
Western Arkansas Workforce Development Area

Policies and Procedures

TITLE	Individual Training Accounts
NUMBER	P0001-24
TYPE	Policy - Operations
APPROVING AUTHORITY	Western Arkansas Workforce Development Board
EFFECTIVE DATE	3/19/24
NEW/REPLACED	New

Purpose

To establish a policy for providing an individual training account (ITA) for WIOA eligible adult, dislocated worker, and youth participants. To provide guidelines for service provider(s) that will issue or maintain the ITA.

Policy

Training services, apart from on-the-job and customized training, will be provided through the use of an ITA. Participants must be determined eligible for the program and enrolled in demand occupation training through an eligible training provider. Training may be course work that leads to a certificate of proficiency, technical certificate, associate degree, bachelor's degree, or a competency that is recognized by employers.

In order to receive WIOA title I-B funding for Occupational Skills Training, the participant must be unable to obtain grant assistance from other sources to pay the costs of such training, including such sources as State-funded training funds, Federal Pell Grants, and TANF; or require assistance in addition to other sources. WIOA programs may consider the full cost of participating in training services, including the cost of support services and other appropriate costs [WIOA 122(h) & 134(c)(3)(G); 20 CFR 680.230, 680.330, 680.740, & 680.750; 20 CFR 681.550; TEGL 19-16, 21-16, 3-18, & 8-19, ADWS issuance PY19-09 & PY23-04].

- A. Participants must be determined eligible and enrolled in Occupational Skills Training.
- B. Services are provided after a determination of the financial needs of each job seeker.
- C. All skills training programs must be approved by the Western workforce area.
- D. The service provider will develop a plan to address the needs of each job seeker in a strategy that embodies the key principles of the WIOA legislation including customer choice, flexibility, and a market-oriented approach to job training.
- E. Training must be in a forecasted demand occupation outlined in the Western area Plan submitted to the State of Arkansas by the Western Arkansas Workforce Development Board (WAWDB) in coordination with the Chief Local Elected Officials.
- F. WIOA encourages a career pathways approach to training. Western Arkansas Workforce Development Area service providers may work with a client to plan multiple steps in the training process that may include multiple Individual Training Accounts to achieve an occupation with a livable wage.
- G. An ITA is an agreement established by a WIOA title I service provider with a training provider to pay certain required costs on behalf of a participant. It may be written for any allowable type of program of study that is on the state eligible training provider list (ETPL) and has been approved by the WAWDB. Any payments to be made directly to the training provider must be listed on the ITA, whether the payments are for direct training costs or supportive services (such as books, supplies, and fees).

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- H. Costs covered by ITA each term are limited to \$10,000. One modification is allowed per ITA, and this occurs if there is a cost change due to a schedule modification or a change in assistance received from the training provider. Any revision to the ITA amount is dependent upon availability of funding and discretion of the WAPDD Executive Director. The revision must be approved in writing/email by the WAPDD Executive Director. A copy of the ITA and any revised ITAs must be submitted to WAPDD finance.
- I. The duration of an ITA will be per term. An ITA will be issued each term for renewal if the participant is making progress toward completion of training
- J. A participant must maintain a grade point average (GPA) requirement of at least a cumulative 2.0 or required GPA for the degree (whichever is higher) under the catalogue year in which the participant started. Unsatisfactory grades, non-attendance, withdrawing from classes, or similar activities that impede successful completion are also valid reasons for not issuing an ITA for subsequent terms. Participants may be placed on probation for failure to comply.
- K. A participant must be capable of completing training within two (2) years. Any exceptions to the two-year limit must be granted in writing/email by the WAPDD Program Manager.
- L. Types of training WIOA will fund are certificate of proficiency (less than one year), technical certificate, associate degree, bachelor's degree, or competency that is recognized by employers including registered apprenticeship.
- M. ITAs can be used to support placing participants in registered apprenticeship through pre-apprenticeship training, as defined in §681.480 and training services provided under a registered apprenticeship program.
- N. WIOA legislation makes a distinction between occupational specific training and pre-vocational services. Pre-vocational activities are considered an Individualized Career Service rather than a training activity and are not covered in an ITA.
- O. Pre-vocational services include basic and remedial education courses including GED programs, basic computer skill offerings such as keyboarding and word processing, computer software offerings such as Excel, Word and Access, and other offerings that are not occupational specific training. These types of services are not considered occupational training programs and will not necessarily be included on the Eligible Training Provider List (ETPL).
- P. Coordination of Funds will follow State Policy regarding WIOA title I-B funds and may be used for tuition and institutional fees for Occupational Skills Training only when other grants and scholarships (excluding VA-funded training benefits) are insufficient to cover the cost of tuition and fees charged by the institution. The career advisor will prepare their participant's ITA. The career advisor is required to check each ITA for compliance related to tuition/fees and ensure that no duplication of services is attempted. The career advisor will work with the training provider's financial aid office or agent to ensure that funds do not exceed the cost of attendance and/or duplicate costs. The career advisor will seek other available sources of funding before WIOA funding is approved. This may consist of referrals to appropriate agencies, institutions, and assistance in applying for other grant sources. Documentation such as scholarship awards, Pell Grant award letters, and other awards must be submitted to the career advisor when received by the participant. The participant will incur all other costs.
- Q. The requirement of repayment of funds by the training provider will be noted on the ITA when an ITA is written before Pell Grant eligibility is established.
- R. An ITA will be issued by the career advisor and will require the signatures of the participant, career advisor, and the training provider's authorized signer.
- S. Each term the ITA will be compared to billing from the approved training provider. The amount indicated on the ITA will be compared to the actual billing for each participant to ensure accuracy.

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Upon approval, funds will be distributed to the approved training provider. Any discrepancies must be approved by WAPDD.

Procedure

- A. The career advisor will review with the client the eligible training providers that offer the occupational training that the client is interested in taking. The review should include:
 - a) The start date.
 - b) The length of training.
 - c) The location of training.
 - d) The cost of the training.
- B. The career advisor will orient the participant on the Individual Training Account process by addressing the following information:
 - a) Participant responsibilities (sign training agreement form).
 - b) WAPDD and One-Stop responsibilities.
 - c) Amount and limitations of the Individual Training Account.
 - d) Procedures that must be followed in order to obtain an Individual Training Account.
 - e) Responsibilities of the training provider.
- C. All WIOA clients must apply for other forms of assistance, if applicable.
- D. WIOA training assistance is only provided if the client is unable to obtain other grants and scholarship assistance to pay for training, including Pell Grant.
- E. The eligible training provider will apply any Pell Grant and other financial awards toward the total training cost to offset the amount of costs billed to WAPDD.
- F. Explain the Individual Training Account agreement.
 - a) An ITA is an agreement established by a WIOA title I service provider with a training provider to pay certain required costs on behalf of a participant.
 - b) The agreement is used to show the training provider the program the participant is authorized to attend, and how to invoice WAPDD as well as the start and end of the contract and the contract amount.
- G. The completed agreement is sent to the educational institution.
- H. If a change to an existing ITA is approved the change must be noted in the modification section of the ITA.
- I. The policy must specify that all payments to the training provider will be paid through the ITA when an ITA is determined to be appropriate for the training to be provided.

Exceptions or Adjustments to the Policy:

The WIOA Service Provider will adhere to the Policy. Since no policy can be all inclusive, any additional items, requirements, or decisions for supportive services not addressed in this policy must be approved in writing/email by the WAPDD Executive Director.

Approval Signature:

John Craig, Board Chair



Date:

3/19/24