



<b><u>Policy # 21</u></b>	
<b>SUBJECT:</b>	Individual Training Accounts (ITAs) / On-the-Job Training (OJT)
<b>DATE ISSUED:</b>	July 1, 2021
<b>DATE EFFECTIVE:</b>	July 1, 2016

**PURPOSE:** To provide guidance on Individual Training Accounts (ITAs) and On-the-Job Training (OJTs) for individuals participating in the Workforce Innovation and Opportunities Act (WIOA) program administered by the WDB-KC. The Workforce Innovation and Opportunities Act (WIOA) (July 2015) amends the Workforce Investment Act of 1998 to strengthen the United States workforce development system.

**REFERENCES:** Workforce Innovation and Opportunity Act, Section 134 (c) (3) (F) (iii), (G), WIOA Sec. 3(7)(B), and WFVW Guidance No. 15-12 Change 2, TEGL 19-16, TEGL 3-15, WIOA section 3(24)

**BACKGROUND:** The WIOA regulations allow local Workforce Development Boards (WDBs) to impose limits on ITAs such as limitations on the dollar amount and/or duration.

The ITA/OJT is established on behalf of the participants. WIOA Title I, adult, youth, and dislocated workers purchase training services from eligible providers they select in consultation with the Comprehensive One-Stop Career Planners.

For clarification purposes:

Individuals aged 18 or above, who are not enrolled in the year round youth program, and eligible for ITAs/OJTs under the adult and dislocated worker programs.

Payment for ITAs/OJTs will be done in accordance with the approved payment policy.

For the purposes of this policy, the following definitions will apply:

ITA – Individual Training Account

OJT –On-the-Job Training

Allowable Charges – The allowable charges under an ITA may include tuition and books, training supplies, lab materials, etc.

**POLICY:** The Workforce Development Board of Kanawha County (WDB-KC) has established the following guidelines to be used in implementing Individual Training Accounts (ITAs). ITA funding is not guaranteed to any participant and is contingent on availability of funds.



WIOA training funds in the amount of \$10,000 per program year up to 2 years may be obligated to cover training costs. The ITA/OJT amount above will be awarded based on the course information entered in the MACC by the training provider.

Funds will cover required costs: including tuition, fees, books, supplies, tools, and special equipment.

An eligible youth, adult, or dislocated worker will be limited to one ITA/OJT per program year, unless otherwise approved by the WDB-KC to complete stacked credentials. In this scenario it will be possible for a participant to complete multiple ITAs/OJTs in one program year. There will be a 2-year waiting period if the participant does not complete the required course work of training as outlined in the participant's Individual Employment Plan (IEP). This 2-year waiting period may be waived by the WDB-KC under certain circumstances.

All ITAs paid by the Region III WDB-KC are restricted to Kanawha County residents only. The only exception to this is out-of-county residents who have either been laid off or have received a lay-off notice from an established business located in Kanawha County. The first option, however, will be the Workforce Development Board of the participant's residence.

### **1. TIME EXTENSION**

Participants can request an extension of the scheduled start date up to 1 month. If the training has not actually started 1 month from the original start date, the ITA/OJT will be canceled. Once an ITA/OJT is canceled, any and all costs incurred will not be paid by the WDB-KC.

### **2. TIMELY SUBMISSION OF THE ITA/OJT:**

All ITAs/OJTs must be submitted to the WDB-KC at least 3 days prior to the start date of training. This will allow the WDB-KC staff to review the ITA/OJT for appropriate training and to ensure that ample funds exist to cover all costs included in the ITA/OJT. Please allow ample time for submission, review, approval, and receipt of the ITA/OJT before the training starts. Region III Workforce Development Board of Kanawha County will not pay any costs incurred before the Individual Training Account or On-the-Job training is approved. This policy is strictly enforced.

### **3. NOTIFICATION OF APPROVAL TO PARTICIPANTS**

**Participants shall be notified in writing by the WDB-KC of approval or denial of their ITA/OJT and reason for denial if applicable. Any training that starts prior to this approval will not be paid for by the WDB-KC.** All participants must allow for ample time for submission, review, and receipt of approval from the WDB-KC before entering training.

#### 4. TRAINING COST

Attach information to the ITA/OJT on any cost associated with the training requested. This could be in the form of a brochure or any other printed information that you may have on tuition, lab fees, etc. **All training costs for WIOA participants must be the same as private pay students.**

#### 5. STATUS REPORTS

All training providers will be required to submit monthly status reports on all participants being paid by the WDB-KC. This status will include start date, end date, placement date, cancellation date, etc. The due date for ITA/OJT status reports will be the 5<sup>th</sup> day of the following month. The WDB-KC reserves the right to stop processing ITAs/OJTs until the placement rate meets the latest performance standards set by the United States Department of Labor (USDOL).

#### 6. LAPSE IN TRAINING

If there is a consecutive 30-day lapse in training for any reason other than an approved medical leave or an approved emergency leave, the ITA/OJT will be cancelled, and all remaining funds will be unobligated.

#### 7. LEAVE OF ABSENCE

All leave of absences (medical or personal) must be requested by the participant in writing to the training provider. The training provider will then submit a request in writing to the WDB-KC (with participant's **request** attached). Included in this request is the training provider's recommendation. The WDB-KC will provide the final written decision. It should be noted, the leave of absence must adhere to the training provider's established policy.

#### 8. REFUND GUIDELINES

**All training providers must have on file with the WDB-KC their respective refund policy.** No ITAs/OJTs will be approved without this policy.

All training providers are required to submit refunds to the WDB-KC for any terminated, canceled, or adjusted ITAs/OJTs no later than 30 days after the termination, cancellation, or adjustment.

#### 9. OTHER RESOURCES

If training can be paid for by another resource (i.e. corporations, trucking companies, etc.) the WDB-KC will not pay for this training without a written justification from the participant explaining in detail why the other resource cannot be utilized.

## 10. WAIVERS FOR PARTICIPANTS WITH DEGREES

Participants who currently have a marketable skill, occupational certification, or possess an associate degree, or higher, must request a Waiver of that degree before they may receive WIOA Adult or Dislocated Worker funding from the WDB-KC. The request must be submitted in writing to a WIOA Career Planner. If the Career Planner does not feel that that waiver should be approved, the Career Planner must supply explanation for their decision to the Executive Director. The final decision will be made by the Executive Director. Upon approval or denial of the request, the participant will receive a letter of notification.

### Individual Training Account Process Flow

1. The ITA is sent to the ITA workgroup, which consists of the Career Planners, Executive Director, Program Manager, Performance Manager, Finance Manager, Bookkeeper, and Executive Assistant.
2. The ITA workgroup will forward (with problems, if any) to the Program Manager.
3. The Program Manager will contact the training provider (if needed) and will perform desk review including, but not limited to checking calculations, start and end dates, etc. The completed ITA is then entered, and all WDB-KC costs are obligated.
4. It will then be forwarded to the Finance Manager for approval. Upon approval the ITA will be forwarded to the Executive Director for approval. In the Executive Director's absence, the Finance Manager may approve with a letter of signing authority on file with finite dates.
5. The Executive Assistant prepares award/denial letter to be forwarded to the Career Planner, training provider, and participant.
6. The Executive Assistant then forwards to the Career Planners for input in the Management Information System (MIS, MACC).

**ACTION:** The Workforce Development Board of Kanawha County will make customers aware of potential benefits and assist in making an informed decision about employment and training options. Exceptions to this policy may be approved by the WDB Director or designee on a case-by-case basis.