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BROOME TIOGA WORKFORCE DEVELOPMENT BOARD

WIOA INDIVIDUAL TRAINING ACCOUNT (ITA'S) VOUCHERS

The Workforce Innovation and Opportunity Act, Title I-B establishes training services for adults and dislocated workers through Individual Training Accounts (ITAs). [Section 134(b) (3) (F) and (G)] of WIOA states, "Training services shall be provided in a manner that maximizes customer choice in the selection of an eligible provider of such services ...through the use of individual training accounts directly linked to an in-demand industry sector"

WIOA mandates that classroom training services (except for limited exceptions identified in this policy) be provided through the use of Individual Training Accounts (ITAs) and that eligible individuals shall receive ITAs through the one-stop delivery system. ITAs are funded with adult, dislocated worker and youth funds.

- a. **Youth Waivers:** Youth ITAs are required to be entered into OSOS differently than Adult/DW. Program Service Type must be "youth services" and Program must be "Youth ITA Waiver"

ITAs: Must meet BTWDB current Self-Sufficiency Policy requirements for training eligibility

Lack of High School Diploma or Equivalent:

No ITA will be issued for a participant lacking a high school diploma/equivalent for a training program:

- a) If that program that has a pre-requisite requirement that a participant has HSD/HSE at time of training or subsequent licensing
- b) If the employment occupation after training requires a high school diploma in order to be employed

ITA's for CDLA and CDLB Courses:

- a) Trainee must obtain permit before funding approval
- b) Trainee must provide proof of likelihood of employment to the satisfaction of Workforce counselor

1) Individual Training Account (ITA)

Training services are not entitlements and shall be provided to participants on the basis of an assessment of the person's job readiness, employment and training needs, financial, social and supportive needs, labor market demand, and potential for successful completion. The participant's Individual Employment Plan - IEP shall provide the justification for all services to be given including the appropriate combination of training and other services for the participant to achieve their employment goals.

ITAs will be issued for training that can lead to immediate employment in the field of training.

Training services are defined as one or more courses or classes that, upon successful completion, lead to:

- a certificate or degree; or
- a competency or skill recognized by employers and the Broome Tioga Workforce New York Board - BTWNY; or
- A training regimen that provides individuals with additional skills or competencies generally recognized by employers and the BTWNY.

(a) Pre-requisite to Skill Training Programs

The Department of Labor has determined that adult literacy or basic computer literacy services are not part of the definition of training services under WIOA Title IB. The requirements for Individual Training Accounts do not apply for these services.

(b) Eligible Training Providers

An ITA can only be issued for training provided by an approved Training Provider that is on the New York State Eligible Training Provider List (ETPL) posted on the Internet at <https://applications.labor.ny.gov/ETPL/>

Participants will have access to the list of eligible providers through the One-Stop system. Participants must be able to select WIOA training services by any eligible training provider from any of the local areas on the state list.

Training providers and/or training programs not on the list: the training provider may apply to be included on the list. Once application is made, approved, and posted by NYS, those training providers and/or programs will be eligible.

2) FUNDING ITAS

- The funding levels and duration of Individual Training Accounts or contracts for training services shall be determined on a case-by-case basis
- WIOA funds are intended to supplement other sources of training grants. All other financial resources must be explored such as PELL, TAP, Scholarships, Severance pay, or other resources.

- If a participant's training is greater than the maximum allowed under WIOA, the participant must show how they will pay the difference and that must be confirmed PRIOR to the ITA being issued.
- The participant's Individual Employment Plan must document how other sources of funding were sought prior to ITA and provide confirmation of funding application.

Priority for Funding: (follows the Priority of Service policy)

Veterans priority is always in effect for federal funds;

1. **Veterans**(or eligible spouses of veterans):
 - a) Disabled Veterans
 - b) Veterans who are receiving public assistance and/or low-income veterans
2. **Adults:** receiving public assistance or low income (WIOA sec 134 (c)(3)(E) Priority) (ARRA 2009)
3. **Veterans:** who are not low-income or receiving public assistance
4. **Residents:** of the County in which the Career Center is located for **funded services for Training only**
 - a) Where possible, due to limited funding, residents of another county receiving services at different county Career Center will be referred back to their county of residence for funding for training services (ITA/OJT).
Other than funding for training services, there is no difference/priority in services provided to residents/non-residents of Career Center location. All customers will receive the same level of service no matter what Career Center they choose to attend.

Funding Requirements

Prior to the Enrollment and Start Date of training, participants will be required to provide a complete list of all costs related to training, required textbooks, supplies and required tests for certification to complete training.

- Funding for training will not exceed two years in length. If a training program, such as a 4 yr degree program, is being funded, WIOA funding can only take place in the final 24 months.
- Funding for multi-semester training will be broken down per semester
- The maximum funding level, per the individual's tuition and related expenses, is **\$5,000 per ITA and \$10,000 for the lifetime of the participant**, as defined in **Table #1**. Related expenses include textbooks, miscellaneous fees (including Immunizations), and certification testing.
- Participants will be required to provide copies of the registered class schedule and proof of required textbooks. Textbooks for non-related or coursework will not be funded.
- Training programs that exceed the amounts listed in Table #1 may be supported under this policy. However, participants will be responsible to find additional sources including other grant programs, student loans and personal funds to pay for the balance.

