

WORKFORCE INVESTMENT BOARD of Tulare County WORKFORCE INVESTMENT ACT TITLE I-B ADULT AND DISLOCATED WORKER ACTIVITIES	DATE: August 10, 2012
	SUBJECT: Individual Training Accounts

WIB DIRECTIVE

TUL 12-06

TO: WIB Service Providers
WIB Eligible Training Providers
WIB Staff

SUBJECT: INDIVIDUAL TRAINING ACCOUNTS

EXECUTIVE SUMMARY

Purpose:

An Individual Training Account (ITA) is designed to provide services to customers who are in need of training that prepares them for employment in demand occupations in Tulare County. Customers may access training services through training providers who have met eligibility requirements set by California in order to be listed on the state-managed Eligible Training Provider List (ETPL).

The ITA Policy and Procedures is also designed to ensure consistency among Training Service Providers and streamline the process for customers to obtain an ITA, while ensuring the intent of the legislation for informed customer choice is still being met. The policy defines the Workforce Investment Act (WIA) tiers of service and outlines the process to issue, document, and track an ITA.

Scope:

This directive provides information on Individual Training Account policy.

Effective Date:

This directive is effective upon date of issuance.

Supercedes TUL 11-01, dated April 13, 2011

REFERENCES

- WIA Sections 101(8)(C), 101(31)(B), 122(c), 133(b)(4), 134(a)(1)(A), 134(a)(3)(A)(iv), 134(d)(4)(E), 136(b) and 189(i)(4)
- Title 20 Code of Federal Regulations (Title 20 CFR) Sections 661.420, 663.530, 664.510 and 667.140
- Department of Labor (DOL) Training and Employment Guidance Letter (TEGL) 30-09, Layoff Aversion Definition and the Appropriate Use of WIA Funds for Incumbent Worker Training (IWT) for Layoff Aversion Using a Waiver (June 8, 2010)

- DOL TEGL 26-09, WIA Waiver Policy and Waiver Decisions for Program Year (PY) 2009 and 2010 (May 12, 2010)

TCWIB-IMPOSED REQUIREMENTS

This directive is locally developed and imposes requirements.

FILING INSTRUCTIONS

Retain this directive until further notice.

BACKGROUND

The individual training account (ITA) is established on behalf of a participant to finance training services. Adult and dislocated workers purchase training services from eligible providers selected from the *single* statewide list of approved providers and in consultation with the case manager.

The Workforce Investment Act indicates, with the exceptions noted in Sec. 134 (d)(4)(G)(ii), that training services shall be provided through the use of individual training accounts. Training services as defined in Sec. 134 (d)(4)(D) of the law may include: (i) occupational skills training; (ii) on-the-job training; (iii) programs that combine workplace training with related instruction, which may include cooperative education programs; (iv) training programs operated by the private sector; (v) skill upgrading and retraining; (vi) entrepreneurial training; (vii) job readiness training; (viii) adult education and literacy activities provided in combination with services described in any of clauses (i) through (vii); and (ix) customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

POLICY AND PROCEDURES

Definition(s):

Under the WIA there are four (4) levels of services: Core A, Core B, Intensive, and Training. A determination that an individual needs intensive and/or training services can be made without regard to how long the individual has been receiving services at each tier. Youth programs do not require tiered services; however, a determination that an individual needs training services must still be documented.

Policy:

Training services are available to those customers who are unable to find employment. Need and ability to benefit from WIA Title I ITA funds must be established and the customer must have the skills and qualifications to successfully complete the training program. An individual's need for training shall be determined through an objective assessment. Individuals with marketable skills in a demand occupation shall not be deemed eligible for WIA funded training.

Customers must have participated in, at a minimum, one (1) required WIA service prior to receiving training services. Customers must meet any priority of service requirements in place, before being provided training services. Customers must meet the financial need requirement of being unable to obtain grant assistance from other sources to pay partial or full costs of such training.

