



## Policy and Procedure

<b>Title:</b>	Individual Training Accounts (ITA)	<b>Number:</b>	OP-12-07
<b>Effective Date:</b>	March 29, 2012	<b>Revised:</b>	9/14/17, 8/22/18, 10/13/22

### Purpose

The purpose of training is to provide eligible customers with the means to obtain the necessary skills to become gainfully employed or re-employed. This procedure is intended to define and establish parameters for Individual Training Accounts (ITA) development and expenditures for Adults, Dislocated Workers and Out of School Youth. ISY between the ages of 18 and 21 may co-enroll in the WIOA Adult program if deemed appropriate.

### Reference

- 1 Public Law 113-128, Workforce Innovation and Opportunities Act (WIOA) Sec. 122, 134
- 2 Dept. of Labor TEGL 41-14
- 3 VCCS Virginia Workforce Letter 14-17
- 4 Dept. of Labor TEGL 21-16

### Description

A WIOA-eligible registrant is enrolled in a training program if the Individual Employment Plan (IEP) supports that the training is necessary to transition the participant into the workforce. The training must support the stated purpose of WIOA and be in accordance with the description of training as contained in the Act. Whenever feasible, training vendors will be requested to allow participants to receive credit for required courses when equivalent courses have been completed and can be documented from other training institutions. Additionally, costs associated with CLEP Testing will be treated as a training cost if the testing relates to the curriculum of study.

### Procedure

- 1) Eligibility. All recipients of training funds must be eligible based upon criteria established under the Act. WIOA requires the coordination of training costs with funds available under other grant assistance {Section 134(d)(4)(B)}. **WIOA funding for training is limited to participants who are unable to obtain grant assistance from other sources, including PELL Grants, to pay for the costs of their training or require assistance beyond that available under grant assistance from other sources, including PELL Grants, to pay the costs of such training.** To avoid duplicate payment of costs when an individual is eligible for both WIOA and other assistance, including a PELL Grant, case managers shall consider all available sources of funds, excluding loans in determining an individual's overall need for WIOA funds. Individuals must maintain an active application status for PELL assistance. The exact mix of funds shall be determined based on the availability of funding for either training costs or supportive services, with the goal of ensuring that the costs of the training program the participant selects are fully paid, and that necessary supportive services are available so that the training can be completed successfully. **The total training budget will be supplied by the vendor based upon a formula used by institutions that determine financial aid.**
- 2) Occupational Areas of Training. The training provided through ITAs is for the sole purpose of facilitating transition into the workforce. All training will be for occupations in demand in the labor market and determined to be of priority by the SVWDB. To assist in the approval of ITA requests, the Virginia Community College System provides a relevant database for identifying appropriate

areas of training. All training must be supported by local labor market data that is furnished by the Virginia Employment Commission, Weldon Cooper Center or other appropriate source.

**Special Training.** Requests for a waiver in order to provide Special Training may be considered by the SVWDB. Such requests must be approved in advance by the SVWDB CEO. Participants requesting training in occupations not designated as a priority by the Board and/or not supported by local labor market data, but whose Individual Employment Plan supports pursuit of such training must meet at least one of the following conditions:

- a) The participant is planning to relocate to a geographic location where the occupation is in demand;
  - b) An area employer provides documented support for the need for trained personnel in a particular occupation; or
  - c) A written commitment is provided by an employer to hire the individual upon completion of their training.
- 3) Training Selection. Training will be provided for priority occupations only as determined by the Board by an institution or organization certified as meeting the criteria and having completed the procedures outlined to be a SVWDB approved training provider. Participants will select from the list of providers certified by the SVWDB. Training providers certification may be based on factors such as, but are not limited to, overall performance; industry skill standards; performance for significant customer groups (which includes wage replacement rates for dislocated workers); performance of specific provider sites, current information on employment and wage trends and projections; and duration of training programs.

