

**OhioMeansJobs - Lorain County  
Workforce Area 4  
Use of Individual Training Accounts (ITA)**

**Approved by WIB - July 1, 2009  
Amended by WIB – July 14, 2011  
Amended by WDB – August 31, 2017  
Amended by WDB – May 30, 2019**

**Background:**

Program training services are a structured regimen leading to recognized post-secondary credentials, industry-recognized credentials, employment and measurable skill gains toward credentials and employment.

To be eligible for training services, the local area must determine whether or not adult or dislocated worker participants, or eligible youth participants ages 18-24 are appropriate for training services.

An ITA is one of the primary methods through which training is financed and provided for unemployed or underemployed participants. ITA's are established on behalf of the WIOA participant to purchase a program of training services from eligible providers selected in consultation with the case manager. Additionally, the cost of training, time commitment of the participant, fees and books, tuition, and other associated costs should be considered when conducting a cost benefit analysis for the ITA.

**Policy Statement:**

An ITA is not an entitlement. Every request for an ITA will be assessed on an individual basis to determine if the training investment will produce the desired results. All other funding sources will be examined prior to recommending an ITA.

**The following ITA guidelines will be applied:**

- Individuals can be awarded up to \$7,500 for a one year or less training program and up to \$15,000 for a (2) year training program. Incremental ITA's may be awarded if the individual is pursuing stackable credentials and/or pathways to occupations and careers that would require the individual to complete modules or certifications over an extended period of time.
- It is the intent that the WIOA funding is the payer of last resort. A comprehensive assessment of the cost of the ITA, which involves accessing other grants, or funding, including Federal Pell Grants, Trade Adjustment Assistance (TAA), and scholarships must be conducted to ensure best utilization of WIOA funds.

***OhioMeansJobs staff are responsible for coordinating all funding sources to support an individual's training and submitting this information with the entire training request to the Lorain County Workforce Development Agency (LCWDA) Director, or their designee. Upon***

***approval, OhioMeansJobs staff will issue the ITA voucher with the signatures of the LCWDA, or their designee, the LCWDA Fiscal Officer and the customer.***

- There may be instances where a participant is unable to complete the training program within the time frame outlined in the ITA, and the ITA may be extended. These circumstances include, but are not limited to:
  - Military service or leave time;
  - Lack of availability of classes;
  - Cancellation of classes;
  - Unforeseen illness of the participant or an immediate family member of the participant

***OhioMeansJobs staff are responsible for submitting a Change of Authorization form to the LCWDA Director, or their designee, and the LCWDA, Fiscal Officer for any amendments to the ITA, including change in costs, time frames, etc...***

- The \$7,500 and \$15,000 caps will include the costs required by the training institution to complete the training. ITA costs may include, but are not limited to:
  - Tuition and fees;
  - Books;
  - Tools;
  - Uniforms;
  - Tests;
  - Medical immunizations/tests

***The amount of the ITA voucher will include an estimate of the total cost of training to be purchased based upon information provided by the customer/ training institution.***

- An individual will have up to six (6) months to begin training after an ITA voucher has been issued.
- Individuals seeking to obtain funding through an ITA must;
  - Possess a High School Diploma or GED, or be eligible to receive a High School Diploma upon completion of a program recognized by the Ohio Department of Education.
  - Reside in Lorain County;
  - Select a training that falls under an approved career under the Demand Occupation List that is maintained by the Ohio Department of Job & Family Services, or in a local field/occupation as identified by the Lorain County Workforce Development Board as being in demand.

***Exceptions to the Demand Occupation Policy may be considered by the Director of the Lorain County Workforce Development Agency, or their designee if the following guidelines are met:***

- Completion of a Commitment to Hire form from an employer seeking the training requested by the individual for a position that is:
  - Full-time employment (40 hours per week)
  - Benefits
  - Hourly rate of at least \$12.00
- Ensure that they have reviewed the training and education provider information provided through the Workforce Inventory of Education and Training website that is maintained by the State of Ohio with the assistance of the OhioMeansJobs staff they are working with if needed;

***Education and Training providers must also be recognized on the local approved list by signing a Memorandum of Understanding (MOU) with the Lorain County Workforce Development Agency which stipulates the expectations and reporting and performance requirements they must satisfy for students being approved for their programs.***

- Maintain a grade point average of at least 2.0 on a 4.0 scale;
- Agree to meet and update the OhioMeansJobs staff they are assigned to at least once per month to ensure short and long term career goals are attained;
- Will be required to maintain the accumulative grade point average (GPA) identified for each respective curriculum or meet those standards imposed by the institution. Final grades will be provided by individuals upon completion of their respective courses of study. Progress must be documented and/or monitored on a regular basis.

***OhioMeansJobs staff will maintain regular contact with the individual and training institution. Eligible training providers are required to provide information regarding the individual's status, progress, job placement and any other pertinent information as requested as outlined in the MOU.***

- During a program year, no single Demand Occupation shall account for more than 5% of the total training funds available, nor 5% of the number of individual ITA's awarded; exceptions to this rule would be in response to a business expansion, customized training, a layoff aversion, or completion of a Commitment to Hire form from an employer seeking the training requested by the individual for a position that is full time, with benefits and at an hourly rate of at least \$12.00/hour.
- Due to limited funds and the need for cost effective training, the first preference of training providers will be training opportunities available at the lowest-cost option locally for the selected career, and according to the following hierarchy:
  - Lorain County publically supported institutions
  - Publically supported institutions beyond Lorain County
  - Private/proprietary institutions