

LOWER CHATTAHOOCHEE WORKFORCE INVESTMENT AREA (AREA 14) INDIVIDUAL TRAINING ACCOUNT (ITA) POLICY AND PROCEDURES

An adult or dislocated worker determined for WIA funded services may select a provider from the State approved Eligible Provider Listing (EPL) after consultation with a WIA career advisor. If a customer receives career advisement and support services and the program of study is funded by grant funds (PELL, HOPE Scholarship, HOPE Grant, TANF, etc), the Individual Training Account (ITA) Policy will apply. The following policies are used to establish local parameters for service.

Policies:

1. Training must be in occupational areas identified in the local WIA Plan as growth/demand occupations or documentation of employment prospects for occupational areas not listed in the Plan must be provided.
2. Training must result in an employment wage sufficient to attain self-sufficiency without the aid of public assistance.
3. Training must be at least 12-quarter hours (full time student) per week to accommodate existing Unemployment Insurance requirements. Exceptions to this policy may be approved, in writing, on a case-by-case basis.
4. Programs should not exceed 104 training weeks. Exceptions to this policy may be approved on a case-by-case basis and requests should include evidence that financial support is available during extended training periods.
5. In general, all training programs must be within a reasonable commute of the WIA local area that may include out-of-the area and out-of-state training institutions. Out-of-the-area training programs that are not within commuting distance to the local WIA area may be approved on a case-by-case basis. All approved training must be located within the contiguous United States.
6. All applicants must apply for, at a minimum, the PELL Grant and/or HOPE Scholarship/Grant Programs. Depending on the need and availability of WIA funding, PELL, HOPE, and/or other grant funds may be combined with WIA funds to cover total expenses.
7. WIA funding may be provided for college level and post baccalaureate instructions only if all of the following conditions have been met:
 - a) The customer must be accepted into a diploma or degree program, and the course of study must be occupational specific (i.e. radiology technician, accounting, teacher certification). No funds shall be approved for general academic programs (i.e. General Studies, Bachelor of Business Administration, Bachelor of Arts, etc.) However, exceptions to

these requirements may be granted on a case-by-case basis with the written approval of the Director, Job Training Division.

- b) Total course of study will take no longer than 104 training weeks to complete and be a diploma or degree program.
 - c) The customer must demonstrate that he/she has the financial resources to attend long-term training.
8. ITAs may be utilized for expenses related to training, including but not limited to the following: books, tuition and fees, supplies, tools, uniforms and shoes, certification fees, licensing fees, testing fees, drug testing for entrance into training, medical requirements for training entrance, etc.
9. Customers accepted on a provisional basis may receive assistance on a case-by-case basis.
10. ITAs will not be used for payment of late fees caused by customer error or delay. The customer will be responsible for these fees, as he/she is responsible for other fines or penalties.
11. ITAs will not be used for application fees. These are the responsibility of the customer.
12. The Lower Chattahoochee Workforce Investment Board has established the following financial and duration limitations:
- a) WIA financial limitations shall be set at a maximum of \$3,000 per training year (52 training weeks).
 - b) The maximum WIA duration shall be for two training years (104 training weeks).
 - c) These limitations apply to the cost of books, tuition and fees, supplies, tools, uniforms and shoes, certification fees, licensing fees, testing fees, drug testing for entrance into training, medical requirements for training entrance, etc., necessary for successful participation in the training program/course of study.
 - d) The Director, Job Training Division may approve an ITA, which exceeds the above cited limits, on a case-by-case basis.

If the cost of training exceeds funding limitation guidelines, career advisors should assist in developing a financial plan to cover total costs of training. Customers shall not be required to apply for or access student loans, or incur personal debt as a condition of participation.