**Title: AbilityOne Program Qualification Requirements for Nonprofit Agencies and Associated Responsibilities of the Central Nonprofit Agencies**

1. **PURPOSE.**

This document sets forth the policy of the U.S. AbilityOne Commission (Commission) regarding qualification requirements for nonprofit agencies (NPAs) to participate in the AbilityOne Program (Program), and responsibilities of the Central Nonprofit Agencies (CNAs) in monitoring and assisting NPAs in meeting the qualifications.

1. **APPLICABILITY**.

This policy applies to the Commission, designated CNAs, and NPAs.

1. **AUTHORITY**.
2. 41 U.S.C. §§ 8501 – 8506, Javits-Wagner-O’Day (JWOD) Act
3. 41 CFR Chapter 51, Committee for Purchase From People Who Are Blind or Severely Disabled
4. **DEFINITIONS AND ACRONYMS.**

Definitions, abbreviations, and acronyms frequently used throughout this policy system are provided in Policy 51.102, Definitions of Terms.

1. **RESPONSIBILITIES**.
2. The Commission:
3. Determines whether an NPA participating in the AbilityOne Program continues to meet qualification requirements.
4. Approves the process the CNA will use to monitor, review, and evaluate the NPA fulfillment of Program qualification requirements.
5. Oversees the effectiveness of the CNA’s program in monitoring, reviewing, and evaluating the NPAs’ completion of Program qualification requirements.
6. Conducts inspections as determined necessary.
7. The CNA:
8. Establishes a process to monitor, review, and evaluate whether NPAs are meeting Program qualification requirements.
9. Monitors, reviews, and evaluates whether NPAs are meeting Program qualification requirements, including through inspections.
10. Provides guidance, training, and technical assistance to NPAs to facilitate their ability to meet Program qualification requirements.
11. Reports to the Commission the results and recommendations of its evaluations, including those resulting from inspections and/or assistance visits, in an electronic format directly and fully accessible to the Commission.
12. The NPA:
13. Complies with all Program requirements to remain qualified.
14. Participates in all required education and training programs offered by the CNA or the Commission.
15. Transmits information to the CNA in an electronic manner when and as required.
16. **POLICY**.
17. In addition to maintaining all qualifications described in Commission Policy 51.401 [see Draft Policy 51.401, posted February 9, 2024] each NPA shall:
18. Submit the Commission’s required Annual Certification covering the fiscal year ending the preceding September 30.
19. Maintain documentation of each employee meeting the participating employee requirements, as required by Commission Policy 51.403, effective January 1, 2024.
20. Maintain a record of all direct labor hours performed at the NPA by each employee as required by Policy 51.404 [see Draft Policy 51.404, posted February 9, 2024].
21. [Reserved for future guidance regarding job individualization, employee career plans, and career advancement programs for participating employees.]
22. Comply with all applicable Federal, state, and local laws, particularly as required by 41 CFR 51-4.3(b)(2).
23. Report disclosures to its designated CNA, as required by the Commission, consistent with 41 CFR 51-4.3(b)(3).
24. Remit Program Fees to its designated CNA in a timely manner, after payment by the Government, as required by 41 CFR 51-4.3(b)(9).
25. Make records and/or data available at a reasonable time to the Commission and to the designated CNA, as required by 41 CFR 51-4.3(b)(4).
26. Deliver products and services in accordance with the contract requirements while achieving a high level of customer satisfaction.
27. **EXCEPTIONS**

None.

1. **SUPERSESSION**.

This Policy supersedes Commission Compliance Policy 51.409, dated August 15, 2020.

**APPROVED**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Kimberly M. Zeich**

**Executive Director**