



Workforce Innovation and Opportunity Act Policies and Procedures

WIOA ADULT, DISLOCATED WORKER & YOUTH PROGRAM – INDIVIDUAL TRAINING ACCOUNT (ITA) POLICY & PROCEDURES

POLICY NUMBER: 1002

EFFECTIVE DATE: 07-01-2015

SUPERSEDES: Individual Training Account (ITA) Policy #WFC-WIA-ITA-05-16-2013, Revision 2

PURPOSE

This policy outlines WorkForce Central (WFC) directives for providing Individual Training Accounts (ITAs) for WIOA eligible adult, dislocated worker and youth participants.

BACKGROUND

WIOA Title I-B training services for WIOA eligible adults, dislocated workers and youth are provided through ITAs. Using ITA funds, WIOA eligible adults, dislocated workers and youth purchase training services from eligible training providers they select in consultation with a WFC career planner. Participants are expected to utilize information such as skills assessments, labor market conditions/trends, and training providers' performance, and to take an active role in managing their employment future through the use of ITAs.

POLICY

ITAs are one training option available to eligible and appropriate participants when it is determined by a career planner that they will be unlikely or unable to obtain or retain employment that leads to self-sufficiency or higher wages from previous employment through career services alone. An ITA is limited in cost and duration and must result in employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment.

ITAs are allowed for out-of-school youth ages 18-24 (out-of-school youth ages 16-17 are not eligible for ITAs) per WIOA Section 129(c)(2)(D) and Proposed 20 CFR 681.550.

ITAs are not entitlements and shall be provided to eligible participants on the basis of an individualized assessment of the person's job readiness, employment and training needs, financial, social and supportive needs, labor market demand and potential for successful completion, as documented on the participant's Individual Employment Plan (IEP). Participants choose career training with [Eligible Training Providers](#) in consultation with career planners.

ITA funding for training is limited to participants who:

- Complete an assessment and an IEP that identifies the selected training course;
- Are unable to obtain grant assistance from other sources to pay the costs of training or require assistance beyond available grant resources from other sources, such as Pell Grants in order to complete their training goals;
- Select training programs that are directly linked to an in-demand industry sector or occupation or sectors that have a high potential of sustained demand or growth in the local area or in the

planning region or in another area in which the participant is willing to travel or relocate [WIOA Section 134(c)(3)(G)(iii)]; and

- Maintain satisfactory progress/grades throughout the training program.

A. Coordination of WIOA Training Funds and Other Federal Assistance (Proposed 20 CFR 680.230)

WIOA funds are intended to provide training services in instances when there is no grant assistance, or insufficient assistance from other sources such as, but not limited to: Temporary Assistance for Needy Families (TANF); Basic Food Employment & Training (BFET); Title IV Programs such as Federal Pell Grants, Academic Competitiveness Grants, National SMART Grants, Federal Supplemental Educational Opportunity Grants, or Federal Work-Study; GI Bill or other Federal financial aid available to military veterans; and state-funded grants such as the Washington State Need Grant to pay for those costs.

An individual may select training that costs more than the \$5,000 WIOA maximum amount, when other sources of funds are available to supplement the ITA.

Career planners must consider and document in the participant file the availability of other sources of grants, *excluding loans*, to pay for training costs so that WIOA funds are used to supplement but not supplant other sources. The use of WIOA funds to make payments towards a personal loan of an otherwise eligible participant is prohibited. However, the mere existence of a federal loan, *regardless of the status*, must not impact ITA eligibility determinations.

B. ITA Authorization

ITAs must be approved by a WIOA program manager prior to issuance.

ITAs are authorized only for training programs listed on the [Eligible Training Provider \(ETP\) list](#), as required in WIOA Section 134(c)(F)(iii). ITA funds are paid directly to the training provider using WFC's fiscal system.

ITAs may be used for pre-apprenticeship programs however, only pre-apprenticeship programs listed on the ETP list may be approved. (Proposed 20 CFR 680.330(a))

ITAs may be authorized for training programs in other states or online training if the training program is listed on the ETP list or there exists reciprocity agreements with other states.

ITAs are not authorized for individualized career services such as short-term prevocational training. Short-term prevocational services may include the development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, professional conduct, or other non-occupation-specific topics that are intended to prepare individuals for unsubsidized employment or training and should not exceed 40 hours of instruction except in documented special circumstances.

C. ITA Funding Limit

The limit for ITA contracts is \$5,000. WIOA program managers, or their designees, have the authority to increase the limit of an ITA by \$1,000 depending on the participant's need. Documentation of the manager's approval authorizing the ITA increase must be included in case notes located in SKIES.

