



Oklahoma Office of Workforce Development  
900 N. Portland Ave.  
Oklahoma City, OK 73107

**OKLAHOMA WORKFORCE DEVELOPMENT ISSUANCE #06-2016**

**TO:** Workforce Development Board Chairs  
Workforce Development Board Staff  
Workforce Development Fiscal Agents

**FROM:** Erin E. Risley-Baird, Executive Director

**DATE:** October 24, 2016

**SUBJECT:** WIOA Adult and Dislocated Worker Title I Programs

**PURPOSE:** To provide staff with specific policy, procedures, and guidelines for the implementation of the Workforce Innovation and Opportunity Act (WIOA, or “the Act”) Adult and Dislocated Worker (DLW) programs.

**REFERENCES:**

- The Workforce Innovation and Opportunity Act of 2014 (Public Law (Pub. L. 113-128)) Title I and III, enacted July 22, 2014
- Federal Register/Vol. 81. No.161, Parts 678 and 680
- U.S. Department of Labor/Employment and Training Administration Training and Employment Guidance Letter (TEGL) No. 3-15
- U.S. Department of Labor/Employment and Training Administration Training and Employment Guidance Letter (TEGL) No. 10-09
- U.S. Department of Labor/Employment and Training Administration Training and Employment Guidance Letter (TEGL) No. 22-04
- Oklahoma Workforce Development Issuance (OWDI) #03-2016
- Oklahoma Workforce Development Issuance (OWDI) #05-2016
- 2 CFR 200.306 and 2 CFR 2900.8
- 38 U.S.C. 4213

**MESSAGE:** This Oklahoma Workforce Development Issuance (OWDI) is intended to provide guidance to the Oklahoma workforce system on providing Adult and Dislocated Worker program services under WIOA Title I, and individuals served by Wagner-Peyser, as amended by WIOA Title III.

RESCISSIONS	EXPIRATION DATE
OETI #07-2005 OETI #09-2009 OWDI #08-2013 OWDI #16-2013	Continuing



**INSTRUCTIONS:** The WIOA Adult and Dislocated Worker (DLW) formula programs, in coordination with the Wagner-Peyser (WP) Employment Services (ES), are pivotal pieces of the one-stop delivery system, which is the foundation of the workforce system. The system provides universal access to career services to meet the diverse needs of adults and dislocated workers. WIOA provides for services that are universally accessible, customer-centered and training that is job-driven. With the implementation of WIOA, some significant reforms have been made regarding how career services and training services are delivered in the workforce development system to adults and dislocated workers. Training is supported through an eligible training provider list (ETPL), comprised of entities with a proven capability of securing quality employment outcomes for participants. WIOA also provides enhanced access and flexibility for work-based training options, such as Registered Apprenticeship (RA), on-the-job training, customized training, and incumbent worker training.

Under WIOA Title I, adults are individuals who have attained age 18 and over.

Dislocated workers include those who have been laid off or have received notice of termination from employment, are self-employed but unemployed due to general economic conditions, are the spouse of a member of the Armed Forces on active duty who is unemployed due to relocation for permanent duty reassignment, or are displaced homemakers.

#### **Adult and DLW Eligibility and Program Enrollment Procedures**

Program enrollment is the point at which information used to measure performance begins to be collected. All applicable demographic information pertaining to an Adult or DLW program participant must be accurately entered in the virtual case management system's Universal Demographics Screen. The demographic information entered will generate a potential eligibility determination and allow enrollment into the appropriate program. When the enrollment is complete, a snapshot of the information that was entered in the Universal Demographics Screen will exist in the appropriate program's enrollment section. These characteristics must be verified as accurate by the participant's virtual self-attestation prior to staff entering the program enrollment, as the characteristics in the snapshot will remain unchanged throughout program participation. Appropriate documentation of the characteristics used to qualify the individual as eligible for enrollment in a WIOA program must be uploaded into the participant's virtual case file.

