

## **West Central Job Partnership Individual Training Account (ITA) Policy**

This policy will summarize the steps necessary for a WIOA participant to request and obtain approval to submit a request for an Individual Training Account (ITA). The steps outlined herein shall be taken only after the participant has satisfactorily completed assessment (including, but not limited to: TABE – to ensure Reading and Math levels are at or above what is necessary for the occupation or a 10.0 or better for associate degree programs or programs leading to licensure; Worldwide Interactive Network (WIN); Career Research – research a minimum of three occupations, availability of jobs in the area, how much education/training is required, does the chosen occupation pay sustainable wages) and has identified a career goal.

The training provider and program must be on the Commonwealth's Approved Training provider list located on CWDS. Training services under an ITA must be provided in a manner that maximizes informed consumer choice in selecting a training provider.

The dollar amount of an ITA amount may not exceed \$8,000 per enrollment and enrollment is limited to two years in duration. If WIOA funds needed to complete training exceed the \$8,000 limitation, the Executive Director of Workforce Development may waive the limitation at his or her discretion on an individual or group basis. Books, tools, uniforms, etc. do not count toward the \$8,000 cap.

Other grants (Pell, PHEAA, Vocational Rehabilitation, etc.) are deducted before WIOA funds are paid. Participants may request ½ of the Pell grant be released to cover extraordinary training related expenses such as transportation, etc. The participant is required to complete a budget showing the household income and expenses to document need. Each request is approved on a case by case basis.

An ITA may not be established for an applicant who has defaulted on prior government loans.

Applicants, who have already attained a Bachelor or Associate Degree, may not pursue another degree nor convert an Associate Degree to a Bachelor Degree unless it is determined that the Bachelor or Associate Degree is no longer marketable in today's economy or the Bachelor Degree is the next step in a career pathway (RN to BSN).

Holders of Bachelor or Associate degrees are restricted to training programs of less than one year in duration.

Students, who apply while currently enrolled in a training program and who have less than two years remaining, may qualify for an ITA, only if their cumulative QPA is 2.5 (on a 4.0 scale) or more, and they submit a complete transcript.

An applicant may be denied training offered on the Commonwealth's Eligible Providers List, if the provider's rate of placement in training related employment falls below fifty percent (50%).

To maximize the use of ITAs, contracts for training services, instead of ITA's, will be used only when one of the following exceptions applies: the services provided are On-the-Job Training or Customized Training; the Local LWIB formally determines, at a regularly scheduled public meeting, that there are an insufficient number of eligible providers in the local area to accomplish the purpose of a system of ITA's. (Such a determination will require public notice and a thirty-day public review and comment period prior to the execution of a contract for the training services sought.); or, the LWIB determines that there is a training services program, of demonstrated performance, offered in the area by a community-based organization (CBO) or another private organization to serve special participant populations that face multiple barriers to employment.