



Individual Training Account Requirements and Entering
Client Budgets in the AJC System
August 28, 2020

Objectives

- Individual Training Accounts (ITAs)
- ITA Payments
- ITA limitations
- ITA Plans
- Title IB 20-009 Adding Client Budgets in AJC
- Exhibit IB 20-009-E for instructions on how to enter client budgets and payments
- Why is it necessary to enter the ETP training costs in AJC?
- Service Details
- Education Grants
- Steps to Enter a Budget
- Steps to Enter a Payment
- Steps to Enter a Vendor

Individual Training Accounts

Individual Training Accounts (ITAs) are payment agreements established, on behalf of the individual participant, with the training provider, so that the participant can purchase training from a training provider whose program is approved on the ETPL.

ITAs may be issued to WIOA Title I-B Adult, Dislocated Worker, and Youth Program participants.

ITAs must be used to provide training services listed on the Eligible Training Provider List (ETPL).

Circumstances where contracts are permitted to be used to provide training services, instead of ITAs are included in WIOA Title I-B Training Services Policy section 504.04



ITA Payments

- Must be made by the LWDB directly to the Eligible Training Provider;
- May also be made incrementally, through payment of a portion of the costs at different points in the training course;
- Must not be contingent on the participant obtaining his or her credential or securing employment. The ITA amount cannot exceed the total cost listed on the ETPL; and
- May be made in a variety of ways, including the electronic transfer of funds through financial institutions, vouchers, or other appropriate method.
- LWDBs must not require Eligible Training Providers to wait for payment until the participant successfully completes the training program.

ITA Limitations

LWDBs may impose dollar amount and/or duration limits on ITAs.

Limitations must not:

- Arbitrarily exclude training providers or types of training programs;
- Be used to limit customer choice; and
- Set limits that would prevent participants from choosing program on the local Eligible Training Provider list, or state ETPL if a local ETPL does not exist.

Participants may choose to attend training programs that cost more than the maximum ITA when other sources of funding are available.



ITA Plans

ITA Plans must include:

- The total cost of the training program, including tuition, supplies, books, and any fees;
- The dollar amount of additional sources of training funds, including funds from other job training programs and grants to be applied to the training cost;
- Pell Grant eligibility and the award amount that will be applied to the training cost;
- The duration of the ITA Plan;
- Signatures from the Service Provider Staff and participant;
- Assessments (or IEP) to document the participant's ability to complete the training; and
- Labor market information relevant to the training.

Informational Broadcast (IB) 20-009 Adding Client Budgets in AJC

IB 20-009 communicates the requirement to enter client budgets and payment information into the Arizona Job Connection (AJC) system, for all WIOA Title I-B Adult, Dislocated Worker, and Youth Program participants who receive training services listed on the ETPL.

The Cost per Participant is required to be included in the annual report for WIOA Title I-B Adult, Dislocated Worker and Youth Program participants that receive training services listed on the ETPL.

The Annual Report is due October 1st of each year.

Service provider staff **must** enter client budgets and payments into the AJC system for the AJC system to calculate the “Cost per Participant”.



Exhibit IB 20-009-E for Instructions on How to Enter Client Budgets and Payments

The AJC system uses the:

- “Cost per Participant” field, as the dominator, and
- Expense payment dates within the enrollment period as the numerator to calculate the Cost per Participant for the report.

Instructions for adding client budgets and payments are include IB 20-009-E.



Why Must Client Budgets be Added to the AJC System?

For the WIOA Title-I Adult, Dislocated Worker or Youth participants that receive a training from the Eligible Training Providers List (ETPL) we must report to DOL the cost of the training.

In order to report the cost of the training to DOL, staff are required to enter client budgets into AJC for the Adult, Dislocated Worker and Youth that received a training from a provider/program on the ETPL in order to capture the Cost Per WIOA Participant Served on the ETP Report.

We are not able to submit an ETP report to DOL without the cost per WIOA Participant Served on the ETP Report.

Data Element: 138

Data Element Name: Cost Per WIOA Participant Served (Numerator) (to be completed by States)

Data Element Definitions/Instructions: Record the aggregate summation of all WIOA ITA funds expended by the state for all WIOA participants, in all programs of study, within the reporting period.



