

GLOW WORKFORCE INVESTMENT BOARD POLICY

NAME OF POLICY: **Individual Training Accounts Policy**

APPROVAL DATE: **9/12/00**

AMENDED: **2/18/03, 2/2/06**

Background/Purpose: For provision of Individual Training Accounts (ITA) sponsored training for GLOW One Stop customers who have received core and intensive services and are qualified to be considered for training.

A decision that training services are necessary would be based on an agreed upon employment plan, indicating that such training was in a demand cluster (identified as Healthcare, Agriculture, Manufacturing, Information Technology, and Commercial) and was required for the employment goal of self sufficiency as defined by the GLOW WIB. ITAs will be limited to residents living in Genesee, Livingston, Orleans, or Wyoming (GLOW) Counties.

Policy for Adults:

Combine the \$3,000/\$1,200 training and support limit and increase combined limit to \$5,000. This must be used in the final year of training.

Policy For Dislocated Workers:

Combine the \$3,000/\$1,200 training and support limit and increase combined limit to \$5,000 per Program Year.

Eligible customers can receive WIA Support Services as stand alone services when partnered with other services.

ITA Exceptions

The GLOW WIB Program Evaluation/Oversight Committee can review:

- Exceptions for additional funding and length of training but must be limited to demand areas
- Repeat training requests of any nature. Applicants applying for a second time for training funds for ITA's will be required to pay a portion of not less than 25% of the amount applied for except in the case of medical reasons and/or exceptional causes that have led to their previous failure of the training.
- Exceptions to demand cluster requests

ITA Exceptions must be completed on the ITA Exception Form and submitted to GLOW WIB Staff at least 2 weeks prior to start of training.