Under WIA, ITA's will be used when training at no cost, such as Regional Occupation Programs (ROP), cannot be found or provided in a timely manner. All other training options and funding sources, including Employers Training Panel (ETP) funds shall be exhausted prior to utilizing WIA ITA funds. The Service Provider's case managers shall monitor and track each customer's financial aid. ITA's will provide customers the maximum customer choice in services and in training schools, and the flexibility needed to obtain training in demand occupations in the changing economy of Tulare County. Case managers must show evidence of the customer exhausting all other funding sources, including applying for the training site's Financial Aid, through documentation in a Virtual One-Stop (VOS) case note.

The ITA cap shall not exceed \$4,000 with the cap for registered nursing, vocational nursing and physical therapist assistant not to exceed \$5,000. All funding will be approved for each program year. The participant may be eligible for funding in program year increments; however, the ITA cap of \$4,000 and for registered nursing, vocational nursing and physical therapist assistant \$5,000 may not be exceeded. A review of client progress and participation including grade reports will determine whether the scholarship may continue. Longer ITA's will be evaluated on a case-by-case basis. Funding in multiple program years will always be dependent upon available funding sources.

A waiver for an ITA up to \$8,000 may only be authorized with prior approval from the WIB Executive Director.

ITA REFUNDS DUE TO THE WORKFORCE INVESTMENT BOARD

Recovery of WIA Tuition and Training funds is established in **TCWIBD 10-02** which will take precedence. Further:

- A. In the event the student is terminated for non-attendance, the school must refund the unused WIA training funds, according to the training provider's reimbursement policy, within ten (10) working days of the student's last date of attendance.
- B. In the event of a school closure, the school must inform the Workforce Investment Board of the planned closure and refund the unused WIA training funds within ten (10) working days of any WIA student's last date of attendance.
- C. The refund check must be made payable to the **Workforce Investment Board of Tulare County** and sent to:

Workforce Investment Board of Tulare County
Attention: Fiscal Department
309 West Main St., Suite 120
Visalia, CA 93291

- D. Training providers bear full responsibility to refund unused portions of WIA training funds. Failure to comply with this policy may result in the Workforce Investment Board eliminating the training provider from the State Eligible Training Provider List and taking other appropriate action.

ITA – DISTANCE LIMIT

If an individual, after consultation with the case manager, selects a provider outside of the local area who is on the ETPL, the provider must be directly linked to local employment opportunities or the participant must be willing to re-locate to obtain employment.

ITA GENERAL SUMMARY

1. The Training Provider and the training program must be on the ETPL. Funds may be used only for those courses required by the program/certificate/degree. Additionally, all ETPL training providers must be an approved vendor of the WIB. Prior to referring a participant to an ETPL training provider, the service provider must verify with the WIB that the training provider is an approved vendor. Only when a vendor contract has been fully executed can participants be referred to the training provider.
2. Participant must meet the training institution's minimum academic standards.
3. The ITA must be for an in-demand occupation in Tulare County and is a Tulare County WIB approved industry sector.
4. Work Keys scores appropriate to the desired training must be documented prior to referral to training unless acceptance to the training already requires a rigorous set of pre-requisites and testing. Work Keys scores will be reviewed annually and revisions made as needed.
5. WIB-approved pre-requisites for each training must be met. No exceptions will be approved; however, all pre-requisites will be reviewed annually and revisions made as needed.
6. Customer must present the Service Provider with verification they have applied for additional financial assistance.
7. All other forms of Federal, State or Local aid will first be used to offset the cost of the ITA.
8. Should the student not complete the program for any reason, the standard refund policy of the provider institution will apply.
9. The length of an ITA will be limited to a time frame of one fiscal year; however, an additional ITA scholarship for a second fiscal year may be approved as long as the total scholarship for one customer does not exceed the maximum of \$4,000 and \$5,000 for registered nursing, vocational nursing and physical therapist assistant. A review of client progress and participation including grade reports will determine whether the scholarship may continue. Longer ITA's will be evaluated on a case-by-case basis. Required textbooks and supplies are to be paid with the general \$4,000 and \$5,000 funding cap. This policy excludes funding of guns, ammunition, and ammunition magazines. Payment in full may be invoiced after training begins.
10. All ITA's are limited to funding for one training program. ITA's will not pay for failures and/or course repeats. Should subsequent training be requested, prior approval must be received from WIB Administration.
11. No funding will be approved for training expenditures incurred prior to completion of eligibility.