The enrollment process begins with the participant self-registering in OKJobMatch. Once the self-registration has been completed, staff must meet with the participant and review the information completed by the participant. Additional information needed to determine eligibility must be requested at this time. Most of the information needed to determine eligibility will be completed and entered into the system by staff in consultation with the participant after the self-registration is complete.

When an enrollment is entered by front-line staff, the enrollment goes into a pending approval queue for supervisor approval. Enrollments must be approved by a supervisor before there is any expenditure of funds. Enrollments left in a pending status for over 30 days will automatically be denied. Enrollments and eligibility are valid for 30 days only and will not be backdated. Program enrollments denied for being in a pending status for over 30 days must have a redetermination of eligibility and new enrollment completed.

*Additional data validation, program eligibility, and document uploader requirements for the adult programs is (will be) issued in a separate OWDI.*

An Individual Employment Plan (IEP) consisting of, at a minimum, an employment goal, identified needs and barriers, and a training goal must be developed for each individual determined eligible for Adult or DLW program services. The IEP is developed in collaboration with the individual adult or dislocated worker and, in most instances, starts with an objective assessment of the individual's needs. A Client Involvement Statement signed by the participant must be uploaded into the virtual case management system to document that the IEP was jointly developed. As adults and dislocated workers have diverse needs, each IEP is intended to target the specific needs of the individual for whom it is developed.

A recent assessment completed by a workforce partner program may be used to determine academic levels, skill levels and service needs. Copies of assessments completed by workforce partners that will be used as a basis for Adult or DLW services should be uploaded to the virtual case management system.

Each step of the individual's career pathway should be clearly documented in the IEP as it is developed and as the plan evolves. An IEP is a working document that may change as the individual's needs change, and must include the career and training services determined necessary for the employment success of the individual. The IEP must be regularly updated.

### **Career Services**

WIOA authorizes "career services" for adults and dislocated workers rather than "core" and "intensive" services, as authorized by WIA. Career services for adults and dislocated workers must be made available in all comprehensive workforce centers (previously referred to as one-stop centers) in each local workforce development area. There are three types of career services: Basic Career Services, Individualized Career Services, and Follow-up Services, with no sequential requirement for these services. Career services under this approach provide local areas and service providers with the flexibility to target services to the needs of the customer, recognizing each individual may not need all types of career services or may need different types of career services at different stages in their career pathway.

Any forms and collateral materials that reflect a sequence of service requirements must be updated immediately. The effective date of this change was July 1, 2015. *Until reporting systems are in place to report career services, basic career services are to be reported in the*

*virtual case management system as core services, and individualized career services as intensive services.*

**Basic Career Services:** Basic career services including, but not limited to, Title I eligibility determinations, outreach and intake, initial assessments, labor exchange services, referrals to other programs, and coordination of activities with other programs and services, must be made available to all individuals seeking services in the one-stop delivery system.

Career Services Provided by Wagner-Peyser staff: Labor exchange services provided by Wagner-Peyser (WP) staff fall under basic career services. WP staff must make all basic career services available in coordination with other workforce center partners. WP staff may also make individualized career services available, particularly for individuals with barriers to employment as defined in WIOA Section 3(24).

**Individualized Career Services:** If workforce staff determine individualized career services are necessary for an individual to obtain or retain employment, these services must be made available to the individual. Individualized career services must be available in all workforce centers. Recent assessments, interviews or evaluations completed by workforce partner programs may be used by workforce staff to determine if individualized career services are appropriate or necessary for an individual. A recent assessment or evaluation is defined as an assessment or evaluation conducted within the previous 12 months.

Transitional Jobs are a new type of career services allowed under WIOA for individuals with barriers to employment who are chronically unemployed or have an inconsistent work history. These time-limited, subsidized work experiences may be developed in public, private, or nonprofit sectors and are combined with comprehensive career and supportive services. The goal of transitional jobs is to establish a work history for the individual that demonstrates success in the workplace, and develops the skills that lead to entry into and retention in unsubsidized employment. Unlike OJT, there is no assumption that the individual will be retained in his or her transitional job after the experience is over, although that would be a successful experience and outcome, therefore transitional jobs are considered career services by the USDOL/ETA, as are internships and work experience placements. Local boards may use up to 10 percent of their combined adult and dislocated worker funds to provide transitional jobs to individuals.

