



**WORKFORCE INVESTMENT COUNCIL
DISTRICT OF COLUMBIA**



WIC Policy No.	Subject	Date
2013.008, Change 1	WIA INDIVIDUAL TRAINING ACCOUNTS	8/13/2013

ISSUING ENTITY:

DC Workforce Investment Council

SCOPE:

Workforce Investment Council, DC WIA Administrative Entity, One-Stop Operators, and Mandatory Partner Programs

REFERENCES:

Title I of the Workforce Investment Act (WIA) of 1998, as amended (29 U.S.C. 2801 et seq.); WIA Regulations, 20 CFR Part 652 et al, 29 CFR Part 95-97; Office of Management and Budget (OMB) cost principles codified in 2 CFR Part 220, Part 225 and Part 230; Department of Labor (DOL) Employment and Training Administration (ETA) Training and Employment Guidance Letter (TEGL) No. 17-05 The specific citations for ITAs are WIA Section 134 (d)(4)(g) and 20 CFR Part 652, 663.400-663.440.

EFFECTIVE DATE:

October 1, 2013

OBJECTIVE:

This policy provides instruction and guidance on Individual Training Accounts for training in demand occupations as identified by the DC Workforce Investment Council.

BACKGROUND:

Education and training for qualified WIA customers will be administered by means of Individual Training Accounts (ITAs) in order to provide formal schooling or training designed to assist these individuals to obtain or retain self-sufficiency. Customers must demonstrate: a) a need for formal training through the Core and Intensive Service tiers of the DC American Job Center (DCAJC) operations; and b) the customer has failed to obtain and retain employment that leads to self-sufficiency through the Core and Intensive Service tiers of the DCAJC.

INDIVIDUAL TRAINING ACCOUNTS:

A. ITA Requirements.

1. **Program Eligibility.** An ITA will only be approved for training programs that are on the Eligible Training Provider List (ETPL) for the District of Columbia.
2. **Duration and Amount.** An ITA made with respect to any participant shall not exceed one (1) year. The maximum amount available under an ITA contract shall be \$5,000 per year, subject to section A.5.
3. **Five-Year Period.** A participant may receive a maximum of one (1) ITA contract in any five-year period. A One-Stop Operator may waive this restriction and approve a second

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ITA during the five-year period so long as the participant meets eligibility requirements and the combined cost of the ITAs does not exceed \$5,000 per year.

4. **Use of ITA Funds.** ITA funds are only authorized to pay for tuition and books, required equipment, and license and exam fees, for the training program, that are not otherwise covered by a grant or other financial aid. ITAs cannot be used to cover costs other than program costs submitted by an eligible training provider as part of an application under DC WIC Policy No. 2013-009.
5. **Allowable Payments.** Payments may be made under an ITA for the following services:
 - a. **Occupational Training:** Up to \$3,000 is available for occupational training leading to an industry-recognized degree, certificate, or other credential that enables a participant to enter into an occupation on the District's demand occupation list;
 - b. **Contextualized instruction:** Up to \$1,000 is available to support adult education and literacy activities that are offered in combination with occupational training and are contextualized to the occupation or industry for which training is provided;
 - c. **Job search and placement services:** Up to \$1,000 is available to support documented costs for job search and job placement services provided in combination with occupational training services, and that lead to successful placement in a training-related occupation.
6. **Degree Programs.** ITAs may not be used to pay for instruction leading to a bachelor's degree or above. An ITA may be used to pay for instruction leading to an Associate's Degree.
7. **Enrollment.** A participant must participate in the program for not less than five (5) class days before they may be considered enrolled in the program for purposes of ITA payments and eligible training provider WIA performance levels.

Subject to the reimbursement requirements described in section C.6, eligible training providers who are institutions described in sections B.1, B.2, or B.3 under DC WIC Policy No. 2013-009 shall be entitled to receive full payment of all tuition, fees, and other costs at the time of enrollment.

Eligible training providers who are described in section B.4 of DC WIC Policy No. 2013-009 shall be eligible to receive fifty (50) percent of the value of the ITA at the time of enrollment, and the balance of the ITA at the time of program completion.

B. ITA Procedures.

1. **In General.** The WIA Administrative Entity shall develop and implement procedures for establishing ITAs for eligible participants, subject to approval by the WIC. Such procedures must provide that the maximum time for processing and approval of an ITA application with respect to any participant shall be no more than 30 days from the date on which a one-stop operator submits a complete ITA application.

