



**TRADE ADJUSTMENT ASSISTANCE
POLICY ISSUANCE #14-03
REVISED**

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TO: Employment & Training Division
CT. Department of Labor

FROM: Joe Criscuolo
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SUBJECT: Allowable Training-Related Purchases and Expenses Policy

Purpose: Describes Connecticut Department of Labor (CTDOL) policies currently in effect regarding Allowable Training-Related Purchases and Expenses provided under the Trade Adjustment Assistance Act of 1974, as amended.

Policy:

This policy specifically covers supplies, materials and equipment whose purchase costs may be covered with TAA Program funds for TAA participants and describes any specified cost limitations for the purchase of such items that customers must use in order to successfully participate in training programs approved under the TAA Program. TAA allowances may also be payable to a worker to offset transportation and subsistence expenses if training occurs outside the worker's commuting area.

The following 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.

GENERAL RULES APPLICABLE TO ALL SECTIONS OF THIS POLICY

- All requested items are subject to review and approval or disapproval by CTDOL TAA Unit on a case-by-case basis.
- The item(s) must be necessary for the trainee to undertake and complete the program under consideration.
- TAA will not pay for supplies, materials and/or equipment for classes that are not directly related to the training being pursued.

- TAA will cover only those materials and equipment uniformly required of all students attending the training facility to possess.
- Payments generally will be made directly to vendors. Unless authorized in advance by the Connecticut Department of Labor (CTDOL) TAA Unit, no reimbursement will be made to a TAA trainee for training-related expenses.
- TAA Program funds will not be used to replace lost equipment/materials. If stolen, a police report must accompany a request to replace using TAA funds.
- TAA may cover the purchase cost of the most reasonable and cost-effective option available such as refurbished equipment.

ALLOWABLE PURCHASES AND EXPENSES INCLUDE:

- **BOOKS:** Dollar amount may vary; books must be required for the courses included in the approved training program.
- **TOOLS:** Dollar amount may vary; tools must be required for the training. Tools needed to enter employment are not allowable.
- **UNIFORMS/SHOES:** Dollar amounts may vary. Unless otherwise specified, generally one pair of shoes and two sets of uniforms from an authorized vendor (or the training provider) may be allowed if it is a requirement that all students have uniforms and/or shoes.
- **SPECIAL SUPPLIES AND EQUIPMENT:** If not explicitly included by the training facility on the JS-52/TAA Training Application and Proposal form as required by the program, requests to purchase must be accompanied by a letter from the instructor of the class or other training provider official designating the item(s) as uniformly required by all students attending the class. Examples: mechanics' tools, scientific or business calculators, software, magazines and periodicals, digital recorders, cameras.
- **GENERAL SUPPLIES:** A one-time approval for funds to purchase general supplies during the course of training will be made when the training plan is approved. The following allowable supplies include; notebooks, pads, binders, paper, folders, index cards, computer flash drives, writing utensils, printer ink, photocopies. Items such as backpacks and book bags, briefcases and school jackets and the like, will not be covered. Receipts for reimbursement requests will need to be provided and are subject to review and approval or disapproval by the CTDOL TAA Unit.
 - Allowable amounts for general supplies are as follows:
 - >Training up to 6 months = \$35.00
 - >Training is greater than 6 months and up to 12 months = \$75.00
 - > Training is greater than 12 months and up to 18 months = \$125.00
 - >Training greater than 18 months = \$ 175.00
- **ACADEMIC FEES:** Dollar amount may vary; include fees charged by the school for all students, such as registration and graduation fees, student activity, health service, laboratory, and studio fees.

- LICENSING & EXAM FEES: TAA funds may be used to pay for licensing and exam fees related to the occupational training for which a participant was enrolled in as Trade-approved training.

ONLINE TRAINING

- If online training is requested, it is expected the client should already have access to the required equipment (computer, printer, internet connection, etc.) and it is in working order with sufficient capacity to participate in the training. If an individual is participating in online training in order to greatly reduce the cost of travel, a computer may be approved for purchase. In addition, the necessary equipment to participate in online training may be approved if training providers have shifted from classroom to online training due to special circumstances, as was the case during the COVID-19 pandemic in the year 2020.

COMPUTER REQUESTS

- Computers, software, internet access, along with other electronic device requests will be considered on a case-by-case basis by the Trade Unit. The most reasonable and cost-effective option available such as a refurbished computer will be used, but in no case will exceed \$1,500 for the purchase of a computer. Before an approval can be made, all viable alternatives to a purchase must first be explored and exhausted, such as using school computer labs, available resources at a public library or an American Job Center if available. Discuss first with your TAA counselor. In all cases, the equipment being requested must be needed to participate in approved training and is subject to verification by the training provider. Request for computers must be made on the TAA Computer Request Form.
- If internet access is needed because the client does not currently have access, reimbursement for this expense will be made only for the period-of-time necessary to participate in approved online training.
- If the Trade program authorizes the purchase of a computer, it should be used exclusively by the training participant during their entire training program. Equipment purchased with Trade funds should not be used by anyone other than the TAA client.
- If the client fails to complete the approved training without justifiable cause, they will be responsible for reimbursing the Connecticut Dept. of Labor for the entire purchase price of the equipment.

NOT COVERED

Costs associated with extended service agreements and/or non-warranty covered repairs and service will not be covered with program funds, nor will incidental expenses typically associated with owning a computer, such as: basic software installations, PC clean-up, paper, ink, etc. If needed, general supply allowances may be used for these type purchases.

OTHER

General electives and any equipment/supplies as part of a college curriculum must be related to the major that the person has been approved under TAA to undertake. For example, a customer approved as an Accounting major should be taking electives listed under the business/accounting program of study; not, for example, Yoga or Photography. Such classes that are not pre-approved may be denied for payment as well as any equipment/supplies required for that course.

Books, supplies, etc., should be purchased at the time they are needed during training. If funds remain at the end of a program, there is no entitlement to spend those funds. A trainee should contact his or her TAA counselor with any questions regarding training-related expenses and purchases.

References: CFR §618.610