Adding Service and Individual Training Accounts

Service Details

Enter the total cost for the training on the Service Details Page

Pay-for-Performance Provider ID	<input type="text"/>
* Training Agent ID	<input type="text" value="14059"/>
* Participant Group	<input type="text" value="000 - No Participant Group"/>
* Status	<input type="text" value="In-Progress"/>
Total Cost	<input type="text" value="0.00"/>
Program	Medical Assisting with Phlebotomy - Diploma
Provider Name	<input type="text" value="Arizona College - Glendale"/>
Address	<input type="text" value="4425 W. Olive Avenue Ste 300"/>

Educational Grants

With participant in context
Select the program
Select the enrollment
And select Educational Grants

Enrolled By:	Angelique Stamps
Approved By:	Laura Malhoit
Testing	No tests have been entered.
Measurable Skill Gains, Goals and Interests	2 goals have been entered.
Educational Grants	1 grant has been entered.

Education Grants Part II

Select ITA issued
And complete the rest of the form

 **WIOA Educational Grants**

WIOA Educational Grants for **Participant** Name

To enter a grant, select the checkbox and enter a begin date. End date, amounts, and Demand Occupation are optional.

To delete a grant, uncheck the checkbox.

ITA Issued

ITA Issued

ITA Begin Date:

ITA End Date:

ITA Amount:

Second ITA Amount:

Third ITA Amount:

Demand Occupation (O*Net-SOC)



Entering a Budget

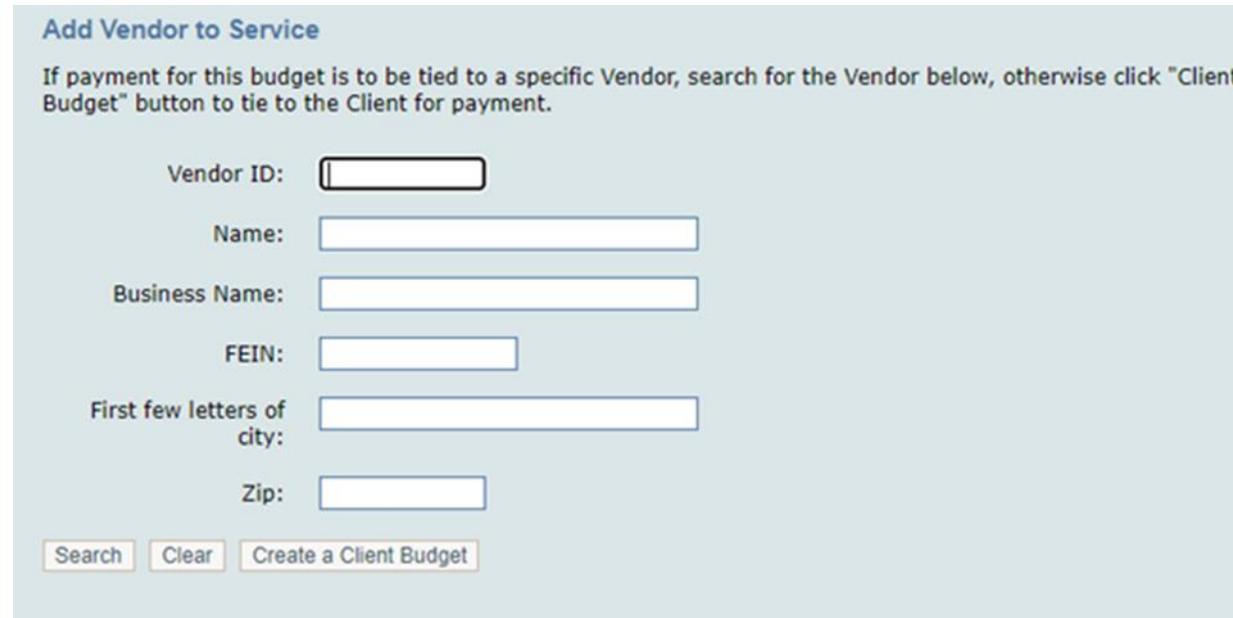
Steps to Enter a Budget

- Bring jobseeker in context in AJC
- Navigate to the S&T Plan
- Locate the service the budget will be added to

Occupational Skills Training	Cochise College	Add Budget	No Payments	Completed	07/27/2018	05/30/2019
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Steps to Enter a Budget - 2

Select Add Budget to display



The screenshot shows a web form titled "Add Vendor to Service". Below the title is a instruction: "If payment for this budget is to be tied to a specific Vendor, search for the Vendor below, otherwise click 'Client Budget' button to tie to the Client for payment." The form contains several input fields: "Vendor ID:" (a small text box), "Name:" (a long text box), "Business Name:" (a long text box), "FEIN:" (a medium text box), "First few letters of city:" (a long text box), and "Zip:" (a medium text box). At the bottom of the form are three buttons: "Search", "Clear", and "Create a Client Budget".

