

		BOARD POLICY		<b>POLICY NUMBER</b>  <b>POL 800-1.1</b>
Title:	SFWIB INDIVIDUAL TRAINING ACCOUNT (ITA) POLICY			
Effective:	2-15-2024	Revised:	2-1-2024	
Supersedes:	POL 800-1	Version:	1.1	

## I. OF INTEREST TO

The Individual Training Account (ITA) Policy should be of interest to members of the South Florida Workforce Investment Board (SFWIB) dba CareerSource South Florida (CSSF), Local Workforce Development Area (LWDA) 23 (Miami-Dade and Monroe Counties) Contractors (Service Providers), Training Vendors, WDA 23 jobseekers, and SFWIB staff.

## II. PURPOSE AND SCOPE

The purpose of the ITA Policy is to provide all SFWIB stakeholders with uniform guidelines regarding the use of training funds to pay for approved training programs and to determine subsequent program eligibility.

## III. BACKGROUND

An ITA is designed to provide training services to eligible individuals in need of training to prepare them for employment in in-demand occupation, increase income levels, close skills gaps, and create employment opportunities. WIOA allows eligible adults, dislocated workers, and youth to obtain training through educational entities listed on the eligible training providers list (ETPL).

## IV. STATUTORY AUTHORITIES

- A. Workforce Innovation and Opportunity Act (WIOA) of 2014, Public Law 113-128 § 3(52); 122(g); 134(c)(3)(F)(iii) and (G)(i-iv)
- B. 20 CFR Part 680 Subpart C 680.300-350
- C. The Higher Education Act (HEA) of 1965, Public Law 89-329, as amended
- D. Code of Federal Regulations (CFR), 20 CFR 663.410; 680.230; 680.300-340; 681.550 and 34 CFR 690
- E. U.S. Department of Labor, Employment and Training Administration, Training and Employment Guidance Letter (TEGL) 3-18, 8-19, 19-16, 21-16
- F. Florida Statutes, Title XXXI, Chapter 445 and Title XLVIII, Chapter 1005
- G. The Reimagining Education and Career Help (REACH) Act of 2014, and as amended through Senate Bill 240 – Chapter 2023-81

Approved By: Rick Beasley, Executive Director	DocuSigned by: 	3/14/2024
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H. CareerSource Florida Administrative Policy 74 - Individual Training Account Expenditure Requirements

**V. DEFINITIONS**

- A. Approved Training Program – means an occupational training program, including online training linked to occupational and program titles approved by the SFWIB and listed on the most current WDA 23 Targeted Occupations List.
- B. Authorized Signatory – means the person or persons duly authorized and has full legal authority to sign on behalf of a training vendor or contractor. Authorized signatories are documented on the organizational responsibility form submitted with a Training Vendor Agreement or Contract.
- C. Consumer Report Card – measures the performance of SFWIB/CSSF approved training vendors. The tool is an online report that updates Individual Training Account (ITA) performance.
- D. Individual Training Account (ITA) – is a mechanism via a payment to a training vendor used to pay for training costs (i.e., tuition, fees, books, required materials and supplies) for eligible adult, dislocated workers, and youth in need of training services in order to enter, and secure employment.
- E. ITA Maximum Amount – means the maximum dollar amount that may be paid for each SFWIB approved training program.
- F. Pell Grant – means the federal grant available to eligible participants for training program costs, in whole or part.
- G. Performance Measures/Standards – is a set of Federal, State and local standards for determining a training vendor's compliance with completion and placement requirements.
- H. Placements – means the number of participants that obtain unsubsidized employment following completion of a training program.
- I. Recognized Postsecondary Credential – means a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree.
- J. Stackable Credential – is a credential that is part of a sequence of credentials that can be accumulated over time to build an individual's qualifications and help them move along a career path or up a career ladder to different and potentially higher-paying jobs.
- K. Targeted Occupations List (TOL) – a State-compiled list of occupations that local workforce development boards may offer training.

