

This policy addendum covers emergency situations arising due to the COVID-19 pandemic not addressed by the WIB's standard supportive service policy

Computer purchase for customers:

As Job Center customers attending training are required to complete classes remotely, OWD has authorized the purchase of laptop computers/internet services for affected customers.

After the computer has been issued to the customer, the WIB will no longer be responsible for the computer and will be the property of the customer.

Required Documentation:

- Document from training provider indicating the need for a computer for online classes due to the closure of the training facility during this time.
- Syllabus with specifications or special software needed for classes. If no specifications are submitted, the customer will receive a Chromebook with no special software.
- Case note from the Case Manager indicating that the customer needs to attend online classes due to the closure of their training facility during this time and has no access to a computer.

Internet Services for customers:

Due to the availability of low-cost internet services during the COVID-19 pandemic, the WIB will not purchase internet services for customers. Job Center staff will assist customers in finding internet providers to meet the customer's need.