

SOUTHWEST LOCAL WORKFORCE DEVELOPMENT BOARD

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Effective Date: June 19, 2018

Duration: June 30, 2020

Workforce Services Policy – Individual Training Accounts Southwest LWDB - WIOA (17-11)

Subject:

Individual Training Accounts (ITA)

Purpose:

The purpose of this memorandum is to establish the policy of SOUTHWEST LWDB regarding Individual Training Accounts for individuals enrolled in the Workforce Innovation and Opportunity Act (WIOA) who are attending post-secondary training.

References: WIOA Section 134(c)(3)(F)(iii); WIOA Section 3(7)(B); 20 CFR 680.320(a)(3); 20 CFR 680.340(f); WIOA Section 122(d); TDLWD AJC Individual Training Account Use Guidance

Background: WIOA identifies the Individual Training Account (ITA) as the primary means of providing training to eligible individuals (as defined by the Workforce Innovation and Opportunity Act) and who are not able to obtain grant assistance from other sources or require WIOA assistance in addition to other sources of grant assistance. The ITA system is designed to provide customer choice within the guidelines established by the SOUTHWEST LWDB.

Policy:

The West Tennessee Workforce Development Board in SOUTHWEST LWDA has established the following guidelines regarding the authorization of funds through Individual Training Accounts, ***if funds are available:***

- Who Receives Training Services?
Upon completion of an interview, evaluation, assessment, or career planning by an AJC staff person, it is determined the participant is:
 - Unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to, or higher than, wages from previous employment through career services
 - In need of training services to obtain or retain employment leading to economic self-sufficiency or wages comparable to, or higher than, wages from previous employment through career services

- To have the skills and qualifications to participate successfully in training services
- Recipients of public assistance and other low-income individuals who are basic skills deficient will be given priority in receipt of individual training accounts (ITAs) for post-secondary education. (Please refer to SOUTHWEST LWDB Policy # 17-9, Change 1 regarding more in-depth information regarding priority of services.)
- ITA Limitations
 - A maximum of \$3,500 in WIOA funding may be available in a twelve-month period with a maximum of \$7,000 available over a 24-month period to be used for tuition, fees, books, and required supplies.
 - If other financial assistance is available (excluding loans), it must be applied to **tuition, fees, books, and supplies** prior to WIOA funds being expended. Should other financial assistance not yet be in place at the time of enrollment into the training, WIOA funds may be issued to cover cost of books and supplies.
- Fund Distribution
 - WIOA funding will be authorized for a period of a maximum of two years of training for necessary unmet needs for the training taking into account that WIOA funds are available.
 - WIOA funds will be issued at the beginning of each new term of the program of training.
 - Charges beyond the training period will not be covered unless the training institution has a refund policy
- Types of Training Allowed
 - Training must be in a demand occupation area within the West Tennessee area.
 - WIOA funds will only be issued for training in programs that are listed on the state Eligible Training Provider List (ETPL). Participant access to this list is provided through the jobs4tn website in which the AJC staff person will instruct and assist the participant on how to obtain the list of providers and the programs offered. Participant will be made aware that he/she will have the final choice in choosing the provider he/she wishes to attend.
 - "Career Pathway" programs that lead to improved employment opportunities.
- Non-Attendance In Training
 - Should the customer miss training for a consecutive 30-day period, other than for an approved medical leave or emergency leave, the ITA will be cancelled and all remaining funds will be de-obligated. Documentation of medical or emergency leave must be provided to the assigned Career Specialist.
- Additional Customer Requirements
 - Must demonstrate through assessment results (i.e.: TABE, KeyTrain, college entrance exams) the basic skill sets to successfully complete training and obtain employment in the proposed occupation.
 - Must receive satisfactory grades/progress (determined by the training facility) and provide this information to the assigned Career Specialist in order to continue receiving funding. Should satisfactory grades not be obtained, customer will be placed on probation for the next term. Customer may return to training the next term; but if unsatisfactory grades/progress are made in term of return, customer will not receive funding for next term.
 - Must have acceptable attendance as defined by training provider.
 - Must maintain (at least monthly) contact with assigned Career Specialist.
 - Must be enrolled in and attend training for all terms until completion of training program.

- Availability of Funds/Waiting List
 - SOUTHWEST LWDB reserves the right to enforce an ITA waiting list for Adult and/or Dislocated Worker ITAs due to availability of funding.
- WIOA Funding Restrictions – WIOA funds will be issued for the following:
 - Medical or dental procedures (excluding required exams for training)
 - Lost books or supplies or books / required supplies for repeat classes
 - Classes that must be repeated
 - Any training that requires more than two years to complete
- Modifications of ITA

Requests to increase an ITA may be approved on a case-by-case basis at the discretion of the discretion of the assigned Career Specialist.

It is recognized there is limited exceptions to the use of ITAs. Contracts for services may be used instead of an ITA only when one or more of these exceptions apply (WIOA Section 134(c)(3)(G)(ii)):

- The services provided are OJT, customized training, incumbent worker training, or transitional jobs
- SOUTHWEST LWDB determines there are an insufficient number of Eligible Training Providers in the local area to accomplish the purpose of a system of ITAs
- SOUTHWEST LWDB determines there is a training-services program of demonstrated effectiveness offered by a community-based organization or other private organization to service individuals with barriers to employment
- SOUTHWEST LWDB determines the most appropriate training can be provided by an institution of higher education to train multiple individuals for jobs in sector-demanded occupations, provided this does not limit customer choice
- SOUTHWEST LWDB is considering entering into a pay-for-performance contract and the local area ensures that the contract is consistent with 20 CFR 638.510.

Should a community-based organization or other private organization be considered regarding exceptions to the use of ITAs , in order to determine the effectiveness of the agency, particularly as it applies to the special participant population to be served, the following criteria will apply:

- Financial stability of the organization
- Demonstrated performance in measures appropriate to the program
- The relevance of the specific program to our local area’s needs that have been identified


Opportunities with the Tennessee Reconnect program will be considered prior to determination of an ITA.

Action:

All American Job Center staff will make customers aware of potential benefits and assist in making an informed decision about employment and training options. Exceptions to this policy must be approved by the SOUTHWEST LWDB Director or designee on a case-by-case basis.

Contact:

Questions regarding this policy should be addressed to Jimmy Bell, Southwest LWDB Director, at SWHRA, 1527 White Avenue, P.O. Box 264, Henderson, TN 38340. Phone: (731) 983-3688. Email: jbell@swhra.org.



Craig S. Butler, Board Chairman