



- Subject:** Individual Training Account Policy for WIOA
- Purpose:** To transmit Coastal Counties Regional policy on Individual Training Accounts
- Statutory Authority:** Workforce Innovation and Opportunity Act 2014(WIOA) §§: 134 (c-d)
20 CFR Part 680 §§: 680.210 – 680.320, 680.340, 680.400 – 680.410 and Part 681 § 681.550
- Action:** WIOA Service providers are required to adhere to all policies and guidelines set forth in the policy below.
- Effective Date:** July 1, 2007
- Revision Date(s):** March 10, 2010; August 16, 2011; October 5, 2012; March 14, 2013; September 12, 2013; March 11, 2021, March 26, 2026
- Expiration Date:** Indefinite

Pursuant to both WIOA and its implementing regulations, training services and delivery strategies will focus primarily on the issuance of Individual Training Accounts (ITA).

I. Definition:

An individual training account (ITA) is established on behalf of a participant to purchase training services from an eligible provider they select in consultation with their Payments from ITAs may be made in a variety of ways, including the electronic transfer of funds through financial institutions, vouchers or other appropriate methods. Payments may be made incrementally, through payment of a portion of the cost as different points in the training course.

II. Limits:

An ITA should not exceed two years. The CCWB has established a \$4,000 maximum per individual customer financial limit on training through ITAs which is supported by WIOA formula funds. (NOTE: National Dislocated Worker Grants, or other non-formula funds may allow for greater amounts for targeted dislocated workers and the ITA spending will reflect the additional amounts available for these groups.) WIOA funding is the funding of last resort. WIOA funding for training is limited to participants who are unable to obtain grant assistance from other sources to pay the costs of their training; or require assistance beyond that available under grant assistance from other sources to pay the costs of such training. Programs and training providers must coordinate funds available to pay for training. In extenuating circumstances,

the service provider may request a waiver from CCWI management regarding the \$4,000 maximum limit. The amount of the cap will be reviewed annually to determine if a revision is necessary to reflect current WIOA and other related funding levels.

III. Eligibility for Training:

Adult and Dislocated Worker customers are eligible for training services if:

- Assessment and counseling services have been received through Career Services or otherwise that result in an employment plan which defines:
 - the purpose of training (employment & occupational goal) and
 - the amount of the Individual Training Account , and
 - support as available and required for participation in training, and
 - the participant's interest and capacity.
- The training is selected from the CCWB/MDOL approved Eligible Training Provider List (ETPL), should reflect jobs in high demand and growth for the occupation of choice and is consistent with Labor Market Information for employment goals.
- The average wage level for employees with this training is greater than the participant can earn without this training, and this wage level can lead to self-sufficiency. *(See Policy 2-17-#04) for definition of self-sufficiency).*
- The participant can meet the requirements for admission into the school or training program.
- The participant is unable to obtain grant assistance from other sources to pay the cost of such training or assistance is insufficient to allow participation.

Priority for training services will be given to those customers who meet the Priority of Service criteria. Particular interest will be on assisting adults who are either economically disadvantaged (below the yearly LLSIL or HHS guidelines), on public assistance, or basic skills deficient.

Service provider(s) will use the following tests to make Training and ITA decisions:

1. 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 alone;
2. Is 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;
3. Has the skills and qualifications to successfully participate in the selected program of training services;
4. Is unable to obtain grant assistance from other sources to pay the costs of such training, including such sources as State-funded training funds or Federal Pell Grants established under title N of the Higher Education Act of 1965, or requires WIOA assistance in addition to other sources of grant assistance, including Federal Pell Grants (20 CFR 680.230 and WIOA sec. 134(c)(3)(B) contain provisions relating to fund coordination.);

5. Is a member of a worker group covered under a petition filed for Trade Adjustment Assistance (TAA) and is awaiting a determination? If the petition is certified, the worker may then transition to TAA approved training. If the petition is denied, the worker will continue training under WIOA;
6. Is determined eligible in accordance with the State and local priority system in effect for adults under WIOA sec. 134(c)(3)(E) if training services are provided through the adult funding stream?
and
7. Selected a program of training services that is directly linked to the employment opportunities in the local area or the planning region, or in another area to which the individual is willing to commute or relocate.

IV. Customer Choice:

Under Title I of WIOA, training services must be provided in a manner that maximizes informed consumer choice in selecting an eligible provider. In the case of ITAs, the Local Area will take several steps to maximize customer choice in the selection of training providers. To promote customer choice, CCWI and MDOL have collaborated on an Eligible Training Provider Listing (ETPL). The ETPL is published on the MDOL website for customers' convenience and information. The ETPL will include performance and cost information.

Customers will be free to choose training options from any provider from the list which will lead to employment goals as outlined in their plan. Eligible customers may also receive a variety of education, training, and support services. Staff members are encouraged to leverage resources from partners to develop a more comprehensive employment plan for the participants.

V. Exceptions to ETPL:

On a case-by-case basis and as may be deemed appropriate by Coastal Counties Workforce, Inc. (CCWI), requests for exceptions to the ETPL requirement may be issued when one or more of the exceptions set forth in 20 CFR § 680.320 are met.

VI. Individuals Training Accounts for Youth

The Service Provider may utilize Individual Training Accounts for enrolled out-of-school Youth participants. In-school youth are ineligible for ITAs but can be co-enrolled into Adult or Dislocated Worker programming, as eligible, in order to utilize ITAs and training services, as appropriate pursuant to section III above.