

Individual Training Account (ITA) Policy

Purpose

To revise the current Individual Training Account policy for adult and dislocated workers. Policy Training may be provided after the IEP has documented the customer's receipt of Core and Intensive Services or a significant shortage of a specific segment of the workforce has been identified. The plan must show evidence that the customer needs training to obtain employment leading to self-sufficiency or the customer shows a potential for success through assessment for training in a designated for concentration workforce segment. To meet these criteria, a customer must be shown to have probability for success in a designated field by the LWDB as an area of expansion for existing business or a newly locating industry with specific workforce needs. A customer may also qualify by either being unemployed or earning wages that fall below the poverty guideline (See attachment A).

All customers who test at or below the 8th grade level in reading, writing, and math will be referred to Adult Basic Education for remediation prior to entering post-secondary training. Customers must be at or above the 9th grade level in reading, writing, and math before entering post-secondary training. However, this is based on the individual need of the client and conditions; there may be times when a lower level score is accepted and approved by the site manager. Customers who have a two-year degree or above are excluded from this policy.

Once the customer is deemed appropriate for training, an Individual Training Account (ITA) is awarded based on the customer's choice and available funds. A customer can only be in training for 2 years. The two years should start from the date the customer begins the training. For example: if a customer starts May 8, 2017 their first year should be completed May 8, 2019. The customer must provide monthly attendance verification and progress reports throughout the duration of training. In addition, the customer must adhere to the WPWDB Drug Testing Policy.

First and foremost, a Self-Sufficiency Analysis, based on projected occupation, must be performed for ALL participants prior to being placed in an ITA. The case manager MUST develop a Self-Sufficiency Analysis and review it with the client, both case manager and client must sign the Self-Sufficiency Analysis and a copy placed in the client's file.

Individual Training Accounts (ITA's) And Authorization of Obligations

1. Purpose - to provide:

- a. Documented actions by board or designee for customer;
- b. Auditable trail of services, actions, and expenditures;
- c. Funding allowance to client training plan; and
- d. Identified training provider.

2. Coordination

The One-Stop Services Deliverer will develop a cost estimate sheet with all parameters assigned to an individual customer. The cost estimate sheet will be forwarded to the Training Services Deliverer and the customer to formally establish the training goals, allowances, and limitations. Any changes will be negotiated between the Deliverer and the One-Stop when extraordinary circumstances are presented.

3. When to use an ITA and Authorization of Obligation

- a. If all other funding sources have been researched and there are none to help fund the training cost and WIOA funds the entire cost, then you would complete an ITA.
- b. If WIOA funds developmental courses and another funding source is funding the rest of the training cost, then you would do an ITA because you are paying for training.
- c. If a WIOA customer is receiving other funding to pay for their training and all WIOA is paying for is support services, then you do not complete an ITA. You would only complete a funding authorization form for support services. Yes, the customer is in training but WIOA is not funding the training cost, therefore it is not an ITA. However, the customer is tracked and credited to WIOA performance standards when training is complete as either getting a credential, a job, or increased wages. You are also responsible for follow-up.

Amount

The WPWDB will establish a maximum allocation per client each year based upon revenues generated from all sources and cost of any targeted training needs. The client will be eligible for up to a \$10,000 standard allocation. In extraordinary situations, determined by the case manager and approved by the one-stop manager, a client may be awarded up to \$25,000. In the rare event that a client's needs exceed the \$25,000, the One-Stop Manager may submit a request to the Program Planning & Development Committee for action. The client is not guaranteed a maximum or minimum amount for training services. A customer can only be in training for 2 years. The two years should start from the date the customer begins the training.

Payments of Authorizations of Obligations

The payment of all training authorization obligations is the responsibility of the Deliverer of WIOA Title I Adult/Dislocated Worker services. Payment of authorization obligations may be made utilizing any of the following methods:

- Electronic transfer of funds through financial institutions;
- Vendor accounts with the program operator;
- Payment of invoices submitted to program operator based on Authorization of Obligations received by training providers;

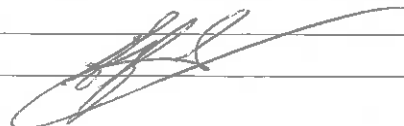
- Payment of actual documented billed cost, which is less than the level of the voucher provided. *(i.e. could be used for the purchase of books, supplies, etc. when the voucher is used as an "add-on" and all actual expenditures up to the "add-on" will be paid by the Program Operator.)*
- Any other appropriate method approved by WIB staff.

Limitations on Authorizations of Obligations Usage

The following limitations and restrictions apply to the usage of authorization obligations to purchase training through selection of approved training providers:

- All authorization of obligations must be based on the needs of the individual customer as identified in the individual employment plan or service strategy; and
- Each authorization of obligation cannot exceed the sum of \$25,000 without Program and Planning Committee action; and
- Each customer is allocated a standard allocation up to \$10,000 which can be expended at the appropriate rate to align with the approved tuition of the approved training provider over a specified 2-year period. The approved amount of the ITA must be utilized within a 24-month period.
- Total customer participation in training utilizing authorization of obligation cannot exceed a total of 24 months, an additional 3 months may be added in the event that additional and/or developmental services are needed for the client to fully function in the training program; and
- Authorization of obligations must be directly linked to occupations that are currently in demand in the local area or to occupations determined to be in sectors of the economy that have a high potential for sustained growth in the local area; and
- Authorization of obligations may only be used at approved, certified training providers as certified by the WIB and/or on the approved statewide list of training providers. Eligible providers may change year-to-year as performance data is collected and evaluated. Approved training provider listings will be updated regularly at the local level.
- Authorization of obligations may provide assistance with support services such as: Child Care, Travel/Transportation costs, special equipment, tools, clothes, or resources required by the training agency for participation, income for subsistence, and other special needs validated by the Case Manager and approved by the Center Manager but not to exceed the total ITA allowance of \$25,000 without WPWDB approval.
- Customers that completed the majority of their coursework towards a bachelor or master level program [one year from completion with a GPA of 2.0 or better for bachelor level programs and a GPA 3.0 or better for graduate level programs].
- Customers who have completed previous coursework, with an overall GPA less than 2.0, will be placed on academic probation for the 1st sponsored semester. At the end of the academic probation semester if the customer still has a GPA under 2.0 the ITA will be terminated. Customer must obtain a GPA of 2.0 for any sponsored semester.

Approval Signature:



Revision Date: June, 2017