

This Policy explains the procedures and criteria for the utilization of an ITA and associated Support Services.

I. Purpose

Individual Training Accounts have previously been used to support the training services of individuals under the Workforce Investment Act (WIA). The Workforce Innovation Opportunity Act (WIOA) provides more flexibility for American Job Center (AJC) staff to issue ITAs for apprenticeship programs. An ITA is used by a participant to access training services from an Eligible Training Provider List (ETPL). Under WIOA, priority of service must be provided regardless of the level of funds. WIOA also expands the priority to include individuals who are basic skills deficient, as defined in WIOA Section 3(5). The Local Workforce Development Board (LWDB or local board) contract training services in some circumstances involving work-based training; some work-based training consists of on-the-job training (OJT), customized training, registered apprenticeship, incumbent worker training, and transitional jobs. LWDBs must use WIOA funds for support and other needs of the individual while coordinating funding for ITAs with funding from other Federal, State, local, or private job training programs or resources to assist individuals in obtaining training services.

The Individual Training Account (ITA) will be used to provide funding for training opportunities to eligible WIOA customers. Customers/students may enroll in any program offered by training providers approved by the Tennessee Higher Education Commission (THEC). The WIOA provides more flexibility for American Job Center (AJC) staff to issue ITAs for apprenticeship programs. An ITA is used by a participant to access training services from an entity on the State's approved Eligible Training Provider List (ETPL).

II. Eligibility

Individuals are determined eligible through the criteria established under the Workforce Innovation and Opportunity Act (WIOA) as WIOA Adult, WIOA Dislocated Worker or WIOA Youth. The provision of training services shall be limited to individuals who are

1. Unable to obtain other assistance through Pell grants, Trade Adjustment Assistance (TAA) or other federal grants, or...

2. Require assistance beyond the compensation available under other grant assistance programs. Some dislocated workers, who have been laid off due to no fault of their own, will also qualify for services if the company they were laid off from has filed for and been granted a Trade Assistance Act petition (TAA/NAFTA).

If the TAA/NAFTA petition has not been approved, the dislocated worker can receive an ITA or other training options until the approval is final. The requested training must be in accordance with the Tennessee Higher Education Commission's (THEC) approved Eligible Provider Training list, lead to employment, and be completed within the two-year time limit established by the local board.

III. Who Receives Training Services?

After an interview, evaluation, assessment, or career planning an American Job Center one of the service providers determines that 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.

IV. LWDB Responsibilities

A. LWDBs must have a written policy and procedure that may include, but is not limited to the following:

1. ITAs are restricted to programs that address the skills needed for occupations in demand (20 CFR 680.340(f))
2. ITA cap (\$5,000) and duration (2 years)
3. Priority of services
4. Post-secondary education providers must release a participant's financial aid information
5. Participants must have access to the list of Eligible Training Providers
6. Staff members authorizing ITAs must be identified
7. Full ITA payment for entire programs beyond each training period are not allowed unless the institutions have a refund policy requiring that this will be paid in full

8. ITAs are to pay for the full cost of training (e.g., books, license fees, training materials, registration fees, supplies, uniforms) that the financial institution does not cover
 9. Participant's choice for a training provider must be observed.
- B. Tennessee recognizes 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)).
1. The services provided are OJT, customized training, incumbent worker training, or transitional jobs;
 2. The LWBD determines that there are an insufficient number of Eligible Training Providers in the SMTLWDB area to accomplish the purpose of a system of ITAs;
 3. The LWDA determines that in the area there is a training-services program of demonstrated effectiveness offered by a community-based organization or other private organization to serve individuals with barriers to employment;
 4. The LWDA determines that the most appropriate training could 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; or
 5. The LWDA is considering entering into a pay-for-performance contract and the LWDA ensures that the contract is consistent with 20 CFR 683.510.

V. Entrance Requirements

All customers/students must complete basic and intensive services prior to being referred to training. All customers/students must have a high school diploma or a High School Equivalency (HSE) and/or test scores that demonstrate their ability to benefit from training. Additionally, students must comply with the entrance requirements of their chosen training provider. Students must receive a WIOA orientation as a prerequisite to participation in a training activity and establish a training plan. Any prospective student with prior post- secondary education experience must have a minimum cumulative grade point average of 2.0 on a 4.0 scale or a C average.

VI. Support Services (need to list all available with an ITA)

In addition to the ITA provided to the eligible WIOA participant a menu of support services may be available based on need to include:

1. Travel Reimbursement - WIOA customers are eligible to receive a travel reimbursement at the point of registration into training with an approved training provider.
Reimbursement will be made on a monthly basis.

Customers are eligible for the reimbursement if they drive OR if they ride with someone else.

2. Other Supports - The LWDB may also choose to provide Support Services in addition to the travel reimbursement. These may include the purchase of tools, uniforms and debit- type cards used for the purchase of on-line tests fees and other costs of training. Debit cards may be purchased in the names of eligible participants and sent to training providers who will ensure funds are spent appropriately.

VII. Financial Aid Requirements

All customers/students must apply for federal student financial aid prior to applying for WIOA assistance. Funding will be based on state and federal funding allocations in cooperation with the approved training provider's financial aid office.

The role of the financial officers in each institution is to first assess the training needs, i.e., tuition fees, books, and other training expenses, of each applicant. After assessing and calculating the grants from Pell and other financial resources, the financial officer will determine if other resources are needed. If the applicant's training needs exceed all available resources, then Workforce Innovation and Opportunity Act (WIOA) Title I funds will be utilized as funding of last resort. WIOA Title I funds will NOT be utilized when a student is in default of any federal student loan. In addition, if Pell funding is

terminated due to a student's attendance/progress/participation in school. no WIOA funds will be utilized. WIOA case managers must be notified by the school's financial aid office when a student becomes ineligible for the Pell Grant for this reason. WIOA funds will not be available until this issue is resolved, and Pell is reinstated.

A participant may enroll in WIOA-funded training while his/her application for Pell Grant is pending. This enrollment is permitted as long as the One-Stop Operator has made arrangements with the training provider and the WIOA participant regarding allocation of the Pell Grant, if it is subsequently awarded. In that case, the training provider must reimburse the One-Stop Operator all WIOA funds used to underwrite the training for the amount that Pell Grant covers (WIOA Section 134(c) (3)(B)(ii)). Reimbursement is not required from the portion of Pell Grant assistance disbursed to the WIOA participant for education-related expenses. Opportunities with the Tennessee Reconnect program should also be considered prior to determining if an ITA is needed.

Title: SMTLWDB Policy

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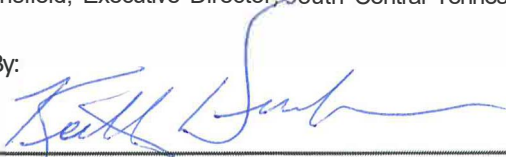
Authorized By:



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Approved By:



12/21/2018

Keith Durham, Board Chair, Southern Middle Tennessee Local Workforce Board

Date