

**GLOW WORKFORCE DEVELOPMENT BOARD POLICY
UNDER THE WORKFORCE INNOVATION OPPORTUNITY ACT (WIOA)**

NAME OF POLICY: **GLOW Individual Training Account (ITA) Policy**

APPROVAL DATE: **March 8, 2016**

EFFECTIVE DATE: **March 8, 2016**

Individual Training Accounts (ITAs)

Training Services: Training services can be critical to the employment success of adults and dislocated workers. There is no sequence of service requirement for ‘career services’ and training. The One Stop Center Staff may determine training is appropriate regardless of whether the individual has received basic or individualized career services first. Training services may be provided if the One Stop Center Staff determine, after an interview, evaluation or assessment, and career planning, that the individual:

- Is unlikely or unable to obtain or retain employment, that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services alone;
- Is in need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment, through career services alone; and
- Has the skills and qualifications to successfully participate in the selected program of training services.

Priority of Service for Adult Funded ITAs

- Priority to Recipients of Public Assistance, other low income individuals, and Individuals who are skills deficient. Priority must be provided in the following order:
 - 1) First, to Veterans and eligible spouses who are also included in the groups given statutory priority for WIOA adult formula funds. This means that veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient would receive first priority for services provided with WIOA adult formula funds.
 - 2) Second, to non-covered persons (that is, individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA adult formula funds.
 - 3) Third, to veterans and eligible spouses who are not included in WIOA’s priority groups.
 - 4) Last, to non-covered persons outside the groups given priority under WIOA.

Self Sufficiency

An individual whose annual income falls below \$41,600 or an hourly rate of \$20.00 based on a 40-hour week would be considered to be below “self sufficiency” levels for Individual Training Accounts.

Demand Occupation List

Individual Training Account (ITA) Trainings need to be in occupations that are on the Regional Priority Occupations List for the Finger Lakes Area Regional Area. This list may be found at:

<http://labor.ny.gov/workforcenypartners/lwda/lwda-occs.shtm>. Other exceptions are at the discretion of the One Stop Director and GLOW WDB Manager.

Amount of Funding

For an eligible Adult, Dislocated Worker, or Youth Customer the ITA amount authorized may not exceed \$3,000. This includes Books, Supplies, and Fees required by the course, which are considered part of the cost of the training.

Policy for Adults: \$3,000 limit used in the final year of training.

Policy for Dislocated Workers: \$3,000 limit per program year

Policy for Youth: \$3,000 limit per program year

Process to Apply for ITA

Individual GLOW One Stop Operators will establish their own process in each center, which must require verification of customer application for PELL and TAP.

ITA Exceptions

The GLOW WDB Manager will review the following exceptions if requested by Employment and Training Directors.

- Demand Occupation Exception
- Exceptions for additional funding and length of training
- LPN is an exception not needing WDB Manager Approval. GLOW Counties can fund the LPN Program up to a total of \$3000 for the entire program. Payments can occur either in the first year, the second year or both.
- FastTrac Entrepreneurial Training program approved at \$400 per individual (The Participant will pay the balance).

***ITA Exceptions to be completed on the ITA Exception Form (attached) and submitted to GLOW WDB Manager at least 2 weeks prior to start of training.**

**GLOW WORKFORCE DEVELOPMENT BOARD POLICY
UNDER THE WORKFORCE INNOVATION OPPORTUNITY ACT (WIOA)
INDIVIDUAL TRAINING ACCOUNT (ITA) EXCEPTION FORM**

(For use by Program Operators)

Must be submitted at least 2 weeks prior to Training to GLOW WDB (mnichols@co.genesee.ny.us)

Customer's Last Name, First Initial: _____, _____ Date: _____

Counselor's Name: _____ County: _____

Director's Name: _____

Type of Training: _____ Training Start Date: _____ End Date: _____

Name of Training Provider: _____

Exception Issue:

1) Demand Occupation Exception: _____ Yes _____ No

If Yes, is there potential for employment? _____ Yes _____ No Please attach 5 job openings (showing job title, employer's name, and location) for this this occupation in location you are willing to travel for (can be provided via job openings on job openings website, i.e., NYSDOL Job Bank, Indeed.com).

2) Additional Funding? _____ Yes _____ No How Much Above \$3,000 requesting: \$ _____

Total Cost of Training: \$ _____

3) Exception for Length of Training - Explain: _____

Other Financial Assistance Applied (list): Source: _____ Amount: _____

Reason if not Eligible for Financial Assistance: _____

Summary of Situation: _____

(Please Email at mnichols@co.genesee.ny.us or you may fax to 344-4495)

Approval by Program Operator

Name: _____ Date: _____

Signature: _____

Approval by WDB Manager

Name: _____ Date: _____

Signature: _____