



Montana Department of LABOR & INDUSTRY

1
2 **Division: Workforce Services Division**
3 **Category: WIOA**
4 **Effective Date: 04/30/2018**
5 **Last Revised: N/A**
6 **Policy No.: 14-18**

7 Individual Training Accounts (ITA) Policy

8 **Background:** Individual Training Accounts (ITAs) are established on behalf of the clients. WIOA Adult,
9 Dislocated Worker and Out-of-School Youth (16 to 24) clients will use ITAs to purchase training services from
10 eligible providers they select in consultation with the case manager.

11 **Scope:** This policy applies to all service providers operating WIOA Title I Adult, Dislocated Worker and/or Youth,
12 WIOA Title I Adult, Dislocated and Youth program manager(s), WIOA fiscal officers and the WIOA monitoring
13 team. This policy is effective April 30, 2018.

14 **Policy:**

15 **ITA Description:**

- 16 • ITA services may be made available to employed and unemployed adults and dislocated workers who
17 have met the eligibility requirements for Individualized Career services, and have been determined to be
18 unable to obtain or retain employment leading to self-sufficiency through such services. Out-of-School
19 Youth are not required to receive Individualized Career services as a condition for the ITA.
- 20 • The client must have a completed Individual Employment Plan (IEP) or Individual Service Strategy (ISS)
21 that indicates that, through interview, evaluation or assessment, the client has been determined to be
22 in need of training and has the necessary skills and qualifications to successfully complete the selected
23 training program.
- 24 • Selection of a training program must include identification that the training is directly linked to
25 occupations that are in demand in the service area, or in another area to which an adult or dislocated
26 worker is willing to relocate. In determining local demand occupation(s), providers may allow for training
27 in occupations that may have high potential for sustained demand or growth in the service area.
- 28 • Clients may select training programs in religious activities/occupations or self-employment provided the
29 training costs are covered through an ITA. The training must meet the requirements of the
30 [Administrative Standards Policy](#) and the [Eligible Training Provider List Policy](#) (ETPL).

31 **Limitations on who can Receive Training Services:**

- 32 • Training services may be made available to employed and unemployed adults, dislocated workers and
33 out-of-school youth (age 16 to 24) who:
 - 34 ○ A case manager or career planner determines, after an interview, evaluation, or assessment
35 and career planning, are:
 - 36 ■ Unlikely or unable to obtain or retain employment that leads to economic self-sufficiency
37 or wages comparable to or higher than wages from previous employment through career
38 services;

- 1 ▪ In need of training services to obtain or retain employment leading to economic self-
2 sufficiency or wages comparable to, or higher than, wages from previous employment;
3 and
- 4 ▪ Have the skills and qualifications to participate successfully in training services;
- 5 ○ Have selected a program of training services that is directly linked to the employment
6 opportunities in the local area or the planning region, or in another area to which the individuals
7 are willing to commute or relocate;
- 8 ○ Are unable to obtain grant assistance from other sources to pay the costs of such training,
9 including such sources as state-funded training funds, Trade Adjustment Assistance, Federal
10 Pell Grants, or require WIOA assistance in addition to other sources of grant assistance; and
- 11 ○ Provided training service through the adult funding stream, and are determined eligible in
12 accordance with the State priority system.
- 13 ● Service providers and training providers must coordinate funds available and make funding
14 arrangements with partner agencies so that WIOA ITA funds supplement Pell and other grant sources to
15 pay for the cost of training.
- 16 ● Clients may enroll in ITA funded training while their application for a Pell Grant is pending provided that
17 the service provider has made arrangements with the training provider and the client regarding the
18 allocation of the Pell Grant, if it is subsequently awarded. If a Pell Grant is awarded, the training provider
19 must reimburse the service provider the ITA funds used to underwrite the tuition portion of the training.
- 20 ● Service providers shall consider all available sources of funds, excluding loans, in determining an
21 individual's overall need for WIOA funds. Resources such as Pell, GI Bill and other federal grants shall
22 not be included in calculations of the level of WIOA assistance until the grant has been awarded.
- 23 ● Reimbursement is not required from the portion of the Pell Grant assistance disbursed to the client for
24 education-related expense. Tuition is the sum charged for instruction and fees and does not include
25 books, supplies, equipment and other training related expenses.

26 Duration, Cost Limits and Availability:

- 27 ● There is no monetary limit or cap on ITAs; nor is there a limit on the length of the training. Service
28 providers shall keep in mind that the intent of WIOA is to get clients training and into the workforce as
29 quickly as possible. Training that can be completed within a few years or even shorter timeframe is the
30 standard expectation. If a client is requesting a longer training program, service providers shall consult
31 with a program manager. Service providers are to base the amount of the ITAs and duration of the
32 training on each eligible client's needs and circumstances and the availability of program funds; with
33 the goal to service as many individuals as possible with the funding available.
- 34 ● ITAs are awarded per semester, quarter or for uninterrupted training coursework. Second and
35 subsequent ITAs will be awarded only for continuing classes in the educational or training institution
36 initially attended, unless there is mutual and justifiable agreement between the service provider and the
37 client that another training institution or training program is necessary.
- 38 ● An individual who has been determined eligible for an ITA may select a training institution and program
39 from the [ETPL](#) or from another State, provided that the training institution and program is listed on that
40 State's ETPL, after consultation with a case manager or career planner. Unless the program has
41 exhausted funds for the program year, the service provider must refer the individual to the selected
42 training program, and establish an ITA for the individual to pay for training.

43 Payment System:

- 44 ● ITAs are designed to identify WIOA funded costs associated with the training cost of attendance. The
45 cost of attendance may include tuition, fees, room and board, books, supplies, and tools (if required for
46 the training course). The ITA identifies the WIOA obligation for the client and the client will be able to
47 access information about the account from the service provider. Each service provider is responsible for
48 maintaining an ITA payment system which ensures that payments made to Eligible Training Providers

1 are timely, for the agreed upon amount and that the payments are supported by appropriate
2 documentation.

- 3 • Financial responsibility for ITAs remains with the service provider who developed the ITA, in consultation
4 with the client, throughout the period of training, regardless of the location of the training provider. The
5 financial responsibility of the service provider also extends to supportive services.

6 Retakes of Required Classes:

- 7 • WIOA funds may be used to pay for retakes of required classes if there is sufficient justification that has
8 been documented by the case manager. Justifiable reasons to pay for a retake may include:
9 requirement to attain a specific grade to advance to higher level coursework in the training program; or
10 circumstances beyond the client's control such as an unforeseen health issue.
- 11 • Service providers shall consult with a program manager if they are uncertain about funding a specific
12 retake request.

13 Documentation:

- 14 • Contact between the case manager and the client must occur, at a minimum, at the end of each month.
15 Contact may be made by telephone, through the mail, personal contact or other appropriate means to
16 provide documentation of successful progress.
- 17 • Documentation such as attendance records, grade reports, and statements from the instructing agency,
18 are required as proof of participation and satisfactory academic progress.
- 19 • If the documentation indicates the client is having problems, the case manager shall maintain more
20 frequent contact.
- 21 • Documentation of status of the provider, either on Montana's ETPL or another state's list, must be
22 maintained in the client's file.

23 Monitoring and Evaluation:

- 24 • A formal monitoring will be conducted on an annual basis by the entity designated by SWIB.

25 References:

- 26 • [20 CFR 680 Subpart C – Individual Training Accounts](#)