

GUIDELINES FOR INDIVIDUAL TRAINING ACCOUNTS WORKFORCE INVESTMENT ACT (WIA)

Individual Guidelines

- The Department of Community Development (DCD) can only consider Individual Training Accounts (ITAs) after an individual has demonstrated through core and intensive services at the PA CareerLink that he/she cannot obtain employment.
- Funding is reserved for individuals who need to update their skills in order to obtain employment. Funding is not intended for those who are attempting a career change.
- Individuals must meet federal eligibility requirements, and provide supporting documentation of that eligibility, in order to receive WIA training funds.
- In order to be approved for training funds, individuals are required to research and document their visits to three approved training providers.
- Individuals approved for ITAs must agree to seek full time employment once their training has been completed, and report that employment to the Program Coordinator at the CareerLink. Individuals must also cooperate with periodic progress reports and follow-up contact to assess customer and training provider satisfaction and performance.
- ITAs will be provided on a first-come, first-serve basis to the extent funding is available. Once funding is exhausted, a waiting list will be maintained until new funding is available.
- No individual will be approved for more than one ITA.
- The DCD Deputy Director shall have the final approval and may deny any ITA request for good cause.

Training Guidelines

- Only vendors on the statewide training list, found at www.cwds.state.pa.us/cwdsonline can be considered as training providers. Vendors within the local area or within reasonable daily commuting distance will receive priority.
- ITAs will only be issued for training programs that align with the state-issued High Priority Occupation List for Chester County. In addition, training providers must have a local training-related success rate of 60% or more in order to be considered as an ITA provider in Chester County.
- Training should be no less than 40 hours and no more than 2 years in length.
- The DCD will not consider at home study or self-study programs, correspondence courses, distance learning programs, seminars, or personal or professional development programs.

Funding Guidelines

- The maximum amount of each ITA will be \$4,000. This includes the cost of tuition, fees, books, and supplies necessary to take the course.
- All tuition payments will be made directly to the training provider by the DCD upon completion of contracting requirements and submission of a proper, itemized invoice.
- Training costs above the maximum ITA amount are the responsibility of the individual. A written statement acknowledging this responsibility, signed by the individual, will be obtained in all cases where the training cost exceeds the ITA award. No customer will be encouraged to enroll in any training activity whose cost exceeds the ITA cap.
- The DCD encourages individuals to apply for PELL funds and any other scholarship or grant opportunities available, and, if eligible, a review will be conducted to assess any customer supportive service needs (childcare, transportation, etc.) that may be required in order to ensure that the participant will be able to complete a training program. Where no other funding needs are identified, customers who are eligible for a Pell Award will be encouraged to apply Pell funds toward the cost of total tuition. The PA Careerlink will work with individual customers to assist them in understanding all sources of tuition assistance (PELL grants, scholarships, foundations, etc.). The level of funding provided for each customer will be determined by examining all sources of funding. The availability of funding will dictate the manner and exact mix of resources provided to each customer.
- The DCD will not make retroactive payments for classes taken before training approval.