

# **NORTH CENTRAL ARKANSAS WORKFORCE DEVELOPMENT BOARD**

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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, 11/15/2023

**SUBJECT** Policy and Procedures for Individual Training Accounts for Adults/Dislocated Workers & Youth

## **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 1-8 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.

## **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) (I), A.C.A. 15-4-371 I (a) (8), Division of Workforce Services Issuance Number PY 23-04

## **BACKGROUND**

Except in specific circumstances listed in WIOA § 122(h), WIOA § 134(c)(3)(G)(ii), 20 CFR 680.320, TEGL 19-16, and TEGL 8-19, Occupational Skills Training is provided for a WIOA title I Adult, Dislocated Worker, or Out-of-School Youth through an individual training account (ITA) that is used to purchase training from an Eligible Training Provider [WIOA § 134(c)(3)(G)(i); TEGL 19-16; TEGL 3-18; TEGL 8-19]. (ITAs cannot be provided to In-School-Youth unless the youth also qualifies for and is co-enrolled as an Adult [20 CFR 681.550; TEGL 21-16]). 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 (ETPL) and has been approved by the local workforce development board (LWDB). 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). Payments from ITAs may be made in a variety of ways, including the electronic transfer of funds through financial institutions, vouchers, or other appropriate methods. Payments may also be made incrementally, such as through payments of a portion of the cost at different points in the program of study [20 CFR 680.300].

## **POLICY**

The policy must be consistent with the information in the local plan concerning how training services will be provided, the limits to be imposed, if any, and any other ITA information in the local plan [20 CFR 680.310]. Each policy must include:

- A. The procedures for issuing an ITA, including who is authorized to issue an ITA

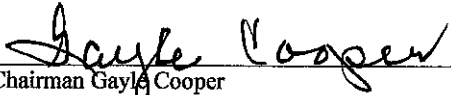
The Career Specialist, after determining that individual is eligible for an ITA, will complete the proper paper work and turn in the information to either the Records Manager or the Program Manager. The

- Records Manager or the Program Manager is authorized to issue an ITA to the eligible training provider.
- B. The maximum amount of funding of an ITA for a participant (20 CFR 680.310)
- a. Total maximum amount is \$8,000 per participant, per program year.
- C. Maximum duration of an ITA (20 CFR 680.310)  
North Central does not have a maximum duration of an ITA. However, we reserve the right as stated in 20 CFR 680.310 to limit an ITA for an individual participant that is based on the needs identified in the IEP such as the participant's occupational choice or goal and the level of training needed to succeed in that goal.
- D. Limits on the number of ITAs a person may receive  
North Central does not have limit the number of ITAs a person may receive. However, North Central does not provide assistance beyond a bachelor's degree. This also includes those who apply for WIOA assistance and already have a bachelor's degree, or equivalent, in an in demand occupation.
- E. Limits in the amounts or duration of ITAs based on the type of credential  
North Central does not have limits on the amounts or duration of an ITA based on the type of credential.
- F. Limits on the amounts or duration of ITAs (individual or total) specified by program of study  
North Central does not have limits on the amounts or duration of ITAs specified by program of study.
- G. Limit on the number of times an individual may modify an ITA and any conditions under which a person may modify the ITA  
North Central does not have limits on the number of times an individual may modify an ITA.
- H. How exceptions to the above limits will be determined if the local area allows exceptions [20 CFR 680.310(c)]  
Not applicable.
- I. The policy must describe how informed customer choice in the selection of training programs will be ensured, in accordance with the local plan [20 CFR 679.560(b)(18)]  
North Central will provide the Eligible Training Provider List to all participants to ensure that customer choice is being implemented.
- J. The policy must describe how ITAs will be used to support placing participants into registered apprenticeship programs, if ITAs will be used this way. If ITAs will not be used to support registered apprenticeship programs, the policy must specify how the occupational skills portion of registered apprenticeships will be supported [20 CFR 680.330 & 750]  
Individual Training Accounts (ITAs) can be used to fund the related classroom instruction component of an apprenticeship program, as long as the apprenticeship program or the education/training provider for the apprenticeship program is on the ETPL. ITA funds can be used in combination with on-the job training funds to support WIOA participants in apprenticeship.
- K. 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.
- L. The policy must include information regarding coordination of funding with other entities as appropriate. WIOA funds must supplement other sources of training grants. WIOA Title 1-B training funds must always be the final, not the first, resort for funding training.  
As per State Policy, WIOA title I-B funds may be used for tuition and institutional fees for Occupational Skills Training only when other grants and scholarships (excluding VA-funded training benefits) are insufficient to cover the cost of tuition and fees charged by the institution. Staff will prepare their participant's IT A. Staff are required to check each IT A for compliance related to tuition/fees and ensure that no duplication of services is attempted. Staff will work closely with the training providers' financial aid office to ensure that funds do not exceed the cost of attendance and/or duplicate costs. Staff will seek other available sources of funding before WIOA funding is approved. This may consist of referrals to appropriate agencies, institutions, and assistance in applying for other grant sources. Documentation such as scholarship awards, Pell grant award letters, and other awards must be submitted to staff when received by the participant. The participant will incur all other costs.
- M. The policy must describe any arrangements made with training providers concerning repayment of funds when the ITA is written before Pell Grant eligibility is established, as described in 20 CFR 680.230. Such agreements must be maintained for inspection by monitors.  
Typically, an ITA is not written in North Central until proof of Pell Grant has been established, however, if this does occur there is a statement on the ITA form that states: By invoicing WIOA for the training costs, the provider agrees that if provider receives additional Pell funds to cover cost of tuition 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.

- N. The policy must specify that the following information will be provided to interested individuals:
- a. The Eligible Training Provider list of appropriate providers for the training desired, along with performance information concerning these providers, and
  - b. Information concerning the limits in general, for specific credentials, and for specific programs, if any.

The ETPL will be provided to the participant as either a paper copy or an email as well as the performance information concerning these providers.

Exceptions to the above can be made by the Executive Director.

  
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Chairman Gayle Cooper

11/15/2023  
Date