- This maximum dollar amount per training situation may be reduced at the discretion of the WDB if available funding does not reasonably enable such expenditure

3) SATISFACTORY PROGRESS IN TRAINING

Participants are required to make satisfactory progress in training to access all payments of their ITA. Satisfactory progress is defined as follows:

- The participant's grade point average does not fall below 2.0 for more than one consecutive quarter or semester;
- The participant maintains a grade point average sufficient to graduate from, or receive certification in, their approved area of study; and,
- The participant is completing sufficient credit hours to finish their approved course of study within the time frame established under their approved training plan.
- In the case of self-paced or non-graded learning programs, satisfactory progress means participating in classes and passing certification examinations within the time frame established under their approved training plan.

4) EXCEPTIONS TO ITA'S

The Broome Tioga Workforce Development Board reserves the right to implement the authorized exceptions to the use of Individual Training Accounts in accordance with WIOA Section 134.

Contracts for qualified training services may be used under the following conditions:

- (a) When the training services provided are for on-the-job training or customized training.
- (b) When the BTWNY determines there are training service programs of demonstrated effectiveness offered in the area by community-based organizations (CBO) or other private organizations to service special participant populations that face multiple barriers to employment. Special populations that face multiple barriers to employment are populations of low-income individuals that are included in one or more of the following categories:
 - Individuals with substantial language or cultural barriers;
 - Offenders;
 - Homeless individuals; and
 - Other hard-to-service populations.
- (c) The BTWNY's criteria for determining demonstrated effectiveness, particularly as it applies to the special participant population to be served, includes the following:
 - Financial stability of the organization;
 - Demonstrated performance in measures appropriate to the program including program completion rate; attainment of the skills, certificates or degrees the program is designed to provide; placement after training in unsubsidized employment and retention in employment; and

- How the specific program relates to the workforce investment needs identified in the local plan.

5) OUT OF STATE/ OUT OF AREA PROVIDERS

- All training programs must be within a reasonable commute (i.e. 50 miles) of the Broome Tioga area. Out-of-the area training programs that are not within commuting distance to the Broome Tioga local area may be approved on a case-by-case basis pending participant demonstrating ability to incur all extraordinary costs, e.g., living expenses.
- All approved training must be located within the contiguous United States, and those training providers must be listed on that state's eligible training provider list.

6) DEMAND OCCUPATIONS

Consideration must be given to labor market demand in the local area and training will be limited to skills relevant to demand occupations. Training services may be approved for occupations that the Broome Tioga Board has determined to be in sectors of the economy that have a high potential for sustained growth and/or where documentation indicates employment prospects in the local area in addition to those occupations on the demand list.

7) REGISTRATION TIME LIMIT

Broome Tioga policy dictates that the participant must register for training on time according to training institution policy. ITAs will not be used for payment of late fees caused by customer error or delay. The customer will be responsible for these fees, as he/she is responsible for other fines or penalties.

8) CONTACT WITH AND REPORTS TO PARTICIPANTS

Contact with the case manager must occur, at a minimum, on a monthly basis during the lifetime of the training plan to ensure the individual is making satisfactory progress in training.

The workforce system case manager will provide regular counseling to individuals enrolled in approved training and awarded an ITA.

Counseling will include information deemed relevant/pertinent to the participant by the case manager.

9) MODIFIED IEP/SUBSEQUENT ITA

An individual may only modify their Individual Employment Plan with approval from the case manager. Second and subsequent ITAs can only be awarded to an individual if the original plan included the necessity of multiple courses in order for the individual to reach level to obtain employment.

10) AVAILABILITY OF FUNDS DISCLAIMER

Training resources for participants are contingent upon the availability of funds provided by WIOA.

Broome Tioga Centers will coordinate WIOA training funds with Pell and all other available funding resources. Participants should apply as soon as a school is selected, upon the development of the IEP and with the approval of the registering Broome Tioga Workforce New York One-Stop Center.

TABLE # 1

LIMITS FOR TUITION AND OTHER RELATED EXPENSES

The total maximum is **\$10,000** to include the following, **only: Tuition, Required textbooks, Miscellaneous Fees, Licensing and Certification Testing**. Each ITA will not exceed **\$5,000** in total. No ITA will be written for classes that have been taken before by the individual.

If an individual has previously reached their Workforce Benefit Lifetime Limit and the limit is less than \$10,000, the said individual's Lifetime Limit will be increased to \$10,000.

TUITION

- Tuition is the price of or payment for instruction

REQUIRED TEXTBOOKS

- Textbooks are books used in the study of a subject
- Students will be required to provide a current class schedule and a list of required textbooks each semester.

MISCELLANEOUS FEES (Including Immunizations)

- All mandated fees required by a training facility.
- For WIOA purposes, this would include, but is not limited to matriculation fees, laboratory fee, technology fees, activity fees, comp fees, application fees, health service fee, alumni fees; parking fees
- Immunizations would be paid for those students whose curriculum requires the shots, i.e. Nursing Assistants, Therapy Aides, Medical Office Assistants, Nurses

CERTIFICATION TESTING

- All licensing/certification exams required at the end of a course of study to allow an individual to begin employment.