

Policy Name	Individual Training Account (ITA) Funding Policy
Program Cmte. Date Approved	September 29, 2023
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Owner	Executive Director/Director of Adult and Dislocated Worker Services
Board Date Approved	October 13, 2023

Policy:

It is the Policy of CNY Works that, if after comprehensive assessment, a Workforce Innovation and Opportunity Act (WIOA) customer is deemed unlikely to obtain/retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services alone, WIOA Title I funding for an Individual Training Account (ITA) can be requested as part of their Individual Employment Plan (IEP). All customers requesting ITA funding must be consistently assessed using standardized criteria. The training program should be directly linked to employment opportunities in the local area or region and on the New York State Eligible Training Provider List (ETPL). While the customer has the choice to attend any eligible school, CNY Works may use the lowest cost of equivalent programs as the maximum to be considered for requested funding.

Priority of service for adult-funded individuals will be for recipients of public assistance, low-income individuals (as defined by WIOA Sec. 3(36)), and individuals who are basic skills deficient (as defined by WIOA sec. 3(5)), including English language learners. Veterans are also given priority of service when applying these income and skills deficiency criteria and before any group not in the priority population definition. Additionally, for all funding streams, focus should be given to individuals with barriers to employment (as defined in WIOA section 3(24)). Once funds are exhausted for any given year, no further ITAs will be granted until funds are replenished.

ITAs may be approved for training costs up to \$7,500 for Adults and Dislocated Workers and up to \$15,000 for Youth participants per WIOA Program Year. ITAs will not extend the past two years unless the extension of the program is justified as a result of ongoing customer assessment, monitoring, and evaluation. If an individual fails a course, funding may continue to be provided up to two additional times not to exceed the lifetime Individual Training Account Funding maximum amount of \$15,000 for Adults and Dislocated Workers and \$30,000 for Youth participants. Any request for ITA funding made less than 30 days before the start of the training period may not be considered for funding. If funding is requested for a training program already in progress, proof of Satisfactory Academic Progress (SAP) in the program must be provided before funding will be considered. For training that is longer than one semester or grading period, SAP must be proven for the current period before funding will be approved for the following period.

*Note: A participant is eligible for a lifetime waiver based on showing hardship or if extreme circumstances change. The Executive Director will approve on a case-by-case basis.

**Note: Lifetime resets after 90 days of a participant exiting a program/service per United States Department of Labor common exit guidelines for partner programs listed in sec. 121(b)(1)(B) of WIOA.