WORKFORCE SOLUTIONS
NORTH CENTRAL TEXAS
QUALIFIED CANDIDATES. BETTER JOBS. NO CHARGE.

600 Six Flags Drive, Centerpoint Three
P.O. Box 5888 | Arlington, Texas 76005-5888
Phone: 817-695-9184 | Fax: 817-640-6480
E-mail: workforce@dfwjobs.com
In Partnership with North Central Texas Council of Governments

A proud partner of the AmericanJobCenter network

Board Policy Issuance

POLICY NUMBER:
CEW01-201907-01

Policy Name: Individual Training Accounts (ITAs) – Workforce Innovation and Opportunity Act (WIOA) Funding for Training Programs	**Description:** Information and guidance for issuing Individual Training Accounts (ITAs) for training programs
Date of Approval: May 25, 2021	**Revision History:** 1st Revision
Effective Date: May 25, 2021	**Scheduled for Review:** May 25, 2025
Policy Topic: WIOA	**Administering Department:** Operations

DEFINITIONS:
Eligible Training Provider: Training providers who meet the eligibility criteria, information requirements, and procedures established by the Texas Workforce Commission (TWC) to be eligible to receive WIOA funding.

Individual Training Accounts (ITAs): The ITA is established on behalf of an eligible participant to arrange for payment of training services with an eligible training provider.

Registered Apprenticeship Program (RA): A joint federal and state program that provides a flexible training system that combines job related technical instruction with structured on-the-job learning experiences. Registered Apprenticeships have federally approved curricula and classroom education components leading to skills milestones and credential attainment.

POLICY STATEMENT:
Workforce Solutions for North Central Texas (WSNCT) provides ITAs, as appropriate, to eligible Workforce Innovation and Opportunity Act (WIOA) participants.

ITAs used to fund training programs located within the WSNCT Local Workforce Development Area (LWDA) or outside of the LWDA but within Texas must meet the following requirements:

- Training program must be included on the statewide Eligible Training Provider List (ETPL) in Texas,
- Training program must align with local target occupations. Training programs outside of the LWDA but within Texas must align with the target occupations in an area to which the participant is willing to commute or relocate,
- ITA is used in accordance with other existing TWC guidance, and

- ITA amount must not exceed $15,000 for training services, required fees, and materials. Exceptions to the ITA funding cap are determined on a case by case basis with sufficient documentation and Workforce Center Subrecipient management approval and include at a minimum:
    - Travel distance to an available training provider
    - There is no other training provider available for the specific occupation or certification needed
    - The participant is in need of a specialized occupational or industry recognized certification and other options are not available.

ITAs may not be used to fund training programs provided by out-of-state training providers or institutions that do not have a physical location within Texas from which training, including online or remote learning, is provided.

RA programs must meet all ITA requirements listed in this policy with exception of the following:

- Training program must align with local target occupations.

ACTIONS REQUIRED:
WSNCT Workforce Center Subrecipient must adhere to all requirements of this board policy and develop local policies and procedures in accordance. A copy of the Subrecipient's local policies and procedures must be submitted to the appropriate board staff.

RELATED POLICIES/RESOURCES:
Texas Workforce Commission WD Letter 05-19, "Workforce Innovation and Opportunity Act, Eligible Training Provider Program, Eligibility Criteria, and Performance Expectations"
Texas Workforce Commission WD Letter 12-19 Change 1, "Funding Training Programs Outside of Local Workforce Development Areas through Individual Training Accounts"
Texas Workforce Commission, *Workforce Innovation and Opportunity Act: Guidelines for Adults, Dislocated Workers, and Youth.*
Workforce Innovation and Opportunity Act Regulations at 20 CFR Part 680 Subpart D— Eligible Training Providers

INQUIRIES:
Please contact policy@dfwjobs.com

Approved by:	**Reviewed by:**
Roger Harris	Debra Kosarek
Board Chair	Senior Program Manager, Compliance and Continuous Improvement
Workforce Solutions for North Central Texas	