

 <p>A proud partner of the AmericanJobCenter network</p>		POLICY # 12
Title:	Individual Training Accounts-ITAs	
Program:	Workforce Innovation and Opportunity Act	
Effective:	July 1, 2023	
Revision #:	11	Original policy date: June 26, 2015

Purpose: Establish the Individual Training Account (ITA) Policy of the Workforce Development Board Mid-Ohio Valley (WDBMOV) for services offered through Title I of the Workforce Innovation and Opportunity Act (WIOA) to purchase training from a certified eligible provider of training services on behalf of an eligible participant.

References: Workforce Innovation and Opportunity Act, Section 134 (c) (3) (F) (iii), (G), WIOA Sec. 3(7)(B), WIOA section 3(24), TEGL 21-16 p.17, 20 CFR 681.550

Background: Workforce Innovation and Opportunity Act (WIOA) identifies the Individual Training Account as the primary means of providing access to training services for WIOA defined eligible individuals, who are not able to obtain grant assistance from other sources or require WIOA assistance in addition to other sources of grant assistance. WDBMOV will approve regionally eligible training providers and programs who submit an initial or renewal application via the MACC (Mid-Atlantic Career Consortium) computer system who have been granted state approval. Workforce Advisors at the American Job Centers (AJC) will provide eligible participants with access to training provider information so that participants can make an informed decision regarding training, concentrating on a customer choice driven philosophy.

Policy: WDBMOV has established the following guidelines to be used in implementing Individual Training Accounts. ITA funding is not guaranteed to any participant and is contingent on availability of funds:

- WIOA funds will be obligated for the current fiscal year in which the award request is approved. All ITA/Scholarship Award Requests issued will expire on June 30 of the fiscal year in which they were approved. Any exceptions must have the Workforce Development Board's Director or designee's approval prior to the end of the fiscal year.
- WIOA provides a focus on serving "individuals with barriers to employment," defined in WIOA section 3(24) and seeks to ensure access to these statutory populations on a priority basis. WIOA establishes a priority requirement with respect to funds allocated to local areas for adult employment and training activities and must give priority to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient in the provision of training services. Veterans and eligible spouses continue to receive priority of service for all DOL-funded job training programs based upon the statutory priority.

- Training services can be critical to the employment success of many adults, dislocated workers, and young adults. Under WIOA, training services may be provided if AJC staff determine, after an interview, evaluation or assessment, and career planning, that the individual:
 - Is unlikely or unable to obtain or retain employment, that leads to self-sufficiency, or wages comparable to or higher than wages from previous employment through career services alone;
 - Needs training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment, through career services alone; and
 - Has the skills and qualifications to successfully participate in the selected program of training services.
- A participant seeking a bachelor's degree is not eligible to receive ITA funding, unless the degree can be completed within the 24-month timeframe of an ITA. The WDBMOV staff will discuss an exception for the participant, if deemed appropriate.
- Advanced degrees beyond a bachelor's degree will not be considered for funding.
- Training costs, reimbursable by WDBMOV, shall not exceed a total of **\$10,000** to include tuition, fees, books, and if required by the program, supplies, tools, and special equipment billed by the training provider. A maximum of \$5000 in WIOA funding may be available for the first year of training and an additional \$5000.00 for the 2nd year, if needed, with a maximum of \$10,000 available over a 24-month period.
- Participants will be limited to **one (1)** occupational skills course or training program in each five-year period whether the participant successfully or unsuccessfully completes the program and must be completed within 24 months. However, if the participant successfully completes the first occupational skills course or training program, they may apply for an additional training that is in an occupational career pathway utilizing any remaining balance of \$10,000 if total training can be completed in a 36-month period from initial WIOA start date. ***ITA funding is not guaranteed to any participant and is contingent upon priority of service and availability of funds.***
- Participants are required to apply for and provide documentation of grant assistance from other sources to pay the costs of training. WIOA assistance may be in addition to, not in place of, other grant assistance.
 - Books and required supplies that cannot be purchased through the training provider will be considered a supportive service.
- ITA funds will be distributed proportionally considering the following: length of training, program of training, financial aid, projected expenses over the course of training, and WIOA funds available. Any ITA request received after participant has begun training, the ITA will NOT be funded until the next term. An individual who have begun training prior to being awarded an ITA will not receive funding until the next term. Funding will not be prorated. If unexpected expenses occur, WIOA participants may request an increase or change in distribution. (Attachment C)
- Training costs incurred prior to the time the WIOA registration and ITA approval is granted may not be approved for payment.

