



Title:	Individual Training Account (ITA) Policy	Effective Date:	1/27/2017
		Revised Date:	5/21/2025

Purpose

This policy is intended to define and establish parameters for Individual Training Account (ITA) development and utilization through the Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated Worker, and Youth programs. The purpose of ITAs is to provide eligible participants with the means to obtain the necessary skills to become gainfully employed or re-employed.

Reference

- Workforce Innovation and Opportunity Act (WIOA) Title I Public Law 113-128
- VWL 16-06 Change 1 Eligible Training Provider and Programs List
- VBWD Policy 401-04, Change 1 Provision of Training ServicesIt
- VWL 20-06 Virginia Workforce Connection (VaWC) Services Codes

Policy

A WIOA Title I eligible participant may be enrolled into a training program if the Individual Employment Plan (IEP) supports that training is necessary to transition the participant into self-sufficient employment. The training shall support the stated purpose of WIOA Title I and be in accordance with the description of training as contained in the legislation. ITAs will only be issued to training providers that have been added and maintained inclusion on the Commonwealth of Virginia's Eligible Training Provider List (ETPL). Whenever feasible, the Greater Roanoke Workforce Development Board (GRWDB) will work with training providers to review credit-for-prior learning qualifications if participants have completed coursework from other training providers and/or institutions. Additionally, costs associated with College Level Examination Program (CLEP) Testing will be treated as a training cost if the testing relates to the curriculum of study.

Procedure

Eligibility

All WIOA Title I participants that have requested training funds through an ITA must be eligible based upon criteria established under the WIOA Title I legislation. Staff should determine and document clearly the need for training for each participant in both the Individual Employment Plan (IEP) as well as in case notes in the system of record, the Virginia Workforce Connection (VaWC).

WIOA Title I requires the coordination of training costs with funds available under other grant assistance (WIOA Section 134). WIOA Title I funding for training is limited to participants who are unable to obtain grant assistance from other sources to pay the costs of their training or require assistance beyond that available under other grant assistance. Other grant assistant sources can include, but are not limited to, federal Pell grants, Workforce Credentials Grant (FastForward), G3 funding, or FANTIC funding from the Virginia Community College System (VCCS), or private scholarships and foundation funding. It is critical that other sources be sought out first to avoid duplication of payment. All participants must



maintain an active application for Pell grant assistance, as applicable, through the duration of the training. The exact mix of funds shall be determined based on the availability of funding for either training costs or supportive services, with the goal of ensuring that the costs of the training program the participant selects are fully paid, and that necessary supportive services are available so that the training can be completed successfully.

Occupational Areas of Training

The training provided through ITAs is for the sole purpose of facilitating transition into self-sufficient employment. All training will be in industries and occupations identified as high-demand and determined to be of priority by the Greater Roanoke Workforce Development Board (GRWDB), as stated in the Local Plan.

Staff may request a waiver for participants that are interested in training outside of these target sectors and occupations. Waivers must be requested, with all required documentation, and approved by either the Executive Director or their designee prior to approving funding for the participant. Waiver documentation must include, at a minimum:

- Justification within the participant's IEP identifying occupation interest and/or aptitude
- Barriers to employment and/or training in the target sectors and occupations
- Local labor market information including LMI data as well as at least 3 different current job openings paying a self-sufficient wage (as defined in GRWDB policy) for the occupation connected to the training.

These items must be attached to the waiver request form to the Executive Director or their designee.

Training funded specifically for Commercial Driver's License (CDL) may not exceed 25% of the total occupational skills training budget, per program, per year. This funding maximum may be exceeded if approved by the Executive Director or their designee through a waiver request ahead of the funds being obligated.

Training Selection

Training through an ITA will be approved for high-demand occupations and industries identified in the Local Plan. Any providers or programs reviewed and selected by a participant to provide the training must be included on the Commonwealth of Virginia's Eligible Training Provider List. Participants have the choice of any provider and approved program that is on the statewide ETPL housed within the system of record, the VAWC, as long as it provides skills and training to obtain employment in or on a career pathway to a high-demand occupation and industry. Once a training program and provider has been chosen, the WIOA Title I participant will designate this choice on the Customer Choice-in-Training Form and a Training Plan will be completed with information on the chosen provider, the cost, the duration, and other details on the training.



Approval for funding through an ITA is also based on will also be based on additional criteria including funding limitations, priority of service, and other criteria in this policy and other policies of the GRWDB.

Length of Training

Training length will vary according to the type of training and the requirements for completion. Because entering or returning to the workforce is a priority under WIOA Title I, training must not exceed more than 24-calendar months. Training should also lead to an industry-recognized credential and employment that earns a sustainable wage. If a situation arises that a participant requests or needs a training lasting more than 24 months, the rationale and justification must be documented in the participant's IEP, and a waiver from the Executive Director or their designee must be received prior to the start of training and expenditure of funds. Participants whose training was planned for less than 24 months but who require additional time to complete the program of study must also request a waiver to continue receiving funds for training through an ITA.

Repeat Training

The GRWDB will not provide funding for unsuccessful training that was previously funded with WIOA Title I program funds.

Cost Limitation

The GRWDB limits training cost to no more than \$3,500 per participant within a program year., Funding of training and supportive services combined may not exceed a total of \$5,000 in a program year. A waiver may be requested to exceed the amounts listed above but must be approved by the Executive Director or their designee prior to funds being expended in excess of the maximum amounts per program year.

Administration

All requests for ITA funding must be supported in the WIOA Title I participant's IEP. Contact and review of program activities and goals regularly with the participant is required. All participants are required to complete reviews with GRWDB staff on a monthly basis in accordance with the timeframes outlined on the IEP. ITA funding is authorized on a basis consistent with the payment plans agreed upon with the training provider. Discontinuation of funding for students who are not performing or demonstrating satisfactory progress toward completion of training goals is allowed and at the sole discretion of GRWDB staff. Students are expected to maintain no less than a cumulative 2.0 grade point average to continue to receive WIOA Title I funding. Invoices from training providers must be placed in participant files with documentation to substantiate payments. Documentation must have all signature lines successfully approved prior to payments being made. Payments are made to training providers on behalf of an individual participant. Payments are not made to participants directly and are not made as reimbursements for expenses paid by participants prior to program enrollment..