



# WIOA Participant Reimbursement Policy and Procedures

This policy provides guidance for all WIOA participants requesting reimbursement for program required expenses. WIOA Career Advisors are to ensure that all participants requesting cost reimbursement are enrolled in our Data Management Systems; GEO and Tracksource.

## Program Costs and Reimbursement Allowances

A WIOA participant may have to pay for program required items with personal funds while they are attending training. WIOA participants may qualify to get reimbursed for those out-of-pocket expenses. If a WIOA participant or Career Advisor is unsure if an expense is an allowed reimbursement, they will need to contact their WIOA Contract Representative for approval. In order for any expense to be eligible for reimbursement under WIOA, supporting documentation/receipts are required and must be at a *reasonable* cost. The following expenses are commonly requested for program expense reimbursement through WIOA funding. This list is not comprehensive and is subject to change.

### Most common program expenses:

- Uniforms (up to 2 sets)
- 1 - Lab coat
- 1 - Stethoscope (up to \$80)
- 1 - BP Cuff
- 1 - Pen light
- 1 - Watch w/second hand
- 1 - Forceps
- 1 - Medical scissors
- 1 - Pair of shoes (up to \$80)
- Testing fees
- Licensure and/or examinations
- Immunizations
- Background checks
- Program tools

*Note:* Participants will only be reimbursed up to the allowed and/or reasonable amount.

### Documentation/Receipts must include:

- The participant's name requesting the reimbursement
- Itemized receipt
- The date the expense was incurred and paid
- How the expense was paid (credit card, cash, etc.)
- Vendor name
- Copy of Syllabi or acceptable documentation stating the item(s) were required.

## **Procedure for submitting Reimbursement Allowances**

When a participant requests a reimbursement, the following steps need to be followed:

- Participants will need to make sure they have original receipts/documentation with all required information when they submit to their Career Advisors.
- Participants will complete, sign and date the top section of the WIOA Reimbursement Submission form (attached) when they submit receipts to their Career Advisor.
- The Career Advisor will make sure all receipts and paperwork is correct and completed. The Career Advisor will then sign and date the bottom section of the WIOA Reimbursement Submission form.
- The Career Advisor will complete and sign a Tracksource voucher for the total reimbursement amount.
- The Career Advisor will make a copy of all paperwork and place in the student's file before mailing the original paperwork to their Contract Representative at NWGRC.