To associate a vendor with the new budget, enter the vendor (which is the training provider) in the search criteria and click Search. Clicking a vendor name pulls up a list of expenditure categories that are valid for the budget.

OR,

If you choose to select the Create a Client Budget clicking 'Create Client Budget' pulls up a list of expenditure categories that are valid for the budget.



Steps to Enter a Budget - 3

Expenditure Category Selection

* Indicates a required field

Please choose which expenditure categories should appear on this budget.

* Expenditure Categories:

- Audit
- Books
- Drug Screen/Background Check
- Incentives
- Materials & Supplies
- Needs Related Payments
- Other Expenses
- Program Oversight and Monitoring
- Supportive Services - Child/Dependent Care
- Supportive Services - Emergency
- Supportive Services - Transportation
- Tuition & Fees
- Work Clothing, Equipment & Tools

[Continue](#)

After selecting the Expenditure Categories and continue



Steps to Enter a Budget - 4

Vendor View

Budget Contract Spreadsheet

* Indicates a required field

Client: KRISTAL SILVA , XXX-X0-5461, Part ID: 129866
Primary Casetracker: TAMMY LEE BROWN, AZ@Work-Bus. & Wrkfr Development Ctr-Sierra Vista
Enrollment: Adult (Local Formula)
Vendor: SOUTHWEST TRUCK DRIVER TRAININ
Training/Service: Occupational Skills Training
O*NET SOC Title: Registered Nurses

* Quick-Reference Budget Name:

* Program Year 1 (YYYY):

	PY 1	PY 2	PY 3	Sum	Rate	PO Number	Comments
Tuition & Fees	0.00	0.00	0.00	0.00			
Obligated Totals	\$0.00	\$0.00	\$0.00	\$0.00			
Expended Totals	\$0.00	\$0.00	\$0.00	\$0.00			
Remaining Totals	\$0.00	\$0.00	\$0.00	\$0.00			

Steps to Enter a Budget - 5

Client View

Budget Contract Spreadsheet
* indicates a required field

Client: KRISTAL SILVA , XXX-X0-5461, Part ID: 129866
Primary Casetracker: TAMMY LEE BROWN, AZ@Work-Bus. & Wrkfr Development Ctr-Sierra Vista
Enrollment: Adult (Local Formula)
Training/Service: Occupational Skills Training
O*NET SOC Title: Registered Nurses

* Quick-Reference Budget Name:

* Program Year 1 (YYYY):

	PY 1	PY 2	PY 3	Sum	Rate	PO Number	Comments
Books	0.00	0.00	0.00	0.00			
Materials & Supplies	0.00	0.00	0.00	0.00			
Other Expenses	0.00	0.00	0.00	0.00			
Supportive Services - Transportation	0.00	0.00	0.00	0.00			
Tuition & Fees	0.00	0.00	0.00	0.00			
Work Clothing, Equipment & Tools	0.00	0.00	0.00	0.00			
Obligated Totals	\$0.00	\$0.00	\$0.00	\$0.00			
Expended Totals	\$0.00	\$0.00	\$0.00	\$0.00			
Remaining Totals	\$0.00	\$0.00	\$0.00	\$0.00			

Steps to Enter a Budget - 6

Quick-Reference Budget Name

* Quick-Reference Budget
Name:

Client XXX-X0-5461 budget for service #10674556/vendor #513

Steps to Enter a Budget - 7

Enter the initial program year

* Program Year 1 (YYYY):

- ✓ Budgeted amounts for each category/year combination cannot be reduced to an amount that is less than the sum of all payments for the category year.
- ✓ You cannot increase the budget for a PY that is more than one less than the current PY.
- ✓ Program years can only be edited if no existing payments are on file (vouchered or unvouchered).
- ✓ You cannot budget an amount for PY2 or PY3 without having budgeted amounts for each previous year, nor can you enter a rate or comments without budgeted dollar amounts.