Local boards are encouraged to develop strategies to utilize transitional jobs as a gateway to unsubsidized employment for individuals who are chronically unemployed or have inconsistent work history such as: formerly incarcerated individuals; low-income individuals who must meet employment or training requirements to receive Supplemental Nutrition Assistance Program (SNAP) benefits; out-of-school youth, veterans and other individuals with barriers to employment.

If local areas choose to use transitional jobs as part of their service delivery strategy, they must adopt policies and identify employers (public, private or nonprofit) who can provide quality

experiences for individuals to eventually obtain unsubsidized employment. Additionally, these policies should include the planned reimbursement amount per placement, types of supportive services, and limitations on the duration of the transitional job.

**Follow-up services** must be provided for no less than 12 months after the first day of employment for participants who are placed in unsubsidized employment. Work place counseling (i.e., strategies for retaining employment) and providing the supportive services necessary to prevent job loss are appropriate types of follow-up services. Follow-up services do **not** extend beyond the date of exit in performance reporting.

### **Training Services for Adults and Dislocated Workers**

Training services are critical to the employment success of many adults and dislocated workers. Workforce center staff may determine training is appropriate regardless of whether an individual has received basic or individualized career services first. Under WIOA, training services may be provided if it is determined, after an interview, evaluation, or assessment the individual:

- is unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment, through career services alone;
- is in need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment; and
- possesses the skills and qualifications to successfully participate in the selected program of training services.

Local policies for training individuals in the Adult and DLW Programs must reflect the above criteria, which was effective July 1, 2015.

Training services are limited to individuals who are unable to obtain other grant assistance for such services, including Federal Pell Grants, or who require assistance beyond the assistance made available under other grant assistance programs, including Federal Pell Grants. Training services may, however, be provided to an individual while an application for a Pell Grant is pending. If the individual is subsequently awarded a Pell Grant, the appropriate reimbursement must be made to the local area from the Pell Grant award.

In determining whether an individual requires assistance “beyond the assistance made available through other workforce partners, educational entities or other grant assistance”, a one-stop operator (or workforce partner, where appropriate) may take into consideration the full cost of participating in training services, including the costs of dependent care and transportation, and other appropriate costs. Documentation of all assistance provided to individuals, including assistance from other workforce partners, educational entities or other grant assistance, should be noted in the virtual case file.

The list of allowable training services is found in WIOA Sec. 134(c)(3)(D).

**Employment Status Clarification:** In addition to providing career and training services to unemployed individuals, Adult and DLW funds may provide career and training services to underemployed individuals. Individuals who are underemployed may include those who are:

- employed less than full-time who are seeking full-time employment;
- employed in a position that is inadequate with respect to their skills and training;
- employed and meet the definition of a low-income individual; and
- employed with current earnings that are insufficient when compared to the individual's previous earnings from previous employment, per State and/or local policy.

Local areas must develop policies and procedures for determining underemployment for both adults and dislocated workers.

**Individual Training Accounts (ITAs)** are the primary method to be used for procuring training services under WIOA. Training services must be provided in a manner that maximizes the individual's choice in the selection of a training provider. To accomplish this, each local board must make available an Eligible Training Provider List (ETPL) as described in OWDI #03-2016 and in Sec. 122 of the Act.

Once an individual who has been determined to be eligible for training services selects (in consultation with appropriate workforce staff) a training service provider from the ETPL, the one-stop operator then makes the referral to the training provider and arranges for payment of the services through an ITA.

Each local board may, through the workforce centers, coordinate funding for ITAs with funding from other Federal, state, local or private job training programs or sources to assist an individual in obtaining training services

Example ITA Agreement, ITA Voucher, and Coordination of Training Funds forms are included as attachments to this issuance. These forms may be modified by the local areas, provided the local forms include at a minimum all information provided in the examples.

