

Adopted Policies**INDIVIDUAL TRAINING ACCOUNTS (ITA) POLICY**

Per the WIA Regulations, Individual Training Accounts (ITAs) may be established on behalf of customers to purchase classroom-training services from State approved, eligible providers. ITAs may be established for City of Los Angeles WIA customers only if the following conditions are met:

1. The customer is unemployed or employed at a wage that is below the level of self-sufficiency as determined by the Workforce Investment Board (WIB).*
2. The customer received core and intensive services but was unable to obtain or retain employment at a level of self-sufficiency through such services.
3. The customer has been assessed and provided case management services through which a determination has been made that the customer is in need of training services.
4. The customer has been unable to secure other financial assistance to cover the cost of training. ***Utilization of Pell Grants for eligible customers is required.*** A participant may enroll in a WIA training while his/her application for a Pell Grant is pending as long as the WorkSource Center operator has made arrangements with the training provider and the participant regarding allocation of the Pell Grant, if it is subsequently awarded. In that case, the training provider must reimburse the WorkSource Center operator the WIA funds used to underwrite the training for the amount the Pell Grant covers. Reimbursement is not required from the portion of Pell Grant assistance disbursed to the WIA participant for education-related expenses. ***Registered participants ineligible for Pell Grant assistance will not be denied access to training.***
5. The customer has not participated in WIA funded training for at least 24 months.
6. The customer has been unable to identify and/or enroll in a comparable course offered by local public educational institution.
7. The customer has visited a minimum of three schools prior to selecting a training provider.
8. The customer has selected a school in consultation with a case manager.
9. The training must lead to employment in a demand or growth occupation and identify a career ladder.* ***The determination of demand or growth occupations must incorporate economic data from the LA Economy Project.***
10. The training must result in a wage at placement, which meets or exceeds the City's Living Wage standard, with the goal of attaining self-sufficiency.*
11. The training must result in the attainment of an industry-recognized credential, if available, or the attainment of skills of a generally accepted standard.*

* This is consistent with the WIB approved Customized Training Policy.

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Other Conditions

- Any customer who has met the aforementioned conditions must be referred to the training provider of choice unless the program has exhausted training funds for the program year.
- Support services and needs based payments must be provided unless, through a financial needs assessment, it is determined that the customer is ineligible for such support or has sufficient resources to remain in training.
- In order to maximize the limited funds available for training services, no customer shall be referred to a course offering with a total tuition of greater than \$7,500. Customers may however, use other sources of funds to cover those costs that exceed \$7,500.
- Given the limited funding, priority for ITAs funded through the Adult program must be given to recipients of public assistance and other low-income individuals.
- ***The City reserves the right to prohibit the referral of customers to schools that have poor performance records in serving City customers.***
- ***A copy of this policy, together with a complete explanation of the limited funds available, should be shared with potential ITA customers.***