**VI. POLICY**

An ITA is the vehicle through which the SFWIB expends training dollars. An ITA may be used to pay for or help defray the cost of training by an approved SFWIB

Training Vendor. An ITA may also be used to provide training in an occupation clearly linked to a priority industry that is in local demand or appears on the WDA 23 Targeted Occupations List (TOL). Individual training accounts are available to eligible WIOA Adult, Dislocated Worker, Youth, and Welfare Transition programs; however, it should be noted that an ITA are based upon funding availability.

## **VII. APPROVED TRAINING**

### **A. Eligible Providers and Programs**

In accordance with the Workforce Innovation and Opportunity Act (WIOA), Sections 122, 133, WIOA Regulations, 20 CFR 680.400 et seq., Subpart D – Eligible Training Providers, and CareerSource Florida Policy 90, providers of training services are entities that are eligible to receive WIOA Title I funding for eligible adult, dislocated workers and youth who enroll in an eligible program of training services provided through an Individual Training Account (ITA). Training provided through entities that are not listed on the approved Eligible Training Provider List (ETPL) for Local Workforce Development Area (LWDA) 23 is not permitted.

Participants' who choose to enroll in a training program(s) with an entity not listed on the WDA 23 ETPL, shall be wholly responsible for all costs associated with said training. The participant and CareerSource center career advisors, case managers and/or supervisors must identify the non-ETPL provider of training services, program, and source of funding used to pay for any training not covered under an approved ITA. The training details must be documented in the participant's case notes and a Non-ITA Acknowledgement Form must be completed and placed in the participant's file.

### **B. Training Delivery**

All occupational training programs listed on the SFWIB-approved ETPL, including online training, shall be linked to occupational and program titles as listed on the LWDA 23 current Targeted Occupations List (TOL). The training options, in-person/on campus and online, shall first be approved by the Florida Department of Education, and when applicable the AdvancED/Southern Association of Colleges and Schools (SACS) accreditation for post-secondary public or private school districts.

Only the theory portion of a program's courses shall be delivered online. Clinical, practicum, and externship experiences must be provided in person, unless otherwise approved by the Florida Department of Education Commission for Independent Education (CIE), SACS or the SFWIB Executive Director.

Proof of CIE approved online offerings and any exceptions to the theory only requirement must be provided to the SFWIB in writing and approved by the SFWIB prior to being added to the training providers list of program offerings.

## **VIII. ASSESSMENT**

American Job Center/Youth Provider staff shall individually assess eligible participants for training prior to the issuance of an ITA voucher. Staff shall conduct

a comprehensive objective assessment and individual employment plan/individual service strategy when determining the most appropriate training for the participant. Only participants determined to be in need of training shall be referred to a training provider listed on the SFWIB Eligible Training Provider List (ETPL); and it must be necessary to obtain employment.

## **IX. FEE STRUCTURE**

### **A. ITA Cost**

Training vendors are required to submit program cost modifications with supporting documentation to SFWIB staff, **no later than April 1st** of the current program year (PY) for the next program year. Program cost modifications may include, but are not limited to tuition, the cost of the credential(s) and the projected time frame of credential attainment. The information is used to update the program cost seen on the SFWIB website and in the Training Vendor Management System (TVMS) module of the Workforce Management System (WFMS). The maximum ITA amount for each program year is derived from the program cost information submitted by public education training vendors.

Specifically, the ITA limit per public school training program is set at 100% of the public institutions' submitted cost information. Where there is no approved public education institution comparable program, the cost of the approved private training vendor's program will be based on the previous program year's maximum ITA amount, a Florida public education institution's comparable program, and within the applicable quadrant benchmark category.

*Supportive Services are not paid for using the ITA and will not be included in the expenditures reported under the ITA. ITAs must not be used to pay for supportive services.*

### **B. Individual Training Account Cap**

The maximum cap for an ITA is up to **\$12,500**.

