

High Country Workforce Development Board ITA Policy

The High Country Workforce Development Board encourages the use of ITAs for providing training services when appropriate with the following limitations:

- The Workforce Development Board's primary intent is to pay for training up to two years through the ITA process, acknowledging that some two year degree programs may take longer than the normal two years to complete and should be allowed. Training to become a Registered Nurse is an example. The Board acknowledges that longer-term training (four year degree programs) should be allowed. The Board has directed staff to review requests for approval of four year degree programs on a case by case basis to insure the programs meet the criteria established in the Occupational Demand Areas for our Local Area
- 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.
- The maximum amount to be spent on an Individual Training Account 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) not paid by other grants.
- Pell Grant application will be completed electronically to speed the process.
- Training costs will not be paid until after Pell Grant application has been completed and an answer 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.
- ITAs 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.
- In the event that the intensive service provider is the same agency as the training service provider, then a system will be developed to ensure that the ITA is based on customer choice and that there are safety measures in place to document why the service provider was chosen over other certified training providers.
- The service provider is also 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.