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Office of Compliance Issuance

39-2026

Release Number-Program Year

Active Date: 04/14/2026
Effective Date: 04/14/2026
Expiration Date: Continuous, until further notice

Family and Workforce Centers of America (FWCA) is the fiscal agent and workforce support organization for Saint Louis County Workforce Development.

SUBJECT:

Inventory & Use of Technology/Equipment

ATTACHMENTS (if any): (N/A)

This Issuance is an official policy of St. Louis County Workforce Development.

This Issuance Affects:

- Workforce Innovation and Opportunity Act (WIOA) Programs
Title I: Adult
Title I: Dislocated Worker
Title I: Youth

FOR THE ATTENTION OF:

All applicable WIOA staff or subcontractors—Implementation of this policy is immediate and continuous.

RESCISSIONS: N/A

REFERENCES:

OWD – WIOA Referral Policy

## **SUMMARY**

St. Louis County Workforce Development (STLCOWD) policy is to provide requirements for the use of technology for individuals, applicants, workforce staff, training providers, recipients, and visitors.

## **BACKGROUND**

Equipment purchased and maintained by STLCOWD should be used for its intended purpose.

## **SUBSTANCE**

The purpose of this policy is to assist STLCOWD staff with maintaining equipment that is purchased and located at STLCOWD. Personal use should be kept to a minimum.

### **A. ANNUAL INVENTORY COUNT**

STLCOWD will conduct a physical inventory of equipment annually and the results will be reconciled with the equipment records. Any differences between quantities determined by the physical inspection and those shown in the accounting records shall be investigated to determine the causes of the difference. During the inventory, all equipment's existence, current utilization, and continued need will be verified.

All equipment will be kept in STLCOWD's offices and may not be moved to another location without prior approval by STLCOWD designated staff (Executive Director or FWCA executive management). Equipment will be secured when staff are not on the premises. Sufficient property insurance will be maintained to cover all equipment. Any loss, damage, or theft of equipment shall be investigated and fully documented. If the Federal Government owns the equipment, the awarding agency should be properly notified. The equipment will be maintained in good working order. If STLCOWD is authorized or required to sell the equipment, proper sales procedures will be used including the determination of fair market value at the time of purchase, proper advertising of equipment availability, and proper recording in the accounting records including appropriate recognition of gain or loss.

## **TIMELINE**

Immediate and continuous

## **INQUIRIES**

Please direct all questions or comments regarding this Issuance document to [stlcowd@fwca-stl.com](mailto:stlcowd@fwca-stl.com). All active, expired, or rescinded Issuances are available upon request.