

PARTNER WORK

INDIVIDUAL TRAINING ACCOUNT POLICY

Purpose

Partner4Work has adopted the following policy with respect to the use of Individual Training Accounts (ITAs) funded through Workforce Innovation and Opportunity Act (WIOA) allocations.

Affected Parties

This policy applies to all Pittsburgh/Allegheny County Adult and Dislocated Worker WIOA participants. PA CareerLink® Pittsburgh/Allegheny County WIOA Title I staff is responsible for implementing this policy.

References

WIOA Section 134(c)(3)

Definitions of Key Terms

An “**individual training account**” is a funding mechanism through which eligible individuals can access quality training to help obtain employment in high demand occupations.

Eligibility Requirements

ITA funding is not guaranteed to any participant and is contingent on funding availability. WIOA Adult and Dislocated Worker participants may qualify for ITA funding if it is determined by PA CareerLink staff that they meet the following criteria:

- A resident of the City of Pittsburgh or Allegheny County, or a worker dislocated from a City of Pittsburgh or Allegheny County work site;
- After an interview, evaluation or assessment, and career planning, PA CareerLink® staff have determined that the individual:
 - Is unlikely or unable to obtain or retain employment that leads to economic self-sufficiency¹ or wages comparable to or higher than wages from previous employment through career services only;
 - Is in need of training services to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment;
 - Has the skills and qualifications to participate successfully in training services.

Policy

ITA Funding

Participants may receive a maximum of \$5,000 per ITA.

¹ See Partner4Work Self-Sufficiency Policy

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ITA funding will be issued based on training program enrollment/start and program completion. Training providers will receive 50% of the total ITA funding amount when a participant successfully enrolls into and begins an approved training program. Training providers will receive the remaining 50% of the total ITA funding amount when a participant successfully completes the approved training program. Information on this payment structure is further described in the training provider vendor agreement.

Maximum Duration Limit of ITA

ITAs will be valid for up to two years. Under limited circumstances, a person may qualify for more than one ITA. An assessment must determine additional ITA-funded training is necessary, the training must be connected to an HPO along a career pathway, and individuals must have completed all prior ITA-funded training. Additional ITA-funded training requires prior approval from Partner4Work. All other requirements of this policy apply to the initial and additional ITAs awarded to an individual.

Expenses an ITA Will Cover

ITAs may be spent on tuition, fees, books, and school supplies (if the books and supplies are required by the school).

Trainings covered by ITAs

Before awarding an ITA, PA CareerLink® staff should engage in employer conversations to confirm there are job placements available after a participant completes training. ITAs will be awarded to quality training programs that appear on the Eligible Training Provider List (ETPL) in High Priority Occupations (HPOs) that require less than a bachelor's degree. ITAs are designed to get people back into the labor force quickly. An occupation requiring a bachelor's degree or higher education is no longer eligible to receive ITA funding.

If a customer is within range of a bachelor's degree that can be achieved in the two year timeframe of an ITA and the customer can indicate how the remaining costs of training will be funded, the PA CareerLink® staff will discuss an exception basis for the customer.

Priority in ITA funding will be given to training programs providing an industry-recognized credential. Registered Apprenticeships listed on the ETPL qualify for ITA funding; participants are encouraged to consider an Apprenticeship as a viable career pathway.

ITAs should align with key industry sectors identified by Partner4Work. Partner4Work and the WIOA Title I Adult/Dislocated Worker provider(s) at PA CareerLink® Pittsburgh/Allegheny County will work to align training funds across programs to ensure a broad portfolio of strong training options.

Local workforce development boards (LWDBs) may set more stringent performance standards for training providers than the statewide minimum. Partner4Work has a commitment to ensuring that training providers offer high-quality training that will best prepare individuals to succeed in the workforce. For this reason, while participants may choose the training provider on the ETPL that best meets their needs, ITA funding for training providers on the statewide list not approved by Partner4Work must meet Partner4Work's local ETPL standards and receive written approval from Partner4Work prior to receiving ITA funding.

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Additional Information

- Students are required to complete financial aid forms if the program qualifies. Pell, PHEAA, and related grants can be utilized concurrently with WIOA ITA funds but should be used before ITA funds when the participant qualifies.
- Students must first be considered eligible and appropriate for training. If the training program selected is greater than \$5,000, the student must indicate how the remaining costs of training will be funded.
- ITAs will not be issued to any student who does not have a high school diploma, GED, or equivalent.
- ITA applications should be submitted to Partner4Work at least one week prior to the training start date for review and approval.

Policy Exceptions:

Under limited circumstances, Partner4Work may grant exceptions to requirements within this policy. Requests for exceptions may be submitted to asmith@partner4work.org (Adult/Dislocated Worker Programs) or mchristiansen@partner4work.org (Youth Programs). Requests should include the following:

- The specific policy requirement for which an exception is being requested;
- A clear summary of the exception being requested and the reason for the exception; and
- For WIOA programs, the Participant ID of the participant(s) for which an exception is being requested. For non-WIOA programs, the full name of the participant(s) for which an exception is being requested; or
- The name and FEIN of the business customer for which an exception is being requested.

Exception requests will be reviewed based on their allowability under WIOA and any other applicable legislation, regulation, and policy/guidance. Partner4Work will also consider funding availability, how an exception will lead to improved outcomes for the customer(s) being served, and other relevant factors.

Effective Date: July 1, 2022

Policy Updates

Date	Update
04/07/2020	Updated contact information for submitting policy exception requests.
06/15/2020	Revised eligibility requirements section for language clarification purposes only. No substantial policy changes were made to eligibility requirements.
06/15/2020	Removed “annually” from the ITA funding cap and established a \$5,000 funding cap per ITA award.
06/15/2020	Revised language on qualifying for multiple ITAs to align more closely to the P4W WIOA Local Plan.
09/11/2020	Updated process for requesting exceptions to P4W policy requirements.
10/02/2020	Added: “ITA applications should be submitted to Partner4Work at least one week prior to the training start date for review and approval.”
07/01/2022	Added language describing the payment structure for ITA funding, including 50% payment at enrollment/start of program and 50% upon program completion.