



www.job4you.org
1021 Kingsway Drive, Suite 1
Cape Girardeau, MO 63701
Phone: 573.334.0990

Individual Training Accounts (ITA)

Individual Training Accounts (ITAs) will be the funding mechanism for classroom and occupational skills training services. Considering reasonableness of cost for a selected program of training, a training voucher up to a prescribed amount, but not to exceed the maximum allowance per person, per year will be issued. Such voucher may be used only for tuition and related education costs (books, fees, etc.) for the approved program of training. The voucher amount will be reduced based upon proportionate to other financial resources available to the customer.

ITA guidelines are as follows:

- \$5,000 maximum per participant, per program year;
- Must be a WIOA Adult, Dislocated Worker, or an Out-of-School Youth with a training level enrollment;
 - Participants are required to apply for other funding sources to support paid tuition. If other funds are available, WIOA will only support up to 10% of the remaining balance after those funds are applied for tuition.
- ITA's will only be written for participant's whose permanent residence is in the Southeast region;
- WIOA approved training providers & programs can be found on the Eligible Training Provider System (ETPS). A printout from ETPS showing the approved program is required in the participant's file for each funding cycle;
- Training time limitation –maximum two (2) years. The two (2) year time period is designed to enable a participant to acquire an Associate's degree or finish a Bachelor's degree;
- Participants will only receive one (1) ITA funded training service at a time.
- Pre-requisites will be approved on a case-by-case basis by the approved entity or designated person; pre-requisites are included in the two (2) year time limitation;
- Participants must provide a required course list to ensure proper payment from WIOA. A class schedule must be provided as well;
- WIOA will not pay for repeated courses;
- ITA funded amount is contingent on availability of funds and unmet financial need of the participant;

- All participants assessed as appropriate for classroom training will be required to apply for available grants including Pell Grants, scholarships, financial aid, and other funding sources prior to utilizing WIOA funds (not including loans). Participants who are eligible to receive Pell Grants must apply 90% of their awarded Pell Grant to the tuition and training costs. WIOA will support a maximum of 10%.
- Documentation for the reason the participant is not PELL eligible in the state data management system is mandatory;
- Participants that already have an in-demand degree are not priority of service;
- Participants are not entitled to any funding, including up to the maximum allowable amount.
- Assessment testing must indicate that the participant has the skills and qualifications to successfully participate in the selected program of training. One of the following test scores may be used:
 - National Career Readiness Certificate (NCRC); or
 - TABE; or
 - Recent college placement test accepted by the approved training provider.
- Training must be in an occupation that leads to economic self-sufficiency or wages comparable to or higher than the wages from previous employment and directly linked to the employment opportunities in the local area (or an area the participant is willing to relocate to), source documentation required, with a rating of “B” or better;
- Participant must submit passing grades from the previous semester before staff processes next semester’s ITA payment voucher;

Exceptions to the above can be made on a case-by-case basis by the President/COO of the Workforce Development Board of Southeast Missouri.

Effective 12/01/2022; Reviewed April 2024; Revised March 2025