### **Training Contracts**

Although ITAs are the primary method to be used for procuring training services, in certain circumstances a contract for training services may be developed instead of an ITA. The contract exceptions to an ITA have been expanded under WIOA. The determination of when training needs to be provided by contract in lieu of an ITA is made by the local board based on factors including, but not limited to, an insufficient number of eligible training providers in the area, the availability of a training program of demonstrated effectiveness already offered in the community, and/or the facilitation of training for multiple individuals in in-demand occupations at an institution of higher education. Local boards must develop policy and procedures for when contracts will be used in lieu of ITAs, describing the factors used to support the policy.

In addition to the contract exceptions to an ITA, a local board may determine that a combination of ITAs and contracts is an effective approach for placement into programs such as Registered Apprenticeship (RA) and other work-based training.

Training services need to be directly linked to in-demand employment opportunities in the local or planning region, or in an area where the adult or dislocated worker is willing to commute or relocate. The Oklahoma Office of Workforce Development (OOWD) may grant an exception to allow local boards to approve training services for occupations determined to be in sectors of the economy that have a high potential for sustained growth or demand in the local area.

### **Transitioning to Training Services**

Beginning July 1, 2015, local policies for training individuals in the Adult and DLW Programs must reflect the criteria listed earlier in this issuance. Additionally, local areas must ensure self-sufficiency standards have been determined based on family size and County Metro or Non-Metro designation for individuals to receive training. The 70% Lower Living Standard Income Levels (LLSIL) to determine economically disadvantaged status according to family size and the 100% LLSIL for establishing self-sufficiency criteria Oklahoma WIOA Programs may be found in OWDI #05-2016.

### **Adult Funds - Priority of Service**

The adult funding stream includes a priority of service for public assistance recipients and other low income individuals, as well as individuals who are basic skills deficient, for receipt of career and training services. Veterans are also a priority population as a result of the Jobs for Veterans Act of 2002. Under WIOA, **priority of service must be provided regardless of the level of funds.**

Veterans and eligible spouses continue to receive priority of service for all DOL-funded employment training programs, which include WIOA programs. For Adult and Dislocated Worker programs, priority must be provided in the following order:

- First, to veterans and eligible spouses who are also included in the groups given statutory priority for WIOA adult formula funds. This means that veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient receive first priority for services provided with WIOA adult formula funds.
- Second, to non-covered persons (that is, individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA adult formula funds.
- Third, to veterans and eligible spouses who are not included in WIOA's priority groups.
- Last, to non-covered persons outside the groups given priority under WIOA.

Local areas must establish written policies and procedures to ensure priority for the populations described above for participants served in the WIOA Adult program, for eligibility determinations beginning on or after July 1, 2015. As part of regular monitoring and oversight responsibilities, OOWD staff is required to ensure all local areas have developed and

implemented such policies, and that the policies demonstrate how priority of service is tracked for the aforementioned groups, which may include tracking referrals from partner entities and programs such as Temporary Assistance for Needy Families (TANF), the Supplemental Nutrition Assistance Program (SNAP), and Adult Basic Education (ABE).

#### Serving Separating Service Members and Military Spouses with Dislocated Worker Funds

Service members exiting the military, including, but not limited to, recipients of Unemployment Compensation for Ex-Military members (UCX), generally qualify as dislocated workers.

Dislocated Worker funds under Title I can help separating service members to enter or reenter the civilian labor force. A separating service member needs a notice of separation, either a DD-214 from the Department of Defense, or other appropriate documentation that shows a separation or imminent separation from the Armed Forces, to meet the required dislocated worker definition. While in most instances an individual will have to be eligible for or have exhausted entitlement to unemployment compensation in order to receive dislocated worker services, separating service members on a terminal leave from the military may be provided career services while the service member is still part of the Active Duty military, but has an imminent separation date, provided that their discharge will be anything other than dishonorable. It must be noted, however, that federal policy requires a separating service member to meet the dislocated worker requirement of being unlikely to return to his or her previous industry or occupation.

