



**Crater Regional Workforce Development Board  
LWDA-15**

**Policy Number 2016-003  
Effective Date: October 5, 2016**

**Title: Customer ITA (Individual Training Account) Policy:**

**Background:**

Training and Employment Guidance Letter WIOA NO. 3-15 Operating Guidance for the Workforce Innovation and Opportunity Act (referred to as WIOA or the Opportunity Act)

Training services can be critical to the employment success of many adults and dislocated workers. There is no sequence of service requirement for “career services” and training. This means that the State Workforce Agency (SWA) or one-stop center staff may determine training is appropriate regardless of whether the individual has received basic or individualized career services first

Training services, when determined appropriate, must be provided either through an Individual Training Account (ITA) or through a training contract discussed in Section 10 of this TEGL. Training services must be linked to in-demand employment opportunities in the local area or planning region or in a geographic area in which the adult or dislocated worker is willing to commute or relocate. The selection of training services should be conducted in a manner that maximizes customer choice, is linked to in-demand occupations, informed by the performance of relevant training providers, and coordinated to the extent possible with other sources of assistance (see WIOA sec. 134(c)(3)).

The purpose of training is to provide eligible customers with the means to obtain the necessary training to become gainfully employed or reemployed. This procedure is intended to define and establish parameters for Individual Training Accounts (ITA) development and expenditures.

**Policy:**

A WIOA-eligible registrant is enrolled in a training program if the Individual Employment Plan (IEP) or Individual Service Strategy (ISS) supports that the training is necessary to transition the participant into the workforce. The training must support the stated purpose of WIOA and be in accordance with the description of training as contained in the Opportunity Act. Whenever

feasible, training vendors will be requested to allow participants to receive credit for required courses when equivalent courses have been completed and can be documented from other training institutions. Additionally costs associated with College Level Examination Program (CLEP) testing will be treated as a training cost if the tests relates to the curriculum of study.

**Procedure:**

1. *Eligibility.* All recipients of training funds must be eligible based on criteria established under the Act. WIOA requires the coordination of training costs with funds available under other grant assistance. WIOA funding for training is limited to participants who are unable to obtain grant assistance from other sources, including PELL Grants, to pay the costs of their training or require assistance beyond that available under grant assistance from other sources, Including PELL Grants, to pay the costs of such training.

To avoid duplicate payment of costs when a individual is eligible for both WIOA and other assistance, including PELL Grant, case managers shall consider all available sources of funds, excluding loans in determining an individual's overall need for WIOA funds. Individuals must maintain an active application status for PELL assistance. The Exact mix of funds shall be determined based on the availability of funding for either training costs or supportive services, with the goal of ensuring that the costs of the training program the participant selects are fully paid, and the necessary supportive services are available so that the training can be completed successfully.

2. *Occupational Areas of Training.* The training provided by ITA.s 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 CRWDG Demand Plan. To assist in the approval of ITA request, 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 request 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.
3. *Training Selection.* Training will be assessed through vendors listed on the statewide Eligible Training Provider list, which can be found at <http://www.vawc.virginia.gov>. and on the main page you can select the Training Provider list.
4. *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 administrative office. The CRWDB will not provide funding for courses previously funded but not successfully completed.

5. *Individual Training Account Procedure.* Training provided to participants can be provided only by approved training vendors from the statewide Eligible Providers of Training Services as certified by the Virginia Workforce Council. All training (with the exception on on-the job training and customized training) must be secured utilizing the ITA Voucher. All ITAs will be submitted to the training facility financial aid office to obtain documentation of need and information regarding other grants that may be available.
6. *Cost Limitation.* The local CRWDB limits costs to no more than \$4,000 per participant within a twelve-month period, except as approved by the CRWDB Director. All WIOA registrants will be made aware of any excess cost of training not covered by the program for which they will be liable.
7. *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.
8. *Waiver.* Program operators may request a waiver to any of the above parameters or limitations from the CRWDB Director.

**Applicability:**

All CRWDB Service providers