TN Department of
Labor & Workforce Development

Workforce Services Memorandum - WIOA Inventory and Re-alignment

Effective Date: June 1, 2018

Note: *This memorandum guides Local Workforce Development Areas (LWDAs) through the transition and disposition of inventory to accommodate the re-alignment of Tennessee's workforce development system.*

To: Chief Local Elected Officials, Local Elected Officials, Local Workforce Development Board Chairs, One-Stop Operators, Career Service Providers, Fiscal Agents, Staff to the Local Board

Subject:
This memorandum provides guidance to entities affected by the re-alignment process. This document addresses questions regarding inventory disposition.

References:
2 CFR 200.312(a), 2 CFR 200.313(e)(1), Property Accountability 114S-60.401, Workforce Services Policy (16-14) Property Management

Purpose:
This memorandum provides direction for areas affected by re-alignment and outlines the process for transitioning inventory or documenting surplus equipment.

I. **Re-alignment:**

A. **Areas that are Experiencing a Complete Merge:**
For those areas which will merge together with all counties intact, the inventories for the areas will merge into one inventory list. Currently existing LWDAs will need to surplus any inventory that is no longer needed. Currently existing LWDAs must update inventories in AssetWorks, ***no later than July 13, 2018.***

B. **Counties of One or More Areas Merging into Different Areas:**
Any inventory located at an American Job Center (AJC) within a county that will be moving into another LWDA will come under the jurisdiction of the re-aligned area and should stay in the AJC where it currently resides.

Currently existing LWDAs will need to surplus any inventory that is no longer needed. If equipment is inadequate then it must be indicated as surplus within AssetWorks **by July 13, 2018**. If the new LWDA determines that the equipment is not needed after October 1, 2018 then the new LWDA can indicate unnecessary items as surplus after this date.

II.   Procedures:

A. If the LWDA decides to surplus any un-needed or non-working WIOA inventory, please have this procedure completed—via AssetWorks—***prior to July 13, 2018***. This will coincide with the quarterly inventory submission.

   1. The procedure to surplus equipment is included as Attachment 1 to this document - *Surplus User Guide*.

   2. Attachment 2—the *Personal Computers Data Removal* form—of the *Surplus User Guide* must be filled out and uploaded via AssetWorks during the surplus process.

B. The Grants and Budgets Unit will provide a spreadsheet—to be filled out by the LDWAs losing and/or gaining counties, including those areas that will be merged—to indicate what inventory is assigned to which LWDA. The inventory spreadsheet, along with instructions for its completion, will be sent by close of business on ***June 8, 2018***.

The spreadsheet will be filled out by the LWDA and emailed to brian.eardley@tn.gov.

III.   Scenarios:

A. What should be done with inventory that is still useful and used by current Local Workforce Development Board staff (LWDB staff)?

The inventory purchased using WIOA funds is intended to be used by the LWDB staff; equipment will transfer from the currently existing LWDB staff to the new entity serving in this function. In sum, the new LWDB staff will possess the equipment to carry out the functions of supporting the LWDB.

B. Office furniture previously used by the existing LWDB staff may be given to the new LWDB staff within the re-aligned AJCs; however, if the new LWDB staff has no need for this equipment can it be left at its present location? It is not tagged.

If the office furniture of the LWDB staff was purchased using WIOA funds (or any predecessor program to WIOA) the existing owner should surplus the furniture

if it is determined to be inadequate or unnecessary for AJC operation. If the inventory is still needed, then it may remain in its current location and transfer ownership to the new entity functioning as LWDB staff. Ownership transfer—or surplus status—must be documented in AssetWorks.

C. The inventory listing reflects items with values greater than the $5,000 threshold. The acquisition dates of the assets range from 2000-2007. If these assets have depreciated throughout their useful life (and are obsolete) what happens next?

1. The Governor, on behalf of the US Department of Labor (USDOL), reserves the right to claim title to all property—purchased with WIOA, WIA, JTPA or CETA—for further utilization as it remains in the custody of the Federal awarding agency (in this case the TDLWD) *(Property Accountability 114S-60.401 Classification Criteria and 2 CFR 200.312[a])*. If the LWDA determines that the fair market value of any item—purchased with WIOA, WIA, JTPA, or CETA funds—is valued at, or in excess of, $5,000 then the Tennessee Department of Labor and Workforce Development (TDLWD) instructs LWDBs to review the *Surplus User Guide* (included as Attachment 1 of this document) for instructions to surplus this inventory (in AssetWorks).