WIOA expands the definition of dislocated workers to include military spouses who have lost employment as a direct result of a relocation to accommodate a permanent change in duty station of the spouse. Military spouses may also qualify if they are a dependent spouse of a member of the Armed Forces on active duty whose family income is significantly reduced, as determined by the State or local area, because of a deployment, a call or order to active duty, a permanent change of station, or the service-connected death or disability of the service member. Military spouses may also qualify if they are unemployed or underemployed and are experiencing difficulty in obtaining or upgrading employment.

When past income is an eligibility determinant for Federal employment or training programs, any amounts received as military pay or allowances by any person who served on active duty and certain other specified benefits, must be disregarded in making an eligibility determination. This applies to the veteran and to other individuals for whom those amounts would normally be applied, e.g., the military spouse. Military earnings are not to be included when calculating income for veterans or transitioning service members for this priority, in accordance with 38 U.S.C. 4213.

#### **Work-based Training**

WIOA allows for additional work-based training options and flexibilities for adults and dislocated workers.



**Registered Apprenticeship (RA)** is an important component of potential training and employment services that local areas are encouraged to use more often as a career pathway for job seekers and as a job-driven strategy for employers and industries. WIOA provides a new opportunity for RA programs to be more directly connected to the public workforce system. RA programs automatically qualify to be placed on the State's and local board's Eligible Training Provider Lists (ETPLs), allowing ITAs to support participants in RA programs, and more directly connect those programs to the workforce centers.

OOWD is committed to fully integrating RA programs as an employment and training solution for workforce centers. Local areas will have maximum flexibility in serving participants and supporting their placement into RA programs. There are several ways in which training services may be used in conjunction with these RA programs, including developing an ITA for a participant to receive RA training, utilizing an On-the-Job Training (OJT) contract with a RA program for providing both classroom and on-the-job instruction; a combination of an ITA to cover the classroom instruction along with an OJT contract to cover on-the-job portions of the RA; and utilizing incumbent worker training for upskilling apprentices who already have an established working/training relationship with the RA program.

Local areas may include supportive services, in conjunction with career and/or training services, to participants in a RA program, provided the supportive services are consistent with WIOA Section 134(d)(2), Section 12 of TEGL No. 3-15, and state and local policies.

**On-the-Job Training (OJT)** continues to be a key method for delivering training services to adults and dislocated workers. Locals may provide up to 50 percent of the wage rate of the participant to employers for the costs of training while the participant is in the program. For local areas to increase the reimbursement level up to 75 percent, the following factors must be taken into account:

- The characteristics of the participants (e.g. length of unemployment, current skill level, and barriers to employment);
- The size of the employer (e.g. small and medium-sized business often have more barriers to participation at lower reimbursement rates);
- The quality of employer-provided training and advancement opportunities e.g., if the OJT contract is for an in-demand occupation and will lead to an industry-recognized credential); and
- Other factors the State or local boards may determine appropriate (e.g. the number of employees participating in the training, wage and benefit levels of the employees, including both pre- and post-participation earnings), and relation of the training to the competitiveness of the participant.

Local boards must document the factors used when deciding to increase the wage reimbursement levels above 50% and up to a maximum of 75%.

**Incumbent Worker Training** provides both workers and employers the opportunity to build and maintain a quality workforce. Incumbent Worker training can be used to help avert potential

layoffs of employees, or to increase the skill levels of employees so they can be promoted within the company and create backfill opportunities for the employers. Local boards can use up to 20 percent of their adult and dislocated worker funds to provide the federal share of the cost of providing Incumbent Worker training. Incumbent Worker training needs to take into account the following factors:

- The characteristics of the participants in the program;
- The relationship of the training to the competitiveness of a participant and the employer; and
- Other factors the State or local boards may determine appropriate, which may include the number of employees participating in the training, wage and benefit levels of those employees (both pre- and post-participation earnings), and the existence of other training and advancement opportunities provided by the employer.