The maximum ITA limit is not an entitlement. The amount and duration of each participant's ITA award is determined on an individual basis. Funding amounts will take into account the total costs of the selected training program, any other financial assistance available to the participant, and the WIOA funding available to the Adult, Dislocated Worker or Youth Programs.

The ITA funding can only include the cost of training services such as instructor salaries and benefits, classroom space, instructional materials, tuition, books, individual materials, supplies, tools, and equipment.

An ITA may fund prerequisite training to a vocational training program if it is required by the educational institution.

D. ITA Continued Funding

Continued funding of an ITA is contingent on availability of WIOA funds and on the participant's satisfactory progress in school. Career planners will review the participant's training progress and expenses quarterly or more frequently depending on the training institution's schedule. An individual's progress will be considered satisfactory upon earning:

- A grade point average that does not fall below 2.0 for two consecutive terms; or
- A grade point average sufficient to graduate from, or receive certification in, the individual's approved area of study; or
- Sufficient credit hours to finish the approved course of study within the timeframe established under the approved training plan.
- In the case of self-paced or ungraded learning programs, satisfactory progress means participating in classes and passing certification examinations within the timeframe established under the approved training plan.

Career planners must arrange to receive training progress reports (i.e. transcripts) from participants in adequate time to process the subsequent tuition payment.

Career planners must develop with participants who are not earning satisfactory progress in their coursework, a service strategy to overcome the barriers impacting progress. WIOA ITA funding may be terminated if participants do not earn satisfactory progress for two (2) or more consecutive school terms (i.e. quarters, semesters, etc.).

E. ITA Modifications

An ITA may be modified to ensure the individual attains their educational goals and subsequent employment. In some circumstances, such as when a program of training is removed from the ETPL, or when extraordinary program expenses develop, the participant and career planner must agree on whether to complete the plan of training with the existing provider, seek a similar program, or discontinue training. When a program of training is removed from the state ETPL, WIOA participants in that program can complete their training. However, an ITA should not be modified or extended for a participant beyond the original plan approval as it relates to a program of training that is no longer on the ETPL. (WIOA Title I Policy 5611)

Any modifications to the ITA should be documented in case notes located in SKIES.

F. ITA Obligations

In order to obligate ITA funds a Purchase Order (PO) may be written for individuals identified to receive an ITA award. The obligation would document a three-way commitment between the individual, the service provider, and the training institution. WFC retains the flexibility to decide when to bill actual expenditures with the training provider.

G. Recovery of Tuition Funds

In the event a participant discontinues training, the career planner must do due diligence to ensure the recovery of WIOA funds provided to training institutions. Career planners must verify the following:

- The refund policy of the training provider for early termination from the training program;
- A requirement for the training provider to notify the case manager of early customer dropout;
- The percentage of the advanced payment to be returned;
- Turnaround timeframe for the refund;
- Time spent in training before a refund will no longer be honored.

H. Participant File Documentation

Justification for, and continued funding of an ITA must be supported by the following documentation located in the participant file and/or in case notes entered in SKIES:

1. Assessment results supporting the selected program of study. The assessment must support the need for training including a determination by a case manager that the participant will be unlikely or unable to obtain or retain employment *that leads to* self-sufficiency or higher wages from previous employment through career services alone; and that the selected program of study will result in employment *leading to* economic self-sufficiency or wages comparable to or higher than wages from previous employment;
2. Completed IEP documenting the selected program of study, anticipated and actual start/end dates and training outcomes;
3. Eligibility for other training grant funding;
4. Verification of FAFSA application and award status, if applicable. Authorization of the ITA and any approved increase or modification;
5. Documentation of the participant's willingness and ability to travel to locations outside of Pierce County if the selected training program and/or demand occupation is outside of Pierce County;
6. Case note documenting that the training provider is on the Eligible Training List; and
7. Documentation of the participant's progress and/or grades.

DEFINITIONS

Individual Training Account (ITA) – A payment agreement established on behalf of a participant with a training provider. (Proposed CFR 680.300) Based on individual assessment and funds available, an ITA may be awarded to eligible adults, dislocated workers and out of school youth ages 18-24.

Self-sufficient Wage – WFC defines self-sufficient wage for Adults as having family income equal to or exceeding 100% of the Lower Living Standard and for Dislocated Workers as having family income equal to or exceeding 125% of the Lower Living Standard.

