



# Montana Department of LABOR & INDUSTRY

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2 **Division: Workforce Services Division**  
3 **Category: WIOA**  
4 **Effective Date: 04/30/2018**  
5 **Last Revised: July 1, 2021**  
6 **Policy No.: 14-18**

## Individual Training Accounts (ITA) Policy

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

11 **Scope:** This policy applies to all service providers operating Workforce Innovation and Opportunity Act (WIOA)  
12 Title I Adult, Dislocated Worker, Out-of-School Youth (OSY) programs; program manager(s); fiscal officers, and  
13 the monitoring team. This policy is effective July 1, 2021.

### 14 **Policy:**

#### 15 **ITA Training Services:**

- 16 • Training services may be made available to an enrolled participant who the service provider determines:
  - 17 ○ Is unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or
  - 18 wages comparable to or higher than wages from previous employment through career services;
  - 19 ○ Has a complete Individual Employment Plan (IEP) or Individual Service Strategy (ISS) indicating
  - 20 that, through interview, evaluation and assessment, the participant needs training;
  - 21 ○ Is in need of training services to obtain or retain employment leading to economic self-
  - 22 sufficiency or wages comparable to, or higher than, wages from previous employment;
  - 23 ○ Has the ability to participate successfully in training services; and
  - 24 ○ Has selected a training program that is directly linked to an employment opportunity;
  - 25 ○ Is unable to obtain grant assistance from other sources to pay the cost of training, including
  - 26 such sources as other workforce programs, scholarships, GI Bill and Federal Pell Grants.
  - 27 ○ Has completed their application for financial aid and received a determination.
- 28 • Service providers will consider all available sources of funds, excluding loans, in determining an
- 29 individual's overall need for funds. Program dollars may be expended on trainings provided through the
- 30 state Eligible Training Provider (ETP).
- 31 • The training provider and the program of study must be on Montana's Eligible Training Provider List
- 32 (ETPL). Training providers and programs listed on another state's ETPL must meet the standards of
- 33 Montana's WIOA ETPL Policy.
- 34 • An ITA form (WIOA.38) is required for participants who are attending WIOA-funded training
- 35 • An ITA must be completed and approved by the service provider before the participant begins training.
- 36 • The ITA establishes the maximum amount approved.

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38 **Funding, Duration, and Payments Coordination:**

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- 40 • ITAs are designed to identify the participant’s financial need based on the occupational goal and the
  - 41 level of training needed to enter the workforce as quickly as possible. The dollar amount of an ITA must
  - 42 include only those costs to attend training that are not covered by another fund source. Those costs
  - 43 must be reasonable and necessary for the specified training program and are subject to availability of
  - 44 program funds.
  - 45 • Service providers must coordinate with partner agencies to leverage resources.
  - 46 • All other funding sources such as the Pell Grant must be utilized before approving WIOA ITA funds.
  - 47 • The cost to attend training may include tuition, fees, room and board, books, supplies, and tools.
  - 48 • Funds may not be used to pay for retakes of required classes without sufficient justification
  - 49 documented by the service provider. Justifiable cause to pay for a retake must be documented in a case
  - 50 note and may include:
    - 51 ○ requirement to attain a specific grade to advance to higher-level coursework in the training
    - 52 program (i.e. participant failed the class); or
    - 53 ○ circumstances beyond the participant’s control such as an unforeseen health issue.
  - 54 • Each service provider is responsible for maintaining an ITA payment system which ensures that
  - 55 payments made to ETPs are timely and supported by appropriate documentation. Financial
  - 56 responsibility for ITAs remains with the service provider who developed the ITA in consultation with the
  - 57 participant throughout the period of training, regardless of the location of the training provider.
  - 58 • While an application for a federal grant is pending, service providers may utilize WIOA funding to assist
  - 59 a participant whose training costs must be paid in order to begin training. If the individual is
  - 60 subsequently awarded a Federal Pell Grant, the training provider must reimburse the service provider
  - 61 for the WIOA funds used to pay the training costs.
    - 62 ○ Items purchased from a 3<sup>rd</sup> party vendor and identified on page 2 of the ITA are not required to
    - 63 be reimbursed in this circumstance

63 **Monitoring and Evaluation:**

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- 65 • A formal monitoring will be conducted by the entity designated by the State Workforce Innovation Board (SWIB).

66 **References:**

- 67
- 68 • [20 CFR 680 Subpart B – Training Services](#)
  - 69 • [20 CFR 680 Subpart C – Individual Training Accounts](#)
  - [20 CFR 681.550 – ITAs for Youth Participants](#)