

# Crater Regional Workforce Development Board

## LWDA 15

**Policy Number: 2018-25**

**Effective Date: January 17, 2019**

**Title: Individual Training Account Policy**

### **PURPOSE**

The purpose of training is to provide eligible customers with the means to obtain the necessary skills to become gainfully employed or re-employed. This policy is intended to define and establish parameters for Individual Training Accounts (ITA) and On –The – Job Training (OJT) development and expenditures.

### **REFERENCE**

Workforce Innovation and Opportunity Act of 2014 Section 129(c) (2)(D);

20 CFR 680.230; and

20 CFR 681.550

### **BACKGROUND**

WIOA Title I- 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 case manager. Participants are expected to utilize information such as skills assessment, labor market conditions/trends, and training providers' performance, and to take an active role in managing their employment future through the use of ITAs.

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 20 CFR 681.550.

### **POLICY**

**Fund of Last Resort:** WIOA funds are to be used for training only after the customer has been deemed ineligible for assistance from other sources of funds to pay for training, including Pell Grants, or any other federal, state, or local grants available through the One-Stop Service Delivery System. WIOA funds may be used to enroll clients in the first semester of classes if the time frame for application and award of other grants preclude enrollment in a timely manner. Case managers shall include documentation of pursued options for alternate funding in the client's file. If eligible for other funding, continued enrollment and training shall be paid for with funds other than WIOA funds.

**Occupational Areas of Training.** The training provided by ITAs is for the sole purpose of facilitating transition into the workforce. All training should be for occupations that are in demand in the labor market, in accordance with the latest CRWDB Demand Plan. To assist in the approval of ITA requests, the Virginia Employment Commission provides a relevant database for identifying appropriate areas of training. All training must be supported by local labor market data that is furnished by the Virginia Employment Commission, or other appropriate source. **Note:** Special training requests may be considered. Participants requesting training in areas that are not supported by local labor market data, but whose Individual Employment Plan supports pursuit of such training must meet one of the following conditions:

- a) Training may be provided in other areas if the participant is planning to relocate to a geographic location where the occupation is in demand;
- b) Training may be provided if documentation from an area employer is provided to support the need for trained personnel in a particular occupation; or
- c) If written commitment is provided by an employer to hire the individual upon completion of their training.

**Cost Limitation.** The local CRWDB limits costs to no more than \$12,500 per participant within a twenty-four-month period, except as approved by the CRWDB Director. All WIOA registrants will be made aware of any excess costs of training not covered by the program for which they will be liable.

**Administration.** All requests for ITA funding must be supported in the participant's IEP/ISS. Monthly contact with the participant enrolled in training is required. ITA funding is authorized on a semester/quarterly/module basis. This necessitates that the participant maintains ongoing contact with his/her case manager, and allows for discontinuation of funding for students who are not performing. Students are expected to maintain no less than a cumulative 2.0 grade point average for the year in order to continue to receive WIOA funding.

**Waiver.** Program operators may request a waiver to any of the above parameters or limitations from the CRWDB Executive Director.

**Length of Training.** Training length will vary according to the type of training and the requirements outlined in the vendor agreement, but cannot exceed more than 24 calendar months without a waiver from the CRWDB Executive Director. The CRWDB will not provide funding for courses previously funded but not successfully completed.