

WIOA Individual Training Account Policy & Procedures

The Seventh Planning District Consortium
Workforce Development Board



THE COORDINATING & DEVELOPMENT CORPORATION

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The Department of Labor

The Seventh Planning District Consortium Workforce Development Board

Administrative Office

4000 Viking Dr., Suite A-1, Bossier City, LA 71111 | (318) 632-2022

Matt Wheeler, Chairman | Candle Sattler, Director of Workforce Development

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American Job Center Locations



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Ringgold, LA 71068
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Bossier Parish
4000 Viking Dr., Suite B-1
Bossier City, LA 71111
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Caddo Parish
125 E. Louisiana Ave.
Vivian, LA 71082
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DeSoto/Red River Parish
142 Lake Rd.
Mansfield, LA 71052
(318) 871-2391

Lincoln Parish
307 N. Homer St., Suite 307
Ruston, LA 71270
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Natchitoches Parish
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Sabine Parish
1125 W. Mississippi Ave., Suite A
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902 Lee St.
Minden, LA 71055
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EQUAL OPPORTUNITY EMPLOYER/PROGRAM AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO INDIVIDUALS WITH DISABILITIES.

Purpose

To establish Policy and Procedures for Individualized Training Accounts.

Policy

Implementation of Individualized Training Account Policy consistent with the Workforce Innovation and Opportunity Act and Louisiana Workforce Commission (LWC) Office of Workforce Development (OWD) Policy 2-23.1 Integrated Service Delivery Policy.

Procedure

The following procedures will be followed by LWDA 70 Staff (or designee) for the purpose of issuing Individualized Training Accounts.

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PURPOSE:

This policy outlines American Job Centers (AJCs) directives for providing Individual Training Accounts (ITAs) for WIOA eligible Adult, Dislocated Worker, and Youth participants.

BACKGROUND:

WIOA Title 1-B training services for WIOA eligible Adults, Dislocated Workers, and Youth are provided through ITAs. Using ITA funds, WIOA eligible Adults, Dislocated Workers, and Youth enroll in training services from eligible training providers, on the HiRE Eligible Training Provider List (ETPL), they select, in consultation with a LWDA 70 Staff (or designee). Participants may utilize information such as skills assessments, labor market information, and training providers' performance, in order to take an active role in managing their employment future through the use of ITAs.

POLICY:

INDIVIDUAL TRAINING ACCOUNTS (ITA'S)

ITAs pay for training services for skills in-demand occupations (which include all registered apprenticeship programs) as defined by the Seventh Planning District Consortium Workforce Development Board (LWDB 70) from training providers on the approved ETPL.

Expenditures directly related to training that qualify to be paid through ITAs are tuition, books, academic fees, educational testing and certification, equipment, and tools.

The ITA is established on behalf of a participant. In order for an ITA to be issued, the training program must be on the State Eligible Training Provider List. Training providers who are identified as "not in compliance" by the Louisiana Workforce Commission may not be used for training purposes.

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

- A certificate or associate degree; or
- A competency or skill recognized by employers and LWDA 70; or
- A training regimen that provides individuals with additional skill or competencies generally recognized by employers and LWDA 70.

The Department of Labor has determined that adult literacy or basic computer literacy (i.e. Short-Term Pre-Vocational or Workforce Preparation) services are not part of the definition of training services under WIOA Title I. The requirements for ITAs do not apply for these services.

The American Job Centers will provide training services to eligible participants as stipulated in the Workforce Innovation and Opportunity Act (WIOA).

CRITERIA FOR RECEIVING AN INDIVIDUAL TRAINING ACCOUNT (ITA)

An ITA will be offered to eligible participants in order to afford them the opportunity to access training determined to be necessary to achieve their employment and career goals. If sufficient funding is available, employed individuals may be eligible to receive an ITA if the individual is not earning a self-sufficient wage and the ITA is for occupational training that will result in an increase in pay leading to self-sufficiency.

