

Policy Number: 2019-0724.02 ITAP

Effective Date

This policy will go into effect immediately upon passage.

Requirements

The Workforce Innovation and Opportunity Act (WIOA) Individual Training Account program is administered in Lucas County under the authorization of the Workforce Innovation and Opportunity Act and the Rules and Regulations governing the training programs authorized under WIOA Regulations that are defined in Section 134.

Education and training for qualified WIOA participants will be administered by means of Individual Training Accounts (ITAs) in order to provide formal schooling or training to assist individuals to obtain or retain self-sufficiency. In this instance, a local definition of self-sufficiency is used when identifying demand occupations and, unless modified by the Lucas County Workforce Development Board (LCWDB) through a separate self-sufficiency policy, this definition will continue to be used when determining suitable training programs.

Participants must demonstrate a need for formal training and meet the suitability guidelines established through the Suitability and Training Services Policy passed by the Lucas County Workforce Development Board (LCWDB) and the participant has failed to obtain and retain employment that leads to self-sufficiency through the career services offered by the OhioMeansJobs Lucas County One-Stop.

The following guidelines apply in managing WIOA ITA awards including the Comprehensive Case Management and Employment Program for youth:

The revisions in this policy shall apply to new ITAs signed after this policy goes into effect. ITA contracts and existing ITA contract renewals written prior to this revision shall follow previous policy.

WIOA ITA Requirements

1. ITA will only be approved for training courses that are on the Workforce Inventory of Education and Training (WIET) list for the state of Ohio. By securing this approval the Training Provider has made a commitment to meet the performance standards as outlined in the WIOA Rules and Regulations.
2. Programs of study must be for careers identified on Workforce Development Board's approved Demand Occupation List or the current State of Ohio's In-Demand Occupations Report in effect at the time the training request is made. Refer

to the Suitability and Training Services Policy for specifics.

3. ITA may be used for:
 - a) A certificate, an associate degree, baccalaureate degree, license **OR**
 - b) The skills or competencies needed for a specific job or jobs, an occupation, occupational group, or generally, for many types of jobs or occupations, as recognized by employers and determined prior to training.
4. Participants shall receive one ITA contract in a lifetime, excluding appropriate contract renewals and/or modifications. Exceptions to this limit are listed below:
 - a.) An exception may be approved by the Workforce Development Board or Designee in situations where the initial credential did not meet the needs of the individual as identified in the Individual Employability Plan (IEP),
 - b.) Failure of the education provider to provide training suitable for the credential desired **OR**
 - c.) An additional ITA contract would allow the individual to advance in their career within Board designated high-demand occupations or industries.
5. ITA funding will not pay for master's or doctorate degrees.
6. All training programs must be approved through the State of Ohio's Eligible Training Provider process AND meet local requirements.
7. WIOA ITA funds are only authorized to pay for tuition and books, required equipment, and other associated fees for the training program, less the PELL, OIG, and other grants, financial aid, or Work Study contributions.
 - a.) Training funds through other organizations and partners should be accessed whenever possible.
 - b.) Other sources of funding, not including loans to the potential student, should be accessed prior to the use of WIOA funding based on information provided by the training provider or gathered by WIOA staff.
 - c.) Staff will also make reasonable attempts to verify that all other sources of funding have been exhausted prior to requesting approval of the training contract.
8. Supportive Services programs may address other needs. (See the Supportive Services Policy in effect when the participant requests services and not necessarily the date of this policy.)
9. ITA funds in Lucas County are limited to:
 - a.) Annual and lifetime spending limits will be established by the LCWDB based on evaluation of current training costs and potential for career advancement training.
 - b.) The preferred period for funding will be two (2) training years depending on the availability of funding, where a training year begins on the first day of training and runs for twelve (12) consecutive months. This time restriction may be