ACTION

Bring this directive to the attention of all staff.

INQUIRIES

Please direct inquiries about this directive to the Workforce Investment Board of Tulare County at (559) 713-5200.

A handwritten signature in blue ink, appearing to read 'Ad Peck'.

Adam Peck
Executive Director
AP:SP:llg

Enc: **Attachments**

- WIB approved pre-requisites
- Scholarship Application

Attachment A

SCHOLARSHIP APPLICATION

Name



Date: _____ SSN (last 4 digits) _____

Scholarship awards may be funded upon completion of the Scholarship application and discussion with Training Specialist. Applicants must provide research of career choice and must address any child care, transportation, or financial needs during training.

All applications must be accompanied by the attached Budget Summary which shows your ability to support yourself while attending training. Customers must research availability and contributions of other financial assistance, training resources, and financial aid grants, including PELL grants.

Scholarships will be awarded only for occupations for which there is a local labor market demand. Please let your career coach know if you need assistance to successfully complete this scholarship application. Your funding recommendations will be based on this application.

The purpose of this application is to provide you an opportunity to research a training program and occupation of interest to you to make an informed choice. You are not approved for training until informed by your Employment Specialist. Any training expenses incurred prior to approval will remain your responsibility.

Please complete the following questions: (You may use the back side of paper, if necessary.)

1. What is your employment goal and why have you chosen this career?

2. Describe your career research that supports the above decision.

3. Why do you think you are a good candidate for this career field?

4. What school are you proposing to attend?

a. Do you have start dates or acceptance letter? If so, please state.

5. If financial aid is available at the school of your choice, have you applied? What is the status of your application?

6. What will you do to ensure you successfully complete the training?

7. Do you need childcare? If so, what is your backup plan?

8. What are your transportation plans? What is your backup plan?

9. Are there other issues not already covered; i.e., legal, medical, and/or health that you think we should be aware of? If so, please describe.

Last Name: _____ First Name: _____

This form will help you manage your expenses while seeking employment/training.

FINANCIAL RESOURCES

Fixed Assets

Checking Account \$ _____

Savings Accounts \$ _____

Severance Pay \$ _____

Vacation Pay \$ _____

Other \$ _____

Other \$ _____

Other \$ _____

Other \$ _____

Total Fixed Monthly Assets \$ _____

Monthly Income

Personal Monthly Salary \$ _____

Unemployment Benefits \$ _____

TANF \$ _____

GR \$ _____

SSI \$ _____

Pension \$ _____

Child Support \$ _____

Family Income/Support \$ _____

Worker's Compensation \$ _____

Other (Food Stamps) \$ _____

Other \$ _____

Total Monthly Income \$ _____

YOUR FINANCIAL POSITION

Total Financial Resources \$ _____

(A your total Fixed Assets and Monthly Income)

\$ _____

Total Monthly Expenses

(Add your total Fixed and Variable Income)

Net Monthly Cash \$ _____

(Subtract your Total Monthly Expenses from your Total Financial Resources)

MONTHLY EXPENSES

Fixed Monthly Expenses

Rent/Mortgage Payment \$ _____

Utilities (Gas, Electric, Water) \$ _____

Telephone \$ _____

Insurance (Medical, Life, Home, Auto) \$ _____

Loan Payments \$ _____

Credit Cards \$ _____

Car Payment \$ _____

Other \$ _____

Other \$ _____

Total Fixed Monthly Expenses \$ _____

Variable Monthly Expenses

Food \$ _____

Clothing \$ _____

Transportation (Bus fare, Gas) \$ _____

Personal/Household Items \$ _____

Entertainment/ Recreation \$ _____

Child Care \$ _____

Other \$ _____

Other \$ _____

Total Variable Monthly Expenses \$ _____

Acknowledgement

- *Providing information does not guarantee program services.*
- **All services are based upon the availability of funds.**