### **C. ITA Funding Limits**

The total amount of funding allowable through an ITA shall be based on the full cost of the training program. The full cost of the training shall include: tuition, books, academic fees, educational testing and certification administered by the training provider, equipment, and tools required by the educational institution for the training program. Fines and penalties, i.e., late finance charges and interest fee payments, are not allowed.

### **D. ITA Amount for Occupational Training Areas**

The ITA amount for each occupational training area is based on whether the occupation is identified as High Growth/High Wage, High Growth/Low Wage, Low Growth/High Wage, and Low Growth/Low Wage.

The maximum ITA amounts are divided into the four/quadrant categories as follows:

1. Occupations identified as High Growth/High Wage **up to and including \$12,500**.

2. Occupations identified as Low Growth/High Wage **up to and including \$9,375.**
3. Occupations identified as High Growth/Low Wage **up to and including \$6,250.**
4. Occupations identified as Low Growth/Low Wage **up to and including \$3,125.**

The formula to determine an occupation's annual quadrant category is based on the State of Florida's labor market information data for the fastest growing occupations within LWDA 23 by the growth and salary rates.

#### **E. ITA Payment**

The payment amount for each ITA training program shall be paid a flat rate based on the total cost of the training program and the applicable quadrant category maximum. Each training program shall be paid based on the maximum of each quadrant category. A training program that is less than the maximum of the program's applicable quadrant category, shall not exceed the program's total cost. The amount paid for any ITA training program shall not exceed the maximum applicable quadrant category nor the ITA cap. Please refer to section IX. (B) of this policy and the SFWIB ITA Technical Assistance Manual for additional guidance.

#### **F. ITA Voucher**

An initial voucher shall be issued covering up to and including 50 percent of the maximum approved **tuition** amount. The actual start date shall be entered in the WFMS and the participant must attend class for 14 days after the actual start date of training before the voucher can be submitted for payment.

Upon the participant's successful completion of up to and including 50 percent of the training program, a second voucher will be issued for the remaining maximum ITA amount.

Payment of the remaining 50 percent shall be contingent upon the training provider's submission of documentation evidencing the participant's attendance records to the applicable service provider. Vouchers shall be issued within the same program year in which the service(s) was/were rendered.

#### **G. Required Waiver Action**

In the event a career advisor, and/or a supervisor is unable to obtain a signature from the participant; the program staff's manager or supervisor shall submit and obtain the approval of the SFWIB Executive Director for all waiver requests in writing.

### **X. DURATION OF TRAINING FOR INDIVIDUAL TRAINING ACCOUNTS**

Individual training accounts shall only be used to cover the cost of the training tuition and any fees for assessment or testing prior to enrollment of such training, (to include background screening, drug testing, physical exams, etc.) as required by the training institution. The length of training may be limited to "up to 24 months or up to \$12,500".

If the participant's training cost is fully covered by other funding sources (e.g., Pell Grants, scholarships, employer, etc.), up to \$2,500 of the approved maximum ITA amount may be issued to the participant via a voucher to offset the costs of books, certification examination/testing fees, tools, etc., The \$2,500 is included within the approved maximum ITA amount.

Participants who elect a training program that is longer than one year in length (i.e., an Associate in Science (A.S.) degree program) will be responsible for all training costs beyond the one year covered by the ITA.

Associate of Arts (A.A.) and Bachelor degree programs are not covered by an ITA, except when the SFWIB determines that the training program demonstrates the effectiveness to serve targeted populations.

Participants enrolled in a registered apprenticeship program that is longer than one year in length shall not be responsible for related training instruction costs.

## **XI. FINANCIAL AID**

### **A. Federal Pell Grants**

All participants requesting an ITA are required to apply for the Federal Pell Grant and other forms of direct financial assistance prior to enrolling in training by completing the Free Application for Federal Student Aid (FAFSA). The Expected Family Contribution (EFC) number and the Pell Grant award amount may be provided at time of enrollment or within 30 days of the training start date. Documentation evidencing the participant applied for the Pell Grant award must be obtained by the career advisor and a copy shall be maintained in the participant's file

In the case where the Pell award changes from the amount stipulated in the original award letter, the previously approved ITA amount paid by the SFWIB shall not be adjusted.

