



Northwest Arkansas Economic Development District

Policy Name	Individual Training Accounts
Effective Date	March 1, 2017
Date Approved by the Board	March 1, 2017
Revised	September 2, 2020
Revised	June 2, 2022
Revised	June 7, 2023
Revised	December 6, 2023
Revised	March 6, 2024

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 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:

References:

- 20 CFR 679.560
- 20 CFR 680 Subpart C
- 20 CF 680.230 and 38.750
- TEGLs 19-16, 21-16, 3-18, and 8-19
- ADWS Issuance PY 23-04

- Participants are determined eligible, suitable, and have demonstrated a financial need for WIOA training 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 an approved program.
- Career Advisors are authorized to write and sign ITAs. ITAs will be approved by WIOA management.
- An ITA will cover the cost of tuition/books/required fees. Any other "like to have" charges will not be covered with WIOA funds.
- An ITA is an agreement established by a WIOA title I service provider with a training provider to pay certain required costs on behalf of a participant. It may be written for any allowable type of program of study that is on the state Eligible Training provider list and has been approved by the Northwest Workforce Development Board. Any payments to be made directly to the training provider must be listed on the ITA, whether the payments are for direct training costs or supportive services (such as books, supplies, and fees).
- Participants may be dropped from the program for unsatisfactory attendance or grades. Staff need to consult with WIOA Management staff BEFORE deciding whether 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 entirely from the program.
- Other participant costs required for participation in a training program may be approved on a case-by-case basis and are not considered part of the ITA cost.
- A cap of \$15,000 has been established for ITAs. Exceptions to this cap may be

approved by WIOA Management after reassessment of participant needs.

- Exceptions to this cap include but are not limited to:
 - Pandemic
 - Disaster
 - Personal or family health issues including death
 - Loss of housing
 - Changes in household composition
 - Relocation
- The Career Advisor and the Participant will sign an ITA Agreement outlining their responsibilities to continue receiving WIOA assistance.
- A copy of the ITA Agreement will be given to the training provider and the participant.
- An individual may select training that costs more than the maximum amount available to ITAs when other sources of funds are available. (e.g., Pell Grants, scholarships, etc.)
- There is no limit to how many ITAs a participant may receive.
- If a participant finds it necessary to change training providers, they may be issued more than one ITA for the same program of study with WIOA management approval.
- Northwest has a duration limit on an ITA based on the type of credential the participant is seeking.
- Applicants seeking assistance for bachelor's 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.
- Northwest has a funding cap based on the program of study the participant is seeking. There is a \$15,000 total cap per participant.
- Requests for exemptions, including but not limited to instances where the course of study exceeds the expected time frame, must be formally submitted in writing by the Career Advisor and are subject to approval by the Operations Manager.
- ITAs may be modified up to 4 times.
- Conditions under which a person may request to modify an ITA include but are not limited to:
 - Extending the training date
 - Changed ITA ending date
 - Obligate money
 - De-obligate money
 - Changing course of study
- Modifications extending the duration of Individual Training Accounts (ITA) may leverage the initial approval obtained from the Eligible Training Provider List (ETPL) at the time the ITA was established.
- Career Advisors will work with the participant in the selection of in-demand training programs. A list of available approved training providers will be provided.
- Participant obligations are to be tracked in a spreadsheet to avoid over-obligation of ITA funds.
- All payments to the training provider will be paid through the ITA when an ITA is determined to be appropriate for the training to be provided.
- Participants applying for WIOA services are required to apply for other funding

including Pell Grants. Verification will be maintained in participant files.

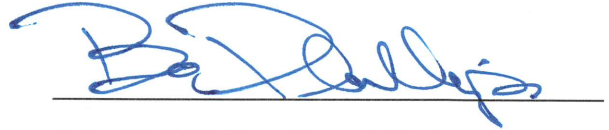
- In the event a participant receives grants or scholarships, etc. after WIOA has paid for the training, the career advisor must demonstrate due diligence to ensure the recovery of WIOA funds provided to training institutions.
- Northwest will provide to interested individuals a list of appropriate providers for the training desired, along with performance information concerning these providers, and information concerning the limits in general, for specific credentials, and for specific programs, if any.
- Northwest includes the following language on the ITA:
“By invoicing WIOA for the training costs, the provider agrees that if provider receives Pell or scholarship funds to cover cost of tuition and fees for this individual after the WIOA program has paid for training, the provider agrees to return the portion of the funds spent by WIOA that was later covered by Pell or scholarships.”

Northwest ITA Procedures

- 1. Record Keeping:**
 - Maintain accurate records of participant enrollments, including enrollment date and relevant documentation related to tuition obligations.
 - Document tuition obligations in the following locations:
 - A. ITA packet
 - B. IEP/ISS (Individualized Employment Plan/Individual Service Strategy)
 - C. Case notes
 - D. Educational grants screen in AJL (if applicable)
- 2. Documentation Requirements:**
 - Document tuition obligations using the ITA form and backup documentation, including:
 - A. Completed ITA form
 - B. ETPL listing demonstrating approval for NW local area
 - C. Printout of the participant enrollment screen
 - D. Documentation confirming the participant's application for a Pell grant (evidence of Pell application submission, Pell monetary determination, and Pell award)
- 3. ITA Submission Process:**
 - Upon approval of enrollment, promptly submit two copies (original and a copy stamped "copy") of the participant's ITA documentation packet to the operations manager.
 - With the assistance of the finance department, the operations manager will add the new ITA participant to the current ITA tracking reconciliation in order to properly track the balances associated with the program
 - The operations manager will review and approve the ITA packet, signing both copies.
 - The original ITA documentation will be forwarded to the finance team for timely accrual recording. The copy of the ITA packet will be returned to the career advisor.
 - Career advisors should scan the ITA and save the electronic file on their computer, ensuring the hard copy is appropriately placed in the participant's file.
- 4. ITA Modifications:**
 - Any ITA modifications must be promptly submitted to the operations manager upon the decision to modify the ITA.

- Include a copy of the enrollment screen with all ITA modifications.
- After approving the ITA modification, operations managers will submit ITA modifications to the WIOA accountant to update accruals.
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If no WIOA title I-B payments are to be made directly to the training provider, then an ITA is not needed.



John "Bo" Phillips, Board Chair