- extended upon approval of the LCWDB or Designee and with proper documentation illustrating a need for more time to complete the program,
- c.) The ITA will not cover a Bachelor's Degree unless the recipient has successfully completed at least 6 full-time semesters or 9 full-time quarters **AND** the recipient can complete the degree within the preferred two (2) year training period. The participant must provide a transcript and a signed plan-of-study from the institution documenting they can complete the degree requirements in the two-year time limit.
 - d.) The ITA will not cover an Associate Degree unless the recipient has successfully completed two (2) full-time semesters or three (3) full-time quarters **AND** the recipient can complete within the preferred two (2) year training period. The participant must provide a transcript and a signed plan-of-study from the institution documenting they can complete the degree requirements in the two (2) year time limit.
 - e.) The ITA will cover training up to one year for a participant holding a Bachelor's Degree for upgrade purposes only if the current diploma will not lead to direct employment.
 - f.) The use of ITA funds for training related to registered apprenticeship programs in high-demand, local occupations may exceed the restrictions above and will be authorized under a separate policy approved by the LCWDB.
10. In order to receive ITA reimbursement, the participating service provider must apply to the State of Ohio and meet the requirements for inclusion as an eligible training provider. In addition to the provider being approved, each course of study to be paid for through WIOA funding must also be listed and approved. See <https://goo.gl/tAUYYy> for additional details.
11. Lucas County ITA funds will pay for education and training expenses at any educational institution that is listed as a State of Ohio Eligible Training Provider at the maximum amounts stated above.
- a.) This program is available to serve Lucas County residents or non- residents. However, funding the ITA will be at the lesser cost when comparing ITA benefits of the two counties regardless of residency.
 - b.) In the case of Dislocated Workers who have worked in Lucas County, but reside outside of Lucas County, these workers will be treated as Lucas County residents in respect to services for training allowances.
12. The training occupation should have career advancement potential and must be in accordance with the recipients' Individual Employment Plan (IEP) or Individual Opportunity Plan (IOP).

13. Residents of Ohio are given priority.
14. Short-term training of less than 12 months in duration will be given priority over longer term programs.
15. As related to participation through Opioid Emergency grants, individuals who indicate they, a family member, or a friend have a history of opioid use may be provided occupational skills training using grant funds in any locally identified in-demand field. Individuals who indicate that they, a family member, or a friend *do not* have a history of opioid use or those who refuse to answer may still receive training using grant funding but only for training in the following fields:
 - a) Addiction treatment
 - b) Mental health treatment focused on conditions that can lead to or exacerbate opioid addiction
 - c) Pain management services and practices
 - d) Other occupations approved by the Department of Labor and specific to Lucas County based on the opioid impacts. These occupations are:
 - a. Emergency Medical Technician
 - b. Healthcare Social Worker
 - c. Child, Family and School Social Worker
 - d. Mental Health and Substance Abuse Social Worker
 - e. Medical Assistance
 - f. Nurse

WIOA Student Requirements

1. Students must have applied for WIOA services and have been determined by a WIOA Case Manager to be eligible for training services as defined in the Training Services Policy passed by the LCWDB prior to starting classes.
2. Students must complete an Individual Employment Plan (IEP) or, in the case of CCMEP TANF eligible youth participants, an Individual Opportunity Plan (IOP) that details the participant's skills, interests, and abilities and sets specific goals for the student to meet in order to obtain or retain employment that leads to self-sufficiency.
3. Students must choose a training program that is consistent with their skills, interests, and abilities, with the assistance of the WIOA Case Manager, CCMEP Case Manager, or partner agency.
4. Students in qualifying programs must apply for PELL, OIG, and other appropriate grants before utilizing WIOA funds.
5. After the first quarter or semester, the student must be in good academic standing and/or have maintained a "C" average in the program of study, unless a higher grade

point average is required by the State. In the event that the student does not reach this standard, interventions, including intensive case management services, will be offered to the student.

A student may not change majors or training providers after the ITA is signed without receiving approval from their WIOA Case Manager or other appropriate authority. If the student does change majors or training providers, ITA funds will not be obligated for payment nor will continuation of the ITA be guaranteed. If the student fails to maintain good academic standing or a "C" average for the second consecutive quarter or semester, that student will be ineligible to receive additional WIOA funding until the student makes a "good faith" effort to modify their circumstances. This "good faith" effort can include life skills classes, counseling, evaluation of skills, interests, and abilities, a request for additional supportive services, etc., and will be coordinated by the student's WIOA Case Manager.

If the student continues to fail to maintain good academic standing or a "C" average for three consecutive quarters or semesters, that student will be ineligible for WIOA funding for one (1) calendar year.

If a student withdraws from a training program, they may be required to pay back (reimburse) the amount of funding received. Students with justifiable reasons for prematurely ending or pausing their training must notify their WIOA Case Manager prior to quitting the program.

If the student has no contact with their WIOA Case Manager for ninety (90) days, the ITA will be deemed inactive and outstanding contracts may be cancelled. The student may be obligated to pay back any costs incurred after the 90-day period.

Changes made in relation to this policy will apply to new contracts written after the policy goes into effect and will not impact contracts initiated prior to the passage of this policy or renewals of those existing contracts.