

Workforce Solutions

POLICY

CATEGORY:	Skills Solutions	No.: 009.07
SUBJECT:	Accessing an Individual Training Account	
SUPERSEDES:	009.06	
EFFECTIVE:	June 27, 2019	
RE-ADOPT:		
REVISED:	June 26, 2019	
RATIFIED:		
RESCIND:		

POLICY

Eligibility for Training Services

Training services for eligible individuals are provided by eligible training providers listed on the statewide Eligible Training Provider List (ETPL) who receive payment for their services through an *Individual Training Account* (ITA). Training services may be made available to employed or unemployed adult or dislocated workers who:

- the Contractor determines, after a determination of need is made using an individual employment plan (IEP):
 - are 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 alone;
 - are in need of training services to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from the previous employment; and
 - have the skills and qualifications to successfully participate in training services; and
- have selected a program of training services that is listed on the statewide Eligible Training Provider List (ETPL) in Texas and is directly linked to:
 - occupations that are on the Board's targeted occupations list, or are on the targeted occupation list for another workforce area to which an adult or dislocated work is willing to commute or relocate to; and
- are unable to obtain sufficient grant assistance from other sources to pay the costs of such training and related support services, including such sources as TANF, state-funded training funds, Trade Adjustment Assistance (TAA), and federal Pell Grants or require Workforce Innovation and Opportunity Act (WIOA) assistance in addition to other sources of grant assistance, including Pell Grants.

Program Funds for Training

WIOA funds may be combined with other grant sources of financial assistance as necessary to meet training and support services costs to ensure the customer is financially capable of successfully completing their training program.

In addition, WIOA participants may enroll in WIOA-funded training while a participant's application for a Pell Grant is pending, as long as the Contractor makes arrangements with the training provider and the WIOA participant regarding the allocation of their Pell Grant.

US Department of Veterans Affairs (VA) benefits for education and training services are not the same as "other grant assistance" under WIOA's eligibility requirements. Eligibility for VA benefits for education or training services does not prevent a veteran or the veteran's eligible spouse from receiving WIOA funded services, including training funds. Similarly, WIOA does not require veterans or spouses to exhaust their entitlement to VA funded training benefits before allowing them to enroll in WIOA funded training.

WIOA funds are not to be used to pay training costs:

- for any portion or term of training for which the customer has signed a loan as part of financial aid; or
- that were paid by the customer (or other source) prior to program registration.

ITA Limits

The amount of funds authorized for an ITA will be based on the training provider's cost (tuition and fees) and other required related program expenses (books, supplies, equipment, tools, uniforms) for the current program year; however, the Board will impose a limit on the length of time and the aggregate amount of an ITA as follows:

- Maximum amount of time allowed for the use of an ITA - two (2) program years
- Maximum amount of an ITA - \$9,000 (\$4,500 per program year)

Exceptions to the ITA Limits

Due to the high projected growth over the next ten years and the high entry level wages for registered nurse and licensed vocational nurse training programs, the maximum amount for an ITA for training programs for these two occupations will be increased as follows:

- Maximum amount of an ITA - \$18,000 (\$9,000 per program year)

The ITA limits will be evaluated on an annual basis to determine if additional revisions are warranted.

Customers may select a training program that costs more than the maximum amount available for the ITA if other sources of funds are available to supplement the ITA, (e.g., Pell Grants, scholarships, severance pay, etc.).

OPERATING PROCEDURES

The Contractor in accordance with this policy and all applicable program rules and regulations will establish written procedures for the provision of ITAs by addressing how staff will assess and document the need for WIOA training including financial assistance and expected expenses for a participant's entire training period by including the following information:

- Training Provider and program information to include tuition and applicable training fees, plus length of training (weeks or months);
- Information and amounts related to the attempt of applying or obtaining other forms of grant funding assistance;
- Information and amounts related to signed or accepted school loans;
- Information and amounts related to tuition payments made for any training costs prior to WIOA eligibility;
- Budget – entire estimated living and all training expenses including any and all sources of income;
- Support services – Dependent care, transportation and other support service;
- How the customer plans to sustain his or herself including family during training.

In addition, the Contractor must ensure that customer choice, in the selection of an eligible training provider and training services, is maximized by providing customers with:

- the Statewide ETP list, with a description of approved programs and information identified eligible training providers.

The Contractor will also be responsible for training its staff and monitoring its implementation.

REFERENCES

Workforce Innovation and Opportunity Act Regulations at 20 CFR Part 680 Subpart D – Eligible Training Providers

Workforce Innovation and Opportunity Act (WIOA) Guidelines for Adult, Dislocated Worker, and Youth, Revised July 6, 2018

Texas Workforce Commission (TWC) rule §841.34 (b)

WIOA §680.200; §680.300; §680.410; §683.510

WD-Letter 12-19

INTENT

To ensure WIOA services are provided in accordance with state and federal guidelines.