
Individual Training Accounts (ITAs)

Purpose

In accordance with WIOA Regulation CFR Title 20, Chapter V, Part 680.300 et. al, Subpart C, Individual Training Accounts (ITAs) are established on behalf of eligible individuals to finance classroom-training services from State approved, eligible providers.

Policy

It is the policy of NOVAworks to provide training assistance for WIOA eligible adult and dislocated workers when such funds are available. To this end, NOVAworks has established this Individual Training Accounts Policy and Procedures in accordance with WIOA Regulations and Unemployment Insurance Code.

Procedures

Referral to Training

Prior to the issuance of an ITA, customers must receive at least one Individualized Career service. Customers who have been assessed and it has been identified that they have been or would be unable to obtain employment through Individualized Career services and are unable to obtain, retain, or advance in employment that will lead to self-sufficiency may then be considered for training services. Exceptions may be made for individuals who, because of their skills and experience, are in need of immediate training services. In these situations, participation in Individualized Career services will occur on the same date as the referral to training services.

Issuance of Individual Training Accounts (ITAs)

ITAs will be issued to eligible adult and dislocated workers who have been assessed and determined to have specific skill-related barriers to employment. ITAs will be used to obtain occupational skills training leading to a degree, certificate, or employer recognized skill certification. The customer must have the skills/qualifications necessary to complete the selected program. This determination occurs through a comprehensive assessment and career exploration process.

The training will only be provided by providers who are on the State-approved list of eligible training providers. (Exceptions to this may occur where special grant funding allows for flexibility.) The Eligible Training Provider List (ETPL) can be obtained through the State EDD website.

Customer Choice

NOVAworks' career advisor will help guide the customer to the training programs that meet local labor market demands or the market demands in the regional area to which a customer is willing to relocate. The career advisor will provide customers with a broad array of available program information and performance statistics concerning the eligible training providers. The customer, in consultation with the career advisor will use this information in addition to meetings with multiple training vendors, when possible, to make an informed decision as to which training provider can best meet his/her skill and learning needs.

Duration and Funding for ITAs

Training assistance will be provided for training programs that are typically short-term, with a usual maximum length of one year. (Exceptions to this may occur where special grant funding allows for more flexibility.) The maximum ITA amount will not exceed \$7,500 per customer. Exceptions may be considered on an individual basis and require approval by the Program Manager. Funding for participant services may come from one or more workforce programs. The duration and funding for ITAs will be based on local market rate. Local market rate is based upon a comparative analysis of providers currently on the Eligible Training Provider List (ETPL) at the time of the potential referral of the customer to a training program. The comparative analysis may include, but not be limited to, such factors as: price, timeliness of training schedules, location of the training site, learning modalities, proven effectiveness of the provider, past performance indicators including job placement record, and participant choice.

ITA awards will be used for tuition costs, required books, fees, specialized course-specific supplies or activities and support services, except childcare. NOVAworks will use direct billings to pay the training provider in accordance with NOVAworks' fiscal policy. For all customers enrolled in training under WIOA, the career advisor will perform active case management during the duration of training.

ITA Review and Approval Process

Prior to considering an ITA, the career advisor will verify that the following conditions have been satisfied and documented:

1. The customer has received, at a minimum, one individualized career service, or the customer has demonstrated, because of their skills and experience, an immediate need for training services.
2. The assessment of the customer clearly shows a need for the training in order for the customer to obtain, retain, or advance in employment.

Upon determination that the customer is a viable candidate for training, the career advisor will provide guidance to the customer in choosing an appropriate training provider and course program. The career advisor will prepare a training plan/ITA for review by the training supervisor.

Final approval will be contingent on the following factors:

- funding availability;
- assessment and career exploration documentation; and
- ability of the customer to successfully comply with attendance, performance, and financial components of the training plan/ITA, including completion and job placement goals.

Coordination of ITAs with Other Grant Assistance

WIOA funding for training is limited to customers who are unable to obtain grant assistance for training or whose financial needs exceed the assistance available from other sources. The availability of Pell Grants and other grant sources to pay for training costs will be considered, so that WIOA funds supplement rather than replace the other sources of training grants.

Participants are not required to apply for student loans or incur personal debt as a condition of participation.

ITA Payment Process

NOVAworks will use a direct billing process to pay training providers. All invoices will be forwarded directly to the Fiscal department, in accordance with NOVAworks payment policies.