Training may be provided to a participant who otherwise meets eligibility for ITA funding while the individual has a pending Pell Grant application. Should the Pell Grant and/or other grant funding be approved before training begins and the award pays for the same and/or covers the full costs of the training program, the participant and the training provider shall have an arrangement in place to reimburse the SFWIB.

Participants that receive the Pell Grant and/or other grant funding after the training begins, the training provider shall reimburse the SFWIB the funds used to underwrite the training for the amount the Pell Grant covers, including any education fees the training provider charges to attend the training. The reimbursement shall not include any portion of the Pell Grant award disbursed to the participant for education-related expenses (e.g., tuition and fees). Student loans are not included in the category of "other sources of training grants".

In the case where the Pell Grant award is in excess of the ITA voucher amount used when the SFWIB participant enrolled, the training provider shall reimburse the SFWIB the difference within 10 days of the occurrence. The

reimbursement amount shall include education fees the training provider charges to attend the training. Reimbursement is not required from the portion of the Pell Grant award disbursed to the participant for education-related expenses.

## **B. Coordination of WIOA Funds and Other Grant Funding**

Participants who are eligible for a Pell Grant award that elects to attend a training program, may be required to obtain grant assistance from other financial sources to cover the cost of the program in which they wish to enroll if the ITA amount and the Pell Grant do not cover the full cost of the training program. An acknowledgement form stating the same must be signed by the participant and maintained in their file.

If the participant is not eligible for a Pell Grant, or if the school or program is not Title IV eligible, the participant is required to obtain other grants assistance from other financial sources to cover the remaining cost of the program not covered by the maximum ITA amount. The SFWIB shall not be responsible, in whole or in part, for any debts incurred by a participant. Any outstanding balances for training not covered by the ITA shall be the sole responsibility of the participant.

The Training Vendor must provide the SFWIB or the SFWIB authorized representative with written documentation regarding other grant assistance from other financial sources received by each participant. The documentation shall include, at a minimum, the notice of award with the participant's name, the last four digits of the social security number, student identification number that lists each type of financial aid received, the amounts (if known), and the source(s) of the funds.

If the participant withdraws/drops or does not complete up to and including 50 percent of the training program, the SFWIB Standardized Refund Policy shall apply and the training provider shall refund the resulting amount to the SFWIB within 10 days of the occurrence.

## **XII. DUPLICATION OF PAYMENT**

The training provider shall reimburse the SFWIB for any duplicate payments. Additionally, the SFWIB reserves the right to withhold payments requested by the training provider to offset duplicate payments.

## **XIII. PROHIBITIONS/LIMITATIONS**

- A. A participant shall be limited to only one ITA in his or her lifetime using WIOA funds. The only exception to this statement, is when CSSF programs identified by the SFWIB as occupations that are a part of the targeted industries and registered apprenticeship programs.
- B. The SFWIB participant must enroll in at least half-time or full-time as defined by the Training Vendor and the SFWIB.
- C. An ITA shall only be used for courses that are specifically required for the program of study.

- D. The SFWIB will pay only once for each required class in an approved training program. Participants shall be responsible for the cost of any program course that has to be re-taken. The SFWIB **will not pay** for courses that need to be retaken. The one-time payment limitation is also applicable to remedial courses.
- E. The SFWIB will pay only once for the cost of each required certification or license examination. Any subsequent costs to retake an examination(s) will be the sole responsibility of the participant if the individual does not pass the initial exam.
- F. The training provider is required to conduct all training in the English language in those occupations/programs where licensing and certification examinations are only offered in the English language. This requirement seeks to ensure that eligible participants are trained in the same language in which they will be tested and able to comprehend the licensing and certification examinations.
- G. Individual training account funds may not be utilized to pay for Microsoft Office Suite (MOS) training; or other training programs that integrate 30 percent or more of MOS training as part of a program's course offerings.

