

Northwest Georgia Workforce Development Board Policy and Procedures Individual Training Accounts

Adults or dislocated workers determined eligible for Workforce Innovation and Opportunity Act (WIOA) funded services may select a provider from the STATE approved listing after consultation with a WIOA career advisor. If a participant receives career advisement and support services and the program of study is funded by PELL/HOPE funds, the Individual Training Account (ITA) policies will apply. The following policies may be utilized to establish local parameters for service.

Policies:

- (1) Training must be in occupations identified in the local WIOA Plan as growth and/or demand occupations or documentation of employment prospects for areas not listed in the plan should 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 full-time status (as defined by the institution as specified in the contract with NWGRC). Exceptions to this policy may be approved, in writing, on a case-by-case basis.
- (4) Programs should not exceed 104 weeks (two years). 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) RN, dental hygienist, teachers and radiological technicians, without limitations of funding, may be extended for three years. If necessary, and with approval of staff, the four occupations may be extended beyond the three year limitation.
- (6) In general, all training programs must be within a reasonable commute of the WIOA 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 WIOA local area may be approved on a case by case basis. All approved training must be located within the contiguous United States.
- (7) All applicants must apply for the Pell Grant and/or HOPE Grant/Scholarship program, if eligible. All grants must be applied towards tuition and fees prior to the use of WIOA funding.
- (8) WIOA funding may be provided for college level instruction only if all of the following conditions have been met:
 - (a) The customer must be accepted into a certificate, diploma, or degree program, and the course of study must be occupation specific (i.e. Radiologic technician, accounting, teacher certification). No funds shall be provided for general academic programs (i.e., General Studies, Bachelors of Art, etc.)
 - (b) Total course of study will take no longer than 104 weeks (2 years) to complete and be a certificate, diploma, or degree program.
 - (c) The customer must demonstrate that he/she has the financial resources to attend long term training.

- (9) Continuing Education and other similar courses will be approved if the following conditions apply:
 - (a) The customer must have a specific occupational goal.
 - (b) The customer must present evidence describing how the proposed training will increase his/her employment marketability.
- (10) ITAs may be utilized for expenses related to training, including, but not limited to, the following: books, tuition and fees, supplies, uniforms and shoes, certification, licensing, testing fees, drug testing for entrance into training, medical requirements for training entrance, etc.
- (11) Customers accepted on a provisional basis may receive assistance on a case-by-case basis.
- (12) 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.
- (13) Each local Workforce Development Board will determine funding limitations. A guide to training limitations follows:
 - (a) Up to \$6,500 in training costs, excluding support, may be expended for each participant for the first year of training.
 - (b) For training that extends beyond one year, total training costs may not exceed \$10,400, excluding support.

If the cost of training exceeds funds 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.