

**Approved Date:**

**Effective Date:** July 1, 2023

**Subject:** PCard Policy

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### **Purpose**

To provide policy on the use of PCards for participant support services in Iowa Plains.

### **Background**

- I. Support services are available to WIOA Title I Adult, Dislocated Workers, and Youth who meet WIOA eligibility requirements as described in local policy. As WIOA programs are not an entitlement, support service payments are made on a case-by-case basis only when determined necessary and allowable. Title I Career Planners must clearly state how the support services will help the participant reach their employment goals as documented in the Individual Employment Plan (IEP) or Individual Service Strategy.

### **Limits**

- I. The maximum amount for support services will not exceed \$6,000.00 for the duration of time that the participant is enrolled in the WIOA Title I Program. Each PCard **will not** exceed \$2,000.00 each month in charges. Examples of items that will be charged to PCards may include: interview clothing, work boots, safety equipment, uniforms, books, and laptops. Items such as rent and groceries are not allowed.

### **Process**

- I. Title I Career Planner will meet with the participant (eligibility for Title I Adult/Dislocated Worker or Youth has been established and appropriate documentation of eligibility has been received), develop an Individual Employment Plan or Individual Service Strategy, and discuss support services that are needed for the participant to be successful in their job search and/or training component. The Title I Career Planner will have a conversation regarding other agencies, community partners and resources that may be available to assist the participant. Title I Career Planners will inquire if the participant has the means to purchase the item(s) themselves and be reimbursed or if the participant needs to have the Title I Career Planner purchase the items on behalf of the participant. The completed IEP/ISS will then be sent to the Title I Manager and the Title I Program Coordinator for approval before any funds are expended.

- II. Title I Career Planner will complete the Support Services Request form with the participant. Participant will provide Title I Career Planner with screen shots of required support service items from the vendor. Title I Career Planner will review the items and ensure that they are allowable expenses per local policy. Title I Career Planner will send the requested support service items with the Support Service Request form to the Title I Manager for review of eligibility, program support limits and confirm that it is an allowable expense. Title I Manager will then forward email to the Title I Program Coordinator for their review and approval. The email request and approval will include the participant ID and program in the subject line. Once the Title I Program Coordinator reviews and approves request, they will purchase the item(s) for the participant and have the item(s) sent to the local IowaWORKS Center. The participant will complete the Receipt of Support Services form when the item(s) are picked up at the Center. The Receipt of Support Services form will be uploaded in the participant's IowaWORKS file.
- III. PCard purchases must include receipt, support services request form, Title I Program Coordinator and Title I Manager review, and signatures in order to be processed by Finance.
- IV. PCard statements will be reconciled monthly by the Title I Program Coordinator and reviewed by the Accounting Tech III assigned to Iowa Plains.
- V. Title I Program Coordinators will maintain an excel spreadsheet of all participant related payments. The Iowa Plains Accountant Tech III will also ensure all activity logged in the spreadsheet matches what has been coded in the accounting system (finance can provide a summary of expenses logged after PCard is processed).

## **Disallowed Costs**

- I. The following items are prohibited to be purchased with WIOA Title I support service funds. All costs will be considered to be disallowed and WIOA Title I funds utilized to purchase these items must be returned to the funding grant:
  - A. Support services purchased prior to the participant's program enrollment.
  - B. Fines and penalties such as traffic violations, late fees, and interest payments.
  - C. Entertainment, including tips.
  - D. Contributions or donations.
  - E. Vehicle payments.
  - F. Refundable deposits.
  - G. Alcohol, tobacco, or marijuana products.
  - H. Food (meals, groceries)
  - I. Items for family members or friends.
  - J. Out-of-state job search and relocation expenses that are paid for by the prospective employer.
  - K. Needs Related Payments are not authorized.
  - L. Any other item that is not required for the participant to successfully complete their training and employment goals.