WIOA financial assistance for Adults and Dislocated Workers will be limited to two years of training with four years of financial assistance available for Out of School Youth participants at an equivalent undergraduate level. Participants will be limited to three (3) years of WIOA financial assistance for apprenticeship programs. Additionally, all participants must:

- Meet training provider's admission requirements.
- Apply for a Pell Grant and, if eligible, apply Pell funds toward tuition and other required training expenses.

Other requirements of being awarded an ITA are:

- Any training that is funded should lead to full-time permanent employment opportunities in areas of high occupational demand within the local labor market.
- Undergraduate level academic training will be funded only in situations where a minimum number of credits are needed to complete a degree program and attainment of the degree will further the individual's immediate employment prospects.
- All training requests or training modifications are subject to the prior written approval of designated LWDA 70 staff.
- Recognized Postsecondary credential: This term means an occupational skills related credential consisting of an industry-recognized certificate or certification; a certificate of completion for a Registered Apprenticeship; a license recognized by the State involved or Federal Government; or, a college diploma, certificate, associate or baccalaureate degree. Credential documentation is required to be provided to the applicable LWDA 70 Staff, upon the successful completion of training.
- Training is limited to Service Providers and Programs that are listed on the HiRE Eligible Training Provider List (ETPL), as locally authorized.
- Internet-based learning may be considered for ITA Vouchers if the program/course of study meets the following conditions:
 - o The training is listed on the ETPL, as an eligible ITA training program,
 - o The final credential awarded must be equivalent in content and standard of achievement to the same program completed on campus or at an institutional training location;
 - o requires students to interact with instructors; and
 - o requires students to take periodic tests
- All training programs must be within a reasonable commute of LWDA 70 area. Out-of-the area training programs that are not within commuting, may be approved on a case-by-case basis pending the customer's demonstrated ability to incur all extraordinary costs (e.g.: living expenses).
- Training that is funded must be fully completed on an on-going basis by the time allotted for a given program.

- Training that is not limited to a structured format (content/hours/dates), such as would occur under open enrollment at a community college, vocational school, or university, is expected to be attended on a full-time basis unless extreme circumstances apply. ITAs for participants wanting to attend school as a part-time student must complete a minimum of credit hours according to training provider's policy.
- LWDB 70 will not be held responsible for any training expenditures that have not been pre-approved by LWDB 70, or that are not specifically related to the mandatory training requirement of the sponsored program.

Travel, Mileage, Out-of-the-Area Job Search, and Relocation: LWDA 70 will not fund nor be held responsible for any participant travel or relocation expenditures or expenses which are not part of a specific program's mandatory course requirement. Any travel and/or relocation expenses which are incurred will be the sole responsibility of the individual participant without prior approval.

Books: LWDA 70 will not accept financial responsibility for any books and/or supplies that are not directly related and specifically required as part of the mandatory requirements for any course(s)/curriculum LWDA 70 sponsored student is/will be attending.

- Training opportunities and continued funding support is limited to funding availability.
- LWDB 70 reserves the right to depart from any standard program processes or procedures on an individual case-by-case basis when such changes are in the best interest of the participant and/or program.
- Prospective LWDB 70 sponsored students are to be cautioned about making any personal commitments to a Vendor or signing any legally binding obligations. Any personal agreements that a student may enter into with a school beyond LWDB 70's standard procedures are by their very nature outside of LWDB 70's control, authority and responsibility.
- Distance and Online Training Providers WIOA funds may be used for programs that are conducted in a completely online format. Online providers may apply and be considered for inclusion on the state ETPL and will be required to meet the same eligibility and performance criteria established for classroom-based instructional providers.

ITA AUTHORIZATION

ITAs must be approved by a training authorized representative prior to issuance. ITA authorization must be documented in the participant record.

ITAs are authorized only for training programs listed on the Eligible Training Provider List (ETPL), as required in WIOA Section 134(c)(F)(iii). ITA funds are paid directly to the training provider using the Service Provider's fiscal system. Exceptions to this may occur if the expense is for a required training related item that must be purchased from a separate vendor or if the expense is incurred by the participant with a reimbursement payment subsequently provided to the participant by the Service Provider.

