



Tompkins County Workforce Development Board Individual Training Account Policy

I. Training Services

A. Overview

Section 134(c)3 of the Workforce Innovation and Opportunity Act identifies training services that can be provided to adults and dislocated workers who:

1. Have been provided an initial assessment and have been found to be in need of Career Development Services.
2. After a comprehensive assessment, including Barriers to Employment (e.g., Language, Transportation, Child Care, Elder Care, Mental, Physical and Developmental Disabilities, Work Place Accommodations, etc.), have been determined to:
 - i. be 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 the career services described in Section 134(c)(2)(A)(xii) of the Workforce Innovation and Opportunity Act (see attachment A)
 - ii. be 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
 - iii. have the skills and qualifications to participate in the selected program of training services
3. Select programs that are directly linked to employment opportunities and the local demand occupations list.
4. Are unable to obtain other grant assistance for such services, including Federal Pell Grants or require assistance beyond the assistance made available under other grant assistance programs, including Federal Pell Grants. Training Services may be provided to an individual who otherwise meets the requirements of this policy while an application for a Federal Pell Grant is pending (NYS TAP, if awarded to participant, shall be used to pay training cost prior to WIOA funding),

except that if such individual is subsequently awarded a Federal Pell Grant, appropriate reimbursement shall be made from the Federal Pell Grant to the Tompkins Workforce Development Board.

- B. Types of Training Services [Section 134(b)(3)D]
1. Occupational skills training, including training for nontraditional employment
 2. On-the-job training (OJT)
 3. Incumbent worker training in accordance with subsection (d)(4)
 4. Programs that combine workplace training with related instruction
 5. Training programs provided by the private sector
 6. Skill upgrading and retraining
 7. Entrepreneurial training
 8. Job readiness training provided in combination with other services
 9. Transitional jobs in accordance with subsection (d)(5)
 10. Adult education and literacy activities provided in combination with other services
 11. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training

- C. Individual Training Accounts (ITAs)
Training services offered through eligible providers must be offered through the use of individual training accounts or vouchers provided to eligible individuals through the Tompkins Workforce New York Career Center.

II. Local Policy

- A. The Tompkins County Workforce Development Board has established the following limits for funding.

<p>Training Costs include:</p> <ul style="list-style-type: none">• Tuition• Fees• Required Training Expenses• Supportive Services• Types of Training Services, including On-the-Job Training (OJT) <p>Maximum funding cap for <u>Fees & Required Training Expenses</u> is \$2,000 of the total \$5,000 funding cap. These expenses include:</p> <ul style="list-style-type: none">• Miscellaneous Fees (Including immunizations)• Required Equipment	<p>Funding cap not to exceed \$5,000</p>
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<ul style="list-style-type: none">• Required Supplies• Certification Testing	
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*To support participants in training, supportive services are provided. These supportive services include transportation, mileage reimbursement, bus pass or childcare. Please refer to *Supportive Services Policy* for provisions of these services.

** Maximum amount cannot exceed over participants lifetime.

Note: This policy will be reviewed on an annual basis and is subject to change.

- B. Training may not exceed two years in length.
- C. The Tompkins Workforce New York Career Center must ensure that training services provided with funding available for adults and dislocated workers are directly linked to occupations in demand in the local area. The Board may also approve training services for occupations determined to be in sections of the economy that have a high potential for sustained demand or growth in the local area. Any exceptions to this policy must be well documented and approved by the Director of the Tompkins County Workforce Development Board. Potential trainees should **not** contact the WDB for the approval of individual requests. It is the responsibility of the board to approve providers and course offerings in demand occupations, not individual participants; that is the responsibility of the Career Center staff.
- D. The Board encourages consumer choice with the understanding that the training is in a demand occupation, the provider must be on the approved list, the training is within the cap allocated or the customer has identified additional funding. It is the responsibility of the Career Center staff to assist the customer with seeking other funding sources (Pell, TAP, loans) to meet their needs. Loans should only be for ITA costs that exceed the policy limit.

III. Customer Approval Procedures

- A. Upon completion of assessment, registration, Individual Employment Plan, elements of Section I (A) 1-4 of this policy, priority of service has been determined and funding is available training can be initiated.
- B. Staff person reviews “Training Account Plan” which forms the basis for customer request for training.
- C. Staff and customer review the eligible provider list to assure provider and offering are approved. If customer chooses a provider not yet approved, see procedure explained in Section IV of this policy.
- D. Once training and provider are selected, staff person reviews demand occupation list for appropriateness of approval.

- E. Staff reviews Training Contract and creates Training Plan with customer.
- F. Staff completes Authorization for Training and Supportive Services and requests review from OET Director.
- G. After Director signs, staff reserve funds by placing amount, authorization #, name of trainee, name of provider, customer eligibility for DW or Adult funding, on WIOA Authorization spreadsheet located in Workforce folder on network or provides signed authorization to Employment and Training Clerk.

IV. Training Provider Approval

- A. In order to be eligible for approval by the Tompkins County Workforce Development Board, the provider must be registered on the NYS Provider Network at <https://applications.labor.ny.gov/ETPL/> and follow directions for “Eligible Training Providers.”
- B. Once entered, Tompkins County Workforce Development Board will receive notification of request for approval. Staff will review for completeness and relevance to demand occupations list.

V. Demand Occupations

- A. Demand Occupations approved for Tompkins County can be found at <https://dol.ny.gov/lmi-workforce-planning>

Demand Occupations are updated yearly.

VI. Priority for Training Services

- A. Priority for training services is identified in attached Priority of Service Policy.

VII. Self Sufficiency

- A. The WIOA Adult self-sufficiency definition is individual earnings of 250% of the poverty level. Updated Poverty Guidelines can be found at <https://dol.ny.gov/system/files/documents/2021/03/poverty-guidelines.pdf>

ATTACHMENT A

PUBLIC LAW 113-128-JULY 22, 2014

128 STAT. 1527

(xi) assistance in establishing eligibility for programs of financial aid assistance for training and education programs that are not funded under this Act;

(xii) services, if determined to be appropriate in order for an individual to obtain or retain employment, that consist of-

(I) comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include-

(aa) diagnostic testing and use of other assessment tools; and

(bb) in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;

(II) development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals, including providing information on eligible providers of training services pursuant to paragraph (3)(F)(ii), and career pathways to attain career objectives;

(III) group counseling;

(IV) individual counseling;

(V) career planning;

(VI) short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training;

(VII) internships and work experiences that are linked to careers;

(VIII) workforce preparation activities;

(IX) financial literacy services, such as the activities described in section 129(b)(2)(D);

(X) out-of-area job search assistance and relocation assistance; or

(XI) English language acquisition and integrated education and training programs; and

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(xiii) Follow up services, including counseling Time period. regarding the workplace, for participants in workforce investment activities authorized under this subtitle who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment, as appropriate.

(B) USE OF PREVIOUS ASSESSMENTS.-A one-stop operator or one-stop partner shall not be required to conduct a new interview, evaluation, or assessment of a participant under subparagraph (A)(xii) if the one-stop operator or one-stop partner determines that it is appropriate to use a recent interview, evaluation, or assessment of the participant conducted pursuant to another education or training program.

(C) DELIVERY OF SERVICES.- The career services described in subparagraph (A) shall be provided through the one-stop delivery system-