

Section-06 Fiscal	P-0600400	Effective Date: 08/12/2021
Replaces TAWDB WIA ITA dated 10/27/2014 and EWDB ITA and Training Vouchers dated 2019		
Delaney Rea, GCWDB Chair		

Individual Training Accounts

It is the policy of Green Country Workforce Development Board (GCWDB) that all WIOA Title I funded services, including Individual Training Accounts (ITA) be delivered in a manner that fully complies with the WIOA law and regulations and that Individual Training Accounts (ITAs) be managed according to the steps prescribed in GCWDB ITA Operating Procedure OP-0600401.

I. Service Provider Requirements:

The WIOA Title I service provider shall ensure that staff help participants identify occupational skills training that will assist them in attaining their career goals. Individual Training Accounts (ITAs) are established for qualifying Adult, Dislocated Workers, and Out of School Youth when training services are funded by the Workforce Innovation and Opportunity Act.

II. Cost Limitations:

Green Country Workforce Development Board reviews and determines maximum limits on Individual Training Account funds and the duration of time a participant may receive training services through WIOA based on demand occupations and skills.

An Individual Training Account (ITA) has a cost limitation (cumulative training expenditures/ obligations) of a maximum of \$10,000.00 in a two-year period and no more than \$5,000 a program year. The ITA itself should only be issued for the participant's determined unmet need, up to the maximum amount. The amount of expenses for board approved Demand Occupations relating to the health care industry shall not exceed \$14,000.00 for any student, and no more than \$7,000.00 in expenses may be paid in each program year. Exceptions to the limitations may be approved by the Executive Director pending availability of funds.

Allowable training costs paid directly to the training institution should be included in the Individual Training Account, including institutional fees, books, and other educational materials.

III. Training Costs:

The GCWDB has determined that training related costs may include but are not limited to tuition, fees, books, uniforms, equipment, and other miscellaneous required items necessary to complete the selected course of study. This may include the purchase of appropriate electronics as required by the training institution to successfully complete the program. Recommended items such as study guides, practices tests, etc., that will help the participant be successful is encouraged and will be approved on a case-by-case basis.

EQUAL OPPORTUNITY AND NONDISCRIMINATION: All providers must comply with WIOA's Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title-I financially assisted program or activity. Auxiliary aids and services are available upon request to individuals with disabilities. Green Country Workforce is an equal opportunity employer/program.

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IV. Equal Opportunity and Nondiscrimination Statement: All recipients, and subrecipients/subgrantees must comply with WIOA's Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title-I financially assisted program or activity.

V. Action:

The Executive Director is responsible for compliance of this policy. The Executive Director is responsible for annual review and revisions if needed. Any exceptions to this policy statement will require prior written approval from the Executive Director or chair of the Green Country Workforce Development Board.

This policy will be effective immediately upon approval of the GCWDB membership.



08/12/2021

Chair, Green Country Workforce Development Board / Date

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