ITAs may be used for pre-apprenticeship programs however, only pre-apprenticeship programs listed on the ETPL may be approved.

ITAs may be authorized for training programs in other states or online training if the training program appears on Louisiana's ETPL and is approved for WIOA financial assistance. The location of such out of state training programs should be within a distance that does not present a substantial barrier to effective case management of the participant.

LOCAL BOARD ELIGIBLE TRAINING PROVIDER LIST REQUIREMENTS AND RESPONSIBILITIES

LWDB 70 must ensure that there are sufficient numbers and types of providers of training services (including eligible providers with expertise in assisting individuals with disabilities and eligible providers with expertise in assisting adults in need of adult education and literacy activities) serving the local area and providing the services involved in a manner that maximizes consumer choice and leads to competitive integrated employment for individuals with disabilities. 20 CFR 680.430(c)(2)

LWDB 70 must complete other responsibilities delegated to the local boards by the state (state may not delegate responsibilities specifically designated as a state responsibility unless explicitly stated in this guidance, the WIOA Final Rule, or WIOA statute). For example, local boards must collect such performance information as the state may require and determine whether the providers meet the state's performance criteria. 20 CFR 680.430(C)(1)

LWDB 70 will remove ETPs that fail to meet local performance standards (if applicable) from the local ETP list, in accordance with state and local policies and procedures. This process must allow for appeals in accordance with the state's appeals procedure for providers of training to appeal a denial of eligibility from the local list of eligible training providers. 20 CFR 680.480(e), 683.630(6)

LWDB 70 must ensure that the state's ETP list is disseminated publicly through the local one-stop system, including in formats accessible to individuals with disabilities, and its partner programs. 20 CFR 680.430(c)(3)

Allowable Local Board Responsibilities

LWDB 70 may, except with respect to registered apprenticeship programs: 20 CFR 680.430(e)

- Require additional criteria and information from local providers as criteria to become or remain eligible within its local area; and 20 CFR 680.430(e)(1)
- Set higher levels of performance than those required by the state as criteria for local programs to become or remain eligible to provide services within its local area. 20 CFR 680.430(e)(2)

LWDB 70 may supplement the criteria and information requirements established by the governor in order to support informed consumer choice and the achievement of local performance indicators. However, LWDB 70 may not do so for registered apprenticeship programs. 20 CFR 680.510(a)

This additional information may include: 20 CFR 680.510(b)

- Information on programs of training services that are linked to occupations in demand within its local area; 20 CFR 680.510(b)(1)
- Performance and cost information, including program-specific performance and cost information, for the local outlet(s) of multi-site eligible training providers; 20 CFR 680.510(b)(2)
- Information that shows how programs are responsive to local requirements; and 20 CFR 680.510(b)(3)
- Other appropriate information related to the objectives of WIOA. 20 CFR 680.510(b)(4)

LWDB 70 may make recommendations to the Governor on the procedure used to determine eligibility of providers and programs. 20 CFR 680.430(d)

Local Board Performance Criteria

LWDA 70 Program Monitors performs program desk reviews of all training providers. These performance reviews first identify all WIOA participants issued ITAs for a provider's programs over a specified time period such as the twelve months covering a program year or calendar year. Monitoring staff then identify the WIOA participants who successfully completed their training program, those who dropped from their training program (unsuccessful completion), and those participants who are still attending training. Upon review, if the Program Monitor feels there are areas of concern, the following steps will be taken:

- Detailed review of HiRE files on each participant
- On-site monitoring visit
- Report of recommendations to the Director, if necessary to the Board.

After completing a participant program outcomes evaluation, LWDA 70 monitoring staff will issue a report which, after review by the Program Director and Program Manager, will be shared with the training provider. Providers will be notified through these reports if their programs did not meet the expected performance standards. A meeting will be scheduled with the Provider to discuss the areas of concerns and explore possible solutions. Providers will be given the opportunity to respond with a justification as to why the minimum performance standards were not met. Such response must be received by LWDA 70 from the provider within 30 days upon receipt of the monitoring report. If LWDA 70 determines the provider's response to be insufficient or unsatisfactory, the provider will be notified and have 30 days to file an appeal. The provider will be notified that its appeal must include:

- The program(s) in question.
- The reason(s) for the appeal.
- Supplemental data on participant outcomes supporting the provider's reasons for appeal.
- The training provider's signature.