I certify that all of the above information is true and complete to the best of my knowledge. I understand that information provided by me and found to be false may disqualify me and serve as grounds for termination of services and training. In addition, I understand that I may be required to reimburse the Tulare County Workforce Investment Board for services and training, which were provided to me, based on false information.

Attachment B

Employment Connection Occupational Skills Training Pre-Requisites P/Y 2012-13

Course of Study	Identified Cluster	Pre-requisite	AM-LI-RI
Medical Assistant 31-9092.00	Healthcare	<ul style="list-style-type: none"> High School Diploma or GED Be able to meet physical demands of industry Be able to pass criminal background and screening 	4*4*4
Phlebotomist 31-9099.00	Healthcare	<ul style="list-style-type: none"> High School Diploma or GED Must already be in the medical field Be able to meet physical demands of industry Be able to pass criminal background and screening 	3*4*3
Medical Secretary 43-6013.00	Healthcare	<ul style="list-style-type: none"> High School Diploma or GED Be able to meet physical demands of industry Type 25 words per minute (certificate) 	3*4*4
Medical Transcription 31-9094.00	Healthcare	<ul style="list-style-type: none"> High School Diploma or GED Type 25 words per minute (certificate) 	3*4*4
Account Clerk 43-3051.00	All - each cluster requires fiscal	<ul style="list-style-type: none"> High School Diploma or GED Be able to meet physical demands of industry Type 25 words per minute (certificate) 	4*4*4
Office Assistant 15-1041.00	All - each cluster requires fiscal	<ul style="list-style-type: none"> High School Diploma or GED Be able to meet physical demands of industry Type 40 words per minute (certificate) 	4*4*4
Truck Driving 53-3032.00	Logistics and Supply Chain Management	<ul style="list-style-type: none"> Not on Probation/Parole No felonies in the last 10 years No DUI charges in the last 10 years. Only 1 in a lifetime No more than 3 points on DMV (H-6 needs approval from school) Must be 23 or older Ability to pass a drug screen/background check No drug charges Valid DL (for at least one year) and driving (Exception - child support) Be able to meet physical demands of industry (lift 50 lbs.) 	3*4*3

Employment Connection Occupational Skills Training Pre-Requisites P/Y 2012-13

Physical Therapist Assistant 31-2021.00	Healthcare	<ul style="list-style-type: none"> High School Diploma or GED Acceptance letter into a program Be able to pass criminal background and screening <ul style="list-style-type: none"> * No felony or misdemeanor for the following: Abuse, sexual assault and fraud * Misdemeanor such as drugs and DUI's will look at patterns, complied with terms of probation and evidence of rehabilitation. Be able to meet physical demands of industry 	4*4*4
Nurses Assistant and Home Health Aides 31-1012.00	Healthcare	<ul style="list-style-type: none"> High School Diploma or GED Criminal background and screening using automatic license denial from DOJ Be able to meet physical demands of the industry Certification is denied/revoked due to criminal convictions. Clearance can be obtained: <ul style="list-style-type: none"> For misdemeanors, a dismissal, which has been obtained from the court of conviction, pursuant to Penal Code subsection 1023.4 or 1203.4 Evidence of rehabilitation (both misdemeanors and felonies) Further information on the type of convictions that are disqualifying is attached. 	3*4*4
Vocational Nurse 29-2061.00	Healthcare	<ul style="list-style-type: none"> High School Diploma or GED Acceptance letter into a program Be able to pass criminal background and screening <ul style="list-style-type: none"> * No felony or misdemeanor for the following: Abuse, sexual assault and fraud * Misdemeanor such as drugs and DUI's will look at patterns, complied with terms of probation and evidence of rehabilitation. Be able to meet physical demands of industry 	Not Req'd
Registered Nurse 29-1111.00	Healthcare	<ul style="list-style-type: none"> High School Diploma or GED Acceptance letter into a program Be able to pass criminal background and screening <ul style="list-style-type: none"> * No felony or misdemeanor for the following: Abuse, sexual assault and fraud * Misdemeanor such as drugs and DUI's will look at patterns, complied with terms of probation and evidence of rehabilitation. Be able to meet physical demands of industry 	Not Req'd

