

Policy and Procedure

Policy Name: Individual Training Accounts
(ITA)

Policy Number: 03-106

Effective Date: April 4, 2003

Revised: February 6, 2004
August 6, 2004
April 7, 2006

Purpose

The purpose of training is to provide eligible customers with the means to obtain the necessary training to become gainfully employed or re-employed. This procedure is intended to define and establish parameters for Individual Training Accounts (ITA) development and expenditures.

Reference

- P.L.105-220 Workforce Investment Act (WIA)
- Virginia Employment Commission (VEC) WIA Policy 00-8

Description

A WIA-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 WIA 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. WIA requires the coordination of training costs with funds available under other grant assistance {Section 134(d)(4)(B)}. **WIA funding for training is limited to participants who are unable to obtain grant assistance from other sources, including PELL Grants, to pay 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 WIA 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 WIA 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 school budget will be supplied by the vendor based upon a formula used by institutions that determine financial aid.** This total school budget is not inclusive of childcare assistance.
- 2) Occupational Areas of Training.** The training provided by ITAs is for the sole purpose of facilitating transition into the workforce. All training should be for occupations that are in demand in the labor market. To assist in the approval of ITA requests, the Virginia Employment Commission 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.

NOTE: Special training requests may be considered. Participants requesting training in areas that are not supported by local labor market data, but whose Individual Employment Plan supports pursuit of such training must meet one of the following conditions:

- a) Training may be provided in other areas if the participant is planning to relocate to a geographic location where the occupation is in demand;
 - b) Training may be provided if documentation from an area employer is provided to support the need for trained personnel in a particular occupation; or
 - c) If a written commitment is provided by an employer to hire the individual upon completion of their training.
- 3) Training Selection. Training will be accessed through a consumer report system. The consumer report system contains information necessary for any customer of the Virginia Workforce System to choose a provider/program of training services. Such factors include, 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 database has direct access or links that easily identify a variety of 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. Training length will vary according to the type of training and the requirements outlined in the vendor agreement, but cannot exceed more than 36 calendar months without a waiver from the WVVDB administrative office.
The WVVDB will not provide funding for courses previously funded but not successfully completed.
- 5) Individual Training Account Procedure. Training provided to participants can be provided only by approved training vendors from the statewide Eligible Providers of Training Services as certified by the Virginia Workforce Council. All training (with the exception of on-the-job training and customized training) must be secured utilizing the ITA Voucher (Form No. WVVDB No. 03-106A). All ITAs will be submitted to the training facility financial aid office to obtain documentation of need and information regarding other grants that may be available.
- 6) Cost Limitation. The local WVVDB limits cost to no more than \$4,000 per participant within a twelve-month period, except as approved by the WVVDB president.
- All WIA registrants will be made aware of any excess cost of training not covered by the program for which they will be liable.
- 7) Administration. All requests for ITA funding must be supported in the participant's IEP. Contact with the participant is required. All participants are also required to complete a face-to-face performance reviews with their case manager on a quarterly/ semester/module basis in accordance with the timeframes outlined on the IEP. ITA funding is authorized on a semester/quarterly/module basis. This necessitates that the participant maintains ongoing contact with his/her case manager, and allows for discontinuation of funding for students who are not performing. Students are expected to maintain no less than a cumulative 2.0 grade point average for the year in order to continue to receive WIA funding.
- 8) Waivers. Program operators may request a waiver to any of the above parameters or limitations from the WVVDB president.

Board Approval Date

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