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Sarah Smith
Executive Director
WRCOG

WACCAMAW WORKFORCE INVESTMENT AREA INSTRUCTION NUMBER: 13-07-A

TO: Waccamaw WIA Service Providers

SUBJECT: Individual Training Accounts (ITA) and Voucher System Policy

ISSUANCE DATE: January 10, 2014

EFFECTIVE DATE: Immediately; supersedes Waccamaw WIA Policy and Procedure III, March 15, 2012 page 12 of 13, and Instruction Number: 13-07.

PURPOSE: To issue guidelines for implementation of ITAs within the Waccamaw Region.

BACKGROUND: The purpose of the ITA is to assist eligible participants in obtaining training services that will lead to self-sufficiency. Eligible participants can receive an ITA to assist them in paying the cost of tuition, books, and appropriate fees that are not covered by other financial aid.

POLICY: The Waccamaw Regional Workforce Investment Board has set the maximum amount of an ITA at \$4,000 per program year. Participants can apply to attend training that costs more than the maximum training amount, but those participants must submit proof of how the difference in cost will be paid. ITAs that exceed the \$4,000 per program year amount require WIB approval. The lifetime maximum is \$12,000 per participant.

ACTION: Individual Training Accounts shall be limited to Adults, Dislocated workers, and older (18-21) Out of School Youth who:

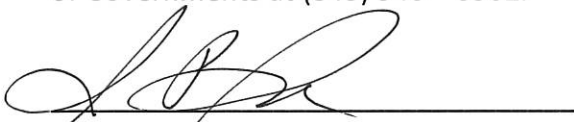
- (1) have completed the requirements of core and intensive services within the SCWorks System and are unable to obtain/retain employment that provides for self-sufficiency;
- (2) have been determined by the Service Provider to be in need of training and have the skills (through assessment results) to be successful in the selected training curriculum;
- (3) have selected a training program that is directly linked to the employment opportunities in the local area or in another area in which the participant is prepared and willing to relocate;
- (4) are unable to obtain other grant assistance to finance the training.

ITAs shall be issued to the participant for a specific timeframe to meet the training institution's curriculum, either semester or quarter. If a participant fails to start the training, as specified, the training account becomes void. A new training account will be issued at the beginning of each term. Participants must maintain the grade point average for passing the course required by the training institution in order to receive an additional training account.

A Voucher System Agreement must be signed by the Eligible Training Provider and the WIA Services Provider. A Voucher System Certificate will be provided to the participant at the beginning of each term. The Training Services Budget will be completed when the participant has been approved for training. The training budget will provide the participant an itemized listing of what cost will be covered by WIA funds. The Training Provider Consumer Report from the Eligible Training Provider is available to assist the participant in making more informed decisions about the performance of the Eligible Training Provider.

Any training outside the locally defined career clusters must require WIB approval. The participant must have signed documentation to show willingness to relocate for employment opportunities. This documentation must be kept in the participant's case file.

INQUIRIES: Questions may be directed to Sarah Smith, Executive Director of the Waccamaw Regional Council of Governments at (843) 546 – 8502.

A handwritten signature in black ink, appearing to read 'Sarah Smith', is written over a solid horizontal line.

Sarah Smith
Executive Director
Waccamaw Regional Council of Governments