Attachment B

Employment Connection Occupational Skills Training Pre-Requisites P/Y 2012-13

Pharmacy Tech 29-2052.00	Healthcare	<ul style="list-style-type: none"> • High School Diploma or GED • Be able to pass criminal background and screening • No drug offenses in background • Be able to meet physical demands of industry 	5*5*5
Respiratory Therapist 29-1126.00	Healthcare	<ul style="list-style-type: none"> • High School Diploma or GED • Acceptance letter into a program • Be able to pass criminal background and screening • Be able to meet physical demands of industry 	5*5*5
Psychiatric Technician 29-2053.00	Healthcare	<ul style="list-style-type: none"> • High School Diploma or GED • Acceptance letter into a program • Be able to pass criminal background and screening * No felony or misdemeanor for the following: Abuse, sexual assault and fraud * Misdemeanor such as drugs and DUI's will look at patterns, complied with terms of probation and evidence of rehabilitation. • Be able to meet physical demands of industry • Be able to meet physical demands of industry 	Not Req'd
Maintenance Mechanic 49-2094.00	Advanced Manufacturing	<ul style="list-style-type: none"> • High School Diploma or GED • No felonies within last 5 years; Not on probation or parole • Be able to pass a drug screen • Be able to meet physical demands of industry 	3*4*4
Solar Mechanical Engineering Technician 47-2231.00	Advanced Manufacturing Renewable Energy	<ul style="list-style-type: none"> • High School Diploma or GED • Valid CA Drivers License with clean driving record • Be able to pass a background screening; NOT on probation or parole • Be able to meet physical demands of industry 	4*4*4
HVAC 49-9021.01	Advanced Manufacturing	<ul style="list-style-type: none"> • High School Diploma or GED • No felonies within last 5 years; Not on probation or parole • Be able to pass a drug screen • Be able to meet physical demands of industry 	5*5*4
Electrician 47-2011.00	Advanced Manufacturing	<ul style="list-style-type: none"> • High School Diploma or GED • No felonies within last 5 years • Be able to pass a drug screen • Be able to meet physical demands of industry 	5*5*5
Welding 51-4122.00	Advanced Manufacturing	<ul style="list-style-type: none"> • Be able to pass a drug screen • Be able to meet physical demands of industry 	3*4*3

Employment Connection Occupational Skills Training Pre-Requisites P/Y 2012-13

POST Academy 33-3051.01	Safety - Across Clusters Participant reimbursement for uniforms and duty equipment at start of 2nd module	<ul style="list-style-type: none"> • High School Diploma or GED • Acceptance letter into a program • No criminal background • Good credit • Clean DMV H-6 (no DUIs and no more than 2 points) • Able to meet physical demands of industry • Must be 21 or older • US Citizen or have paid all processing fees for becoming US Citizen 	Not Req'd
Hospitality 35-3031.00	Hospitality and Tourism	<ul style="list-style-type: none"> • High School Diploma or GED • Be able to pass a drug screen • Be able to meet physical demands of industry 	4*3*3
Dental Assistant 31-9091.00	Healthcare	<ul style="list-style-type: none"> • High School Diploma or GED • Be able to meet physical demands of industry 	4*4*4

* Yellow highlights indicate youth participants and/or participants pre-approved by the WIB on an individual basis.