

	<b>POLICY P05: INDIVIDUAL TRAINING ACCOUNTS</b>
	<b>APPROVED: 10/28/2016 – NOW</b>
	<input checked="" type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>REVISED</b>

**PURPOSE**

This policy outlines Oregon Northwest Workforce Investment Board doing business as Northwest Oregon Works (NOW) directives for providing Individual Training Accounts (ITAs) for WIOA eligible adult, dislocated worker and youth participants.

**BACKGROUND**

WIOA Title I-B training services for WIOA eligible adults, dislocated workers and youth are provided through ITAs. Using ITA funds, WIOA eligible adults, dislocated workers and youth purchase training services from eligible training providers they select in consultation with a workforce professional. Participants are expected to utilize information such as skills assessments, labor market conditions/trends, and training providers’ performance, and to take an active role in managing their employment future through the use of ITAs.

**POLICY**

ITAs are one training option available to eligible and appropriate participants when it is determined by a workforce professional that they will be unlikely or unable to obtain or retain employment that leads to self-sufficiency or higher wages from previous employment through career services alone. An ITA is limited in cost and duration and must result in employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment.

ITAs are allowed for out-of- school youth ages 18-24 (out-of-school youth ages 16-17 are not eligible for ITAs) per WIOA Section 129(c)(2)(D) and Proposed 20 CFR 681.550.

ITAs are not entitlements and shall be provided to eligible 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, as documented on the participant’s Individual Employment Plan (IEP). Participants choose career training with Eligible Training Providers in consultation with workforce professionals.

ITA funding for training is limited to participants who:

- Complete an assessment and an IEP that identifies the selected training course;
- Are unable to obtain grant assistance from other sources to pay the costs of training or require assistance beyond available grant resources from other sources, such as Pell Grants in order to complete their training goals;
- Select training programs that are directly linked to an in-demand industry sector or occupation or sectors that have a high potential of sustained demand or growth in the local area or in the planning region or in another area in which the participant is willing to travel or relocate [WIOA Section 134(c)(3)(G)(iii)]; and,
- Maintain satisfactory progress/grades throughout the training program.

**Coordination of WIOA Training Funds and Other Federal Assistance (Proposed 20 CFR 680.230)**

WIOA funds are intended to provide training services in instances when there is no grant assistance, or insufficient assistance from other sources such as, but not limited to: Temporary Assistance for Needy Families (TANF); Basic Food Employment & Training (BFET); Title IV Programs such as Federal Pell Grants, Academic Competitiveness Grants, National SMART Grants, Federal Supplemental Educational Opportunity Grants, or Federal Work-Study; GI Bill or other Federal financial aid available to military veterans; and state-funded grants such as the Oregon Opportunity Grant and Oregon Promise to pay for those costs.

An individual may select training that costs more than the \$5,000 WIOA maximum amount, when other sources of funds are available to supplement the ITA.