Appeals must be sent to:

Attn: ETPL Appeals

Seventh Planning District Consortium Workforce Development Board (LWDB 70)

4000 Viking Drive, Suite A-1

Bossier City, LA 71111

As part of the program evaluation and appeals process, LWDA 70 and its Workforce Development Board reserve the right to remove any or all training programs offered by the provider if such programs consistently do not meet minimum performance standards. LWDA 70 and its Workforce Development Board may choose to place the provider on probation to allow for a corrective action plan to be presented, the effectiveness of which will be subsequently evaluated by monitoring staff. In reaching its decision, LWDA 70 and its Workforce Development Board will take into consideration the availability of similar training programs from other providers to ensure that residents of rural areas have access to training services.

ITA AWARD LIMITS

Funding for each ITA may not exceed costs specified by the training provider in the Louisiana Workforce Commission's ETPL.

ITA REVIEW AND APPROVAL PROCESS

LWDA 70 Staff (or designee) are responsible for verifying an ITA Application is complete and demonstrates the participant's knowledge of the training program, knowledge of job requirements, knowledge of the targeted demand occupation in the local area or proposed area of employment, and commitment to complete the training program. LWDA 70 Staff (or designee) must receive signed ITA documents prior to confirming or entering activity codes into HiRE.

LWDA 70 Staff is responsible for verifying funds prior to submission to the LWDA 70 Administrative Finance Office. ITAs must be approved by the LWDA 70 Administrative Finance Office and emailed to the Program Manager, prior to a participant beginning training. The Program Monitor is responsible for ensuring the Finance Office has received approved ITA Application and that the ITA has been entered on the ITA Log and the appropriate training activity entered in HiRE. The ITA Application must be scanned into Document (staff) and case noted by the LWDA 70 Staff.

Any changes to the ITA must be documented on a modified ITA and submitted to the Program Manager or WDB Director approval. The Program Manager is responsible for communicating such changes to the LWDA 70 Administrative Finance Department and making changes to the ITA Log.

REGISTRATION TIME LIMIT

Once an individual is awarded an ITA, 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.

WAIVERS AND EXCEPTIONS TO POLICY

On an individual basis, Program Manager or WDB Director may waive local policy requirements for any individual with physical or sensory disabilities or other unusual circumstance and it has been determined that training is necessary for the individual to obtain employment. Under special circumstances and with proper justification, a request can be made to exceed the ITA funding limit, training duration or to authorize training in a not-in-demand or otherwise restricted occupation.

For participants who have demonstrated unsatisfactory performance under previously established ITA, Program Manager or WDB Director (or designee) shall determine if the individual should receive additional funds.

All waivers and exceptions to policy must be approved by the Program Manager or WDB Director (or designee) through email or written verification, or a new award, depending on each situation. Any waiver must be documented in case notes in HiRE and placed in participant file.

TIME LIMITS FOR TRAINING

Training programs are to be completed, as evidenced by receipt of a degree, diploma, certificate of completion, certification, and/or license.

COSTS TO BE COVERED

The ITA agreement form will specify all costs to be included and will be limited to those costs that all students attending the program are required to incur by the training provider. The ITA covers approved tuition costs, books, lab fees, supplies, uniforms, and other training costs as specified on the ITA. All training costs must be approved by the LWDA 70's administrative staff.

Allowable costs for the program are described on the Eligible Training Provider List and there is a statement in the Training Agreement that ties the payments to those published costs. Training Providers must resubmit their curricula each year and any changes in costs are incorporated at that time. The costs listed online are the same as any established catalog prices that is commercially available to any non-WIOA participants.

