

Individual Training Accounts and Participant Budgets Webinar: Questions and Answers

1. When a contract is used to provide training services, such as in the case of work-based training, is there no need to add a budget into the AJC system?

The State does not require that local program staff enter a budget for a training that is not paid through an individual training account (ITA) in the Arizona Job Connection (AJC) system. However, staff *may* do this and should refer to local-area specific guidance or directives to determine whether or when a non-ITA related budget must be entered in the AJC system.

2. When books, etc. are paid as supportive services and not part of the ITA, do budgets need to be added for these supportive services?

The State does not require that local program staff enter a budget for supportive services in AJC. However, staff may do this and should refer to local-area specific guidance or directives to determine whether or when a non-ITA related budget must be entered in the AJC system.

3. Is the WIOA Youth program required to enter budgets for materials and books as well now?

For the Adult, Dislocated Worker, and Youth programs, staff must create a budget for training materials and books if they are included in the training cost and paid through the participant's individual training account.

4. Who is responsible for creating the participant budget and entering payments in AJC?

The designated staff, such as a career advisor or case manager, will create the budget and/or enter payments in AJC, as determined by each local area.

5. If we cannot use an ITA for an in-school youth, what documentation do we use to fund their training?

Arizona has a waiver from the Department of Labor (DOL) on the use of ITAs for in-school youth. Thus, an in-school youth may select a training program in the Eligible Training Provider List and have an ITA established to pay for the training.

6. Will you verify whether the waiver on the use of ITAs for in-school youth has an age limit?

Yes, the [waiver decision letter from DOL](#) allows Arizona to use individual training accounts for in-school youth ages 16 to 21 years.

(Note: this response amends the response given during the webinar.)

7. Do payments also need to be approved by the supervisor in AJC?

The budget must be approved by staff with Regional Director role in AJC, but no other

Individual Training Accounts and Participant Budgets Webinar: Questions and Answers

approval on the State level is required beyond this. Staff must refer to local area-specific guidance or directives on any required approvals before or after entering payments in AJC.

- 8. If a participant drops out of training and the program is responsible for paying only a portion of the tuition, would staff need to modify the tuition amount?**

Yes, staff would need to modify the tuition amount, deobligating the amount in the budget that would not be spent on the training.