

TO: Planning & Policy Development Committee DATE: February 27, 2002

- For Action**
- For Information**
- Meeting Notes**

FROM: WIB Staff

SUBJECT: Individual Training Account (ITA) Policy

PROPOSED MOTION(S): Recommend to the full Board that it adopt the attached policy.

DISCUSSION: At its meeting of January 23, 2002, the Committee took action regarding ITAs. Pursuant to that action, staff has drafted the attached policy for the Committee's consideration.

ATTACHMENT(S): Draft ITA Policy

Workforce Investment Board of Merced County

Individual Training Account Policy

1. Except as provided in the Workforce Investment Act of 1998 and associated regulations, training services provided to eligible participants shall employ individual training accounts (ITAs) issued through the One-Stop Delivery System.
2. The “Maximum Training Funds Available” on any individual ITA shall not exceed six thousand dollars (\$6,000) without the prior written approval of the Assistant Director of the One-Stop Operator.
3. In no event shall an ITA carry a time or dollar balance after the program of training is either completed or terminated.
4. The maximum length of training under a single ITA shall be two years.
5. No more than three (3) ITAs may be issued to a participant within a two year period.
6. An ITA shall cover the cost of training including tuition and other training related items supplied by the training provider (e.g., books, training materials, registration fees, supplies, uniforms, DMV printouts, license fees, physical examinations, immunizations, health fees and insurance) but will not include or consider the cost of supportive services. Supportive services, if appropriate, shall be delivered pursuant to the Board’s Supportive Services Policy.