The Virginia Workforce System provides a consumer report system with information necessary to choose a provider or program of training services. The database has direct access or links that easily identify providers by region, types of training, provider credentials, costs, class schedules, success rates, and feedback from previous customers, students and clients. These profiles detail information about the character of the institution and provide a wide variety of career education and training options.

- 4) Length of Training. The purpose of training services is to provide eligible customers with the means to obtain the necessary skills to become gainfully employed or re-employed. Training length will vary according to the type of training and the requirements outlined in the vendor agreement. Because entering or returning to the workforce is a priority under WIOA, training cannot exceed more than 24 calendar months. If the participant IEP includes training lasting more than 24 months, a waiver must be requested PRIOR to beginning the training.
- 5) Repeat Training. The SVWDB will NOT provide funding for courses/programs previously funded but not successfully completed.
- 6) Individual Training Account Procedure. Training provided to participants can be provided only by approved training vendors from the statewide list of Eligible Training Providers as certified by the Virginia Workforce Council and/or the SVWDB Eligible Providers List. All training (with the exception of on-the-job training and customized training) must be secured utilizing the ITA authorization. All ITA authorizations will be submitted to the training facility financial aid office.
- 7) Cost Limitation. The SVWDB limits training cost (Per Participant) to no more than **\$5,800 for classroom training or \$8800 if an individual participates in an OJT after completion of classroom training** within a fiscal year (July 1 through June 30), except as approved by the SVWDB CEO prior to the expenditure of funds. Funding of training, supportive services and needs-related payments may not exceed a total of **\$14,750** per fiscal year. (See Policy for Supportive Services).
- 8) Required ITA Documentation to be maintained in participant file: copy of curriculum, class schedule, begin and end dates of training, copy of service providers "Obligation Form," Payment Authorization to training provider, invoice from training provider, proof of payment, copy of participant grades, and copy of license/certification.

All WIOA registrants will be made aware of any excess cost of training not covered by the program for which they will be responsible. Program operators are expected to work closely with participants to determine the individuals' ability to contribute to the cost of training and negotiate a funding plan that will adequately meet the needs of the participant while using WIOA funding in the most efficient manner possible. In addition to funds specifically included in their contract, the operator may have an amount allocated to them to provide participant training which is then paid directly by the SVWDB to the approved training provider.

9) Administration. All requests for ITA funding must be supported in the participant's IEP. Regular contact with the participant is required. All participants are required to complete face-to-face training performance reviews with their case manager on, at minimum, a quarterly/semester/module basis in accordance with the timeframes outlined on the IEP. ITA funding is only authorized on a semester/quarterly/module basis and requires documentation that the participant has successfully completed previous work. This necessitates that the participant maintains ongoing contact with the case manager, and allows for discontinuation of funding for students who are not performing or demonstrating satisfactory progress toward completion of training goals. Students are expected to maintain no less than a cumulative 2.0 grade point average for the year in order to continue to receive WIOA funding.

### **Waivers**

A waiver to the above maximum specifications may be requested from the SVWDB CEO on a case-by-case basis. The necessity for waiver must be sufficiently justified and documented in order for a waiver to be approved.

Revisions:  
September 14, 2017  
August 22, 2018  
October 13, 2022

**Equal Opportunity Employer/Program**  
**Auxiliary aids and services are available upon request to individuals with disabilities**

**TDD: VA Relay Center: 711 or 800.828.1120**

*a proud partner of the American Job Center Network*

This workforce product was created using 100% of federal U. S. Department of Labor Employment and Training Administration Workforce Innovation and Opportunity Act (WIOA) award of \$1,460,148 (#AA-33260-19-55-A-51) made to Page County on behalf of the Shenandoah Valley Workforce Development Area by the pass-through entity, the Virginia Community College System. No costs of this product were financed by nongovernmental sources. The information contained herein does not necessarily reflect the official position of the U.S. Dept. of Labor.