

June 13, 2008

NEMO WIB Issuance #06-07

To: All Career Center Staff
From: Mark Fuqua, Executive Director
Subject: UbiDuo's Loan Policy

Purpose: To provide policy for loaning out the UbiDuo's purchased by the NEMO Workforce Investment Board.

Background: The UbiDuo facilitates direct, unaltered, face to face communication between those who are deaf or hard of hearing and those who are hearing by providing portable, easy to use wireless devices that shatter the communication barrier and allow freedom of communication with anyone, anywhere and at any time. The NEMO Workforce Investment Board purchased UbiDuo's to be placed in the Career Centers for the purpose of loaning out to businesses, job seekers, partner agencies and anyone with a need. However, since these items are covered by the NEMO Workforce Investment Board insurance, procedures for loaning them out need to be in place.

Substance: To provide procedures for loaning the UbiDuo's out.

When Career Center staff receives a request to use the UbiDuo's, the UbiDuo Loan Form must be filled out. This pertains to loan request from business customers, job seekers, partner agencies and anyone with a need. This information is required so that we are able to keep track of where the UbiDuo's are and the traffic on them. Staff must make a copy of the borrower's driver license or state issued ID.

Action: This guidance is effective immediately.

Contact: If you have any questions, please contact Mark Fuqua or Casie Baumann at (660) 327-5125.

Mark Fuqua, Executive Director