   The TDLWD will provide guidance, on a case-by-case basis, concerning inventory that remains useful and may be relocated to a different AJC location. If the TDLWD fails to provide requested disposition instructions within one-hundred twenty (120) days, items of equipment with a current per-unit fair-market value in excess of $5,000 may be retained by the LWDB (e.g. subrecipient) or sold. *(2 CFR 200.313[e][2])*

2. If the local area determines that the fair market value of any item-purchased with WIOA, WIA, JTPA, or CETA funds—has a less than $5,000 current per-unit fair market value, the LWDB must surplus the equipment through AssetWorks; documentation indicates, to the TDLWD, that this inventory has been removed from use. Once surplus equipment has been indicated, it is up to the LWDBs' discretion as to whether the equipment is reused or discarded. *(2 CFR 200.313[e][1])*

   Supporting documentation on the calculation of items valued under $5,000 per-unit fair market value after depreciation should be maintained at the local level—for a period of five (5) years—and submitted to the Grants and Budgets Unit at the time the surplus was indicated in AssetWorks. It is permissible for the local areas to surplus equipment on an as-needed basis.

Attachment 1 – Surplusing Guide for Property Officers
Attachment 2 – Surplus Data Removal Form

Effective Date: June 1, 2018

Contact:
For any questions related to this memorandum, please contact Nicholas Bishop – Director of Compliance and Policy – Division of Workforce Services at Nicholas.Bishop@tn.gov

Deniece Thomas, Assistant Commissioner - Workforce Services Division

Attachment 1

Surplus User Guide

Login via this site: http://www.incircuit.com/index.php/customer-login

Database = tnsasp

Service = Asset Management

Enter the username and password then click Sign In.

****This will be sent to each Property Officer Individually.

Click the Transfers menu to create a Surplus.

Site Users can look up existing Transfers or use the Search Surplus region for an advance search. To create a new Surplus click the Create Surplus +. The Site User will need to verify the site if they are assigned to more than one. Then enter any Notes, the Speed Chart, Dept Id, Location, Building and the Location Information fields. **All information must be entered correctly**.

A Surplus will be created and the user will see the Surplus Detail. Each Surplus gets a "Surplus Number". **(Please Use this for Future References)**Users can edit most fields of the Surplus Detail via the Edit button. Please Make sure all information Entered is correct and in correct field.

Users can start to add their asset to the surplus 2 ways:

1. If the Item is an Asset, type in part of the tag number in the Asset Number field. When the correct asset appears, click on it and click the Add Asset button.

InCircuit *Powered by AssetWorks*   Home   Help   Support   Sign Out

| Home | Assets | Transfers | Reports |

Surplus

Successfully created Surplus Transfer.

Surplus Detail

Surplus Number	1398
Creation Date	09/10/2012
From Site	30410 - DIST ATTORNEY GEN CON - 123 HERE, NASHVILLE TN 78954
From Person	BLOCK, JANE
Method	State Surplus
Notes	

-- Property Information --

Speed Chart	PP00000029
Dept Id	30301
Location	0000010572
Building	1

-- Location Information --

Contact Name	Jane Block
Contact Phone	512-347-7400
Contact Email	jane@somewhere.com
Location Notes	3rd floor, room 500

Edit

Add Assets

Asset Number * 30410-C21682

Add Asset

Create New Asset   Transfer by Filter

Assets

There are no assets on this surplus.

Cancel   Receive   Print Detail

JBLOCK / TNSASP

The asset will then appear under the Assets region. Continue this process to add each Asset onto the Surplus.

InCircuit *Powered by AssetWorks*   Home   Help   Support   Sign Out

Home   Assets   Transfers   Reports
Surplus

Surplus Detail

Surplus Number 1398
Creation Date   09/10/2012
From Site   30410 - DIST ATTORNEY GEN CON - 123 HERE, NASHVILLE TN 78954
From Person   BLOCK, JANE
Method   State Surplus
Notes
-- Property Information --
Speed Chart   PP00000029
Dept Id   30301
Location   0000010572
Building   1
-- Location Information --
Contact Name   Jane Block
Contact Phone   512-347-7400
Contact Email   jane@somewhere.com
Location Notes 3rd floor, room 500
[Edit]

Add Assets

Asset Number *
[Add Asset]
Create New Asset   Transfer by Filter

Assets

View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
☑	30410-C21682	PRINTER	1	-	-	-	In Transfer	-	-	-	0

Download

1 - 1

[Cancel] [Receive] [Print Detail]

JBLOCK / TNSASP

If non-inventory assets need to be created and added to the Surplus, click on the Create New Asset button from the Surplus Detail.

This will bring up a new window where a non-tagged asset can be created. Any field with an * next to it, is a required field.

