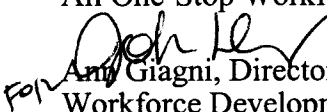




Date: **OCT 24 2000**

To: All One-Stop Workforce Development Lead and Satellite Agencies

From: *for*  Amy Giagni, Director  
Workforce Development Division

**SUBJECT: WIA DIRECTIVE NO. 01-26  
WIA INDIVIDUAL TRAINING ACCOUNTS: (1) NEW ENROLLMENT  
FORM (2) PASSWORDS FOR GAINING ACCESS TO THE TRAINING  
PROVIDER DATABASE**

**I. CRITA FORM (replaces the CRTV)**

The South Bay Workforce Investment Board is revising the Client Referral Training Vendor (CRTV) form. The new form is called the Client Referral Individual Training Account (CRITA) form. This form is provided by the South Bay WIB and must be completed and returned to the South Bay WIB to establish an Individual Training Account (ITA) and to verify approval for vocational training prior to the provision of vocational training services to a participant. The CRITA also requires the One-Stop referral staff to document that the One-Stop Center is in compliance with all of the policies outlined in WIA Directive 01-08, which provides directions procedures and a checklist for determining suitability for and documentation of an Individual Training Account and vocational training services.

All One-Stop Centers must comply with all of the policies and procedures in WIA Directive 01-08 which include the following:

- Submitting the participant's WIA Eligibility and Enrollment/Registration forms to the MIS Section prior to the submission of the CRITA to the South Bay Workforce Investment Board
- Including copies of the participant's WIA MIS documents with the CRITA form, which is required by the South Bay Workforce Investment Board for approval of Vendor Training and establishing an ITA
- Completing the ITA Training Checklist
- Completing the ITA Agreement
- Maintaining on file the City's written approval of costs exceeding the ITA caps



established by the City of Los Angeles WIB in WIA Directive 01-08 (if applicable)

- Ensuring that all required documentation is in the participant's file

## **II. Receiving a Password to the Training Provider Database**

All One-Stop Centers must send at least two staff (either Job Developers or Case Managers) to South Bay WIB I-TRAIN Training, which is given monthly. Upon completion of the training, each One-Stop will be assigned a unique password that will provide One-Stop staff with access to the performance data and with the ability to enter comments into the database.

One-Stop Centers must designate an I-TRAIN Coordinator who will act as the liaison with South Bay WIB and the City for all vendor-related issues. **One-Stops that do not have staff certified by the South Bay WIB will not receive approval for requested ITA training.** One-Stop staff may call South Bay WIB at (310) 412-5558 for information regarding the next Certification Training.

If you have any questions, or need any further information, please call or E-mail Fred Vocal, at (213) 847-1747, [fvocal@lacity.org](mailto:fvocal@lacity.org).

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