



Workforce Innovation and Opportunity Act Policy
Employment System Administration and Policy

Washington envisions a nationally recognized fully integrated One-Stop system with enhanced customer access to program services, improved long-term employment outcomes for job seekers and consistent, high quality services to business customers. In order to achieve this vision, Employment System Administration and Policy sets a common direction and standards for Washington's WorkSource system through the development of WorkSource system policies, information memoranda, and technical assistance.

Policy Number: 5260, Revision 2
To: Washington WorkSource System
Effective Date: May 9, 2018
Subject: Allowable Cost and Prior Approval Requirements

1. Purpose:

To provide guidance and instructions regarding allowable cost and prior approval requirements for Workforce Innovation and Opportunity (WIOA) funds.

2. Background:

The WIOA Title I rule at 20 CFR 683.200 and the "One Stop Comprehensive Financial Management Technical Assistance Guide" (TAG) provide federal direction regarding cost principles and allowable activities funded under WIOA.

Recipients and subrecipients of a federal award under Title I of WIOA and Wagner-Peyser must follow the uniform guidance at 2 CFR parts 200, 215, 255, 230 and appendices I through XI, including any exceptions identified at 2 CFR part 2900.

Commercial organizations, for profit entities, and foreign entities that are recipients and subrecipients of a Federal award must follow 2 CFR part 200, including any exceptions identified by the Department under 2 CFR part 2900, and the Federal Acquisition Regulations (FAR), including 48 CFR part 31.

3. Policy:

a. Allowable Costs

Expenditures of WIOA funds are allowable only for activities permitted by the WIOA Title I and related regulations. Allowable activities include basic, individualized and follow-up career services, training services, and supportive services.

Allowable basic, individualized, follow-up and training services are described in WIOA Law Section 134(c) (2) and (3).

Allowable supportive services and needs-related payments funds use are described in Section 134(d) (2) and (3) and in WIOA Policy 5602 – Supportive Services and Needs-Related Payments.

Allowable activities for the youth program are detailed in WIOA Law Section 129.

General principles and guidance on selected items and on allowable and unallowable costs are provided in 2 CFR Part 200; prohibited activities are specified in Sections 683.235 through 683.270 and Section 679.410 of the proposed Rules.

As a general precaution, recipients of WIOA funds are advised to review all relevant federal documents when planning a program or expenditures.

b. Prior Approval of Certain Costs

Some equipment and capital expenditures are allowable only if approval is granted prior to the purchase. Proposed 20 CFR 683.200(b) (2) delegates the authority for granting prior approval for those selected items to the Governor or his designee.

Proposed 20 CFR 683.235 prohibits the purchase or construction of facilities, except with the prior written approval of the Secretary.

In accordance with 2 CFR Part 230 Appendix B, Section 15, Employment Security Department requires that all entities receiving WIOA funds request and obtain prior approval for all single item equipment and capital improvement purchases that cost \$5,000 or more.

2 CFR Part 230 Appendix B Section 15 (b) (1) states:

“Capital expenditures for general purpose equipment are unallowable as a direct cost except with the prior approval of awarding agency.”

If an item requires prior approval a written request must be submitted, using the Request for Approval Form, to:

Workforce Initiatives Division
Employment Security Department
P.O. Box 9046
Olympia WA 98507-9046

or

ESDGPWorkforceInitiatives@esd.wa.gov

4. Definitions:

Equipment - Tangible, non-expendable personal property having a useful life of more than one year and an acquisition cost of more than \$5,000.

Capital Expenditures – expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.

5. References:

All fiscal policies and guidance letters published for WIOA are governed, as appropriate, under:

- [Public Law 113-128](#)
- [20 CFR Part 683.200](#)
- [2 CFR Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)
- [2 CFR Part 215 - Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Nonprofit Organizations \(OMB Circular 110\)](#)
- [2 CFR Part 220 - Cost Principles for Educational Institutions \(A-21\)](#)
- [2 CFR Part 225 - Cost Principles for State, Local, and Indian tribal Governments \(A-87\)](#)
- [2 CFR Part 230 - Cost principles for non-profit organizations \(A-122\)](#)
- [Federal Register Vol. 65, No.124, Resources Sharing for Workforce Investment Act One-Stop Centers](#)
- [Generally Accepted Accounting Principles \(GAAP\)](#)
- [WIOA Title I Policy 5602 – Supportive Services and Needs-Related Payments](#)

6. Supersedes:

WIOA Title I Policy 5260 – Allowable Cost and Prior Approval Requirements

7. Website:

<https://wpc.wa.gov/adm/policy/state/WIOA>

8. Action:

Local Workforce Development Boards and their contractors, as well as Employment Security Regional Directors, must distribute this policy broadly throughout the system to ensure that WorkSource System staff are familiar with its content and requirements.

9. Attachment:

Attachment A - [Request for Approval of WIOA Purchase Exceeding \\$5,000 per Unit](#) (PDF)

[Attachment A – Request for Approval of WIOA Purchase Exceeding \\$5,000 per Unit \(Word version for local use\)](#)

Direct Prior Approval Inquiries To:

*Workforce Initiatives Division
PO Box 9046
Olympia, WA 98507
(360) 902-0024
ESDGPWorkforceInitiatives@esd.wa.gov*

Direct Other Inquiries To:

*Employment System Administration and Policy Unit
Employment System Policy Division
Employment Security Department
P.O. Box 9046
Olympia WA 98506-9046
SystemPolicy@esd.wa.gov*

Attachment A

Request for Approval of WIOA Purchase Exceeding \$5,000 per Unit

Organization:

Address:

Contact person:

Phone number:

E-mail address:

Item name and description of item to be purchased *	Unit Price
	Number of Units: Total Cost: Estimate: (include installation)

* Please attach competitive bidding documentation. If this was not competitively bid, please explain how the vendor was chosen. Also attach a copy of, or link to, your procurement policy.

Local Approving Authority

Date of Request

To be completed by Employment Security Department:
<p>Purchase Approved: <input type="checkbox"/></p> <p>Purchase Denied: <input type="checkbox"/></p> <p><i>Reason for Denial:</i></p> <p>_____ Director, Financial and Administrative Services Division</p>

Instructions:

Mail or e-mail this request form and accompanying documents to:

Workforce Initiatives Division
Employment Security Department
P.O. Box 9046
Olympia, WA 98507-9046

or

ESDGPWorkforceInitiatives@esd.wa.gov