GREEN
COUNTRY
WORKFORCE

Individual Training Account (ITA) Request
Issued through Dynamic Workforce Solutions

Participant Name:							PID:	
Funding Source/Program:	[ ]	Adult	[ ]	DLW	[ ]	Youth	[ ]	Other

WIOA Approved Training Provider:

Training Start Date:	Training End/Estimated End Date:

WIOA Approved Training Program:

Credential:	Occupational Code

Other sources of funding to be considered (examples: PELL Grant, Scholarships, OTAG and other payments):

Amount of ITA Request: $	Training Provider is NOT PELL Eligible	Training Program is NOT PELL Eligible	Participant is NOT PELL Eligible
	[ ]	[ ]	[ ]

_____ The participant has developed an Individual Employment Plan (IEP)/Individual Service Strategy (ISS)

_____ All supporting documentation required by policy has been uploaded to the appropriate section in the on-line case management system

_____ A detailed program note has been added to the on line case management system clearly detailing the service, who is paying for it and how much has been requested

_____ Prorating Worksheet and supporting documentation are uploaded and a detailed case note is entered

_____ The appropriate service has been chosen in the on-line case management system and appropriate dates have been entered

_____ The desired credential will assist the participant in obtaining employment in an occupation within the Green Country Workforce Development Board's (GCWDB's) demand occupations list

WIOA Service Provider Staff Name	Signature	Date

Original Request
Modification #   Rationale:

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