

## INDIVIDUAL TRAINING ACCOUNTS

<b>Policy No.</b>	<b>2017-02-ITA</b>
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<b>Effective Date</b>	<b>February 8, 2017</b>
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### INTRODUCTION

This policy addresses the use of Workforce Innovation and Opportunity Act (WIOA) funds for Individual Training Accounts (ITAs), which are scholarships provided in the form of a voucher that is redeemed for training. ITAs are awarded to eligible participants enrolled in WIOA Adult, Dislocated Worker and Youth programs to enable them to afford a training program made available through the statewide list of eligible training providers that leads to attainment of a credential.

### GUIDELINES

ITAs are not entitlements and shall be provided to eligible participants on the basis of an individualized assessment of the individual'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 Service Strategy (ISS)/Individual Employment Plan (IEP) and subject to the availability of funds. In order to ultimately secure self-sufficient employment, WIOA enrolled Adults, Dislocated Workers, and Out-of-School Youth (ages 16-24) may qualify for an ITA when all of the following conditions are met:

- 1) The participant's ISS/IEP indicates that he/she will be unlikely or unable to obtain or retain employment that leads to self-sufficiency through career services alone;
- 2) The participant has selected a career pathway that is outlined in the ISS/IEP, and the ISS/IEP identifies the selected training course that will lead to self-sufficiency as defined by the local area;
- 3) The participant has the skills and qualifications to successfully participate in and complete the selected training program (as determined by the assessment, by program staff and in accordance with the training provider admission policy);
- 4) The participant is likely to secure employment in an in-demand sector or occupation;
- 5) The participant has made every effort to coordinate with alternate grant sources (such as MAP or Pell), and grant assistance beyond available funding resources is required to complete training goals; and
- 6) In the event that the training program's costs exceed the amount of grant funds available, the participant has provided evidence that he or she is able to secure additional funding to pay of the balance of the training costs.

### TRAINING

ITAs are authorized only for training programs listed on the Eligible Training Provider List (ETPL) and awarded on an individual basis taking into account the total costs of the selected training program and other financial assistance available to the participant. The ITA is issued directly to the training vendor/provider.

An ITA may fund one (1) training program when a participant meets the program's requirements, unless the career pathway indicates that stackable training programs are in the best interest of the participant in order to secure self-sufficient employment.

Online training is permitted when the platform for the course provides an adequate system for tracking attendance and/or online participation. Programs that are largely self-taught are not permitted.

## **COSTS**

Costs allowable under ITAs include tuition, fees, books, the usual and customary tools, equipment and supplies and uniforms required for the program of study and must be documented as a requirement for all students in the training program. Any other required costs incidental to training must be approved by staff in accordance with local, state and federal policy.

## **LIMITATIONS**

ITAs issued may not exceed \$10,000 for in-district participants and \$5,000 for out-of-district participants. In-district participants are those residing within or dislocated from an employer located within the boundaries of Kane, Kendall and DeKalb Counties at the time of enrollment. Participants accepted into a Department of Labor (DOL) Registered Apprenticeship program located within the same three-County workforce area will also be considered in-district. Excluded from this limit are costs pertaining to Basic Skills upgrading, ESL, certain remedial and prevocational courses if required in order to complete a program in which the participant is actively enrolled.

Exceptions to the ITA funding limit per participant may be made on a case-by-case basis at the approval of the Director if evidence can be shown that the lack of additional funds will negatively impact the participant's ability to complete the training program. In no case will an ITA be approved for an increase in excess of \$2,000 of the appropriate cap without Board approval.

## **DENIAL**

Reasons for denial of an ITA, or discontinuation of funding, may include:

- The participant is unable to satisfy the ITA approval conditions;
- The participant has previously accessed ITA funded training and is unable to demonstrate the need for an additional or new credential;
- The participant did not successfully earn a credential through their previous ITA training funded and is un-able to provide information to substantiate extenuating circumstances that prevented successful credential attainment;
- The participant has failed to maintain regular contact with program staff;
- The participant has had repeated absences, tardiness or had failed to participate/complete training requirements;
- The participant has failed to maintain a minimum GPA as defined by the provider; or
- The participant has to repeat courses previously funded under WIOA.

## **REFERENCES:**

*WIOA Section 134(c)(3)(G)*

*WIOA Section 129(c)(2)(D)*

*WIOA Final Rule 20 CFR 680.300, 320-330*

*WIOA Final Rule 20 CFR 681.550*

## **Modifications:**

8.26.2021 – Expands in-district definition.

3.07.2018 – Includes two-tier funding cap.