

EMPLOYMENT ADMINISTRATION
Workforce Innovation and Office of Apprenticeship
Policy Broadcast
PB 15-009
Individual Training Account
Effective Immediately
Date Issued: June 23, 2015

This Policy Broadcast is to inform Local Workforce Investment Areas (LWIAs) and interested parties of Workforce Investment Act (WIA) Title IB policy regarding Individual Training Accounts (ITAs).

INDIVIDUAL TRAINING ACCOUNT (ITA)

ITAs are used to provide training services to eligible WIA adult or dislocated worker participants through the One-Stop delivery system, based on needs identified in the individual's employment plan (IEP). Each training program requires a separate ITA.

ITA PAYMENTS

Payments to training providers from an ITA may be made in a variety of ways, including the electronic transfer of funds through financial institutions, vouchers, or other appropriate methods. Payments may also be made incrementally, through payment of a portion of the costs at different points in the training course. The ITA amount cannot exceed the total cost that is listed on the Eligible Training Provider List (ETPL) for that training program.

ITA LIMITATIONS

The amount and duration of each participant's ITA must be justified through documentation of the participant's needs and circumstance and maintained in the participant's case file. Limitations established by LWIA and tribal entities policies must be described in the State Plan and the LWIA Business Plan, but should not be implemented in a manner that undermines WIA Title IB requirements.

LWIAs and tribal entities may impose a dollar amount limit on an ITA per LWIA or tribal policy:

1. A range of amounts and/or maximum amount allowable for the ITA may be established.
2. Exceptions to the limitations on the ITA must be based on a case by case basis.

An individual may select a training program that costs more than the maximum amount available for ITAs when other sources of funds are available to supplement the ITA.

INDIVIDUAL TRAINING ACCOUNT PLAN

Each participant being issued an ITA must have a completed "Individual Training Account Plan," which must contain, but is not limited to:

- Total cost of the training program, including tuition, supplies, books and any fees;
- 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;
- Duration of the ITA Plan;
- Signatures from the LWIA staff member and participant;
- Assessments (or IEP) to document the participant's ability to complete the training; and
- LMI information relevant to the training to document the reasonable expectation of high-pay/high-demand employment upon completion of the training.

ADDITIONAL MEANS OF PROVIDING TRAINING

Contracts for services may be used instead of ITAs only when one of the following applies:

1. The services provided are on-the-job or customized training; or
2. The LWIA and tribal entities determine that there are an insufficient number of eligible providers in the local area to issue an ITA. The LWIA Business Plan must describe the process to be used in selecting providers under a contract for services. This process must include a public comment period for interested providers of at least 30 calendar days.

All requests for clarification should be sent via e-mail by your policy designee to WIAQandA@azdes.gov.