



Mid-Maryland Individual Training Account Policy

TO: All Staff

FROM: Francine Trout, Director, Director, Mid-Maryland Workforce Development Area

DATE: ITA Policy

EFFECTIVE DATE: September 12, 2016

SUBJECT: Individual Training Account (ITA) Policy

Effective **immediately** the following ITA Policy is to be implemented:

Mid-Maryland will continue to support WIOA participants training through Individual Training Accounts (ITA) in accordance with the law and applicable local policies. There is no sequence of service requirement for “career services” and training. WIOA participants who seek training services:

- Must be unlikely or unable to obtain or retain employment with current skills, that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment;
- Is in need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment; and
- Has the skills and qualifications to successfully participate in the selected program of training services.

After assessment, consultation and guidance with WIOA staff, and substantiation of labor market information and labor demand, together participants and staff will determine the need for an ITA. The training emphasis will be in response to local/regional labor market needs, specifically in high growth, high demand and priority industries and occupations. In consultation with WIOA staff, participants may select a training vendor from the list of approved providers on the statewide WIOA Eligible Training Provider List (ETPL). ITAs are the primary method to be used for procuring training services under WIOA. In certain circumstances a contract for training services or classroom sized training may be developed instead of an ITA.

Standard exceptions to using a provider on the ETPL are listed below:

- On-the-job training, which may include placing participants in a registered apprenticeship program, customized training, incumbent worker training, transitional jobs and internships and work experience;
- There are insufficient providers;

- There is a training services program with demonstrated effectiveness offered in the local area by a community-based organization or other private organization to serve individuals with barriers to employment;
- It would be most appropriate to award a contract to an institution of higher education or other eligible provider of training services in order to facilitate the training of multiple individuals in in-demand industry sectors or occupations, and such contract. It does not limit customer choice.
- Additionally, we may determine that providing training through a combination of ITAs and contracts is the most effective approach.
- If an individual has been offered employment contingent upon obtaining a skill or specific training Mid-Maryland will support the training, even if it is not on the ETPL or is not a priority industry).

ITA limits on duration and value are established based on the participant's needs and circumstances, funding availability and allocations and local labor market demand. Adjustments may be made after submission of quarterly reports. Ceiling values are based on current obligations, expenditures, accruals, and balances. Mid-Maryland conducts an on-going assessment in terms of balance of funds and anticipated numbers to be served. Leveraging of funds with partner agencies is routinely used. Unique funding requests may be approved on a case-by-case basis when there is no anticipation of a future funding shortage. The amount of an ITA for youth is determined on a case-by-case basis. In Mid-Maryland we support training that includes career pathways. Participants are required to acknowledge by signature that they have been notified of the requirement to apply for Pell Grants or other awards, as applicable. Management must approve the ITA before it is submitted to the Fiscal Manager for availability of funds.