ITA expenditures are costs required by the training provider to complete the training. ITA costs required to complete the training may include, but are not limited to:

- Tuition and fees
- Books
- Tools
- Equipment
- Uniforms
- Tests (Background Check)
- Medical immunizations/tests
- Housing (only when required by school policy for student to live on campus)

Items required for training not consisting of required books, supplies, uniforms, tools, graduation fees, license/certification exam fees, etc. must be documented in the participant's file and case notes in HiRE at the time of the determination of enrollment into the curriculum at the school selected by the participant. Expenses not associated with items required for training may be considered as a supportive service with the need for the supportive service justified through proper documentation prepared and submitted for preapproval by the Program Manager. The provision of any supportive service will also be based on the reasonableness of cost and the availability of funding.

ITA costs do not include any supportive services' costs related to the ITA (e.g. transportation, childcare, etc.). Costs must be reasonable and necessary and must represent a sound investment of public funds.

FINANCIAL AID

Workforce Innovation and Opportunity Act (WIOA) funding for training will be limited to participants who are unable to obtain grant assistance from other sources to pay the costs of their training or require assistance beyond that available under grant assistance from other sources to pay the costs of such training. It will be the sole responsibility of applicants to submit documentation of the award and acceptance of Federal, State, local, or private financial assistance to the LWDA 70 Staff during the eligibility determination period for training. LWDA 70 Staff (or designee) and training providers must coordinate funds available to pay for training and consider the availability of other sources of grants to pay for training costs such as State-funded training funds, and Federal Pell Grants, so that WIOA funds supplement other sources of training grants. The WIOA cost of the ITA, including combined funding, must not exceed the actual costs of the training program. Any scholarships (excluding G.I Bill) and all income sources available to defray training expenses, including WIOA contribution, must be identified and included in the ITA for WIOA financial planning purposes.

A WIOA participant must apply for a Pell Grant, when applicable, prior to start of training and may attend training pending approval of the Pell Grant application. However, American Job Centers must have an agreement with the training provider requiring that once the Pell Grant is received, the WIOA will be reimbursed by the training institution for any WIOA disbursements made on behalf of the participant that are covered by the Pell Grant.

Documentation must be maintained in document staff and case notes within HiRE and the participant's file by the LWDA 70 Staff to document the application and eligibility for all grant assistance and the methodology to apply any assistance received to the costs of training.

ITA CONTINUED FUNDING, SATISFACTORY PROGRESS

Continued funding of an ITA is contingent on availability of WIOA funds and on the participant's satisfactory progress in school, except for good cause. Service Providers must review the participant's training progress and expenses quarterly or more frequently depending on the training institution's schedule. A participant's training progress will be considered satisfactory upon earning:

- A grade point average that does not fall below 2.0 for two consecutive terms, or
- A grade point average sufficient to graduate from, or receive certification in, the individual's approved area of study, or
- Sufficient credit hours to finish the approved course of study within the time frame established under the approved training plan.
- In the case of self-paced or ungraded learning programs, satisfactory progress means participating in classes and passing certification examinations within the time frame established under the approved training plan.

LWDA 70 Staff (or designee) must arrange to receive training progress reports (i.e. transcripts) from participants in adequate time to process the subsequent tuition payment. Progress reports, transcripts or other training-issued updates must be scanned in the document staff and case notes within HiRE and the participant's file by the LWDA 70 Staff documented in the participant record.

LWDA 70 Staff, in collaboration with participants, must develop a service strategy to overcome barriers impacting progress for participants who are not earning satisfactory progress in their coursework. WIOA ITA funding may be terminated if participants do not earn satisfactory progress for two (2) or more consecutive school terms (i.e. quarters, semesters, etc.).

Good Cause - "Good cause" for failure to make satisfactory progress in training includes specific factors that would cause a reasonably prudent person in similar circumstances to fail to make satisfactory progress. Good cause includes, but is not limited to:

- Illness, injury or disability of the participant or a member of the participant's immediate family,
- Severe weather conditions or natural disaster precluding safe travel,
- Destruction of the participant's school records due to a natural disaster or other catastrophe not caused by the participant,
- Acting on advice received from an authority such as the training provider, instructor, or case manager,
- Training is delayed or cancelled,
- Accepting stop-gap employment with hours or other work conditions that conflict with the training, or
- Accepting goal-related employment prior to completion of training.

