

Southwest Arkansas Workforce Investment Board Workforce Innovation and Opportunity Act (WIOA)

Policy Number: SWAWDB – 007	
Title: INDIVIDUAL TRAINING ACCOUNT (ITA) POLICY	
Reference: ADWS Policy 3.2; TEGL 21-16; 20 CFR 680 Subpart Cor	
Effective Date: May 28, 2020	Revised Date: August 9, 2022

Individual Training Accounts (ITAs) are a payment agreement between WIOA Title 1 Adult, Dislocated Worker and Youth providers and eligible training providers. ITAs pay for training services linked to demand occupations as defined by the LWDB, and from State-approved eligible training providers and programs. WIOA states that Training Services shall be provided in a manner that maximizes participant choice in the selection of an eligible provider.

1. Individual Training Accounts are established on behalf of a participant who a Career Planner or one-stop partner determines, after an interview, evaluation, or assessment, and career planning are:
 - 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;
 - In need of training services to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment; and
 - Have the skills and qualifications to participate successfully in training services;
2. Select a program of training services that is directly linked to the employment opportunities in the local area or the planning region, or in another area to which the individuals are willing to commute or relocate.
3. Are unable to obtain grant assistance from other sources to pay the costs of such training, including such sources as scholarships, Career Pathways, Trade Adjustment Assistance (TAA), and Pell Grants; or require WIOA assistance in addition to other sources of grant assistance.

ITAs are designed to be flexible and facilitate the payment for a training program that best meets the participant's needs and interests. The maximum amount of each ITA shall not exceed \$15,000. Participants who have had previous post-secondary coursework must present a transcript that shows a cumulative grade point average of 2.0 or higher in order to receive Training Services.

An ITA may be issued for participants who possess a credential, certificate, or a degree (other than a Bachelor's Degree or higher) if the participant is determined to be eligible for Training

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Services and a need for additional training has been established by the Career Planner. The need for additional training will be determined by:

- Evidence of extensive job search that has been unsuccessful in the career path in which the participant holds a credential.
- Physician's statement that the participant can no longer work in the career path of the credential held due to legitimate medical reasons.
- Documentation that the credential held is outdated or that the participant has not maintained a proficiency in that career path due to not having a substantial work history in that occupation.
- The credential is not on the in-demand occupation list for Southwest Arkansas or the State of Arkansas.

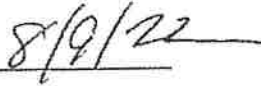
Participants who have selected a Bachelor's Degree program must complete the first two years of training, prior to being eligible for an ITA.

A participant must be a full-time student and cannot change degree plans without prior written approval from the Program Manager. Degree plans must be strictly adhered to regarding full time status, unless required classes are not available to remain a full-time student. Should a participant choose to take additional hours that are not part of their degree plan, the ITA will only cover the required classes being offered.

Each participant is required to maintain at least a 2.0 cumulative grade point average. A participant with a cumulative or semester point grade average below 2.0 will be placed on probation. If the participant fails to raise their grade average to 2.0 during the following semester, they may lose their ITA.



SWAWDB Chairman



Date