Steps to Enter a Budget - 9

Rate, PO, and Comments are not required when completing the spreadsheet

Rate	PO Number	Comments

Steps to Enter a Budget - 10

Budget Contract Spreadsheet

* Indicates a required field

Client: KRISTAL SILVA , XXX-X0-5461, Part ID: 129866
Primary Casetracker: TAMMY LEE BROWN, AZ@Work-Bus. & Wrkfr Development Ctr-Sierra Vista
Enrollment: Adult (Local Formula)
Training/Service: Occupational Skills Training
O*NET SOC Title: Registered Nurses

* Quick-Reference Budget Name:

* Program Year 1 (YYYY):

	PY 1	PY 2	PY 3	Sum	Rate	PO Number	Comments
Books	1879.10	0.00	0.00	\$1879.10			
Materials & Supplies	1235.00	0.00	0.00	\$1235.00			
Other Expenses	2855.00	0.00	0.00	\$2855.00			
Supportive Services - Transportation	500.00	0.00	0.00	\$500.00			
Tuition & Fees	5865.00	0.00	0.00	\$5865.00			
Work Clothing, Equipment & Tools	<input type="text" value="200.00"/>	0.00	0.00	\$200.00			
Obligated Totals	\$12534.10	\$0.00	\$0.00	\$12534.10			
Expended Totals	\$0.00	\$0.00	\$0.00	\$0.00			
Remaining Totals	\$12534.10	\$0.00	\$0.00	\$12534.10			

Clicking the Save button saves any changes you have made to the budget.



Steps to Enter a Budget - 11

A confirmation page displays, asking the staff to confirm or cancel changes.

Budget Change Confirmation

Warning: Changes will be made to the budget.

If this is not acceptable click "Cancel" to disregard the changes, otherwise click "Confirm" to save the changes.

Confirm

Cancel

Steps to Enter a Budget - 12

A confirmation page displays, asking the staff to confirm or cancel changes.

Budget Contract

The budget was added/edited successfully. The following table outlines the current budget.

Description	PY1	PY2	PY3
Tuition & Fees	5865.00	0.00	0.00
Books	1879.10	0.00	0.00
Materials & Supplies	1235.00	0.00	0.00
Other Expenses	2855.00	0.00	0.00
Supportive Services - Transportation	500.00	0.00	0.00
Work Clothing, Equipment & Tools	200.00	0.00	0.00

[New Service Budget](#) [Service List](#) [Budget Payment](#)

To cancel the changes, click Cancel.

To confirm and save the changes, click Confirm.

Steps to Enter a Budget - 13

When the staff (without a Regional Director Role) have created the budget; staff will see Budget Pending Approval on the service summary screen.

Service Type	Provider	Budget	Payments	Status	Start Date	Completed
Occupational Skills Training	Regional Center for Border Health, Inc.	BSS FAV	Budget Pending Approval	In- Progress	07/06/2020	N/A

Steps to Enter a Budget - 14

Staff with the Regional director role must approve the budget

The path fiscal>review pending budgets; there would be a list select the budget to approve

Budget Contract Spreadsheet

* indicates a required field

Client: Pacifique Havyarimana, XXX-X7-7435, Part ID: 1785467
Primary Casetracker: Diana Angulo, AZ@WORK City - CPLC
Enrollment: Youth
Budget Date: 10/10/2017
Out of School Youth
Training/Service: Occupational Skills Training
O*NET SOC Title: Customer Service Representatives

* Quick-Reference Budget Name:

* Program Year 1 (YYYY):

	PY 2017	PY 2018	PY 2019	Sum	Rate	PO Number	Comments
Tuition & Fees	570.00	0.00	0.00	\$570.00			
Tuition & Fees Expended	\$0.00	\$0.00	\$0.00	\$0.00			
Obligated Totals	\$570.00	\$0.00	\$0.00	\$570.00			
Expended Totals	\$0.00	\$0.00	\$0.00	\$0.00			
Remaining Totals	\$570.00	\$0.00	\$0.00	\$570.00			

After the budget is approved Staff can make the payment from the service in the S&T Plan



Entering a Payment

Steps to Enter a Payment

When the budget is approved, Staff can add payments from the service, select Add Payments

Occupational Skills Training	Cochise College	BSS FAV	Add Payments	Completed	07/27/2018	05/30/2019
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Steps to Enter a Payment - 2

To search for a vendor, enter the vendor information, click Search, and then select a vendor from the list. To indicate the payment should be made directly to the client, **click the Client Payment button.**

Associate a Vendor

If this open budget payment should be made to a vendor, choose that vendor below. Otherwise, click the "Client Payment" button.

