



Special Technology Reimbursement Agreement

Please read the terms of the Special Technology Reimbursement Agreement and sign.

I, _____, agree to the following:
(print name)

The use of supportive services payments may be used to reimburse money spent on the purchase of Laptops, Chromebook, or other similar devices with the following conditions. The following process must be used for these types of purchases:

Purchasing Technology for Employment

- 1) If an employer requires the device at the time of employment and they are not providing it to the Employee
- 2) The employment must be permanent. Temporary or seasonal employment is not permitted under this policy.
- 3) The employer must submit a letter on company letterhead that the employee is a permanent employee, the device is a required item for employment, and that the employer will not be supplying it.
- 4) The device must be placed into service immediately and used on a regular basis to perform job duties. No early purchase and reimbursement until employment is secured and needed to perform the job. The WIOA counselor will make monthly checks and document into OSOS comments to see how often the customer is using the device. If it is not being used as a regular daily tool in the course of the employee's workday, then the device or the amount the GLOW WDB reimbursed must be returned. If the returned device is in working condition then it will be repurposed for another customer. If the device is not in working condition, the GLOW WDB will request disposition of the device.
- 5) After one year of the reimbursement date of the purchase of the device, which is also considered the date placed in service, the useful life of the item is considered exhausted and the item is no longer property with which must be tracked by the GLOW WDB; therefore, monthly inventory checks are no longer required and all responsibility for the item is transferred to the responsibility to the participant to whom it the item was last issued.

Purchasing Technology for Training

- 1) If it is required to complete an educational program of three months or more and not a part of the tuition that is paid to participate in.
- 2) The school must submit documentation that the device is a required item for training and not provided by the school.
- 3) Any student dropping out of the class/training prior to the completion must return either the device or reimburse what was expended by the GLOW WDB for the device.
- 4) The device must be placed into service immediately and must be used on a regular basis during training.

- 5) No early purchase and reimbursement until training begins. The WIOA counselor will make monthly checks and document into OSOS comments to see how often the customer is using the device. If it is not being used as a regular daily tool in the course of the customer's training, then the device or the amount the GLOW WDB reimbursed must be returned. If the returned device is in working condition then it will be repurposed for another customer. If the device is not in working condition, the GLOW WDB will request disposition of the device.
- 6) Upon successful completion of the training, the GLOW WDB will no longer require regular counselor checks to see if it is still being used by the student on a regular basis.

Purchasing the Technology

- 1) The cost of the device cannot exceed \$1,000 and will only be reimbursed up to \$750, which is the maximum limit for all supportive services per program year. The cost of the reimbursement will be calculated into the amount of supportive services that the customer receives per program year up to \$750.
- 2) The GLOW WDB will not be responsible for providing technology support/service to any device. This will be the responsibility of the student or employee.
- 3) This is a onetime purchase per enrollment.
- 4) The computer must be new, no used or refurbished equipment
- 5) GLOW will not cover any cost associated with extended warranties. Care and service is the responsibility of the customer
- 6) The device needs to be appropriate for the training. Chromebook is the first choice if they are able to be utilized for training. If training requires software not available on a Chromebook (such as Microsoft products), other systems can be considered which would meet the basic requirements to complete the training. The computer should be viewed as a "book" necessary to complete the training and not as equipment that is expected to be utilized for years to come.

Failure to Return or Reimburse the Device within 30 Days of Not Using or Completing Training/Employment

Failure to return or pay the amount that the GLOW WDB reimbursed for the device after 30 days may result in one or more of the **following based on reasonable or inappropriate response** at the discretion of the GLOW WDB Executive Director:

- Customer will be banned from receiving technology support for 2 years
- Customer will be banned from receiving future technology support
- Any subsequent training or support requests may be not approved

The customer must sign this Special Technology Reimbursement Agreement prior to any purchase.

Customer Signature

Date

Counselor Signature

Date