The Louisiana Workforce Commission also has the responsibility to remove training providers/programs from the Eligible Training Provider List under the following conditions (documented proof that these conditions exist must be provided by the LWDB).

- (1) If it is determined that the training provider intentionally supplied inaccurate information. (This termination will remain in effect for two years.)
- (2) If it is determined that the training provider substantially violated any requirement under WIOA or state policy
- (3) For failure to reapply under Subsequent eligibility Procedures.

Training Institution's listed on the ETPL are required to verify their information online and resubmit every year. This normally occurs in time for entry into class in the January semester. The Louisiana Workforce Commission gives notice to schools to update their school information as well as the curricula.

When an individual is enrolled in a curriculum at a school, and for whatever reason, the curricula does not meet the performance requirements and falls off the list, the participant may remain enrolled in the curricula through completion. However, no NEW customers may be enrolled into that curricula until the performance standards are in compliance.

REQUIREMENTS FOR FUNDING PROGRAMS EXCEEDING ITA AMOUNT

No participant will be issued an ITA until the full cost of the training program is accounted for and documents are scanned in the document staff and case notes within HiRE and the participant's file by the LWDA 70 Staff. This will include, but is not limited to, grant assistance and other sources of funds required to fully fund the cost of training. WIOA funds will be paid in proportionate, incremental amounts as specified in the ITA agreement with the training provider.

Neither the LWDB 70 nor American Job Centers will incur any responsibility for any loan incurred by any participant registered for any type of WIOA grant service.

Documentation must be maintained in the participant's HiRE file by LWDA 70 Staff specifying the required financial information relative to total training costs, source(s) of funding and financial assistance provided to the participant.

SANCTIONS FOR NON-COMPLIANCE WITH WIOA PROGRAM AND/OR TRAINING PROVIDER REQUIREMENTS

Enrolled participants must adhere to the following stipulations once enrolled:

- Maintain a "C" (2.0) grade point average each semester or quarter; otherwise, the participant will be on probation for the next semester/quarter. If two back to back terms are below the 2.0 GPA, funding may be terminated;
- Have acceptable attendance as defined by the training provider; and
- Maintain required contact with a LWDA 70 Staff.

If a participant is placed on probation, they must meet with their assigned LWDA 70 staff during the semester to review and assess their academic progression. All documentation, progress reports, transcripts or other training-issued updates must be scanned in the Document (staff) and case noted within HiRE, and the participant's file by the LWDA 70 Staff documented in the participant record. Once a participant is enrolled in an ITA approved activity and the individual is exited from the program for failure to comply with the policies and procedures as outlined in the ITA policy, they cannot be re-enrolled in a WIOA funded training program. Additionally, once a participant is enrolled in an ITA approved activity, he/she may not transfer to another training program or activity sponsored by

the American Job Centers. For example, if a participant is issued an ITA to attend one specific type of training and subsequently incurs costs under this ITA, but leaves this initial training, another ITA cannot be issued to this participant to attend a different type of training. Exceptions for this may be approved due to extenuating circumstances with the approval of the Program Manager or WDB Director. In such cases the new training must be on the Eligible Training Provider List and any monies spent on previous training must be counted towards maximum amount awarded. Additionally, an existing ITA cannot be transferred to another training provider even though it is the same type of training. In this circumstance a new ITA would need to be developed and approved and the new training provider must be on the eligible training provider list.

Exceptions to the sanction may include extenuating circumstances such as:

- Medical conditions;
- Personal barriers that require non-medical treatment;
- Transportation and childcare issues that cannot be resolved through support services; as well as
- Class scheduling issues and availability;
- Disaster;
- Additional circumstances that are determined to be beyond the participant's control by the Program Manager or WDB Director.

The decision to invoke a sanction or to waive a sanction for cause will be documented in the participant's HiRE file. In addition to considering the imposition of sanctions to a participant, the history of an applicant that has participated in a local WIOA program will be considered when making any determination regarding re-enrollment into the local program.

