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## **Local Commissioners Memorandum**

### **Section 1**

<b>Transmittal:</b>	02 LCM 12
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Temporary and Disability Assistance Office of Finance
<b>Date:</b>	October 15, 2002
<b>Subject:</b>	Work Experience Placements Reimbursement
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<b>Attachments:</b>	None
<b>Attachment Available On – Line:</b>	None

### **Section 2**

#### **I. Purpose**

The purpose of this Local Commissioners Memorandum (LCM) is to clarify the extent to which administrative costs associated with work experience placements are reimbursable.

#### **II. Background**

For several years, State appropriation language has prohibited State funds from being used to reimburse public organizations or agencies for the costs of direct supervision or materials and equipment used to support a work experience placement.

State appropriation language for State Fiscal Year 2001-02 and for SFY 2002-03 further clarify that State funds may not be used to support any costs incurred by a public agency to train an individual for a work experience placement, including but not necessarily limited to, training conducted to orient a participant to the workplace or to instruct a participant on work assignments and expectations. Such training and supervision costs are not eligible for State reimbursement if incurred by worksite supervisors or other members of the public agency or an outside contractor of the public agency. Additionally, State funds may not be used for costs associated with timekeeping activities, which verify participants' attendance at the worksite.

#### **III. Program Implications**

The prohibition on using State funds to support costs associated with equipment and materials used to support a work experience placement applies regardless of the method used for incurring such costs (e.g. purchases, rentals or lease arrangements).

## **Food Stamp Employment and Training and TANF**

As notified in 00-LCM-10, the above-mentioned costs are also not eligible for Federal reimbursement under the Food Stamp Employment and Training program (FSE&T). The FSE&T prohibitions outlined in 00-LCM-10 apply to costs incurred for work experience assignments in not-for-profit agencies in addition to public agencies.

The costs of direct supervision or materials and equipment necessary to support a work experience placement are not prohibited from Federal TANF reimbursement.

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### **Issued By**

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