

## **Cumberlands Policy for Books & Supplies**

Eligible WIOA participants who have received training with tuition paid for by another source may use WIOA funds to cover the cost of books and documented required supplies. WIOA reimbursement per semester will be set at \$1000. WIOA participant will be reimbursed after submission of documentation of required books or supplies from training provider and an itemized paid receipt for said required books or supplies. All documentation will be given to participant WIOA Career Manager who will submit to WIOA Quality Coordinator for payment processing.

NOTE: The State of Tennessee policy, states that tuition/fees are to be charged to Pell grants. There any unmet need can be applied to books, supplies, and support in this order if an unmet need is determined and Pell grant is used for tuition. Career Mangers will complete the unmet need form applying the need to “Books and Supplies”; “Mileage”; and “Meals” as applicable.