

PROCEDURE TRANSMITTAL		
SUBJECT:	Workforce Innovation and Opportunity ACT (WIOA) Title I Non-ITA Procedure	Procedural/Guidance No.: #6 PY2021-22
APPLIES TO:	Workforce Services WIOA Title I Youth Services, Workforce Development Area (WDA) 23 (Miami-Dade and Monroe Counties) CareerSource Service Providers & South Florida Workforce Investment Board (SFWIB) staff	Effective Date: 1/12/2022
		Revised Date:
		Expiration Date: Indefinite
REFERENCE:	<ul style="list-style-type: none"> • Workforce Innovation and Opportunity Act (WIOA), Sections 122 and 133 • WIOA Regulations, 20 CFR 680.400 et seq., Subpart D • Department of Economic Opportunity (DEO) Policy 90 	

I. Purpose

The purpose of this procedure is to outline and provide guidance on how to document a non-approved training or a training provider that is not listed on the Eligible Training Provider List (ETPL).

II. Background

Providers of training services are entities that are eligible to receive WIOA Title I funding for Adult and Dislocated Workers who enroll in an eligible program of training services provided through an Individual Training Account (ITA). ITAs may also be used for WIOA Title I Youth to provide training to older, out-of-school youth, ages 18 to 24. Non-approved training programs or training provided through entities that are not listed on the approved ETPL for Workforce Development Area (WDA) 23 is not permitted.

III. Procedure

A. Documenting Non-ITAs

Participants that are enrolled in WIOA that are attending a non-approved training or enrolled in training with a training provider that is not listed on the Eligible Training Provider List, the WIOA Title I Non-ITA Acknowledgement Form must be completed. A case note must be entered in Employ Miami-Dade (EMD) or Employ Monroe (EM) documenting the non-approved training or training provider.

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A. Non-ITA Acknowledgement Form

Complete each section in its entirety; the participant must sign and date the form. Staff will maintain the original document in the file and provide a copy to the participant.

i. WIOA Participant and Training Information must be completed with the following:

- ❖ WIOA participant's full name
- ❖ State ID from EMD/EM
- ❖ Non-Eligible Training Provider Name
- ❖ Training Program Name
- ❖ Length of Training to include start and projected end dates
- ❖ Registration Date

ii. Financial Aid and Other Subsidies

- ❖ Enter the Program costs (book fees, test fees, uniform fees, if applicable and credentialing fee, etc.).

iii. Types of Funds to be Used Towards Training, if applicable

- ❖ Indicate the name of the Scholarship or Grant Awarded
- ❖ Federal Funds, such as PELL
- ❖ Participants' private student loan
- ❖ Indicate the dollar amount the participant would be responsible for, if applicable.

iv. Attestation

- ❖ The Non-ITA acknowledgment form must have the signature of the WIOA participant. Participant must be fully educated that he/she is wholly responsible for all costs related to the Non-ITA training program cost.

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