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**Subject: Individual Training Accounts (ITA)      Effective: December 1<sup>st</sup>, 2022**

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, the Title I Operators will issue a training voucher up to a prescribed amount, but not to exceed the maximum allowance per person, per year. 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 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 Youth with a training level enrollment;
- 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 the ETPS system 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 program manager or designated person; pre-requisites are included in the two (2) year time limitation;
- Participants must provide required course list to the WIOA staff. The WIOA staff member will use this list and class schedule to be sure WIOA is paying for required courses. A class schedule must be provided to the WIOA staff;
- WIOA will not pay for repeated courses;

- Participants must be unable to obtain other grant assistance or require assistance beyond the assistance made available, including Federal Pell Grants; WIOA is funding of last resort;
- Participants that already have an in-demand degree are not priority of service;
- 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) scores must meet or exceed Missouri Economic Research & Information Center (MERIC) recommended scores for chosen training field. If a participant is unable to achieve the required scores, a waiver request must be made to WDB staff for training approval; or
  - TABE or CASAS scores must meet “High Adult Secondary Education” levels and must be administered within 12 months of training activity start date; 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;
- Participants are not entitled to any funding, including up to the maximum allowable amount.
- ITA funded amount is contingent on availability of funds and unmet financial need of the participant;
- Participant must submit passing grades from the previous semester before staff processes next semester’s ITA payment voucher;
- Document the reason the participant is not PELL eligible in the state data management system;

Exceptions to the above limits can be made by the WDB Compliance Manager, on a case by case basis, at the request of the WIOA program manager with documentation of participant need.

12/01/2022; Reviewed April 2024