

Policy Name	Individual Training Account (ITA) Funding Policy
Date Approved	March 29, 2019
Last Date Modified	March 21, 2019
Owner	Workforce Manager

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 ITA can be requested as part of the customer's 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 select any eligible training provider, 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 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 \$5,000 for Adults and Dislocated Workers and up to \$15,000 for Youth participants. ITAs will not extend past two years, unless extension of the program is justified as a result of ongoing assessment and evaluation. 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.