Vendor ID:

Name:

Business Name:

FEIN:

First few letters of city:

Zip:

Steps to Enter a Payment - 3

Select the payment category.

Select payment category

Please select a budgeted category to be included in this payment.

Vendor Name	PY/FY	Budgeted Category
Client Budget	2018	Books
Client Budget	2018	Materials & Supplies
Client Budget	2018	Other Expenses
Client Budget	2018	Supportive Services - Transportation
Client Budget	2018	Tuition & Fees
Client Budget	2018	Work Clothing, Equipment & Tools

Steps to Enter a Payment - 4

Enter the payment amounts

Enter the Rate for the amount to be paid. (Rate is the amount of the expense. It can be a flat rate for tuition or books. It can also be an hourly rate (childcare) or mileage rate.)

Enter the Units. This is a multiplying field. If the rate is flat enter 1. (Unit is a multiplier. If used with a flat rate, the unit is 1. Example \$300.00 x 1 = \$300.00, you would enter 300.00 in the rate field and 1 in the unit field. If used for childcare or mileage, the unit is the total number of hours/miles. Example \$5.00 per hour x 10 hours = \$50.00, you would enter 5.00 in the rate field and 10 in the unit field.)

Set the Type field as actual or accrual payments. (Per Policy, your budget department should tell you which to enter.)

Enter the payment begin and end dates. The dates must be within the actual start date and estimated end date of the service.

Enter the payment status Partial Payment or Final Payment. Select submit

New payments must always be confirmed. Select continue (save) or cancel



New Payment
* Indicates a required field

You are making a payment directly to the client [KRISTAL SILVA].

Service: Occupational Skills Training [10674556]
 Participant Group: 000 - No Participant Group
 PO Number:
 Actual Start Date: 07/27/2018
 Estimated End Date: 05/15/2020

Payment Information

Put a minus sign (-) before the units number to create a negative payment for a returned check, refund or negative adjustment.

	2018	Remaining Balance	2019	Remaining Balance	2020	Remaining Balance	Rate	Unit	Comments
Tuition & Fees	\$5,865.00	\$5,865.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0	
Books	\$1,879.10	\$1,879.10	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0	
Materials & Supplies	\$1,235.00	\$1,235.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0	
Other Expenses	\$2,855.00	\$2,855.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0	
Supportive Services - Transportation	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0	
Work Clothing, Equipment & Tools	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0	
Amount Budgeted	\$12534.10		\$0.00		\$0.00				
Amount Spent	\$0.00		\$0.00		\$0.00				
Available	\$12534.10		\$0.00		\$0.00				

Type: Actual

Begin Date: mm/dd/yyyy

End Date: mm/dd/yyyy

Invoice Date: mm/dd/yyyy

Invoice/Reference Number: _____

Payment Status: Please Select

Submit Clear

Steps to Enter a Payment - 5

New payments must always be confirmed. Select continue (save) or cancel

Payment Confirmations

- The total amount expended for Tuition & Fees will be \$5,865.00.
- The total amount expended for Books will be \$0.00.
- The total amount expended for Materials & Supplies will be \$0.00.
- The total amount expended for Other Expenses will be \$0.00.
- The total amount expended for Supportive Services - Transportation will be \$16.45.
- The total amount expended for Work Clothing, Equipment & Tools will be \$0.00.

If this is not acceptable, click "Cancel" to revise the payment, otherwise click "Continue".

Continue

Cancel

Steps to Enter a Payment - 6

Selecting Continue displays the Confirmation Log

Confirmation Log

The payment of \$5,865.00 for Tuition & Fees has been logged to the database for PY 2018.

The payment of \$16.45 for Supportive Services - Transportation has been logged to the database for PY 2018.

