 will not be considered for reimbursement.

Service providers contracted to provide WIOA-funded services have the ability to include a budget line-item to provide supportive services to enrolled participants. Supportive Services is a more appropriate method of providing assistance to participants who are enrolled in training and are experiencing a hardship to cover the cost of training-related expenses.

Please refer to ACWDB bulletins regarding the use of Supportive Services.

Information and Inquiries:

For information and inquiries please contact:

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