

HERKIMER-MADISON-ONEIDA CONSORTIUM

POLICIES & PROCEDURES

Effective 2/13/18

Individual Training Account (ITA) Program

Purpose:

The purpose of the ITA program is to fund WIOA Training Scholarships to provide eligible individuals with the necessary skills that will lead to unsubsidized employment and self-sufficiency.

Eligibility:

To be eligible for Workforce Innovation & Opportunity Act (WIOA) Individual Training Account (ITA) funding, an individual must be certified WIOA-eligible by the “Working Solutions” Consortium.

ITA Program Parameters:

An ITA is approved based on the customer’s need for, and ability to benefit from training to secure employment. The determination is made by considering:

- The individuals’ current skills (inadequate, outdated, etc.)
- The results of an assessment conducted using Job Zone and/or other assessments available
- The potential earnings of training-related employment
- The labor market information research conducted by the customer;
- Results of other steps on the checklist (see attached)
- An ITA must be used at an eligible training provider. An eligible training provider is an agency that has been approved by the Workforce Development Board (WDB) of Herkimer, Madison, and Oneida Counties to provide WIOA training services. This list can be found at the following link: <https://applications.labor.ny.gov/ETPL/>
- An ITA must be used for training services in a Regional Priority Occupation, as approved by the Workforce Development Board. This list can be accessed at the following link: <https://labor.ny.gov/workforcenypartners/lwda/lwda-occs.shtm>

- An ITA can only be used for a maximum period of two calendar years. The ITA participant must complete training (receive degree or certificate) within this two year period.
- Generally, up to \$2,000.00 will be set aside for each ITA participants to help defer training costs (tuition, books, and required fees). Additional funds may be used as available at the discretion of the WDB Director.

WIOA funding for an ITA can only be accessed when all other funding sources for an individual's training have been exhausted. It will be the responsibility of the ITA participant's Primary Advisor to assure that other potential funding sources (TAP, PELL, Excelsior Scholarship, Veteran's Benefits, etc.) are used when available.

ITA Procedures: After a participant is deemed in need of ITA services, the individual will be directed to the list of eligible training providers. The Primary Advisor will also provide the individual with quality information to assist them in making informed choices for training, along with "ITA Program Parameters" information listed above.

The ITA participant will be given an "Application for WIOA Training Scholarship" and instructed to complete all of the steps on the "Checklist for WIOA Scholarship Applicants". The steps include gathering information that the customer will need in order to make an informed decision about training opportunities. The customer will visit the training agency to find out more information about the training program and have the school assist in completing the Budget Plan. After the appropriate information is gathered and the Application for WIOA Training Scholarship is completed, it must be reviewed and signed by the individual's Primary Advisor before it can be forwarded to the Consortium for funding approval.

An Individual Training Account Program Agreement (copy attached) will then be prepared by the Workforce Development/Employment & Training office. This Agreement further delineates the legal and financial responsibilities of both the Training Provider and the Consortium under this arrangement.

* Supportive Services: Due to funding cuts over the past years, the HMO WDB may only consider these types of payments in extreme cases.

ATTACHMENTS

- Individual Training Account (ITA) Program Agreement
- General Provisions
- Application for WIOA Training Scholarship (7 pages including checklist and budget page)