[New Payment for this Service](#)

[Services List](#)

Steps to Enter a Payment - 7

Selecting New Payment takes you back to the Add a Vendor page

Add Vendor to Service

If payment for this budget is to be tied to a specific Vendor, search for the Vendor below, otherwise click "Client Budget" button to tie to the Client for payment.

Vendor ID:

Name:

Business Name:

FEIN:

First few letters of city:

Zip:

Steps to Enter a Payment - 8

Selecting Service List displays Budgetable Services

Budgetable Services for KRISTAL SILVA

Click on the training/service name to make a payment. Only services that have been budgeted and have actual start dates will appear in this list.

Training	Serv Num	Proj	Fund	Begin Date	School Status
Adult (Local Formula) - 07/03/2018					
Occupational Skills Training	10674556	0	Adult (Local Formula)	07/27/18	NA

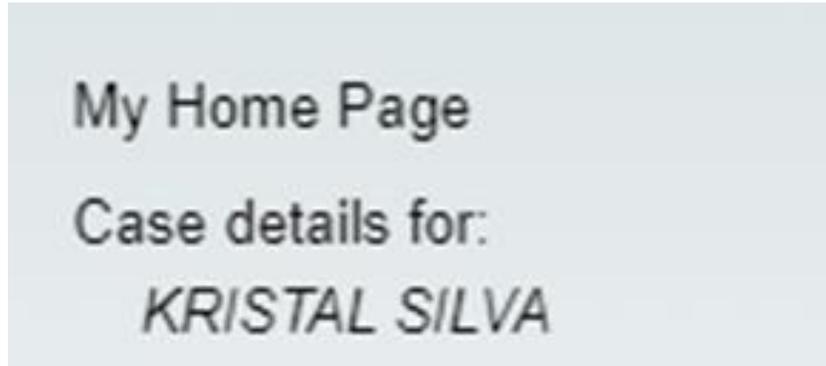
Pending Services for KRISTAL SILVA

This client does not have any services that have not started.

[New Search](#)

Return to Jobseeker

To return to the case details for the jobseeker. Select the jobseekers name. Upper left corner of page.



Adding a Vendor

Steps to Enter a Vendor

Fiscal → Vendor Maint.

To add a new vendor, a fiscal rep must first search for the vendor to ensure it is not already on file.

Type the vendor name in the Name field and click **Search**

Vendor Maintenance

Please provide your search criteria below to find a vendor to edit. To add a new vendor, you must search first to ensure the vendor does not already exist.

Vendor ID:

Name:

Business Name:

FEIN:

First few letters of city:

Zip:

Steps to Enter a Vendor Part II

If the vendor is not already on file,

Vendor Search Results
Click on a vendor name to move to the next section.

Name	Business Name	ID	SSN/FEIN	Vendor Address Code	Address	City	Zip	Phone	Email
Any Lab Test Now		346	XXX-X0-0102	00	30 South Acoma Suite 202	Lake Havasu City	86403	928-680-9500	<input type="checkbox"/>
Engineering&Testing Consultant		183	XXX-X7-1569	00	417 N. Arizona Avenue	Prescott	86301	928-778-9001	<input type="checkbox"/>
GED Testing Service		317			5601 Green Valley Drive	Bloomington	55437	202-471-2200	<input type="checkbox"/>
New Test		148			12345 College	Lenexa	66215		<input type="checkbox"/>
Vendor Test 11		2	XXX-X3-4567	02	8525 Long	Lenexa	66215		<input type="checkbox"/>

clicking the Add New button pulls up the new vendor entry page.

Vendor Search Results
Your search provided no results. You can add the new vendor by clicking the "Add New" button below.

Steps to Enter a Vendor-Part III

Using the fields provided, enter the vendor's information as completely and accurately as possible. This information is supplied to the paymaster for processing payments. If the 1099 boxed is checked Yes, the paymaster will process a 1099 for that vendor unless otherwise notified.

Vendor Maintenance
Make the vendor additions/modifications and click "Add New" to continue.

