# Robotics Teams and STEM Internships

# Budget Category Definitions

**Administration**: Costs are defined by WIOA Final Rules and Regulations 20 CFR, Section §683.215 and are generally associated with the expenditures related to the overall operation of the employment and training system. Administrative costs are associated with functions not related to the direct provision of services to program participants. These costs can be both personnel and non-personnel and both direct and indirect.

Specifically, the project defines the following costs as administration:

* Accounting, budgeting, financial and cash management functions;
* Procurement and purchasing functions;
* Property management functions;
* Personnel management functions;
* Payroll functions;
* Audit functions;
* Incident reports response functions;
* General legal service functions;
* Costs of goods and services required for the administrative functions of the program including such items as rental/purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;
* Systems and procedures required to carry out the above administrative functions including necessary monitoring and oversight; and,
* Travel costs incurred for official business related to the above administrative functions.

**Direct Services to Participants**: Costs associated with providing direct service to participants should be included in this cost category. All staff (wage and fringe), office supplies and other costs necessary to serve customers in some type of direct program activity, exclusive of actual monies spent on tuition, books, on-the-job training reimbursements, job coaching, supported employment, personal assistance services (Vocational Rehabilitation Services), or other direct and tangible training goods and services received by customers.

**Direct Customer Training:** Any tuition, books, fees, on-the-job training reimbursements, participant wages and fringes, and Personal Adjustment/Independent Living Skills Training, provided directly on the customer’s/consumer’s behalf.

**Participant Wages and Fringe Benefits**: Wages and benefits paid directly to participants while engaged in program activities. Benefits should typically include (where applicable) workers’ compensation, Medicare and FICA.

**Support Services**: Costs for services and items considered necessary for an individual to participate in the program including, but not limited to: transportation, housing/rental assistance, health and medical costs, needs-based payments, travel assistance, legal aid, personal counseling, clothing, tools, etc. These expenses may be paid directly to the participant or to a third-party vendor.