



Capital Region Workforce Development Board

Individual Training Account (ITA) Policy

Adopted April 24, 2025

PURPOSE

This policy outlines the CRWDB directives for providing Individual Training Accounts (ITAs) for Workforce Investment and Opportunity Act (WIOA) eligible adult, dislocated worker and youth participants.

BACKGROUND

WIOA Title 1-B training services for WIOA eligible adults, dislocated workers and youth are provided through ITAs. Using ITA funds, WIOA eligible adults, dislocated workers and youth purchase training services from eligible training providers they select in consultation with career center guidance. Participants are expected to utilize information such as skills assessments, labor market conditions/trends, and training providers' performance, and to take an active role in managing their employment future using ITAs.

POLICY

ITAs are one training option available to eligible and appropriate participants when it is determined by a career center staff that they will be unlikely or unable to obtain or retain employment that leads to self-sufficiency or higher wages from previous employment through career services alone. An ITA is limited in cost and duration and must result in employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment. ITAs are allowed for out-of-school youth ages 18-24 (out-of-school youth ages 16-17 are not eligible for ITAs) per WIOA Section 129(c)(2)(D) and 20 CFR 681.550.

I. ITA Funding and Limitations

- An ITA will not exceed \$7,000 per customer.
- The ITA is used to pay the cost of tuition or training fee for the program of training service and related training expenses.
- ITA funding for training is limited to participants who:
 - Complete an assessment and an Individual Employment Plan (IEP) that identifies a skill gap the selected training course will provide;
 - Are unable to obtain grant assistance from other sources to pay the costs of training or require assistance beyond available grant resources from other sources, such as Pell and Tap Grants to complete their training goals;



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- Select training programs that are directly linked to an in-demand industry sector or occupation or sectors that have a high potential of sustained demand or growth in the local area or in the planning region or in another area in which the participant is willing to travel or relate (WIOA Section 134(c)(3)(G)(iii)); and
- Maintain satisfactory progress/grades throughout the training program.

II. **Duration of Training**

- The course or training program must be completed in 52 calendar weeks.

III. **Training for Demand Occupations**

- Training programs are found on the [NYS Eligible Training Provider List](#).

IV. **Coordination of WIOA Training Funds and Other Federal Assistance (20 CFR 680.230)**

WIOA funds are intended to provide training services in instances when there is no grant assistance or insufficient assistance from other sources such as, but not limited to: Temporary Assistance for Needy Families (TANF); Basic Food Employment & Training (BFET); NYS Tuition Assistance and Excelsior Grants; Title IV Programs such as Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, or Federal Work-Study; GI Bill or other Federal financial aid available to military veterans; and state-funded grants to pay for those costs.

An individual may select training that costs more than the \$7,000 WIOA maximum amount, when other sources of funds are available to supplement the ITA. Career Center staff must consider and document in the participant file the availability of other sources of grants, excluding loans, to pay for training costs so that WIOA funds are used to supplement but not supplant other sources. The use of WIOA funds to make payments towards a personal loan of an otherwise eligible participant is prohibited. However, the mere existence of a federal loan, regardless of the status, must not impact ITA eligibility determinations.

V. **Recovery of Tuition Funds**

In the event a participant discontinues training, the career center staff must do due diligence to ensure the recovery of WIOA funds provided to training institutions. Career planners must verify the following:

- The refund policy of the training provider for early termination from the program.
- A requirement for the training provider to notify the case manager of early customer dropout.
- The percentage of the advanced payment to be returned.



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- Turnaround timeframe for the refund.
- Time spent in training before a refund will no longer be honored.

VI. Participant File Documentation

Justification for funding of an ITA must be supported by documentation located in the participant file and/or in case notes entered in the One Stop Operation System outlined in the ITA procedure.

VII. Availability of Funds

Funds are made available to the CRWDB on an annual basis starting in July of each year. Funds are available on a first-come, first-served basis until depleted.

DEFINITIONS

➤ Demand Industry Clusters

Healthcare	Sales and Related	Office, Clerical and Secretarial
Green (Weatherization, Waste)	Services (Hospitality, Food Services)	Transportation and Material Moving
Advanced Manufacturing	Business and Financial Operations	Construction and Extraction
Information Technology	Other based on emerging technologies.	

- Individual Training Account (ITA) – A payment agreement established on behalf of a participant with a training provider. Based on individual assessment and funds available, an ITA may be awarded to eligible adults, dislocated workers and out of school youth ages 18-24.
- Program of Training Services – One or more courses or classes, or a structured regiment that leads to: a) a recognized post-secondary credential, secondary school diploma or its equivalent, b) employment, or c) measurable skill gains toward such a credential or employment (CFR 680.420).
- WIOA Adult – An individual that is 18 years of age or older (CFR 3(2)), is a US citizen or authorized to work in the US (CFR 188(a)(5)) and meets selective service registration requirements (males 18 or older) (CFR 189(h)).
- WIOA Dislocated Worker – A WIOA eligible adult that meets the definition and provides the verification source for one of the following six (6) categories:
 - Category 1 – DW
 - Has been terminated or laid off, or who has received a notice of termination or layoff, from employment; and



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- Is eligible for or has exhausted entitlement to unemployment compensation; or has been employed for a duration sufficient to demonstrate attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and
- Is unlikely to return to a previous industry or occupation.
- Category 2 – DW mass layoff or closure
 - Has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise; or
 - Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days.
- Category 3 – DW self-employed
 - An individual who was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters.
- Category 4 – DW displaced homemaker
 - An individual who has been providing unpaid services to family members in the home and who has been dependent on the income of another family member but is no longer supported by that income; or is the dependent spouse of a member of the Armed forces on active duty (as defined in section 101(d)(1) of title 10, United States code) and whose family income is significantly reduced because of a deployment, a call or order to active duty pursuant to a provision of law, death or disability of the member and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.
- Category 5 – DW dislocated due to foreign trade
 - Job lost due to the impact of foreign trade and the phenomenon commonly known as "off shoring" and is part of a worker group covered under a certified trade petition. TAA certified customer.
- *Category 6 – DW spouse of a member of the Armed Forces*
 - *An individual who is a spouse of a member of the Armed Forces on active duty (as defined in section 101 (d)(1) of the title 10, United States Code), and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or*
 - Is the spouse of a member of the Armed Forces on active duty and who meets the criteria described in above.