

High Country Workforce Development Board

Individual Training Account (ITA) Policy

The High Country Workforce Development Board requires the use of ITAs for adults and dislocated workers who receive training services funded by WIA to include the costs of tuition, books, and/or training fees with the following limitations:

- The Workforce Development Board's primary intent is to pay for up to two years of training through the ITA process. The WDB acknowledges that some two year degree programs may take longer than two years to complete. Training to become a Registered Nurse is an example. Longer-term training programs (four year degree) are allowed on a case by case basis to be reviewed by the Service Provider to ensure the programs meet the criteria established in the Occupational Demand Areas for our Local Area and that funds are available outside of WIA to supplement the ITA maximum amount allowed to complete the training.
- The targeted curriculum program must be for an occupation that has been determined to be in demand and the successful completion of the training program results in a degree, diploma, certification and/or license. Service Providers are to assist customers in making informed consumer choices of eligible training providers by use of the North Carolina State Training Accountability and Reporting System (NC STARS).
- The maximum amount to be spent on an ITA is \$4300 per customer per year. In addition, the maximum lifetime amount to be spent on an ITA is \$8600 per customer. The actual ITA expenditure will not exceed the cost of the training program (tuition, books, and fees). WIA is to be used to pay the cost of training only after other financial training resources are applied (such as Pell/TAA/scholarships/grants) or cannot be obtained.
- Other costs associated with training completion (such as supplies, testing fees, immunizations) are to be charged as other training costs and are non-ITA expenses.
- Training costs will not be paid until after the Pell Grant application has been completed each year and notification has been received regarding the award of the grant, unless approval is granted from the Local Area. If the Pell Grant awarded is less than the cost of the training, the ITA will only cover the difference between the cost of the training and the Pell Grant amount. If the customer is clearly not eligible for a Pell Grant, a voucher will be issued on a per semester basis. The Pell Grant application is to be completed electronically.
- ITA's are issued for training on a semester by semester basis. Customers are made aware that funding changes from year to year may affect WIA's ability to fund training for the entire training time.
- The WIA intensive service provider will be responsible for issuing the training voucher. Payment will be made directly to the training provider.
- The Financial Award Analysis form is to be completed by the financial aid office of the training provider and submitted to the service provider with information related to training costs and available funding sources for each year of training.
- In the event that the intensive service provider is the same agency as the training service provider, measures will be taken to ensure that the ITA is based on customer choice.
- The service provider is expected to maintain a tracking log of (1) all ITA expenses; (2) field of study and progress toward completing the training program; and (3) achievement of a credential, as defined by WIA. Both the High Country Local Area and the NC Division of Workforce Development monitor this tracking system.
- Individuals who are not eligible for Pell assistance due to default on other federal student loans are not eligible for WIA tuition assistance. Individuals who are placed on Pell probation due to grades may receive assistance as determined on a case by case basis by the service provider under consultation with WDB staff.