

NORTH CENTRAL ARKANSAS WORKFORCE DEVELOPMENT BOARD

P.O. Box 2396 • Batesville, AR 72503 • (870) 793-5233 • Fax (870) 793-4035

Serving the Counties of
Cleburne • Fulton • Independence • Izard • Jackson • Sharp • Stone • Van Buren • White • Woodruff

WDB Policy #: 2.34

Effective Date: 12/07/2011 (WIA)

Revision Date: 3/14/2018, 6/13/2018, 3/13/2019, 12/11/2019, 6/16/2021, 3/24/2022

SUBJECT Individual Training Accounts for Adults and Dislocated Workers

PURPOSE

The purpose of this policy is to describe and detail the regulations concerning Adult and Dislocated Worker 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. Adults, Dislocated Workers and 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 for Adult and Dislocated Workers 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 participant's Individual Employment Plan 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)

Adults or Dislocated Workers may receive ITA assistance after meeting all of the following criteria:

- Must meet all eligibility requirements for the Adult or Dislocated Worker program and determined eligible in accordance with the local priority system in effect for adults if training services are provided through the Adult formula funding stream [TEGL 19-16]. WIOA I-B 3.3 Occupational Skills Training
- It has been determined after an interview, evaluation, or assessment, and after career planning that the individual meets all of the following criteria [WIOA § 134(c)(3)(A)(i)(1); 20 CFR 680.210(a) &

680.220(a); TEGL 19-16]:

- a. Is unlikely or unable to obtain or retain employment that leads to economic self-sufficiency, as determined by the LWDB, or wages comparable to or higher than wages from previous employment through career services alone.
- b. Is in need of training services to obtain or retain employment leading to economic self-sufficiency, as determined by the LWDB, or to wages comparable to or higher than wages from previous employment.
- c. Has the skills and qualifications to participate successfully in training services.

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 Adults and Dislocated Workers Procedure.

Approved by the NCAWDB on:

3/9/2022

Gayle Cooper, NCAWDB Chairperson:

Gayle Cooper