



## **Individual Training Account Policy**

### **Purpose**

The purpose of this policy is to ensure that an Individual Training Account (ITA) is awarded and managed according to the Workforce Innovation and Opportunity (WIOA) regulations and to increase the availability of funds through an efficient de-obligation policy.

### **Background**

An ITA is used by a participant to access training services from an entity on the State's approved Eligible Training Provider List (ETPL). Under WIOA, priority of service must be provided regardless of the level of funds. Section 134(c)(3)(D) of the Workforce Innovation and Opportunity Act identifies the training services that may be provided. Training for Adults, Dislocated Workers and Out-of-School Youth will be in the demand occupations and sectors as identified in the Regional and Local Plans and approved by the Board.

### **Policy & Instructions**

Individual training accounts allow Adults, Dislocated Workers and Out-of-School Youth to purchase training that will assist them in obtaining self-sufficient employment. Priority of services will be observed when providing an ITA.

In order to expend WIOA dollars on training the following criteria must be met:

1. The Training Program must appear on the state approved training provider list.
2. Training must be a demand occupation. Demand occupations are those occupations that are in a demand in the local area or in another area in which a customer is willing to commute or relocate. The Northern Middle Tennessee Workforce Board (NMTWB) may also approve training services for occupations determined by the Board to be in sectors of the economy that have a high potential for sustained demand or growth in the local area. In-demand information can be obtained from "Bright Outlook" in the VOS data base system.
3. Training must result in a recognized credential such as a degree, certificate, license, etc.
4. Training should be short-term and not exceed 18-24 months in duration. Ideally, training of 12 months or less is preferred.
5. Training ITAs cannot be issued for more than \$6,000 per enrollment without the approval of the Board.
6. All other available financial resources such as Pell grants, TN Reconnect, TN Promise, Wilder/Naifeh, Lottery, TSAC, other scholarships, etc., must be used first towards payment of tuition, fees and books prior to WIOA dollars being expended.
7. If customer is attending training at the time of WIOA enrollment, they must submit grades/progress reports before an ITA is issued to ensure satisfactory progress is being met.
8. Customer must provide grades/progress reports at the end of each quarter/semester/etc. or additional funds will not be authorized.
9. ITAs are to be awarded per training provider term.
10. The Career Coach will issue the ITA.

11. Participants will be provided information on the Training Providers in order to make an informed choice.
12. Out of state and on-line training provider programs must be on their states eligible training provider list before an ITA can be issued.
13. A copy of the completed ITA must be forwarded to the training provider and uploaded to the electronic customer file.
14. In order to efficiently manage WIOA funds a Career Coach must de-obligate the remaining balance or unexpended funds to be recaptured and allocated to other customers.

Contracts for services may be used instead of an ITA only when on or more of these exceptions apply.

1. The services provided are OJT, customized training, incumbent worker training, or transitional jobs;
2. The NMTWB determines that there are an insufficient number of Eligible Training Providers in the local area to accomplish the purpose of a system of ITA;
3. The NMTWB 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 NMTWB 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 NMTWB is considering entering into a pay-for-performance contract and the Board ensures that the contract is consistent with 20 CFR 683.510

**References**

WIOA Section 3(5); WIOA Section 107(g)(1)(B); WIOA Section 134(c)(3)(B(ii)); WIOA Section 134(c)(3)(G); 20 CFR 683.510; 20 CFR 680.340(f); Workforce Services Guidance – American Job Center Individual Training Account Use

Authorized by:

Approved by:

4 Maria W. Rye      6/10/20  
Maria Rye, Executive Director      Date

John Zobl      6-10-20  
John Zobl, Chairman      Date