#### **XIV. PERFORMANCE MEASURES**

Training Vendors who agree to accept an ITA from the SFWIB are required to meet a minimum of three of the following four SFWIB performance measures relevant to each training program offered. Two of the three performance measures must be the Training Related Placement and the Postsecondary Credential Attainment Rate standard. The table below outlines the performance measure requirements.

<b>Performance Measure</b>	<b>Performance Standard</b>
Completion Rate	75%
Placement After Training	75%
Training-Related Placement	75%
Postsecondary Credential Attainment Rate	75%
<b>Economic Benefit Per Placement</b>	<b>Quadrant Benchmark</b>
Low Growth / Low Wage	\$31,798
High Growth / Low Wage	\$25,803
Low Growth / High Wage	\$61,886
High Growth / High Wage	\$63,233

##### **A. Completion Rate**

This measure examines the percentage of the number of participants who begin and successfully complete training in an approved SFWIB program.

##### **B. Training-Related Placements**

This measure examines the number of participants who begin, complete training, and obtained unsubsidized employment in a training-related occupation within 180 days of the completion. All training related placements must have a wage rate at or above the training program's Quadrant Benchmark.



### **C. Postsecondary Credential Attainment Rate**

A measure that examines the number of participants who, during a program year, obtain a recognized postsecondary credential during participation in or within one year after exit from a training program; or who are in an education or training program that leads to a recognized postsecondary credential, or employment and are achieving measurable skill gains toward such a credential or employment within one year after exit from the program. The measurable skills gain for WDA 23 is a minimum 75 percent of those who begin and complete a training program. Additional guidance may be found in the SFWIB Measurable Skills Gains Requirement Policy.

### **D. Economic Benefit per Placement**

This measure examines the percentage of the return on investment per approved training program for each participant placed. The approved program must meet and/or exceed the standard economic benefit per placement by quadrant.

### **E. Subsequent Eligibility**

Training vendors seeking to have an approved training program considered for renewal, must meet, or exceed a minimum of three of the performance measures, of which, two must be the Training Related Placement and Post-Secondary Credential Attainment Rates. A training program must have 12 months of continuous performance to review for a reporting period; otherwise the program will be removed. The program will not be considered for renewal for a minimum of one year from the date of removal.

Programs neither meeting nor exceeding a minimum of two of the required measures will be removed from the list of SFWIB approved offerings. Training vendors must resubmit the removed program for programmatic review and SFWIB approval a minimum of one year from the date of removal in order to have the program returned to the list of approved offerings.

## **XV. WFMS WORKFORCE MANAGEMENT SYSTEM (WFMS)**

### **Roles and Responsibilities**

Training vendors and service providers are required to input data relevant to each of the above measures into the Training Reconciliation Module of the WFMS. Additionally, Service Providers are required to input wage data per placement into the WFMS. Supporting documentation for each system entry must be readily available to the SFWIB for review.

In accordance with WIOA section 116(d)(4)(a) and 20 CFR 677.230(a)(5), Training Vendors are required to provide annual performance data for all individuals in the approved training program, regardless of WIOA participation as detailed in TEGL 03-18 and 08-19.

Registered apprenticeship programs are not required to follow the abovementioned performance reporting requirements, unless submitted voluntarily. Outcomes for WIOA participants enrolled in a registered

apprenticeship program shall be reported in the state and WDA 23 performance reports.

**XVI. EXCEPTIONS**

Exceptions to this policy, or any part thereof, must be approved in writing by the SFWIB Executive Director.

**XVII. REVISION HISTORY**

<b>Date</b>	<b>Description</b>
2/15/2024	Updates to policy

**XVIII. RESCISSIONS/CANCELATIONS**

There are no rescissions or cancelations for this policy.