Employers are required to pay for a significant cost of the training for participants in incumbent worker training; this can be done through both cash and/or in-kind payments. The wages paid to participants while in training may be considered as a source of matching funds. Rules for matching funds are provided in the Uniform Guidance and DOL exceptions at 2 CFR 200.306 and 2 CFR 2900.8, respectively. Under section 134(d)(4)(D) of WIOA, the minimum amount of employer share in the Incumbent Worker Training depends on the size of the employer:

- At least 10 percent of the cost, for employers with 50 or fewer employees;
- At least 25 percent of the cost, for employers with 51 to 100 employees; and
- At least 50 percent of the cost, for employers with more than 100 employees.

### **Supportive Services and Needs-Related Payments**

A key principle in WIOA is to provide local areas with the authority to make policy and administrative decisions and the flexibility to tailor the workforce system to the needs of the local community. To ensure maximum flexibility, this guidance provides local areas the discretion to provide the supportive services they deem appropriate, subject to the limited conditions prescribed by WIOA. Local Boards must develop written policies and procedures to ensure coordination with other entities to ensure the highest quality, most comprehensive service provision possible; prevent duplication of resources and services; and establish limits on the amount and duration of these services. Local Boards are encouraged to develop policies and procedures that ensure that supportive services are WIOA-funded only when these services are not available through other agencies and that the services are necessary for the individual to participate in Title I activities. Supportive services may be made available to anyone participating in Title I career or training services.

Supportive Services may include, but are not limited to:

- Transportation;
- Child Care;
- Dependent Care;
- Housing; and

- Needs-Related Payments (available only to individuals enrolled in training services).

Needs-related payments are designed to provide a participant with resources for the purpose of enabling them to participate in training services. Many individuals in need of training services lack the resources to meet their non-training expenses and therefore cannot participate in the training that they need. Needs-related payments can help individuals meet their non-training expenses and help them to complete training successfully. A participant must be enrolled in a training program described in section 134(c)(3) of WIOA in order to receive needs-related payments.

Adult and DLW funds may be used to provide needs-related payments to adults and dislocated workers who are unemployed and do not qualify for, or have ceased to qualify for, unemployment compensation for the purpose of enabling such individuals to participate in training services programs.

A dislocated worker who is no longer eligible for unemployment compensation may qualify to receive needs related payments if the dislocated worker was enrolled in the training services—

- by the end of the 13th week after the most recent layoff that resulted in a determination of the worker’s eligibility for employment and training activities for dislocated workers; or
- if later, by the end of the 8th week after the worker is informed that a short-term layoff will exceed 6 months.

**Primary indicators of performance** for activities provided under WIOA Title I Adult and DLW programs shall consist of:

- the percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program;
- the percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program;
- the median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program;
- the percentage of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent, during participation in or within 1 year after exit from the program;
- the percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment; and
- the indicators of effectiveness in serving employers.

**Coordination with Trade Adjustment Assistance (TAA).** The TAA program provides additional benefits for dislocated workers laid off by companies that are directly affected by increased imports or certain shifts of production to other countries. Co-enrollment (i.e., dual-enrollment), of workers certified as eligible for TAA (TAA-certified) in partnership with WIOA, allows for the timely provision of individualized career services and improves the effectiveness of the TAA Program.

**Other Permissible Local Activities.** WIOA provides significant flexibility to local areas when providing services with adult and dislocated worker funds. In addition to the required career and training services, local areas may use these funds to provide additional job seeker services and business services, as well as to facilitate enhanced coordination between other partner programs and entities at the State and local level. Local areas can use these funds to develop new types of technical assistance, develop new intake procedures, test new procurement methods (which may lead to better outcomes for jobseekers), and ensure provision of robust services for businesses throughout the workforce system. A list of permissible local activities is found in Section 14 of TEGl No. 3-15.

