
Western Arkansas Workforce Development Area

Policies and Procedures

TITLE	Individual Training Accounts
NUMBER	P0001-24
TYPE	Policy - Operations
APPROVING AUTHORITY	Western Arkansas Planning & Development District
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) the 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 134(c)(3)(B)(i); 20 CFR 680.210(c); 20 CFR 680.230; TEGL 19-16, ADWS issuance 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 local 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 Local Plan submitted to the State of Arkansas by the Western Arkansas Workforce Development Board 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. The ITA is an account set up by the Career Advisor for the WIOA eligible individual. ITAs are funded with funds authorized under Title I of WIOA. Eligible individuals may use ITAs in exchange for training services for skills in demand occupations from training providers approved on Arkansas Job Links (AJLA) list <https://www.arjoblink.arkansas.gov/> or this information can be attained by assistance at the workforce centers.
- H. Costs covered by ITA can be used for tuition and required Fees. Each term is limited to \$5,000 for these costs. Required fees will be defined as "General Registration Fees" and are not subject to the

Western Arkansas Workforce Development Area

Policies and Procedures

limitations in the Supportive Services Policy P0002-23. Additional fees may be approved at the discretion of WAPDD. Any revision to the term amount is dependent upon availability of funding and discretion of the Program Manager of WAPDD. The revision must be approved in writing/email by the Program Manager of WAPDD or their designee.

- 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 WAPDD.
- 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. 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.
- N. 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).
- O. 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. Staff will prepare their participant's ITA. Staff are required to check each ITA for compliance related to tuition/fees and ensure that no duplication of services is attempted. Staff 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. Staff 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 staff when received by the participant. The participant will incur all other costs.
- P. WIOA Title I-B participants may not enroll in WIOA-funded training while his or her application for a Pell Grant is pending.
- Q. An ITA will be issued by the WIOA staff and will require the signatures of the participant, staff, and the training provider's authorized signer.
- R. 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. 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 vendors that provide the occupational training that the client is interested in taking. The review should include:

Western Arkansas Workforce Development Area

Policies and Procedures

- 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 to 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 vendor.
- C. WIOA training assistance is only provided if the client is unable to obtain other grant assistance to pay for training, including Pell Grant.
- D. All WIOA clients must apply for other forms of assistance, if applicable.
- E. The vendor 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) The ITA is an agreement between WAPDD and the training provider.
 - 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 for approval.
- H. If a change to an existing ITA is approved the change must be noted in the modification section of the ITA.

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 Program Manager of WAPDD or their designee.

Approval Signature:

John Craig, Board Chair

Date:
