

Northwest Workforce Investment Board

ADMINISTRATIVE PROCEDURES

Issuance No: 15
Issuance Date: July 8, 2004 – Revised August 1, 2006
Subject: Individual Training Account

Individual Training Accounts will be the funding mechanism for classroom and occupational skills training. Title I Operators will utilize the following criteria for determination of individual access to training resources:

- Unable to secure or retain employment through intensive services
- In need of training and likely to succeed in the selected course of training
- Training selected is directly linked to employment opportunities
- Require financial assistance
- Can meet one of the following eligibility priorities:
 1. Cash assistance or food stamp recipient
 2. Income does not exceed higher of OMB guidelines or 70% of LLIL
 3. Homeless (Stewart McKinney Act definition)
 4. Foster child
 5. Disabled with individual income that would meet one of the first two categories, even if the family income does not.

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 \$5000 per person, per year. (Exceptions to this ceiling would require approval of the Workforce Investment Board.) 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. The voucher will also have an expiration period, determined by the issuing Title I Operator. While the customer will have their choice of training providers, the provider must be a certified training program/provider, and must demonstrate acceptable placement rates in, and related to, the selected program of training.

Finally, while all workforce development partners in the Northwest Region support informed choice by the customer, the Workforce Investment Board allows for guidance by Title I Operators during the "consultation with the case manager" described in CFR 663.440. This guidance may include avoiding certain courses of study (based upon occupational demand, reasonable cost, or labor projections) or particular training providers (based upon reasonable cost, placement history, relevance to occupation). Interested parties to such decisions have a right to appeal if they feel they can demonstrate that all facts were not fairly considered. Appeals of such decisions shall be in writing to the Executive Committee of the WIB within 30 days of notification of such decision. The final determination shall be made by the full Workforce Investment Board.