Program of Training Services – One or more courses or classes, or a structured regiment that leads to: a) a recognized post-secondary credential, secondary school diploma or its equivalent, b) employment, or c) measurable skill gains toward such a credential or employment. (Proposed CFR 680.420)

REFERENCES

- WIOA Section 134 (c)(G)
- WIOA Section 129 (c) (2) (D)
- Proposed 20 CFR 680.300, 680.320, 680.330
- Proposed 20 CFR 681.550
- [WAC Chapter 192-270](#) – Training Benefits for Dislocated Workers
- ESD WIOA Policy #5601 - Individual Training Accounts
- WIOA Title I Policy 5611, Revision 1 - Governor’s Procedures for Determining Training Provider Eligibility
- WIN #0029 – SKIES Service Data Integrity
- WIN #0061 – SKIES Changes and Data Capture Requirements
- WFC Policy #003, Revision 1 - Case Note Policy

INQUIRIES

Direct Inquiries To:

WorkForce Central
3650 South Cedar Street
Tacoma, WA 98409-5714
(253) 472-8094 or 1-800-999-8168

ATTACHMENT

WFC Participant Training Agreement

APPROVED



Linda Nguyen, WFC CEO

Date: 9/17/15

APPROVED BY WDC

Date 9/17/15

EQUAL OPPORTUNITY - EQUAL ACCESS

WorkForce Central is an equal opportunity employer and provider of employment and training services. Free auxiliary aids and services are available upon request for individuals with disabilities. Washington Relay Service – 711.



PARTICIPANT TRAINING & TOOL AGREEMENT

Participant Name, Printed: _____

You have been approved for Workforce Innovation and Opportunity Act (WIOA) Title 1-B funding to assist with costs associated with your employment related training. **Participants eligible for WIOA funding must understand, agree and comply with the following:**

- I understand that continued WIOA tuition assistance is contingent on availability of WIOA funding and my satisfactory progress in school.
- My anticipated training start date is: _____; anticipated completion date is: _____.
- I agree to seek employment upon completion of training and will notify my career planner immediately upon obtaining employment.
- I will be familiar and comply with the training institution's attendance, withdrawal, and code of conduct policies.
- I will apply for financial aid through FAFSA and the Financial Aid Office of the training institution, if applicable.
- To ensure there is no duplication of tuition payment, I will provide my career planner with application results, including award letters from other funding sources, including, but not limited to:
 - TANF
 - Title IV Programs such as Federal Pell Grants, Academic Competitiveness Grants, National SMART Grants, Federal Supplemental Educational Opportunity Grants, or Federal Work-Study;
 - GI Bill or other Federal financial aid available to military veterans;
 - State-funded grants such as the Washington State need Grant; or
 - Private dollars.

I authorize _____ (name of school) to release my educational records, including attendance, grades, transcripts and/or progress reports, financial awards, educational expenses, etc. to my career planner.

- I will strive to maintain, at a minimum, satisfactory progress which includes:
 - A grade point average that does not fall below 2.0 for two consecutive terms; or
 - A grade point average sufficient to graduate from, or receive certification in my approved area of study; or
 - Sufficient credit hours to finish the approved course of study within the timeframe established under the approved training plan.
 - In the case of self-paced or ungraded learning programs, satisfactory progress means participating in classes and passing certification examinations within the timeframe established under the approved training plan.
- I will submit copies of grades/progress reports to my career planner at agreed upon timeframes but prior to the start of the next training session. (Attendance forms are required if WIOA funded mileage reimbursement or child care assistance is provided.)
- I will maintain on-going contact with my career planner as documented on my Individual Employment Plan (IEP) but no less than once per training quarter/semester.
- I will resolve issues with the training instructors and training institution directly. If I am unable to resolve them satisfactorily, I will contact my career planner for assistance.
- I will notify my career planner immediately if issues or concerns arise that may impact my continued training participation or require a change to my training program/schedule.
- I will provide my career planner with written notification of my consideration of discontinuing my training program, or dropping a specific course no less than 10 days prior to taking action.
- I will notify my career planner immediately if my contact information changes.

Initials: _____

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PARTICIPANT TOOL AGREEMENT

If training related tools and equipment necessary for my training are purchased with WIOA funds, I agree to the following:

- I understand that I cannot sell or give away my tools, nor use them in an irresponsible manner.
- Tools are not allowed to leave school premises without permission from my career planner. It is my sole responsibility to adequately secure my tools. If my tools are lost, stolen, or broken, it is my responsibility to replace them.
- I will return training related tools and equipment if I do not successfully complete my training.

Initial: _____

I understand that failure to comply with the terms of this contract may result in my termination from the WIOA program. I have read and agree to the conditions stated on the Participant Training Agreement and Participant Tool Agreement. I received a copy of this agreement.

Participant Signature: _____ **Date:** _____

I have reviewed this Participant Training Agreement with the participant and witnessed his/her signature:

Authorized Signature: _____ **Date:** _____

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