



# Capital Region Workforce Development Board

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## Individual Training Account (ITA) Policy

*Adopted 04/09/2021*

### PURPOSE

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

### BACKGROUND

WIOA Title I-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 through the use of 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 Proposed 20 CFR 681.550.

ITA funding for training is limited to participants who:

- Complete an assessment and an IEP that identifies a skill gap the selected training course;
- 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 in order to complete their training goals;

- 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 relocate [WIOA Section 134(c)(3)(G)(iii)]; and
- Maintain satisfactory progress/grades throughout the training program.

#### A. ITA Fund Limit

An ITA will not exceed \$4,000 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.

#### B. Duration of Training

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

#### C. Training for Demand Occupations

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

#### D. 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 \$4,000 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.

#### E. 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:

1. The refund policy of the training provider for early termination from the training program.

2. A requirement for the training provider to notify the case manager of early customer dropout.
3. The percentage of the advanced payment to be returned.
4. Turnaround timeframe for the refund.
5. Time spent in training before a refund will no longer be honored.

E. 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 Operating System outlined in the ITA procedure.

G. 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

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)

Demand Industry Clusters

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

## **REFERENCES**

- WIOA Section 134 (c)(G)
- WIOA Section 129 (c) (2) (D)
- 20 CFR 680.300, 680.320, 680.330
- 20 CFR 681.550
- CRWDB Policy – Priority of Service
- CRWDB Policy – Self-Sufficiency
- OSOS Guides
  - Creating Providers, Services and Offerings
  - Comprehensive Assessment & Supplemental Data
  - New York State Eligible Training Provider List (ETPL)
  - Attainment of a Degree or Certificate

## **FOR INQUIRIES**

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