

Southwest Iowa Local Workforce Development Board Individual Training Account Policy

Date Approved: 7/11/22

Date Effective: 7/1/22

Date Amended:

Includes Work Experience guidelines

With regard to Individual Training Accounts and related training activities, the Title I service provide will utilize existing contract shells to contract with training providers.

In terms of limits of individual funding and duration of funding for the WIOA Adult/DW /Youth services program, it is expected that funds will be obligated to a maximum of \$7,000 per year per participant in occupational skills training for a maximum of two (2) years. Pro-rating may be used.

a. A waiver can be submitted to the SWILWDB executive director to exceed this limit by \$1,000.

b. Documentation of the SWILWDB executive director approval authorizing the ITA increase.

However, this time period can be extended to three years dependent upon individual circumstances and subject to the Title I Service Provider WIOA A/DW /Youth staffing approval. Title I Director may approve beyond the 3-year limit.

For dislocated workers, the same limitations prevail.

The following will apply to any request for baccalaureate degree services:

To be considered for enrollment in any baccalaureate degree program in which WIOA A/DW /Youth funding is authorized, the applicant/participant needs to demonstrate all of the following requirements:

- When the vocational goal is among regional demand occupations; and
- When the participant has two academic years or less to complete the baccalaureate degree; and
- When the participant has not already earned a baccalaureate and/ or post-graduate degree (unless he/she may require a short-term endorsement or certification), or the previous baccalaureate degree is substantially outdated
- When sufficient funding exists through Workforce Innovation and Opportunity Act regional allocations to sustain the baccalaureate degree goal.

Because it has long been the tradition of emphasizing any funding for post-secondary training to vocational technical programs, it is expected that this tradition continue and in no way be diminished by baccalaureate degree enrollments. Historically, associate degree programs have served to meet regional employer requirements for skilled workers, which also continue to be a priority emphasized by regional needs assessments. However, in restricted cases, the baccalaureate degree goal best suits personal circumstances and yields a greater degree of family self-sufficiency. In these cases, staff making

enrollment decisions will confer with supervisory staff to assure that all of the requirements listed above are satisfied.

In addition, when Iowa WORKS staff is coordinating services with other service providers and funding sources (PROMISE JOBS and Vocational Rehabilitation; for example), such requests will receive additional consideration.

Occupational Skills Training is normally conducted in a classroom setting.

OST's may only be provided for occupations for which there is a demand in the area, or in another area to which the participant is willing to relocate. Demand occupations will be determined by the Service Provider, IWD and in conjunction with area colleges.

Persons already in school must have a 2.0 G.P.A. or better in order to be funded in OST. Any other grade deficiency situations will need to be approved by the WIOA A/OW /Youth director for OST to continue.

Allowable costs for OST are tuition, books, fees, testing, uniforms, tools, or other training related costs. Consumable supplies, such as paper, pencils, notebooks, and computer disks will not be allowable expenses in OST contracts.

It is preferable to enroll first time participants in a training activity or an activity that will build skills for employability and lead to a career pathway for future stability.

Any re-enrollment decision should be weighed carefully and justified using the criteria of need and benefit.

In order to show support of the government's attempts to reduce loan defaults and receive payments on loans in default, persons in default of student loans should not be enrolled into OST unless approved by WIOA A/DW /Youth director.

Other Training Limits

Length of Training Limits:

The training program should be a program that a person can complete in three years and be job ready. In extreme situations, the WIOA director approval may be obtained for any training plans that exceed this limit.

EST (Educational Assistance) Books & Fees Limits: \$2,000 per program year (July 1-June 30)

SUG (Skill Upgrade) Limits: \$2,000 for the entire training plan.

OST (Occupational Skills Training) Limits: No more than \$7,000/year max per participant (pro-rating is available)

Payment requirements for participants:

- All claims for payments should be submitted on a timely basis. Any claim over 8 weeks old may not be paid. No requests submitted after 30 days after the close of the fiscal year will be accepted unless WIOA A/DW /Youth director approves the submission. NO submissions can be accepted after August 10th of each year for the year ending on the prior June 30th since books are closed.
- Optional classes to enhance employability may be approved by WIOA staffing.
- Payment of "retake" classes is not allowed unless approved by WIOA staffing.

The Regional Workforce Development Board may increase or decrease the maximum length of an activity by specifying the regional policy in the Local Service Plan.

Work Experience (WEP). Southwest Iowa Local Workforce Board follows the Youth Handbook guidance and will pay prevailing wage for the WEP activities.