



# Montana Department of LABOR & INDUSTRY

Division: Workforce Services Division  
Category: WIOA  
Effective Date: 04/30/2018  
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Policy No.: 14-18

## Individual Training Accounts (ITA) Policy

### Background:

Individual Training Accounts (ITAs) are payment agreements established with a training provider on behalf of an eligible participant to pay for approved training services.

### Scope:

This policy applies to all service providers operating Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated Worker or National Dislocated Worker Grants, In-School Youth (ISY) and Out-of-School Youth (OSY) programs; program manager(s); fiscal officers, and the monitoring team. This policy is effective April 1, 2026.

### Policy:

#### ITA Training Services:

- Training services may be made available to an enrolled participant who the service provider determines:
- Is unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services;
- Has a complete Individual Employment Plan (IEP) or Individual Service Strategy (ISS) indicating that, through interview, evaluation and assessment, the participant needs training;
- Is in need of training services to obtain or retain employment leading to economic self-sufficiency or wages comparable to, or higher than, wages from previous employment;
- Has the ability to participate successfully in training services; and
- Has selected a training program that is directly linked to an employment opportunity;
- Is unable to obtain grant assistance from other sources to pay the cost of training, including such sources as other workforce programs, scholarships, GI Bill and Federal Pell Grant.
- Has completed their application for financial aid.
- Service providers will consider all available sources of funds, excluding loans, in determining an individual's overall need for funds.
- The training provider and the program of study must be on Montana's Eligible Training Provider List (ETPL).
- Training providers and programs listed on another state's ETPL must meet the standards of Montana's WIOA ETPL Policy.

- An ITA form (WIOA.38) is required for participants who are attending WIOA-funded training.
  - An ITA must be completed and approved by the service provider before the participant begins training.
  - Completed ITA must be sent to the training provider on or before training start date.
- The ITA establishes the maximum amount approved.
- The ITA cannot be amended after the training start date.
- The training service must be entered in the MIS and be approved by the supervisor before participant training begins.

### Funding and Payments Coordination:

- ITAs are designed to identify the participant's financial need based on the occupational goal and the level of training needed to enter the workforce as quickly as possible. The dollar amount of an ITA must include only those costs to attend training that are not covered by another fund source. Those costs must be reasonable and necessary for the specified training program and are subject to availability of program funds.
- Service providers must coordinate with partner agencies to leverage resources.
- All other funding sources such as the Pell Grant must be utilized before approving WIOA ITA funds.
- The cost to attend training may include tuition, fees, room and board, books, supplies, and tools.
- Funds may not be used to pay for retakes of required classes without sufficient justification documented by the service provider. Justifiable cause to pay for a retake must be documented in an activity note and may include:
  - requirement to attain a specific grade to advance to higher-level coursework in the training program (i.e. participant failed the class); or
  - circumstances beyond the participant's control such as an unforeseen health issue.
- Create one Program Service Record for each ITA payment while the participant completes the credential.
- Each service provider is responsible for maintaining an ITA payment system which ensures that payments made to ETPs are timely and supported by appropriate documentation. Financial responsibility for ITAs remains with the service provider who developed the ITA in consultation with the participant throughout the period of training, regardless of the location of the training provider.
- While an application for a federal grant is pending, service providers may utilize WIOA funding to assist a participant whose training costs must be paid in order to begin training. If the individual is subsequently awarded a Federal Pell Grant, the training provider must reimburse the service provider for the WIOA funds used to pay the training costs.
  - Items purchased from a 3<sup>rd</sup> party vendor are not required to be reimbursed in this circumstance.

### Monitoring and Technical Assistance:

- A formal monitoring will be conducted by the entity designated by the State Workforce Innovation Board (SWIB).
- The WIOA Title I program managers will provide technical assistance to case managers.

### References:

- [20 CFR 680 Subpart B – Training Services](#)
- [20 CFR 680 Subpart C – Individual Training Accounts](#)
- [20 CFR 681.550 – ITAs for Youth Participants](#)