* indicates a required field

Name:

Business Name:

FEIN:

Vendor Address Code:

* Address:

Address Line 2:

* City:

* State:

* ZIP/Postal Code:

* Country:

International State/Province/County:

* Phone:

Fax:

* Email:

Date of Last Activity:

For Profit Vendor or eligible for 1099 MISC:

Yes

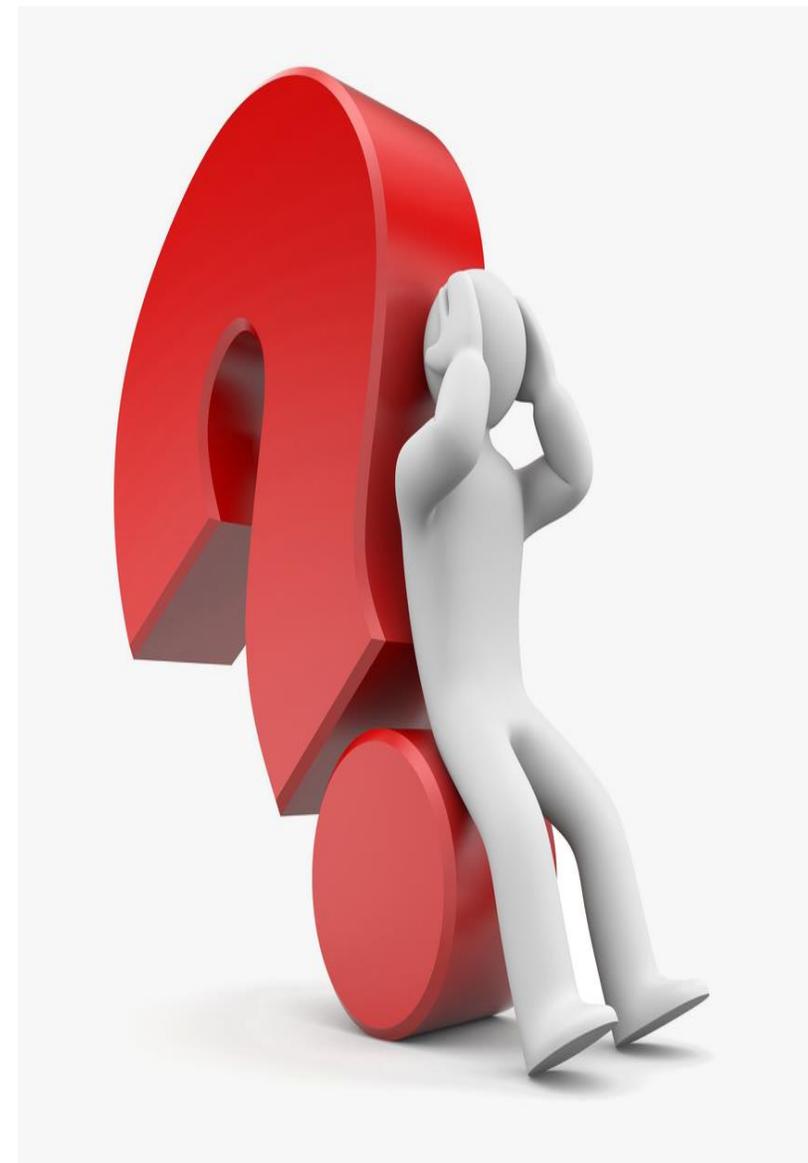
No

If For Profit Vendor is marked yes, FEIN is required.

If FEIN is not available, check box and FEIN will not be required:



Questions



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Resources

Training and Employment Guidance Letter (TEGL) 19-16 Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service (ES), as amended by title III of WIOA, and for Implementation of the WIOA Final Rules https://wdr.doleta.gov/directives/attach/TEGL/TEGL_19-16_acc.pdf

WIOA Title I-B Training Services Policy

https://des.az.gov/sites/default/files/media/trainingservicespolicy_final.pdf?time=1598279046627

Information Broadcast (IB) 20-009 Instructions for Entering Client Budgets and Payments into the AJC System

https://des.az.gov/sites/default/files/media/IB_20_009_Adding_Client_Budgets_in_AJC.pdf?time=1598279046630

IB 20-009-E Instructions for Entering Client Budgets and Payments into the AJC System

<https://des.az.gov/sites/default/files/media/IB-20-009-E-Instructions-for-Entering-Client-Budgets-and-Payments-into-the-AJC-System.pdf?time=1598279046630>



Contact Information

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