PARTICIPANTS CONTACT

Participant contact with the LWDA 70 Staff must occur, at a minimum, once a month during the lifetime of the training plan to ensure the individual is making satisfactory progress in training. Participant contact is expected to occur more frequently depending on individual participant circumstances to ensure proper counseling and support. Failure to remain in minimum contact can result in termination from the WIOA funded program.

LWDA 70 Staff will provide regular counseling to individuals enrolled in an approved training and awarded an ITA. Career counseling will include information deemed relevant/pertinent to the participant by the LWDA 70 Staff.

INDIVIDUAL TRAINING ACCOUNT (ITA) FORM

The ITA Forms will include all costs associated with training as required by the training provider. The ITA Form will include all necessary signatures from the LWDA 70 staff (or designee), participants, and training provider acknowledging the cost associated with training.

The level of funding set aside for ITA Forms must consider both the demand for ITAs and the total amount of the annual program allocation. All ITA forms issued through LWDA 70 will be processed through the LWDA 70 Administrative Finance Office including payment for training and the related expenses.

ITA forms must include a start date and an estimated end date consistent with the start and end date for the training period as given by the training institution.

An extension to an ITA Form may be requested in writing by the subrecipient/LWDA Staff to the Program Manager or WDB Director.

Extensions may be authorized following a case-by-case review of the circumstances. A written decision from the WDB Director must be received prior to any commitment to extend an ITA form.

An Individual Training Account Form must be prepared separately for each term, semester, or period when new classes are recommended to begin.

Renewal of an ITA form/modification for a subsequent training period must be based on successful completion of each prior training period.

DOCUMENTATION

LWDA 70 Staff members are required to have monthly contact with their participants. Contact may be made by telephone, through the e-mail, personal contact, or other appropriate means of communication. Documentation, such as attendance records, grade reports, or statements from the instructing agency, are required as proof of participation and satisfactory academic progress. If the documentation indicates the client is not making satisfactory progress, LWDA 70 Staff will maintain more frequent contact. Documentation of status of the training provider must be maintained in the participant's file and HiRE case.

MODIFICATIONS OF ITA

An ITA may be modified to ensure the participant attains their educational goals and subsequent employment. In some circumstances, such as when a program of training is removed from the ETPL, or when extraordinary program expenses develop, the participant and LWDA 70 staff must agree on whether to complete the plan of training with the existing provider, seek a similar program, or discontinue training. However, an ITA should not be modified or extended for a participant beyond the original plan approval as it relates to a program of training that is no longer on the ETPL.

There is no limit to the amount of times an ITA can be modified or how often. An ITA should be modified when the original scope of the training, such as the length of time, course requirements, or overall cost, has changed. An ITA should not be modified if the individual employment goals changes or if a different service provider or program is needed.

The training provider must make the requested change to the appropriate LWDA 70 Staff. LWDA Staff will then work with the participant to request a modification/waiver, and then submit it to the Program Manager or WDB Director for approval. Any increases or changes to the current award must be approved by the Program Manager or WDB Director through email or written verification, or a new award, depending on each situation. Any modifications to the ITA must be documented in case notes and uploaded into Document (staff) in HiRE.

ACTION

This policy supersedes WIOA Individual Training Account (ITA) Policy, December 4, 2020. This policy is effective immediately. All submitted forms are live documents and subject to change according to local, State, and Federal needs. Once the forms and exhibits pertaining to this policy are approved by the LWDB 70, they will not require board approval if other changes occur, unless the change affects protocols. Should you have any question, please feel free to contact LWDA 70 staff at (318) 632-2022.

EXPIRATION DATE

This policy shall remain in effect until revised or canceled by the Seventh Planning District Consortium Workforce Development Board.

Passed and Approved on this 30 Day of June 2021.



The Seventh Planning District Consortium Workforce Development Board
Title: Matt Wheeler, Chairperson

6/30/2021
Date

REFERENCES

Workforce Innovation and Opportunity Act of 2014 (WIOA)
LWC OWD Policy 2-23.1 Integrated Service Delivery Policy
20 C.F.R. Parts 680 and 681 outlines federal regulations for training and ITAs