



Ohio Valley Employment Resource
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Serving Monroe, Morgan, Noble & Washington Counties Since 2000



Ohio Valley Employment Resource Workforce Innovation and Opportunity Act Policy Letter No. 11-15 (Individual Training Accounts Usage and Restrictions)

I. Purpose

This policy is to establish local parameters for the usage of Individual Training Accounts (ITA)

II. Effective Date with WDB and COG motion #s

July 1, 2015; COG motion 26-15 on 5/23/16; WDB motion 23-15 on 4/15/16; November 2, 2020, added critical jobs/apprenticeships & the 48 month period; WDB 14-20; COG 12-20; COG Motion 25-21 on 5/2/22; WDB motion 27-21 on 5/2/22

III. References

WIOAPL15-09 Training Services for Adult and Dislocated Workers
WIOAPL15-10 Youth Program Services
WIOAPL15-11 Use of Individual Training Accounts

IV. In demand Training

Each program year, at least 85 percent of new Individual Training Account enrollments for the local area must be in an "in-demand" or "critical job" occupation as defined by the state of Ohio. Participants, who have a current program year training service start date and whose ITA will carry into the next program year, will not be counted in the next program year's percentage. Once a participant has begun training, the continuing status of the training on the in demand list is not required.

The link below provides access to in-demand occupation data:
<https://topjobs.ohio.gov/wps/portal/gov/indemand/top-jobs-list%20/>

Local Area In-Demand Occupations (15 Percent)

The remaining 15 percent of ITA enrollments for the local area may be for occupations defined as in-demand within the local area. Some examples of

local area in-demand occupations (15 percent) may include, but are not limited to:

- An occupation in a geographic area in which the participant is willing to work or relocate.
- Employment associated with regional industry sector or career pathway consortium for workforce development.
- A written guarantee of a bona fide job upon completion of training.

Locally, those with a written guarantee of a bona fide job upon completion of training can be trained by notifying OVER and obtaining approval. All other participants seeking training in a non-demand occupation must be presented to the Workforce Development Board for consideration and WDB approval must be documented in the participant file.

V. Application of Funding Sources

For training, it is the intent that the WIOA funding is the payer of last resort. A comprehensive assessment of the cost of the ITA, which involves accessing other grants or funding, including Federal Pell Grants, Trade Adjustment Assistance (TAA), and scholarships, must be conducted to ensure best utilization of WIOA funds.

VI. Eligible Training Providers

Training services shall only be provided by providers who have met the criteria to be eligible and have been identified as being on the list of eligible providers of training services pursuant to section 122 of the WIOA:

<https://owcms.ohio.gov/wiet/index.xhtml>

Informed Customer Choice

Training services shall be provided in a manner which maximizes consumer choice in the selection of an eligible provider of such services.

VII. Individual Training Account limits

When counties determine the amount for an ITA, the cost must be determined by the average cost of training for specific in-demand occupations within the local area as well as the following criteria:

- The training investment should be in line with the future wages earned by the participant.
- The full cost of participating in training services, including the cost of dependent care and transportation, and other appropriate costs; and
- Factors, such as the cost of training, fees and books, tuition, and other associated costs, should be considered.

Allowable ITA Costs

ITA expenditures are costs required by the training institution to complete the training. ITA costs required to complete the training may include, but are not limited to:

- Tuition and fees;
- Books;

- Tools;
- Uniforms;
- Tests;
- Medical immunizations/tests.

ITA costs do not include any supportive services' costs related to the ITA (e.g. transportation or child care).

Overall Individual Training Account Limit

The Workforce Development Board has established an Annual \$8,000.00 cap on WIOA funded tuition that starts on the day the participant begins training and ends two (2) years later – this time limit is extended to four (4) years for “critical” jobs, as defined by the state list and for apprenticeship is set by the approved apprentice plan.

In cases where individuals require additional quarters/semesters of training beyond this time, they may be extended after review and approval by the Program Director. Justification for extensions must be maintained in the participant’s record. Examples: all courses not available in a certain quarter or an additional quarter is required because of when the individual enrolled. Authorization for additional funding beyond this funding level may be granted on a case by case basis after review and approval by the Program Director.