Once all require data has been entered, users can choose Save & Same to duplicate the entire non-tagged asset, Save & New brings up new non-tagged asset page and Save & Done returns the users to the Surplus Detail.

All assets must have an image attached to them. If an asset does not have an image, the Surplus will NOT be approved. To add Documents and/or Images to an asset, users click the 0 and/or any number

under the Documents/Images section of the asset. Please Attach all Data Removal Forms and all forms required here also.

The Attachment Insert screen will appear. Use the browse button to browse out to the location(s) of the images of the asset. In the Comments field, user can label the image. If you have more than one image it upload, then click, the Save & New button to upload more images. Use Save & Close to return to the Surplus Detail.

Use the browse button to browse out to the location(s) of the images of the asset. Double click on the image or document.
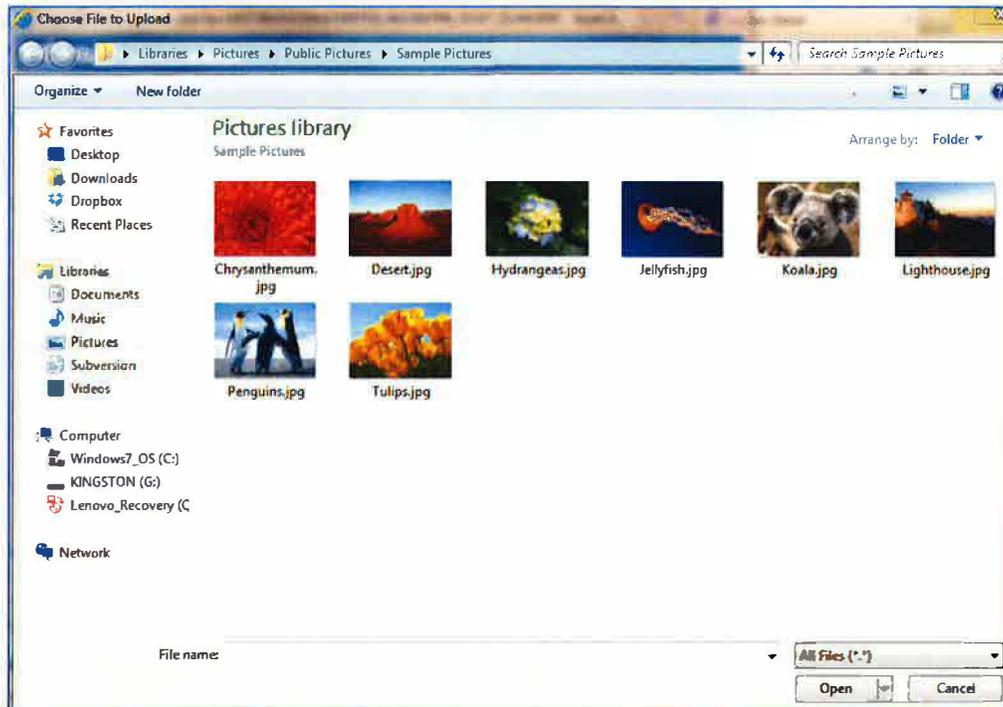
In the Comments field, user can label the image. (Use this for Operable/Inoperable/Damaged/Missing Parts etc.) If you have more than one image to upload, then click the Save & New button to upload more images. Click Save & Close to return to the Surplus Detail.
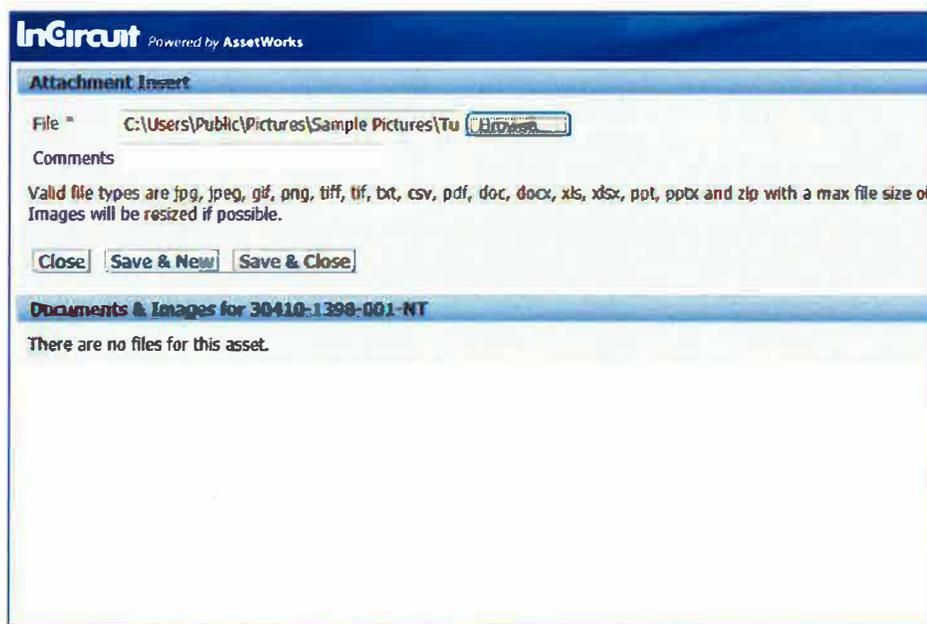
Users will know that documents and images are attached as there will be a number that is not a "0" listed under Documents and Images.

