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**Individual Training Accounts Policy**

**Reference**

Workforce Innovation and Opportunity Act (WIOA), Sections 122 and 134; 20 CFR §§ 680.210-680.350; TEGL 19-16, Nebraska Department of Labor (NDOL) Eligible Training Provider Policy.

**Policy**

The Workforce Innovation and Opportunity Act (WIOA) mandates that all training services, except for limited exception identified in the Contracting with Training Providers Policy, be provided through the use of Individual Training Accounts (ITAs) and that eligible individuals shall receive ITAs through the one-stop delivery system.

**Eligibility**

Training services may be made available to employed and unemployed adults, dislocated workers and youth after a career planner determines, through an interview, evaluation, or assessment, and career planning, that the individual:

* Is unlikely or unable to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services (adults and dislocated workers);
* Is in need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment (adults and dislocated workers); and
* Has the skills and qualifications to participate successfully in training services.

Training can also be provided when:

* The participant selects a program of training services that is directly linked to the employment opportunities in the local area or planning region, or in another area to which the individuals are willing to commute or relocate;
* A WIOA Adult participant is in one of the priority populations.

**Career Services**

There is no requirement that career services be provided as a condition for receipt of training services. However, if career services are not provided before training, the career planner must document the circumstances that justified the decision to provide training services without first providing the services.

There is no federally required minimum time period for participants to be in career services before receiving training services.

**Documentation**

The Individual Employment Plan or Individual Service Strategy is an ongoing document that must identify the participant’s employment goals, the appropriate achievement objectives, the combination of services required to achieve the employment goals, and the program of training selected to directly link the participant to the in-demand employment opportunities in the local area or in another area where the participant is willing to relocate. Outcomes must also be recorded in the IEP/ISS. For training justification the case file must contain a determination of need for training services.

**Consumer Choice**

Training services for eligible individuals are typically provided by training providers who receive payment for their services through an ITA. The ITA is a payment agreement established on behalf of a participant with a training provider. Individuals may select training programs that cost more than the maximum allowed amount for an ITA, if they have other funding sources available to supplement the ITA. Other sources may include: Pell Grants, scholarships, loans, severance pay, Temporary Assistance for Needy Families (TANF), etc. Training services must be provided in a manner that maximizes informed consumer choice.

If an individual meets the eligibility established above, they must choose a provider from the Eligible Training Provider List (ETPL), a list of approved training providers that may receive WIOA Title I funding through an ITA. The approved list can be found at [NEworks.nebraska.gov](https://neworks.nebraska.gov/vosnet/Default.aspx) under the Education Services menu, look for ETPL Approved Programs. The Nebraska Department of Labor (NDOL) publishes this list quarterly. Training providers that would like be included on the ETPL can learn more at [dol.nebraska.gov](https://dol.nebraska.gov/EmploymentAndTraining/WIOA/ETP?sideMenu=JobSeekerResources) under Eligible Training Providers in the Workforce Innovation and Opportunity Act tab.

If the program has not exhausted funds for the program year, the career planner must refer the individual to the selected provider, and establish an ITA to pay for the training. The ITA funds paid to the ETP are paid by the applicable adult, dislocated worker, or out-of-school youth program the participant is enrolled or co-enrolled in. Priority consideration must be given to programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area.

The WIOA Title I program is not an entitlement program. Continued WIOA Title I funding is not guaranteed, rather based on availability of program funds.

**Training Expenses**

WIOA funding for training is limited to participants who:

1. Are unable to obtain grant assistance from other sources to pay the costs of their training; or
2. Require funding assistance beyond what was received from other grant sources to pay the cost of their education expenses.

The ITA may cover the costs of training and education-related expenses.

Training expenses include tuition and fees. Pell grants and other grant sources, with the exception of the GI Bill of VA funding per TEGL 19-16, need to be applied first prior to the use of WIOA Title I funds.

Education-related expenses include books, supplies and other supportive services. There is no requirement to apply Pell or other funding sources first; WIOA can immediately pick up these costs within the parameters of the Supportive Service policy.

* 1. Career planners may take into account the full cost of participating in training services, including the cost of supportive services and other appropriate costs.
  2. Career planners must consider the availability of other sources or grants to pay for training costs such as TANF, state-funded training funds, and Federal Pell Grants, so that WIOA funds supplement other funding sources.
  3. A WIOA participant may enroll in WIOA funded training while his/her application for a Pell Grant is pending. The career planner must make arrangements with the training provider and WIOA participant regarding allocation of the Pell Grant, if it is subsequently awarded. In that case, the training provider must reimburse the one-stop center the WIOA funds used to underwrite the training for the amount the Pell Grant covers. Reimbursement is not required from the portion of Pell Grant disbursed to the WIOA participant for education-related expenses.

ITAs can be paid per semester, quarter or term or once for a short-term training.

**Disclaimer**

This policy is based on Greater Nebraska’s reading of the applicable statutes, regulations, rules and guidance released by the U.S. Government and the State of Nebraska. This policy is subject to change as revised or additional statutes, regulations, rules and guidance are issued.