

Upper Cumberland
Local Workforce Development Board
POLICIES AND PROCEDURES

Title: INDIVIDUAL TRAINING ACCOUNTS
Updated: Updated June 14, 2022; August 28, 2023

PURPOSE: To ensure that Individual Training Accounts (ITAS) are awarded and managed according to WIOA regulations.

POLICY: Individual training accounts allow Adults, Dislocated Workers and Out-of-School Youth to access training from an entity on the State's approved Eligible Training Provider List (ETPL) that will assist them in obtaining self-sufficient employment. ITAs are developed following a comprehensive assessment of the customer's needs. To receive training services, the assessment should determine 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 that leads 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.

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

1. ITAs are restricted to training for 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 Upper Cumberland Local Workforce Development Board may also approve training services for occupations determined by the UCLWDB to be in sectors of the economy that have a high potential for sustained demand or growth in the local area.
2. Training should be short-term and not exceed 18-24 months in duration. Ideally, training of 12 months or less is preferred.
3. Training must result in a recognized credential such as a degree, certificate, license, etc. The UCLWDB encourages stackable credentials as part of the individual training account.

4. WIOA priority of service requirements will apply to the issuance of ITAs. *See UCLWDB Priority of Service Policy.*
5. Post-secondary education providers must release a participant's financial aid information and 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. A participant may enroll in WIOA-funded training while his/her application for a Pell Grant is pending, provided the OSO has made arrangements with the training provider and the WIOA participant regarding allocation of the Pell Grant if it is subsequently awarded. Reimbursement procedures provided for under WIOA Section 134(c)(3)(B)(ii) will apply.
6. Participants must have access to the Eligible Training Providers List (ETPL) and the participant's choice for a training provider must be observed.
7. The UCLWDB staff member authorizing ITAs must be identified.
8. 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.
9. ITAs are to pay last-dollar amounts on required training costs listed on the PELL funding sheet (may include books, license fees, training materials, registration fees, supplies, uniforms, etc.).
10. Training ITAs cannot be issued for more than \$5,000 lifetime maximum without the approval of the UCLWDB Executive Director and Executive Officer of the Sub-Recipient.
11. Customer should provide grades/progress reports at the end of each quarter/semester/trimester.
12. ITAs are to be awarded per semester or trimester.
13. Out of state and on-line training provider programs must be on their states eligible training provider list before an ITA can be issued.

Exceptions to the use of ITAs: Contracts for services may be used instead of an ITA only when one or more of the following exceptions apply:

1. The services provided are OJT, customized training, incumbent worker training, or transitional jobs;
2. The UCLWDB determines that there are an insufficient number of Eligible Training Providers in the local area to accomplish the purpose of a system of ITAs;
3. The UCLWDB 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 and criteria to determine the organizations effectiveness has been established and proven;

4. The UCLWDB 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 UCLWDB is considering entering into a pay-for-performance contract and ensures that the contract is consistent with 20 CFR 683.510.

Community-based or other private organizations receiving ITAs should be found to be exceptional and effective, particularly as it applies to the special participant population to be served. When determining if the organization is exceptional and effective, the UCWDB will evaluate the following criteria:

1. Financial stability of the organization.
2. Demonstrated performance in measures appropriate to the program.
3. Relevance of the specific program to UCLWDB needs identified within the area.

For questions regarding this policy, contact Becky Hull, Executive Director, Upper Cumberland Local Workforce Development Board at bhull@ucworkforce.org

Attachments: None

Effective Date: September 1, 2023

Policy Duration: Indefinite



Board Chairperson, UCLWDB