

Northwest Arkansas Workforce Development Board Policy

Policy Name	Individual Training Accounts
Effective Date	March 1, 2017
Date Approved by the Board	March 1, 2017

Individual Training Accounts (ITA) may be issued for WIOA eligible individuals through the One Stop System if it is determined that the individual needs training in order to obtain skills to seek self-sufficiency wages. The ITA may only be issued for programs that are currently on the Eligible Training Provider (ETP) list. The procedure for issuing ITA's follows:

- Participants are determined eligible for WIOA services and the application has been approved by a supervisor
- Participants are enrolled in a program of study that is on the ETP list
- Participants are informed that WIOA will only pay for classes that are on the degree plan of approved program
- An ITA will cover cost of tuition/books/required fees. Any other "like to have" charges will not be covered with WIOA funds
- Generally ITA's are written for a maximum of a two year timeframe. Time limits exceeding a two year timeframe must be approved by WIOA Management.
- Participants may be dropped from the program for unsatisfactory attendance or grades. Staff needs to consult with WIOA Management staff BEFORE making the decision to drop a participant from the program. Clients may be counseled and placed on probation for failure to comply with policies and procedures instead of dropping the entirely from the program
- Applicants seeking assistance for Bachelor Degree programs must be in their last two years of training. The participant must have completed enough semester hours to be classified as a junior by the training institution. Exceptions to this rule must be approved by WIOA Management
- Other participant cost required for participation in a training program may be approved on a case by case basis and is not considered part of the ITA cost
- A cap of \$9,000 has been established for ITA's. Exceptions to this cap may be approved by WIOA Management after reassessment of participant need
- Participants will sign an agreement outlying their responsibilities to continue receiving WIOA assistance
- Participant obligations are to be tracked in a spreadsheet to avoid over obligation of ITA funds
- Participants applying for WIOA services are required to apply for other funding including Pell grants. Verification will be maintained in participant files