- The training provider and/or participant shall provide documentation of sources of income and other grant funding available for a training program.
- If a participant is enrolled in a training prior to issuance of an ITA, participant **must** provide their most recent transcript related to their current training program to determine current progress in program and academic standing.
- WDBMOV WIOA funding shall not be provided for individuals changing programs unless a reassessment is conducted by a WDBMOV career specialist, nor will the costs of any repeated course(s) or books/supplies associated with repeat course, lost books, default student loans, medical or dental procedures (excluding required exams, drug screens and TB testing) etc., be borne by WDBMOV.
- Transfers will not be approved for participants attending providers of training other than institutions of higher education.
- WDBMOV reserves the right to limit funding for certain trainings, including trainings on the Region 4 Demand Occupation List based upon supply / demand ratio of trainees vs. openings.
- WDBMOV reserves the right to enforce an ITA waitlist for Adult and/or Dislocated Worker ITA's due to availability of funding. When on a waitlist, amounts awarded to the participants cannot be increased, unless Region 4 WDB is provided with a request from the training provider explaining why the funds awarded must change.
- Online classes/programs will be approved only if they are part of an approved, accredited curriculum and attendance can be verified.
- 20 CFR § 681.550 states "in order to enhance individual participant choice in education and training plans and provide flexibility to service providers, the Department allows WIOA Individual Training Accounts (ITAs) for OSY, ages 16 to 24, using WIOA youth funds, when appropriate." ITAs allow participants the opportunity to choose the training provider that best meets their needs. To receive funds from an ITA, the training provider must be on the Eligible Training Provider List as outlined in § 680.400 and 680.410. ISY cannot use youth program-funded ITAs. However, ISY between the ages of 18 and 21 may co-enroll in the WIOA Adult program if the young adult's individual needs, knowledge, skills, and interests align with the WIOA adult program and may receive training services through an ITA funded by the adult program.
- Participant must enroll and participate in no less than what is considered, by the training provider, as a full-time student in the approved program of study.
- Training must lead to employment in an occupation that meets the guidelines in WDBMOV Policy on Demand and Targeted Occupations (Policy #11) and on the Eligible Training Provider List.

Additional Requirements:

To qualify for and continue training, trainees must:

- Document soft skills or complete a Soft Skills training program prior to the start of training
- Complete Career research packet prior to start of training
- Participant **must** complete a Federal Application for Student Aid (FAFSA) to apply for PELL grant, if the training provider of choice is a PELL Eligible Institution. Participant must submit a Student Aid Report (SAR) indicating the results of the FAFSA with the Research Assignment **before** an ITA is issued. Must apply for PELL and submit a SAR **each** school year while in WIOA funded training to continue receiving WIOA funding.
- Must be accepted into the selected training program, by the training provider, with supporting documentation.
- Demonstrate through assessment results (i.e.: TABE, college entrance exams, interviews conducted by the Career Specialist) the basic skill sets to successfully complete training and obtain employment in the proposed occupation.
- Maintain a “C” (2.0) grade point average each semester or quarter and/or satisfactory progress as determined by the training provider.
- The customer will be on probation for the next semester/quarter when the GPA falls between a 1.0 and a 2.0; if two back-to-back terms are below the 2.0 GPA, funding will be terminated.
- If the GPA for a term falls below 1.0, the award will not be renewed for the next term. If the customer brings his/her grades up to the required 2.0 in the next term, the award may be reinstated once the proper documents are received if funds are available.
- Maintain required contact with WDBMOV Career Specialist.
- Be enrolled full-time in and attend training for all terms until the completion of the program.
- If there is a consecutive 30-day lapse in training for any reason, other than an approved medical leave or emergency leave, the ITA will be **cancelled** and all remaining funds will be de-obligated. Medical leave or emergency leave must be approved prior to a lapse in training by the WDB Director or designee.
- ITA customers participating in a WIOA funded internship must be placed in an occupation related to training and must have completed at least 50% of the required course work at 2.8 GPA or greater, or with permission from the Director.
- All students using WIOA funds must submit their course schedule, and syllabus within the first 10 days of training.
- Participants must attend training full time as determined by my training provider and will abide by the required attendance stated in the training providers attendance policy.