**Rapid Response.** Rapid Response encompasses the strategies and activities necessary to plan for and respond as quickly as possible following an announcement of a closure or layoff or natural or other disaster which results in mass job loss. Rapid Response delivers services to enable dislocated workers to transition to new employment as quickly as possible. Information regarding the receipt of Rapid Response services by individuals enrolled as dislocated workers must be entered in the virtual case management system.

**ACTION REQUIRED:** This Oklahoma Workforce Development Issuance (OWDI) is to become a part of your permanent records and made available to appropriate staff and sub-recipients.

**INQUIRIES:** If you have any questions about this issuance, please contact policy and program staff in the Oklahoma Office of Workforce Development. Contact information can be found at <http://www.oklahomaworks.gov/about/>.

**ATTACHMENTS:**

Attachment A: Individual Training Account Form

Attachment B: Individual Training Account Voucher Form

Attachment C: Coordination of Training Funds Form

## Individual Training Account (ITA) Agreement

Participant: \_\_\_\_\_ ID# \_\_\_\_\_

ITA Start Date: \_\_\_\_\_ ITA End Date: \_\_\_\_\_

Amount of Individual Training Account (ITA): \$ \_\_\_\_\_

Training Provider: \_\_\_\_\_

Demand Occupation: \_\_\_\_\_

### **ACKNOWLEDGEMENT AND AGREEMENT**

- The amount of my Individual Training Account (ITA) has been awarded based on individual factors including cost of attendance, coordination of other funding sources, and needs identified in my Individual Employment Plan (IEP).
- ITA funding may be used to assist with tuition and fees as well as books, uniforms, tools, equipment, or supplies required for training/degree plan.
- This ITA is limited to the amount and the scheduled start and end date stated above. Any modification to the ITA Agreement must be approved per Workforce Development Board policy and only for exceptional circumstances.
- It is my responsibility to budget and track my ITA expenditures to insure that the funds available to me are not depleted prior to completion of training. I will coordinate with my Career Manager and verify my ITA balance as necessary.
- I understand that I must meet or exceed attendance and academic requirements of the school/training provider.
- I understand that I am not required to access student loans or incur personal debt as a condition of participation. However, if I chose to do so, I understand the responsibilities associated with such indebtedness, including loan repayment. My Career Manager has counseled me in regard to this issue.
- Continued participation is subject to continued availability of funding by the Department of Labor.
- I agree to monthly contact with my Career Manager to discuss my training progress and any other issues, whether academic, personal, or financial, which may affect the successful completion of my training.
- I will immediately inform my Career Manager of changes of name, address, phone number, email address or back-up contact information.
- Prior to the beginning of each new semester I will schedule an appointment with my Career Manager to complete a voucher for the upcoming semester. I agree to provide any documentation necessary for completion of the voucher, which may include class schedule, enrollment sheet, grade report from previous semester, and Financial Aid Award letter.
- In the event that I drop or add a class, I will notify my Career Manager immediately.
- ITA funding may be used to pay only for classes or training directly related to my training/degree plan. ITA funding will not be used to pay for the same class more than once. If I fail a class, I will be responsible for paying for such class the second time.
- Upon completion of my training, I agree to provide my Career Manager with information concerning my employment and copies of any diplomas, credentials, or licenses earned.

**I have read this document and hereby understand and agree to comply with the terms herein described. I am receiving a copy of this agreement for my records.**

_____	_____
<b>ITA Participant's Signature</b>	<b>Date</b>

**I have established this ITA and reviewed the terms of this Agreement with the client.**

_____	_____
<b>WIOA Service Provider's Signature</b>	<b>Date</b>

"Equal Opportunity Employer (EOE)/Program"  
"Auxiliary Aids and Services Are Available upon Request to Individuals with Disabilities."

