

# NORTH CENTRAL ARKANSAS WORKFORCE DEVELOPMENT BOARD

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WDB Policy #: 3.34

Effective Date: 12/07/2011 (WIA)

Revision Date: 3/14/2018, 6/13/2018, 3/13/2019, 12/11/2019, 6/16/2021, 3/09/2022

SUBJECT Individual Training Accounts for Youth

PURPOSE

The purpose of this policy is to describe and detail the regulations concerning Youth Individual Training Accounts, in accordance with the rules and regulations of Workforce Innovation and Opportunity Act of 2014 (WIOA), the WIOA Final Rule, Training and Employment Guidance Letters (TEGLs) published by the Employment and Training Administration of the U.S. Department of Labor (ETA), Issuances from the Arkansas Division of Workforce Services (ADWS), WIOA Title I-B Policy Manual, and local workforce board policy. Out of school youth who have met eligibility requirements and have been determined to need training may access financial assistance through the use of an Individual Training Account (ITA).

## REFERENCES

WIOA §§ 3(24), 3(47), 122(h), 123, 129(c)(2), 134(c) 20, CFR 680.200-230, 20 CFR 680.320-330, 20 CFR 681.540-550, 20 CFR 683.500-510, Comments in WIOA Final Rule concerning 20 CFR 680.150, TEGLs 10-09, 19-16 & 21-16, 20 U.S.C. 1001, 1002(a)(1), A.C.A. 15-4-3711(a)(8), WIOA Title I-B Policy Manual

## BACKGROUND

WIOA Title I Occupational Skills Training services youth may be provided through ITAs. Participants are expected to utilize information provided (e.g., skills assessment, labor market conditions/trends and training vendor performance) to take an active role in managing their employment future through the use of ITAs.

Participants are expected to make a self-informed choice about their own employment future and the training services needed. Individual Training services are not entitlements and shall be provided to participants on the basis of an individualized assessment of the person's job readiness, employment and training needs, financial, social and supportive needs, labor market demand and potential for successful completion. The youth's Individual Service Strategy shall provide the justification for all services to be given including the appropriate combination of training and other services for the participant to achieve their employment goals.

## INDIVIDUAL TRAINING ACCOUNTS (ITA)

Youth may receive ITA assistance after meeting all of the following criteria:

Occupational Skills Training must be available to all youth if their assessments of academic levels, skill levels, and service needs indicate that they are prepared for such training and that the training meets their employment goals [TEGL 21-16].

Occupational Skills Training for youth must:

- Be outcome-oriented and focused on an occupational goal specified in the ISS
- Be of specific duration to impart the skills needed to meet the occupational goal, and
- Lead to the attainment of a recognized postsecondary credential [20 CFR 681.540(a); TEGL 21-16].

PARTICIPANTS MUST:

- Select a course of study from the eligible training provider list provided by Career Specialist. The training program must be approved by the local board.
- Enroll in what is considered full time for approved career training. Participants attending GED classes and at least two college courses will be considered full time. An exception may be made if there are not enough required classes available to be considered full time.
- Participants must provide documentation of the potential to succeed in an approved career pathway (ex: GPA of 2.50, recommendation, referral, etc.).
- Provide their course schedule, current transcript, tuition and fees, and financial award letter including Pell and scholarships for each semester for continued eligibility.

The ITA may be used to cover expenses for tuition and fees. Books and other necessary supplies may be provided through Supportive Services.

Participants will only be allowed to change their degree plan one time while receiving WIOA Title IB assistance, with reasonable cause. If a degree plan is changed more than once during participation, the participant will be ineligible for ITA assistance.

Participants will not be eligible for ITA assistance on repeat courses that were previously funded by the WIOA Title IB program. Exceptions may be made by the Executive Director. Participants who fall below a 2.0 GPA without a reasonable cause may be placed on probation and denied ITA for the following semester.

Participants may receive ITA assistance at a maximum of four years. An extension can only be granted by the Executive Director.

WIOA funds will not be used to pay for educational credentials beyond a Bachelor's degree.

The individual participant spending limit will be set by staff based on availability of funds and the funding projections. Amounts will be set in the Individual Training Accounts for Youth Procedure.

Approved by the NCAWDB on:

3/9/2022

Gayle Cooper, NCAWDB Chairperson:

Gayle Cooper