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
Residents of the City of Pittsburgh or Allegheny County or workers dislocated from City of Pittsburgh or Allegheny County work sites must be deemed eligible and suitable from a PA CareerLink® Pittsburgh/Allegheny office and must have completed at least an evaluation, interview by PA CareerLink® staff, or assessment, and participated in career planning to receive this funding. ITA funding is not guaranteed to any participant and is contingent on funding availability.

Policy
ITA Funding Cap
Participants may receive a maximum of $5,000 in ITA funding annually.

Maximum Duration Limit of ITA
ITAs will be valid for up to two years. An individual may receive more than one ITA if the training is part of a proven career pathway. In order to receive more than one ITA, individuals must show proof of successful completion of all prior ITA-funded training. Receipt of more than one ITA requires 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
It is assumed that before awarding an ITA, PA CareerLink® staff has engaged in employer conversations to confirm there are job placements available after a participant completes training. ITAs will be awarded to quality training programs that may 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.

Written request for an exception to these funding levels should be submitted by the PA CareerLink® staff to lsullivan@partner4work.org.

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 annually, 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.

Effective Date: August 1, 2019