View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
📝	30410-1398-001-NT	Chairs	1	-	-	-	In Transfer	-	-	-	1
📝	30410-C21682	PRINTER	1	-	-	-	In Transfer	-	-	-	0

Download

1 - 2

[Cancel] [Receive] [Print Detail]

Once each asset has an image, the Surplus creation is complete. A surplus approval email will be sent to the Site Manager within 24 hours of day Surplus was created. Once a surplus is approved by Site Manager, then Surplus will receive the property when applicable. (**Remember use "Surplus Number as Reference.**)

Approving Surplus Transfers

Site Managers will receive an email if a Surplus has been created for a site in which they have the position of "Property Manager". Click the Transfers menu to create a Surplus.

Site Managers can search for a surplus to approve either by the surplus number that was listed in the email they were sent or via the advance search option. Click the + sign next to "Search Surplus".

Change the status to Waiting for Approval and click Search.

The system will pull every surplus that is waiting for approval for the Surplus Manager that is logged into the system.

To see the Surplus Detail and approve the surplus, click View next to the Surplus number. Now the Site Manager can see all the details of the Surplus. The surplus number, creation date, From Site, the From Person (the person who created the surplus), method, Property Information and Location Information is

visible. The Site Manager can update most of the fields on the Surplus detail via the Edit button. The Site Manager can also add additional assets to the Surplus or just approve the surplus. The Site Manager can also view each asset on the surplus by clicking on the View button next to the Assets listed. To approve and/or reject assets on the surplus, Site Managers click the Approve button at the bottom of the screen.

The Site Manager now uses the drop down under the Approved column to select Approve or Reject or if they do not want to approve the assets yet, they can keep the Asset approval in a "Pending" state. The

blue arrow next to the Approval column is a Select All option so that users can easily approve all assets at one time vs one by one.

Once the approve status has been updated, click Save.

Note: If there are no image(s) on an asset, Site Manager will NOT be able to approve the assets on the Surplus. The Site Manager will need to contact the creator of the surplus and/or add the images themselves. At this point the Site Manager has completed the approval process.

Support:

For questions and/or other support, please click the Support link:

| Home | Help | Support | Sign Out |

Fill out the form and click Send Email. Someone will contact you.

InCircuit *Powered by AssetWorks*

Technical Support

Please complete the following form and click Send. A support representative will contact you with an answer.

My question or comment:

My Name *

My Phone Number *

My Email Address *

Cancel Send Email

Our support staff is available Monday-Friday from 8:00 A.M. to 5:00 P.M. (Central Time), excluding holidays.

DEPARTMENT OF GENERAL SERVICES - PROPERTY UTILIZATION DIVISION
PERSONAL COMPUTER DATA REMOVAL CERTIFICATION

PUD FOLDER NUMBER _____

AGENCY NAME AND ALLOTMENT CODE: Labor & Workforce 337.   **DATE:**

STATE TAG NUMBER	MANUFACTURER/MODEL	SERIAL NUMBER	OVER	DEST	OTH

METHOD OF SANITATION

OVER - Overwrite (DoD STD 5520.22-M Compliant Software)	
DEST - Physical Destruction of Drives(s)	
OTH - OTHER (DESCRIBE)	

By signing this document the Signature of IS Director, Superintendent, or any other Authorized Personnel certify that all information has been removed from the above-listed equipment by one of the methods described above, under the section titled "Method of Sanitation", prior to its being surplused.

Signature of IS Director, Superintendant, or any other Authorized Personnel	
Signature of Location contact:	
Signature of PUD Represnentative	

All fields of this form must be filled out excepting the PUD FOLDER NUMBER field - this will be added by the PUD representative that picks up your property. Please make sure that ALL signature blocks are completed. Property WILL NOT BE ACCEPTED by PUD without a completed certificate. Please feel free to contact our office at (615) 350-3373 if there are any questions.