ITA # _____
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**INDIVIDUAL TRAINING VOUCHER FORM**

Training Institution/Provider: \_\_\_\_\_

Mod #: \_\_\_\_\_

Participant Name: \_\_\_\_\_

ID #: \_\_\_\_\_

WIOA Program/Funding Stream:  TAA  Adult  DLW  Other: \_\_\_\_\_

\_\_\_\_\_  
(WIOA Service Provider) agrees to sponsor the above named student in the course(s) or program(s) listed below and pay the training costs listed (based on off-the-shelf catalog prices) for the time period of: \_\_\_\_\_ through \_\_\_\_\_. Refunds or returns for non-compliance will be made to \_\_\_\_\_ (WIOA Service Provider).

Explanation if this is a Modification:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TRAINING**

Course #	Course Title	Hours

**AUTHORIZED TRAINING COSTS**

Items	Amount	Items	Amount
Tuition	\$ _____	Uniforms	\$ _____
Fees	\$ _____	Tools:	\$ _____
Supplies	\$ _____	Books:	\$ _____
Books	\$ _____	Other:	\$ _____
			<b>TOTAL \$</b> _____

As the recipient of Workforce Innovation & Opportunity Act (WIOA) Program assistance with tuition, books, fees, or other required supplies, I hereby authorize the training institution listed above to release information regarding my attendance, grades, schedules, personal conduct and/or other information as needed to the \_\_\_\_\_ (WIOA Service Provider).

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
WIOA Service Provider Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**COORDINATION OF TRAINING FUNDS**

**SECTION I**

TO: FINANCIAL AID OFFICE

ATTENTION: \_\_\_\_\_

FROM: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

ATTENTION: \_\_\_\_\_

FAX OR E-MAIL ADDRESS: \_\_\_\_\_

FAX OR E-MAIL ADDRESS: \_\_\_\_\_

PARTICIPANT NAME: \_\_\_\_\_

ID NUMBER: \_\_\_\_\_

I hereby authorize the exchange of information between the WIOA Case Manager and the Financial Aid Office at the above named School regarding the awarding of any financial aid from any source.

\_\_\_\_\_

\_\_\_\_\_

Participant's Signature

Date

**SECTION II (The following section is to be completed by the financial aid office)**

**PERIODS COVERED**

Start Date: \_\_\_\_\_

End Date \_\_\_\_\_

- Fall \_\_\_\_\_
- Spring \_\_\_\_\_
- Summer \_\_\_\_\_

- Trimester I
- Trimester II
- Trimester III

- Full Length of Short Course

**COST OF ATTENDANCE \***

**STUDENT'S FINANCIAL AID**

Tuition and Fees \$ \_\_\_\_\_

PELL Grant Eligibility \$ \_\_\_\_\_

Books, Supplies and Tools \$ \_\_\_\_\_

\_\_\_\_\_ Student or Program is not PELL eligible

Uniforms \$ \_\_\_\_\_

**OTHER FINANCIAL RESOURCES EXCLUDING LOADS AND VA BENEFITS**

**OTHER LIVING EXPENSES \*\***

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL COST OF ATTENDANCE** \$ \_\_\_\_\_

**TOTAL FINANCIAL AID** \$ \_\_\_\_\_

Total Cost of Attendance \$ \_\_\_\_\_ minus Student's Financial Aid \$ \_\_\_\_\_ equals Unmet Financial Need \$ \_\_\_\_\_

**By signing below, the financial aid officer (or those personnel who perform those duties) agrees to inform the local WIOA program operator of the amounts and disposition of financial aid to each participant awarded after the enrollment of the participant, as part of a continuing, regular information sharing process.**

\_\_\_\_\_

\_\_\_\_\_

Financial Aid Officer

Date

\*As defined by the Higher Education Act Sec. 472

\*\*Other Living Expenses may include transportation, room and board, utilities, dependent care, disability expenses, food, medical care, insurance, etc.

**SECTION III (The following section is to be completed by the WIOA Case Manager)**

After review of partner agencies, other social service agencies, and other community resources, I have determined that WIOA Funds must be used in the mix of available resources. I certify that WIOA funds will be coordinated with other funds and there will be no duplication of resources.

\_\_\_\_\_

\_\_\_\_\_

WIOA Service Provider's Signature

Date