- Each participant must complete the Training Participation Update, Attachment D, at the end of each semester. The training provider must identify the percentage of class attended or % of progress made towards completion for the class in cases of online instruction to assure that the attendance required above is being met.

Memorandum of Understanding (MOU) and Individual Employment Plan (IEP): All participants of the Individual Training Account (ITA) program must sign the Region 4 Workforce Development Board Memorandum of Understanding, and an Individual Employment Plan (IEP) prior to receiving training services.

Failure to Comply:

If a participant fails to comply with the requirements listed within this policy, the WDB will, at their discretion, terminate funding for failure to meet the set standards of the program.

Action: American Job Centers (AJC) will make customers aware of potential benefits and assist in making an informed decision about employment and training options. Exceptions to this policy may be approved by the WDBMOV Director or designee on a case-by-case basis.

WDB Staff has developed a Standard Operating Procedure and ITA / Scholarship Award Request forms in conjunction with the One-Stop provider staff and will update the forms as necessary. These forms should be used by AJCs to refer individuals to training providers on the state approved training provider list.

Expiration Date: This policy shall be in effect until revised or canceled by the WDBMOV.



Attachment C

Funding Distribution Request Waiver

Each ITA award is processed in accordance with WDBMOV Policy #12 which states, "WIOA funding will be distributed proportionally considering the following: length of training, program of training, financial aid, projected expenses over the course of training, and WIOA funds. If unexpected expenses occur, WIOA participants may request an increase or change in distribution. All requests will need to be approved by the WDB Director or designee.

I _____, am requesting to waive the original ITA award distribution of funds to the below amounts. I understand that in doing so, could potentially leave semesters, or quarters with no WIOA funds available.

I request that my WIOA funds be distributed as follows:

Term	Year	Tuition / Fees	Books / Required Supplies
Fall			
Winter			
Spring			
Summer			
TOTAL			

Please provide justification as to why the funding needs to be redistributed:

Customer: _____

Date: _____

Signed: _____

Date: _____

Case Manager: _____

Date: _____

Signed: _____

Date: _____



Attachment D

Training Participation Update

WIOA Participant _____ Date _____

MACC ID _____ ☐ Adult ☐ Dislocated Worker

Corrected Address / Phone _____

Training Program _____ Training Provider _____

Date Training started _____

SECTION TO BE FILLED OUT BY TRAINING PROVIDER

Grading Period Enter the year in the blank: Spring _____ Summer _____ Fall _____ Winter _____

GPA this Semester/Quarter _____ Overall GPA _____ Academic Standing _____

**If your Current GPA falls below 2.0 you will be “On Probation” for the next term.
Should your GPA fall below 2.0 for two consecutive terms, WIOA funding will be terminated.**

Projected Graduation Date _____ Has your graduation date changed? No Yes (Why?)

Explain: _____

Have you made any changes in your planned training program? No Yes (If “yes” is your Case Manager aware of the changes and has explained how the changes might affect your funding?)

Please explain: _____

Statement of Understanding

_____ I AGREE THAT ALL OF THE INFORMATION PROVIDED IN THIS TRAINING PARTICIPANT UPDATE IS ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE.

_____ SHOULD INFORMATION THAT I HAVE PROVIDED BE DETERMINED BY EITHER THE WDBMOV OR AJC STAFF, AT THEIR SOLE DISCRETION AS MISREPRESENTATION OR FALSEHOOD AT A LATER DATE, I UNDERSTAND AND AGREE THAT MY WIOA FUNDING WILL BE TERMINATED.

_____ I UNDERSTAND THAT I MUST FOLLOW THE GUIDELINES SET FORTH BY THE WDBMOV MOU.

_____ A COPY OF MY GRADES FOR THIS TRAINING PERIOD IS ATTACHED.

_____ I HAVE ATTACHED A COPY OF MY NEXT SEMESTER / QUARTER SCHEDULE FROM THE SCHOOL.

WIOA Participant Signature _____ Date _____

Training Provider Signature _____ Date _____

Case Manager Signature _____ Date _____