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2. **Priority of Service.** Veterans shall have priority of service for WIA Adult and WIA Dislocated Worker-funded services as described in WIC Policy No. 2013-010 "WIA Adult and Dislocated Worker Eligibility." In the event that the District' WIA Administrative Entity invokes a priority of service requirement under WIC Policy No. 2013-005, recipients of public assistance or low income individuals shall also have priority for ITAs.
3. **Reverse Referrals.** One-Stop Operators shall develop and implement procedures under which eligible training providers exceeding the performance levels may submit reverse referrals for group processing to a DC American Job Center for ITAs, as laid out in the Section on subsequent eligibility in WIC policy 2013-009, WIA Eligible Training Providers. Such procedures must be included in the business plan submitted to the WIC as part of the DCAJC certification process. All participants receiving a reverse referral must meet WIA participant requirements in order to qualify for an ITA. A reverse referral shall not guarantee approval for an ITA.

C. WIA Participant Requirements.

1. **Participant Eligibility.** WIA ITA funding may be provided for individuals who are bona fide District residents and have met the eligibility requirements described in WIA Policy No. 2013-010 and:
 - a. Are unable to obtain grant assistance from other sources to pay the costs of their training, OR require assistance beyond that available under grant assistance from other sources to pay the cost of such training; and
 - b. Are determined eligible and based on the individual employment plan is in need of training to obtain employment in a demand occupation; and
 - c. Computes or solves problems, reads, writes, or speaks English at or above the 8th grade level on a generally accepted standardized test.
2. **Determinations of Eligibility.** Participants must have applied for WIA services and have been determined by a WIA Employment specialist to be eligible for training services, having completed at least one Core and one Intensive Service through a DCAJC.
3. **Individual Employment Plans.** Participants must complete an Individual Employment Plan (IEP) that details the participant's skills, interests, and abilities, documents the Core and Intensive Services provided to the participant, and sets specific goals for the participant to meet in order to obtain or retain employment that leads to self-sufficiency.
4. **Pell Grants and Other Financial Assistance.** Participants in qualifying programs must apply for Pell Grants and other appropriate grants. WIA funds may only be used to cover costs described in "Use of Funds" above, and may not be used for living expenses.
5. **Withdrawal or Removal from Program.**
 - a. **Participant Withdrawal.** Participants may withdraw from an ITA-funded program within five (5) class days of beginning such program without impacting their eligibility for ITAs. If a participant withdraws within the initial five-day period, they

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shall not be considered to have enrolled in the program, and shall not count against performance levels of the eligible training provider.

To the extent that drug testing shall be conducted as part of a determination of a participant's eligibility for a program, such drug testing should be conducted within the initial five class day period.

If a participant withdraws after the initial five class day period, such withdrawal must be accompanied by a statement of good cause submitted to the WIA employment specialist and signed by the educational institution and the participant. Good cause must demonstrate a reasonable basis for withdrawal including life events or the participant's inability to grasp the course requirements. If the employment specialist approves such withdrawal, the participant shall maintain eligibility for ITAs. If the employment specialist does not approve such withdrawal, the participant may be barred from receiving an ITA for a period of one (1) year following such withdrawal. . Such participants shall count against performance levels of the eligible training provider.

- b. **Removal from Program.** Participants must remain in good academic standing as defined by the eligible training provider and otherwise comply with the requirements of the selected training program in order to maintain eligibility for funding. A training provider may remove a participant from a training program if such removal is accompanied by a statement of good cause submitted to the WIA employment specialist. The eligible training provider shall be eligible to receive all funds currently payable under the ITA at the time of removal-. If the employment specialist does not approve the removal, the One-Stop Operator must notify the WIC and the Administrative Entity of any removals under this section within five (5) business days.

6. **Reimbursements.** If a participant withdraws or is removed from a program within five (5) class days of the start of the program, that participants shall not be enrolled in the program and an eligible training provider shall not be entitled to receive ITA funds with respect to that participant.

If the eligible training provider is an institution described in sections B.1, B.2, or B.3 of DC WIC Policy No. 2013-009, the eligible training provider must reimburse the District in the same manner that reimbursements would be provided for all other students.

- C. **Customer Choice.** Training services must be provided in a manner that maximizes informed customer choice in selecting an eligible training provider in accordance with the goals and objectives outlined in the client's Individual Employment Plan. A key philosophical foundation of the WIA is "informed customer choice" with the ultimate decision resting with the customer within policy and procedure parameters.

1. The One-Stop Operator will assist customers in making informed choices regarding career paths and training through the dissemination of information on state and local targeted industry and occupations in demand.

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2. Participants must be able to use their ITAs to acquire training services from any training provider on the eligible training provider list in a manner that maximizes informed customer choice.
3. Customer choice must be exercised within the targeted industry and demand occupations designated. Individuals, eligible or otherwise, that seek training outside of these designated areas can be provided assistance in pursuing other sources of financial aid. WIA is not an entitlement program.

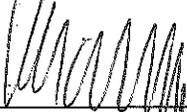
RESCISSIONS:

WIC Policy No. 2013-008

CONTACT ENTITY:

Inquiries regarding this rule should be directed to the Executive Director for the Workforce Investment Council.

APPROVAL:



Michael N. Harrell
Chair, Workforce Investment Council
Regional President, PNC Financial Services Group