



## POLICY MANUAL

No. WDB 2

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EFFECTIVE DATE: OCTOBER 16, 2019

**POLICY:** INDIVIDUAL TRAINING ACCOUNT

**APPROVED**

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Chair, Workforce Development Board

### INTRODUCTION

Under the Workforce Innovation and Opportunity Act (WIOA), Individual Training Accounts (ITAs) are defined as payment agreements established on behalf of a participant between the Workforce Development Board (WDB) and a training provider. WIOA allows for local workforce development areas to establish criteria on the amount and duration of ITAs for employed and unemployed adults and dislocated workers.

### BACKGROUND

WIOA defines ITAs as payment agreements established for WIOA Title I adult and dislocated workers for select training services from State eligible training providers in consultation with a Workforce Development Specialist, which includes discussion of program quality and performance information on the available eligible training providers. WIOA provides guidance on how local boards may impose limits on ITAs, such as limitations on dollar amounts and/or duration. An individual may select training that costs more than the maximum amount available for ITAs if other sources of funds are available to supplement the ITA (e.g., Pell grants, scholarships, etc.). WIOA describes the process for determining eligible training providers and programs for WIOA Title I, and for publicly disseminating the list of these providers with relevant information about their programs. The workforce development system established under the WDB emphasizes informed consumer choice, job-driven training, provider performance, and continuous improvement. The quality and selection of providers and programs of training services are vital to achieving these core principles.

### REFERENCES

- Title 20 Code of Federal Regulations Part 680, 680.300 through 680.320 and 680.400
- WIOA Sections 122, 134(a)(3)(A&B), 134(b)(1&2), 134(c)(1)(B), and 134(d)(3)(G)
- San Bernardino County Workforce Development Department Program Guide

### POLICY

#### **Local Criteria for WIOA ITAs:**

1. The WDB will commission studies of economic indicators in the Metropolitan Service Area to determine industries in demand. Using the study(ies), the WDB will establish the list of demand industries for the program year from which WIOA customers will be encouraged to select careers and/or vocational training programs.
2. Priority for vocational training must be in WDB-established demand industries in the local or regional area.
3. The WDB will establish a maximum dollar amount and duration applicable to ITAs for the Adult and Dislocated Worker programs on an annual basis. Maximum dollar amount and duration shall remain in effect until adoption of new limit by the WDB.
4. Priority for training will be given to San Bernardino County residents.
5. With the exception of customized, on-the-job training, and special funded training, all training will be provided through a voucher payment system for the ITA, which is set up for each WIOA customer, and which will be signed and accepted by the WIOA customer and the selected training provider and executed by the WDD Director, Assistant Director, Deputy Director, or designee.